



**DRAYTON (ABINGDON)
PARISH COUNCIL**
www.DraytonPC.org

**SELF-EMPLOYED VILLAGE CARETAKER
CONTRACT SPECIFICATIONS & REQUEST FOR QUOTATION**

INTRODUCTION

Drayton Parish Council (the “**Parish Council**”) is responsible for keeping Drayton village neat and tidy and ensuring that the Parish Council’s facilities are well maintained. The tasks of doing so are delegated to a caretaker (the “**Caretaker**”).

The Caretaker is to keep the village free from litter, maintain the Parish Council’s assets, public spaces, footpaths and bridleways, and look after the playgrounds and burial ground.

The Caretaker needs to be flexible in their approach to work, which needs to be prioritised according to the needs of the changing seasons. The tasks carried out by the Caretaker are varied and rely on the Caretaker being able to establish an organised method of working.

REQUEST FOR QUOTATIONS

The Parish Council invites interested parties to provide a quotation for undertaking caretaking work for a three-year period, on the contractual terms outlined below.

Quotations should be in writing, and sent by email to clerk@draytonpc.org by the close of business on **Friday 17 January 2020**, and must include the following information:

- state the proposer’s experience in undertaking such work; and
- confirm whether the proposer has previously worked for a government body, local council or parish council, and if so, provide the contact details of two referees at those bodies; and
- if no work has previously been done for a government body, please provide contact details for two referees;
- state a fixed annual price for the contract (excluding VAT), with details of proposed hourly rate; and
- include a copy of the proposer’s appropriate insurance documents.

The Parish Council will consider all quotations received by the above deadline. Please note that while the price is important, it will not be the only factor that the Parish Council will consider when evaluating the quotations received. The Parish Council is aiming to select a Caretaker by mid-February 2020.

CONTRACT TERMS

1. Duties

Routine Duties (within allocation of hours per month)

The routine duties comprise:

1.1 Litter

- i) Litter picking on a weekly basis.

ii) Emptying litter bins as follows:

- one bin at the Village Hall;
- one bin on the Millennium Green;
- one bin at the Lyford Close BMX track;
- one bin at the Lockway playground; and
- one bin at the burial ground.

- 1.2 Weeding, pruning and strimming around public footpaths and public open spaces. **Two maps** identifying the relevant areas are attached to this specification as Schedule 1.
- 1.3 Keeping the burial ground tidy and well maintained.
- 1.4 Carrying out a weekly playground safety inspection and providing a monthly report in the agreed form to the Clerk. This is for the two (2) playgrounds at: the Village Hall (location 12 on the map) and at Walnut Meadows.
- 1.5 Maintaining certain village assets such as village notice boards (including removal of out of date notices), bus shelters, seats, gates, fences etc. (including cleaning and minor repairs as required). **A list of village assets** is attached to this specification as Schedule 2.

Non-routine duties (within allocation of hours per month)

It is expected that, at the request of the Clerk or Deputy Clerk, the Caretaker will be asked to undertake other tasks including, but not limited to work such as:

- 1.6 Collecting, cutting up and disposing of fallen tree branches or dumped rubbish.
- 1.7 More significant repairs and maintenance of Parish Council assets (e.g. washing the bus shelters, painting of railings, removing moss from the war memorial).
- 1.8 Clearing and maintaining of specific footpaths and bridleways.
- 1.9 Spraying play area pathways and wetpour, burial ground path and certain footpaths with suitable weedkiller.

From time to time the Parish Council may ask the Caretaker to undertake other, larger, projects over and above the contracted hours, which we will ask the Caretaker to separately quote for at the relevant time, for example hedge cutting.

The duties exclude the Millennium Green, as this area is not managed by the Parish Council.

Duties must be performed with diligence, due courtesy and consideration, and no action by the Contractor must bring the Parish Council into disrepute.

2. Hours of Work

The hours of work average 40 hours per calendar month with a usual working pattern (subject to current needs and weather conditions) as follows:

Winter: October – February up to 30 hours per month.

Summer: March – September up to 50 hours per month.

3. Duration and Termination

The Contractor will be appointed for a period of three years, subject to an annual review by the Parish Council. If the review is satisfactory then the contract will automatically continue for the next year.

The contract can be terminated at any time and for any reason by either party serving three months' prior written notice on the other party. The Parish Council may suspend the contract and withhold payment if, in

its sole determination, the Contractor's duties are not being performed satisfactorily within the contract terms.

4. Reporting

The Caretaker shall report to the Parish Council via the Clerk. The Contractor shall provide to the Clerk every month:

- 4.1 a monthly invoice;
- 4.2 an **activity report** in the form attached as Schedule 3 to this specification, detailing the work undertaken in that month; and
- 4.3 the **weekly playground inspection reports** in the form attached as Schedule 4 to this specification.

This invoice and worksheet must be received at least one week prior to the end of a calendar month, to allow timely authorisation and payment by the Parish Council.

The Contractor must be contactable by phone and email. The Contractor shall make recommendations to the Parish Council of any actions which may need to be taken during the following month, and any areas of concern.

5. Equipment, Health and Safety and Insurance

The Contractor shall provide their own equipment, including personal protective equipment/high visibility clothing, mowers, strimmers, rubbish sacks, etc.. The Contractor is responsible for their own health and safety, risk assessments, safe working practices to protect the public, and for the safe and responsible disposal of any waste materials. If working by a roadside, the Contractor must wear high visibility clothing at all times.

If the Contractor uses a chainsaw or similar equipment the Parish Council will need to see appropriate training certificates.

The Contractor must carry suitable public liability and other appropriate insurances of a minimum of £10 million and must provide a copy of the renewal certificate to the Parish Clerk on an annual basis.

6. Contractor Status

The Contractor will be a contractor and not an employee of the Parish Council. The Contractor must take all necessary steps to ensure they are a contractor for the purposes of IR35.

7. Sub-Contracting

The work may not be sub-contracted to another organisation but Contractor may provide whichever personnel to undertake the services as it sees fit.

SCHEDULE 1

Map of Village showing areas for weeding, pruning and strimming

See attached – areas 1 to 18



0 100 200 m



MARCHAM ROAD

Manor Farm

Allot Gdns

PW PO

GRAVEL LANE

PW

1

2

3

4

5

6

7

8

2

57m

B4016 HIGH STREET

Drain

KILN LA

HIGH STREET

FURLONGS

HALLS CT

Ppg. Sta

CHIERS DRIVE

Chiers House
Balancing Pond

VIRGATE

1

12

17

PLOUGH LANE

FURROWS END

Track

EAST WAY

EAST WAY

Track

DRAYTON EAST WAY

STEVENTON ROAD

OSE

0 100 200 m



Tumulus

63m

18

10

9

16

16

16

15

14

13

10

16

10

Sherwood Farm

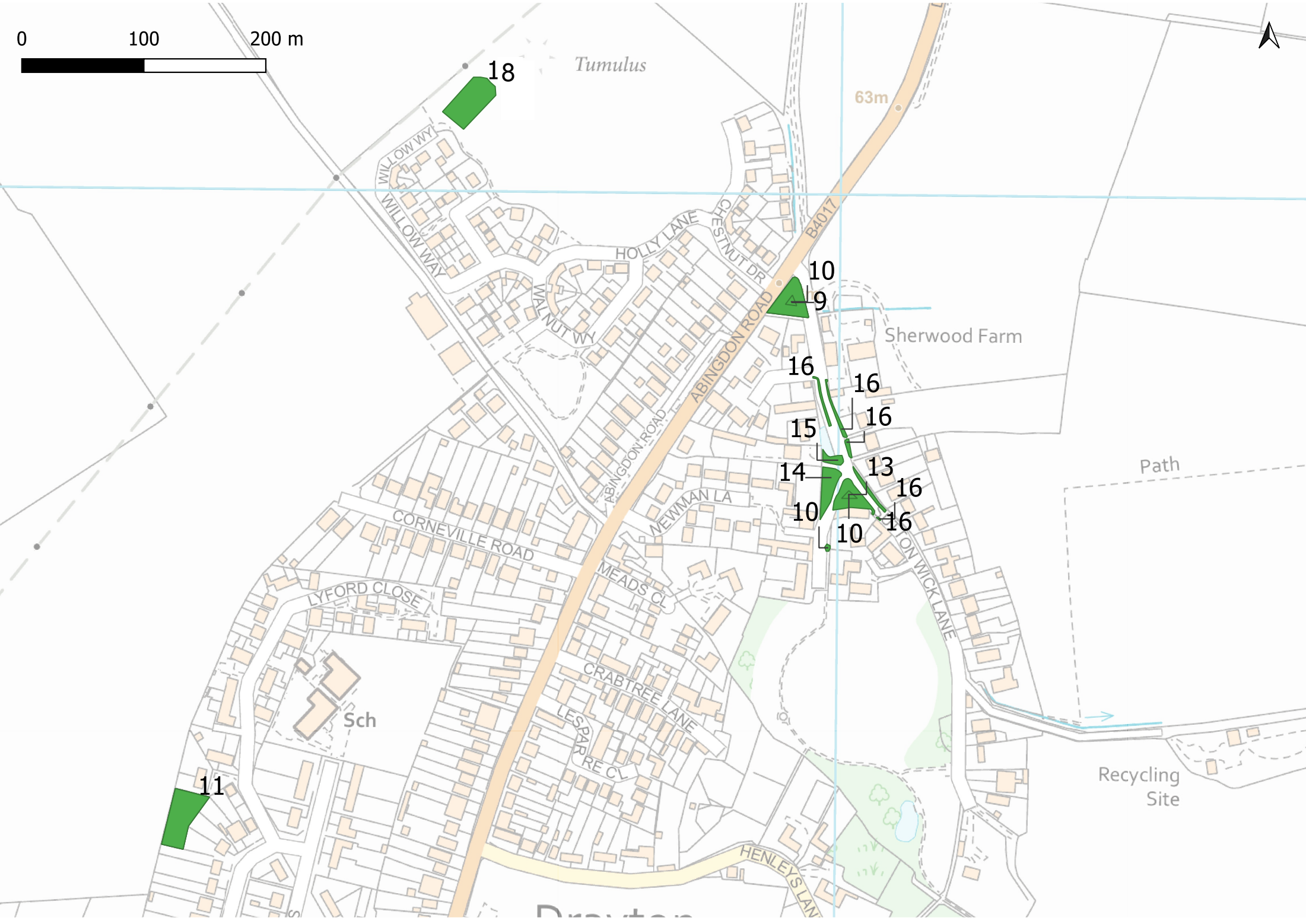
Path

Recycling Site

Sch




11



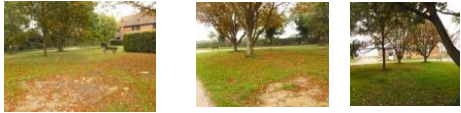

Drayton



SCHEDULE 2

List of Village Assets








Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
1 – PARISH LAND											
1	1.1.1	Burial Ground	Title Nbr BK97942 with Map Title Nbr ON40254 with Map			Nominal £1	As specified		Nominal £1	Nil	
2	1.1.2	Allotments	Title Nbr ON154873 with Map			Nominal £1	As specified		Nominal £1	Nil	
3	1.1.3	Village Green	ON257730 Drayton Green with Map Land East of Steventon Road with Map			Nominal £1	As specified		Nominal £1	Nil	
4	1.1.4	Village Green	ON267471 Land on East Side of Steventon Road – 2 parcels with Map Drayton Green & Stone Cross Green – Drayton No.Vg.43			Nominal £1	As specified		Nominal £1	Nil	
n/a	1.1.4a	Village Green – Pond Area	Annex A – Drayton Green – additional parcels to register								There is no pond - Clarification required re 'additional parcels to register'

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
	5	Lyford Close Play Area (BMX track)	Title Nbr ON141585 with Map			Nominal £1	As specified		Nominal £1	Nil	Is the grassy area and pathway leading to play area PC land? Should the gates be listed as an asset? There is a woden fence running along the pathway into the play area, is this PC asset? It was noted as damaged and required repair.
	6	Lockway Play Area	Title Nbr ON36054 with Map	Title Nbr ON275976 with Map		Nominal £1	As specified		Nominal £1	Nil	Does the PC own the fencing around the play area? It is not listed as an asset, as is the Walnut Meadows play area.
	7	Lockway Recreation Ground – Village Hall & Pavilion	Title Nbr ON275976 with Map	DRAYTON RECREATION GROUND – DRAYTON NO.VG.42-1		Nominal £1	As specified		Nominal £1	Nil	
	8	Land North of High Street	THE GREEN BUS SHELTER – DRAYTON NO.CL.76-1			Nominal £1	As specified		Nominal £1	Nil	
	9	Sutton Wick Lane/Abingdon Road	Title Nbr ON91719 Land on the West Side of Sutton Wick Lane			Nominal £1	As specified		Nominal £1	Nil	
			Title Nbr ON91719 with Map Common Land No 77 Drayton Vale) Pond, Sutton Wick Lane Sutton Wick Green & Pond – Drayton No.CL.77-1								Additional photos of

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
10	1.1.10	Sutton Wick Pond & adjacent land				Nominal £1	As specified		Nominal £1	Nil	pond and current railing in place.
2 - STREET FURNITURE											
11	2.1.1	Wooden bench	Lydbury 5ft with plaque Dedicated to John Spencer		Jul-06	£498.75	Burial Ground by church entrance			£682.09	
12	2.1.2	Wooden bench	Traditional 4ft In memory of Brian Purbrick		Mar-08	£375.00	Sutton Wick Lane by Post Box			£417.18	
13	2.1.3	Bench	Rushton 7ft with plaque	Photo required		£407.72	Burial Ground, by bins			£557.96	
14	2.1.4	4x concrete seats	2 at each bus stop			£1,017.00	Each Bus Stop The Green			£1,391.20	
15	2.1.5										
16	2.1.6										
17	2.1.7										
18	2.1.8	Metal & wood bench	"Lister"			£1,933.39	Seat @ Post Box High Street			£2,115.07(4 seats)	

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
19	2.1.9	Metal & wood bench					High Street near The Green				
20	2.1.10	Metal & wood bench					Steventon Rd Under Oaks				
21	2.1.11	Metal & wood bench					Lockway Play Area				
22	2.1.12	Wood & concrete seat	Dedicated to Bert de Haan	 		£380.54	The Green			£500.19	
23	2.1.13	Wood & concrete seat					Sutton Wick Lane – On grass area near Abingdon Rd junction			£521.10	
24	2.1.14	Wooden bench	1x 4ft traditional wooden bench with plaque				Sutton Wick			£527.23	

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
25	2.1.15	Realise wooden bench	Dedicated to Benjamin Ash			£415.95	Green opposite Wheatsheaf		£5,028.35	To be added	
26	2.2.1	Bus shelter	Arun enclosed Millennium bus shelter			£2,931.50	The Green			£4,010.16	
27	2.2.2	Bus shelter	3 bay Warwick bus shelter			£3,046.00 plus refurb of all panels Jan 2011 £1500.00	The Green			£4,166.23	
28	2.2.3	Bus Shelter	Bus Shelters UK Ltd 'metro' cantilever bus shelter		Mar-10	£2,477.50	Steventon Road near A34 bridge		£9,955.00	£2,836.40 Bus Shelters £6,819.33	
29	2.3.1	Litter bin	Green VWHDC			£1,218.29	The Green by seat Didcot Side				
30	2.3.2	Litter bin	Black – VWHDC				The Green by Bus Stop Manor side.				

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31	2.3.3	Litter bin	Green – VWHDC				The Green by Shelter Abingdon Side				Bin is black not green
32	2.3.4	Litter bin	Black – VWHDC				Abingdon Rd by Pelican Crossing.				Bin is green not black
33	2.3.5	Litter bin	Green				Sutton Wick Lane by Post Box.				
34	2.3.6	Litter bin	Green – Post mounted with top				Lyford close Play Area.				
35	2.3.7	Litter bins	2 bins joined				Burial Ground				
36	2.3.8	Litter bin	Black		Feb-08	£399.55	Inside Lockway play area			Litter Bins £1,666.49 (8 are insured av.£208.31 each)	
						£32.49					

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
37	2.3.9	2x black compost bins	Black		Aug-11	(£16.25 each)	Burial ground			[£32.49 –to add]	There are now 2 additional compost bins, making a total of 4
38	2.3.10	Litter bin	Green – post mounted – MGT owned		Aug-11	£97.46	Millennium Green – by pond		£1,747.79		
39	2.4.1	Lockable notice board			2005	£496.30	Inside the Millennium bus shelter			£686.78	
40	2.4.2	Misc. noticeboards				£100.00	Steventon Road			£114.03	
41	2.4.3	Noticeboard				£100.00	The Green – 1 st board			£114.03	
42	2.4.4	Noticeboard			Nov-10	£567.75	The Green – 2 nd board			£600.00	
43	2.4.5	Noticeboard					Outside MACE shop – Abingdon Road			4 Notice Boards £546.90	

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
44	2.4.6	Noticeboard			Jan-16	£810.00	Steventon Road outside 224 Steventon Road, OX13 6RN (next to the bus stop).		£2,274.05	£810	
45	2.5.1	Dog poo bins (8)					High Street by Pumping station under Horse chestnuts.				
46	2.5.2	Dog poo bin					Bus Stop The Green manor farm side.				
47	2.5.3	Dog poo bin					Steventon Road under Oaks.				
48	2.5.4	Dog poo bin		 			Hilliat Fields.				This bin is no longer in this location. It has been replaced with a regular bin. See second photo. Has the dog poo bin been moved somewhere else?
49	2.5.5	Dog poo bin					Henleys Lane Millennium Green entrance.				

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
50	2.5.6	Dog poo bin					Lime Close/Millennium Green entrance.				
51	2.5.7	Dog poo bin				£1,750.00	Sutton Wick/Millennium Green entrance.				
52	2.5.8	Dog bin and post			Mar-11	£176.80	Footpath near Village Hall		£1,926.80	8 Dog Bins £2575.43 (average £321.92 each)	
53	2.5.9	Grit bin		 			Lyford close		£300.00		Could not locate, but located a green one - has it been replaced?
54	2.5.10	Grit bin			Nov-11	£300.00	The Green – Gravel Lane entrance				

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
55	2.5.11	Litter bin	Concrete		Aug-17	£535.00	Lockway Playground			Destroyed by a car 2018 so will be removed when list updated in 2019	There are 2 concrete bins, another is located behind the football shed, no photo obtained. There are another 2 concrete bins located alongside the football pitch. Not yet photographed
56	2.6.1	Historic water pump					Sutton Wick				
57	2.6.2	Historic water pump					High Street				
58	2.7.1	War Memorial – Lych Gate					St Peters Church, Church Lane			Not insured	
59	2.7.2	Mott VC Tablet			Jan-17		St Peters Church, Church Lane		£610.00		
60	2.7.3	Sutton Wick Air Crash Memorial Board			Mar-16	£200.00	Sutton Wick Lane				
											

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
61	2.8	Rooks Nest footpath steps			Nov-11	£2,720.00	High Street		£2,720.00	Not insured	Not yet checked
62	2.9	Memorial Cross to Queen Victoria's Diamond Jubilee			1897		The Green			Not insured	Covered in lichen/moss and flaking. Can it be cleaned/restored?
63	2.1	Defibrillator at Village Hall		Photo required	Apr-14	£2,020.00	Village Hall		£2,020.00	£2,020.00 ADD TO INSURANCE 2015	Not yet checked
3 - PLAY EQUIPMENT											
	3.1.1	4 seat swing	Wicksteed			£1,998.84	Lockway Play area.			£2,734.47	
	3.1.2	Rocking horse with damper unit				£1,912.50	Lockway Play area.			£2,616.49	
	3.1.7	Netscape MizzenMast climbing frame	Wicksteed			£4,057	Lockway Play Area	£4,057		Play Equipment £20,532,22	
	3.1.8	Square Trampoline 1.5m x 1,5m	Proludic		May-16	£3,000.00	Lockway Play area				
	3.1.9	Vitality Scale of Suspension Monkey Bars	Proludic		May-16	£1,760.00	Lockway Play area			£1,760.00	

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19	
64	3.1.10	Diablo Adventure Multiplay Unit	Proludic		May-16	£9,715.00	Lockway Play area			£9,715.00		
	3.1.11	Picnic Table	Proludic		Oct-16	£389.95	Lockway Play area			£389.95	Still to add to insurance?	Located outside of the play area
	3.1.12	Sidney the Snake Springer	Proludic		May-16	£755.00	Lockway Play area			£755.00		
	3.1.13	Speed Gyro	Proludic		May-16	£2,645.00	Lockway Play area			£2,645.00		
	3.1.14	Primo Metal Pod Swing	Proludic		May-16	£2,970.00	Lockway Play area			£2,970.00		
	3.1.15	Little Play Bench	Proludic		May-16	£555.00	Lockway Play area			£555.00		
	3.1.16	Prosafe Gate	Proludic - 1m high PC Yellow x 2	Photo required	May-16	£747.00 each			£31,932.29	£1,494.00		
new	Wooden Fencing			Jan-19	£1 - donated by developer	Chestnut Drive			£4,120.00			

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
	new	2 x timber pedestrian gates			Jan-19	£1 - donated by developer	Chestnut Drive			£1,705.00	
		1 x vehicle access gate			Jan-19	£1 - donated by developer	Chestnut Drive				Need to add to insurance schedule - estimate at £2000 - insurance company contacted 19/11/19
		3 x Silver Birch trees			Jan-19	£1 - donated by developer	Chestnut Drive				Suggested replacement price £100 per tree - needs adding to insurance shedule - insurance company contacted 19/11/19
		2 x wooden slat bench @ £535			Jan-19	£1 - donated by developer	Chestnut Drive			£535.00	Note - states 1 on asset list - need to add 1 to the insurance policy - insurance company contacted 19/11/19
		1 x litter bin and post			Jan-19	£1 - donated by developer	Chestnut Drive			£247.00	
		1 x hammock swing with grass matting	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£2,101.00	
		1 x basket swing	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£2,029.00	

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
		1 x horizontal agility bar	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£258.00	
		1 x flush carousel (access spinner)	Russell		Jan-19	£1 - donated by developer	Chestnut Drive				Russell asked to confirm the replacement price and add to insurance shedule 19/11/19
		1 x toddler swing	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£618.00	
		1 x supernova carousel	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£4,202.00	
		1 x multiplay slide/climber	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£4,202.00	
		1 x multiplay climber with wall	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£3,800.00	
		1 x rocker/seesaw/spring	Kompan ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£1,092.00	

Location on Map	No.	Description	Identification	Photo	Date Acquired	Value/Cost at Acquisition[1]	Location	Disposed of?	Summary Values[2]	Insurance Policy Value	Notes from Review 29/10/19
		1 x toddler slide	Kompan Ltd		Jan-19	£1 donated by developer	Chestnut Drive			£2,081.00	
		1 x bowl carousel	Kompan Ltd		Jan-19	£1 - donated by developer	Chestnut Drive			£597.00	
4 - COMPUTER & OTHER EQUIPMENT											
	4.1.1	Laptop – from Argos	ASUS Eeebook E402 14.1 inch screen Celeron 4GB 32GB White		14 th March 2017	£199.99	With Deputy Clerk	Dell Laptop		£199.00	
		Dell Laptop	Blue Inspiron 15R Model no: 5010-0668 with MS Office Home & Student 2010		Mar-11						
						£559.98					
	4.1.2	Epson Stylus Scanner/copier/printer	Model No. SX105		May-09	£29.35	With Clerk	Yes			
	4.1.3	Canon B&w laser printer	Canon I-Sensys LBP-3100		Aug-10	£84.29	With Clerk	Yes			
	4.2.1/4.2.2	2 hosepipes				?	With Robin Butler				
	4.3.1	Table top display stand			Feb-08	£182.11	With Clerk				
		HP Pavilion laptop	15-cc598na silver with mouse and bag		May-18	£315.62	With Clerk				
		HP Office Jet Printer	Pro 8715 All-In-One wireless inkjet printer		May-18	£129.99	With Clerk				
		2 x 2 drawer filing cabinets	wood effect at £135 each		May-18	£270.00					
Total Value						£58,656.99			£58,656.99		

[1] (ex VAT) updated to Nov 2019

[2] for AR Notes

SCHEDULE 3

Form of Monthly Activity Report

DRAYTON (ABINGDON) PARISH COUNCIL

VILLAGE CARETAKER'S REPORT FOR MONTH ENDING: [month] 2019

	Work Done/Comments	Details	Dates	Hours
1	Litter picking and emptying litter bins			
2	Weeding, pruning and strimming			
3	Clearance and maintenance of footpath & bridlepaths			
4	Weekly playground safety inspection			
5	Work in burial ground			
6	Other			
	TOTAL HOURS			

SCHEDULE 4

Form of Weekly Playground Inspection Report

WEEKLY INSPECTION REPORT: (1) Lock Way Play Area and Lyford Close BMX track

Date of inspection: **XXX** 2019

..... [signature]

..... [print name] (Village Caretaker)

ITEM	CHECKED (Y/N)	ACTION REQUIRED/COMPLETION DATE
1. The site		
Are the entrances and accesses clear and in good condition?		
Are the notices in good condition?		
Have litter bins been emptied?		
Litter and any dog mess removed?		
Are the surfaces under/around equipment in good condition - no splits or trip hazards?		
Are the fencing and the gates secure?		
Do the 2 pedestrian gates close completely and softly?		
Is the adult seating in good repair?		
2. Surrounding Vegetation		
Is the site clear of overhanging branches?		
Is there ivy or other poisonous or berried plants within reach of children?		
3. Items of equipment (applicable to all)		
Are all fittings or fixings in position and secure? (tighten any loose 'ball' connectors etc. with allen keys)		
Are there any protrusions or sharp edges?		
Are all moving parts working freely & quietly?		
Are paintwork or other finishes in good condition?		
Are all safety measures – rails etc - in good repair?		
Is all woodwork/plastic undamaged?		
Is there any graffiti?		
Are all seats and climbing areas free of bird lime, chewing gum, etc?		
4. Specific Play Equipment		
4.1 Swings (4 seats, Wicksteed)		
Are the seats undamaged?		
Are shackles and chains in good condition?		
Is the main frame secure?		

ITEM	CHECKED (Y/N)	ACTION REQUIRED/COMPLETION DATE
4.2 Diablo Adventure Multiplay Unit (slide/steps/climbing wall) (Proludic)		
Is the sliding surface secure and free from obstructions?		
Are the steps access to the slide entry complete and in good condition?		
Is the climbing net secure? (check joints and tighten if required)		
Climbing pegs, handles and moving play balls secure? (Tighten with keys if required)		
4.3 Rocking horse		
Are pivoting and rotating bearings in good working order?		
Is the ground clearance correct?		
4.4 Netscape Mizzenmast Climbing Frame		
Are the climbers and nets complete & secure?		
Is the main frame complete & secure?		
4.5 Picnic Table (Proludic)		
Is this clean and secure?		
4.6 Trampoline (Proludic)		
Is this free from debris? Are the edges undamaged and free of tripping hazard? Is the webbing intact, no damage? Is the cavity underneath clear of litter, water etc.? Test by springing on trampoline. Should be capable of supporting adult weight		
4.7 Springer Snake (Proludic)		
Is the springer secure and works? Are the handles and seat secure? Is it free from rust?		
4.8 Speed Gyro Roundabout (Proludic)		
Does this move freely and without wobble – base bolts secure? Are the handles secure? Is the ground clear underneath? Is this free from rust or damage?		
4.9 Monkey Bars (Proludic)		
Is the ground beneath clear of debris and fall mat & grass intact? Are the bars free of damage and rust?		

ITEM	CHECKED (Y/N)	ACTION REQUIRED/COMPLETION DATE
4.10 Child's Play Bench (Proludic)		
Is this secure on base? Are the moving play balls on arms ok and joints tight?		
4.11 Primo Metal Pod Swing (Proludic)		
Are the seats undamaged?		
Are shackles and chains in good condition?		
Is the main frame secure?		
5. Have previously reported defects been rectified?		
6. Comments specific to Lock Way play area Lyford Close BMX track		
7. Comments specific to Lyford Close BMX track		

Wicksteed/Proludic Equipment Maintenance Guidelines

A maintenance inspection must include:

- checking that **fixings** are present and secure
- lubrication of **bearings**
- touching-in any scratches to **paintwork** using the appropriate paint
- repairing **safety surfacing** and other elements that form the rest of the site
- ensuring **any timber surfaces** are smooth and free from splinters or rough edges which may create abrasion hazards.
- removal of **hazards**, such as broken glass, litter, debris from trees or fouling from the site
- checking that all **supports, climbing bars** and the take-off & landing **ramps of cableways** are present and secure.
- checking that all **components**, including **handgrips** and **swing seats**, are present and undamaged
- checking **slides** for sharp edges that may cause injury, paying particular attention to plastic sectional 'twister' slides where joints may have been damaged or foreign objects trapped in them.
- inspecting **climbing ropes** to ensure there is no exposed metal and check **cableway chains**, cables and spring stops for wear or damage.
- **swing chains** should be free from twists, shackle pins fitted securely with a sellok pin and Key Links fitted correctly
- on **rockers and spring mobiles**, check that the shroud or skirting (where originally fitted) is undamaged and that there are no pinch or crush points.
- with **roundabouts, rockers and see-saws**, check there is no excessive lateral movement and ensure these items, as well as spring mobiles, Rota Web climbers and cableway runners, move freely and quietly.

Proludic Equipment see manuals at: http://www2.proludic.com/index.php?L=en&ID_page=51

Order Number: 21602590 Customer Number: C0003257

WEEKLY INSPECTION REPORT: (2) Walnut Meadows

Date of inspection: **XXX** 2019

..... [signature]

..... [print name] (Village Caretaker)

ITEM	CHECKED (Y/N)	ACTION REQUIRED/COMPLETION DATE
1. The site		
Are the entrances and accesses clear and in good condition?		
Are the notices in good condition?		
Has the litter bin been emptied?		
Litter and any dog mess removed?		
Are the surfaces under/around equipment in good condition - no splits or trip hazards?		
Are the fencing and the gates secure?		
Do the 2 pedestrian gates close completely and softly?		
Is the vehicle access gate secure?		
Is the adult seating in good repair?		
2. Surrounding Vegetation		
Is the site clear of overhanging branches?		
Is there ivy or other poisonous or berried plants within reach of children?		
Are the 3x silver birch trees in good condition?		
Do the plants/borders need strimming/pruning or weeding?		
3. Items of equipment (applicable to all)		
Are all fittings or fixings in position and secure? (tighten any loose 'ball' connectors etc. with allen keys)		
Are there any protrusions or sharp edges?		
Are all moving parts working freely & quietly?		
Are paintwork or other finishes in good condition?		
Are all safety measures – rails etc - in good repair?		
Is all woodwork/plastic undamaged?		
Is there any graffiti?		
Are all seats and climbing areas free of bird lime, chewing gum, etc?		
4. Specific Play Equipment		
4.1 Hammock swing with grass matting (Kompan)		

ITEM	CHECKED (Y/N)	ACTION REQUIRED/COMPLETION DATE
Is the hammock in good condition?		
Are shackles and chains in good condition?		
Is the main frame secure?		
4.2 Basket swing (Komplan)		
Is the swing seat undamaged?		
Are shackles and chains in good condition?		
Is the main frame secure?		
4.3 Horizontal agility bar (Komplan)		
Is the ground beneath clear of debris and fall mat & grass intact?		
Is the metal bar secure, free of damage and rust?		
4.4 Flush carousel (Russell)		
Does this move freely and without wobble – base bolts secure?		
Are the handles secure?		
Is this free from rust or damage?		
4.5 Toddler swing (Komplan)		
Is the swing seat undamaged?		
Are shackles and chains in good condition?		
Is the main frame secure?		
4.6 Supernova carousel (Komplan)		
Are pivoting and rotating bearings in good working order?		
Is the supernova surface in good condition?		
Is the ground clearance correct?		
4.7 Multiplay slide/climber (Komplan)		
Are the steps access to the slide entry complete and in good condition?		
Is slide complete & secure?		
Is the main frame complete & secure?		
4.8 Multiplay climber with wall (Komplan)		
Is the main frame complete & secure?		
Is the wall intact and secure?		
Is the climbing net secure? (check joints and tighten if required)		
Climbing pegs, handles and moving play balls secure? (Tighten with keys if		
4.9 Rocker/seesaw/spring (Komplan)		
Are pivoting and rotating bearings in good working order?		

ITEM	CHECKED (Y/N)	ACTION REQUIRED/COMPLETION DATE
Is the ground clearance correct?		
Are the wooden plank seats intact and secure?		
4.10 Toddler Slide (Komplan)		
Are the steps access to the slide entry complete and in good condition?		
Is slide complete & secure?		
Is the main frame complete & secure?		
4.11 Bowl carousel (Komplan)		
Are pivoting and rotating bearings in good working order?		
Is the ground clearance correct?		
Is the bowl intact?		
5. Have previously reported defects been rectified?		
6. Comments specific		

ADD Kompan and RUSSELL GUIDANCE HERE