



Grounds Maintenance

Date: 20/03/2023

Month: April 2023

Number of Staff: 7 = 6 DLF and 1 Supervisor

		Comments:
Days	20	N/A
Hours	934.5	N/A
Bank Holidays	101.5	Easter bank holiday x 2 for Severn staff
Training	52.5	One day fire awareness course (all staff to attend)
Sickness		N/A
Holiday	89.5	N/A
Other (Hours)	20	Supervisor office hours
Total Hours:	671	

Job Task	Location	Time	Comments	Completed
Cremated Remains Burials for April X 3	<ul style="list-style-type: none"> Bridgnorth Cemetery 	7.5	1X DLF 2.5 hours per crem digging including backfilling and dressing of crem.	😊
Grass Cutting Round (Roundabouts, Churchyards and SC areas)	<ul style="list-style-type: none"> 3 X Churchyards Ludlow Road Shrewsbury Road Dunval road Bandon Island Lavington Gardens Kidderminster Island Wolverhampton Island Stanmore Straights Greenfields Crescent 	15 16 10 5 3 6 10 5 5 2	2 X DLF Time column doubled to reflect both members of staff time. Done twice a month	😊
Grass Cutting and Strimming 3 X play areas and Wellmeadow TRACTOR	<ul style="list-style-type: none"> Crown Meadow Severn Park Lodge Lane Wellmeadow The Grove viewing area Faire Field 	12 30 10 13 10 3	1 X DLF Time column doubled to reflect fortnightly cuts. Done twice a month	😊
Grass Cutting and strimming around play equipment. HAND EQUIPMENT AND RIDE ON MOWERS	<ul style="list-style-type: none"> Pale Meadow Crown Meadow Innage Youth Centre Brook Hollow Lodge Lane Foundry Lane Community Hall Centre Severn Park Innage Lane 	18 14 2 6 6 4 3 12 6	2 X DLF Time column doubled to reflect both members of staff time. Done twice a month	😊
Grass Cutting and Grounds Maintenance	<ul style="list-style-type: none"> Castle Grounds Cemetery 	140 54	2 X DLF Time column doubled to reflect both members of staff time.	😊

Litter Picking and Bin Collection	<ul style="list-style-type: none"> • Crown Meadow • Severn Park • Lodge Lane • Castle Grounds • Foundry Lane • Cemetery • Lavington Gardens 	40	4 X DLF 40 hours covers all areas for litter picking and bin collection. Done Weekly	😊
Vehicle Checks Daily	<ul style="list-style-type: none"> • 3 X Vehicles 	30	Daily Vehicle safety checks	😊
Play Area Safety Checks	<ul style="list-style-type: none"> • Crown Meadow • Severn Park • Lodge Lane 	10 10 10	2 X Supervisor Safety Checks Time column doubled to reflect both members of staff time. Daily	😊
Washing Vehicles	<ul style="list-style-type: none"> • 3X Vehicles 	36	5 X DLF and 1 X Supervisor Clean Vehicles Weekly	😊
Cemetery Welfare Cleaning	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	12	2 X DLF Time column doubled to reflect both members of staff time. Weekly	😊
Servicing of Tools and Equipment	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	28	6X DLF and 1 X Supervisor Weekly	😊
Riverbank Strimming	<ul style="list-style-type: none"> • Riverbanks both sides of river 	30	6X DLF and 1 X Supervisor Every Two Weeks	😊
Cemetery Strimming	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	70	6X DLF and 1 X Supervisor Weekly	😊
April Project repairing Memorial Garden steps	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	45	1X DLF and 1 X Supervisor Time column doubled to reflect both members of staff time.	
Bank Holiday Cover	<ul style="list-style-type: none"> • Bin Duties around Town 	6	2X DLF Bin collection and litter picking 3 hours week Sunday 9 th April 2023	😊
Total Time: (Minus the bank holidays as this is based off a full week of work)		677		



Update for April 2023
Update on Staffing Hours: 685 (including 8 hours overtime)
Sickness was a total of: 60 hours
Holiday was a total of: 138.5 hours
Total Hours: 585

	Hours
Hours Scheduled:	677
Actual Hours:	585

Carried over tasks/ Incomplete tasks:
<ul style="list-style-type: none"> Project Memorial Steps – incomplete task due to staff shortages
Changes to programme: Additional Tasks Done:
<ul style="list-style-type: none"> 7.5 hours from supervisor to help erect bunting in the Town. Collection of sandbags from riverside residents Meeting with allotment holders to discuss flooding damage. Collection of Drycleaning for Mayor Making – Supervisor hours Fire Awareness training moved to May




Month: May 2023

Number of Staff: 6 = 5 DLF and 1 Supervisor

		Comments:
Days	23	N/A
Hours	888	N/A
Bank Holidays	135	3X bank holidays
Training	18	One day fire awareness course (all staff to attend) 3 hour course
Sickness	148	1X DLF left
Holiday	29	N/A
Other (Hours)	20	Supervisor office hours
Total Hours:	673	

Job Task	Location	Time	Comments	Completed
Grass Cutting Round (Roundabouts, Churchyards and SC areas)	• 3 X Churchyards	15	2 X DLF	
	• Ludlow Road	16	Time column doubled to reflect both members of staff time.	
	• Shrewsbury Road	10	Done twice a month	
	• Dunval road	5		
	• Bandon Island	3		
	• Lavington Gardens	6		
	• Kidderminster Island	10		
	• Wolverhampton Island	5		
	• Stanmore Straights	5		
	• Greenfields Crescent	2		
Grass Cutting and Strimming 3 X play areas and Wellmeadow TRACTOR	• Crown Meadow	12	1 X DLF	
	• Severn Park	30	Time column doubled to reflect fortnightly cuts.	
	• Lodge Lane	10	Done twice a month	
	• Wellmeadow	13		
	• The Grove viewing area	10		
	• Faire Field	3		
Grass Cutting and strimming around play equipment. HAND EQUIPMENT AND RIDE ON MOWERS	• Pale Meadow	18	2 X DLF	
	• Crown Meadow	14	Time column doubled to reflect both members of staff time.	
	• Innage Youth Centre	2	Done twice a month	
	• Brook Hollow	6		
	• Lodge Lane	6		
	• Foundry Lane	4		
	• Community Hall Centre	3		
	• Severn Park	12		
	• Innage Lane	6		
Grass Cutting and Grounds Maintenance	• Castle Grounds	140	2 X DLF	
	• Cemetery	54	Time column doubled to reflect both members of staff time.	

Litter Picking and Bin Collection	<ul style="list-style-type: none"> • Crown Meadow • Severn Park • Lodge Lane • Castle Grounds • Foundry Lane • Cemetery • Lavington Gardens 	40	4 X DLF 40 hours covers all areas for litter picking and bin collection. Done Weekly	
Vehicle Checks Daily	<ul style="list-style-type: none"> • 3 X Vehicles 	30	Daily Vehicle safety checks	
Play Area Safety Checks	<ul style="list-style-type: none"> • Crown Meadow • Severn Park • Lodge Lane 	10 10 10	2 X Supervisor Safety Checks Time column doubled to reflect both members of staff time. Daily	
Washing Vehicles	<ul style="list-style-type: none"> • 3X Vehicles 	36	5 X DLF and 1 X Supervisor Clean Vehicles Weekly	
Cemetery Welfare Cleaning	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	12	2 X DLF Time column doubled to reflect both members of staff time. Weekly	
Servicing of Tools and Equipment	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	28	6X DLF and 1 X Supervisor Weekly	
Riverbank Strimming	<ul style="list-style-type: none"> • Riverbanks both sides of river 	30	6X DLF and 1 X Supervisor Every Two Weeks	
Cemetery Strimming	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	70	6X DLF and 1 X Supervisor Weekly	
May Project repairing Memorial Garden steps	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	45	1X DLF and 1 X Supervisor Time column doubled to reflect both members of staff time. CARRIED OVER FROM APRIL	
May Project Allotment gate repair, taps and hedges	<ul style="list-style-type: none"> • Bridgnorth Allotment 	15	1X supervisor and 1X DLF	
Bank Holiday Cover	<ul style="list-style-type: none"> • Bin Duties around Town 	18	2X DLF Bin collection and litter picking 3 hours week Sunday 1 st , 8 th , 28 th May 2023	
Total Time: (Minus the bank holidays as this is based off a full week of work)		774		



Update for May 2023
Update on Staffing Hours:
Sickness was a total of:
Holiday was a total of:
Total Hours:

	Hours
Hours Scheduled:	
Actual Hours:	

Carried over tasks/ Incomplete tasks:
•
Changes to programme: Additional Tasks Done:
•



Month: June 2023

Number of Staff: 6 = 5 DLF and 1 Supervisor

		Comments:
Days	22	N/A
Hours	814	N/A
Bank Holidays	0	
Training	2	Ladder Training- Supervisor
Sickness		
Holiday	88	N/A
Other (Hours)	40	Supervisor office hours
Total Hours:	684	

Job Task	Location	Time	Comments	Completed
Grass Cutting Round (Roundabouts, Churchyards and SC areas)	• 3 X Churchyards	15	2 X DLF	
	• Ludlow Road	16	Time column doubled to reflect both members of staff time.	
	• Shrewsbury Road	10	Done twice a month	
	• Dunval road	5		
	• Bandon Island	3		
	• Lavington Gardens	6		
	• Kidderminster Island	10		
	• Wolverhampton Island	5		
	• Stanmore Straights	5		
	• Greenfields Crescent	2		
Hanging Baskets Planting	• All areas in Town • Erecting poles • Collecting flowers	222	All staff	
Watering	• Watering all plants in the Town	29	2x DLF per week	
	• Watering 3 remaining days	18		
Grass Cutting and Strimming 3 X play areas and Wellmeadow TRACTOR	• Crown Meadow	12	1 X DLF	
	• Severn Park	30	Time column doubled to reflect fortnightly cuts.	
	• Lodge Lane	10	Done twice a month	
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	• Innage Youth Centre	2	Done twice a month	
	• Brook Hollow	6		
	• Lodge Lane	6		
	• Foundry Lane	4		
	• Community Hall Centre	3		
	• Severn Park	12		
	• Innage Lane	6		

Grass Cutting and Grounds Maintenance	<ul style="list-style-type: none"> • Castle Grounds • Cemetery 	140 54	2 X DLF Time column doubled to reflect both members of staff time.	
Litter Picking and Bin Collection	<ul style="list-style-type: none"> • Crown Meadow • Severn Park • Lodge Lane • Castle Grounds • Foundry Lane • Cemetery • Lavington Gardens 	40	4 X DLF 40 hours covers all areas for litter picking and bin collection. Done Weekly	
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Cemetery Strimming	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	70	6X DLF and 1 X Supervisor Weekly	
Total Time: (Minus the bank holidays as this is based off a full week of work)		765		



Update for June 2023
Update on Staffing Hours:
Sickness was a total of:
Holiday was a total of:
Total Hours:

	Hours
Hours Scheduled:	
Actual Hours:	

Carried over tasks/ Incomplete tasks:
•
Changes to programme: Additional Tasks Done:
•



Grounds Maintenance

Date: 18/07/2023

Month: July 2023

Number of Staff: 6 = 5 DLF and 1 Supervisor

		Comments:
Days	21	N/A
Hours	933	N/A
Bank Holidays	0	
Training		
Sickness		
Holiday	68.5	N/A
Other (Hours)	50	Supervisor office hours
Total Hours:	814.50	

Job Task	Location	Time	Comments	Completed
Grass Cutting Round (Roundabouts, Churchyards and SC areas)	• 3 X Churchyards	15	2 X DLF	
	• Ludlow Road	16	Time column doubled to reflect both members of staff time.	
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Cemetery Strimming	<ul style="list-style-type: none"> • Bridgnorth Cemetery 	70	6X DLF and 1 X Supervisor Weekly	
Allotment Gate repair and fences	<ul style="list-style-type: none"> • Bridgnorth Allotments (Doctors Lane) 	15	1X Supervisor and 1X DLF	
Teddy Bears Picnic	<ul style="list-style-type: none"> • Castle Grounds 	15	1X Supervisor 2X DLF	
Total Time: (Minus the bank holidays as this is based off a full week of work)		773		



Update for July 2023
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Holiday was a total of:
Total Hours:

	Hours
Hours Scheduled:	
Actual Hours:	

Carried over tasks/ Incomplete tasks:
<ul style="list-style-type: none"> • •
Changes to programme: Additional Tasks Done:
<ul style="list-style-type: none"> •

