

# **WORK PARTY TASKS**

**Strim overgrown plots ready for reletting**

**Cut grass in plot boundary walks**

**Cut grass on roads and car parks**

**Complete Risk assessments**

**Cut back perimeter hedges**

**Service trimmers in accordance with manufacturers instructions**

**Service lawnmowers and rotovators in accordance with manufacturers instructions**

**Erect Sensor lights**

**Erect poll for CCTV camera**

**Make and fit hinged covers for tanks**

**Inspection of walkways and common parts**

**Inspection of plots maintenance**

**Check compliance with Insurance policy restrictions**

**Check compliance with Health & Safety requirements**

**Check roof of sheds and kitchen**

**Paint outside of shed & fit gutters**

**Render repair to shed**

**Pollard perimeter fence**

**Shred offcuts from pollarding**

**Check gifted machines in shed**

**Repair machines as required**

**Maintain incident logs, machine logs, maintenance log**

**Repair tap in Kitchen**

**Check if loos are leaking at back, redecorate,  
clean weekly**

**Brush chips from centre to sides of roads**

**Maintain and update locks**