**APPENDIX 1**

**Handyman – Two year cyclical work schedule**

* Tidy the approach to the station and clear rotting leaves from the pavement (January)
* Sweep and clear rotting leaves from the footpath down to the Pack Horse bridge (probably necessary to do twice in autumn/winter)
* Sweep Old Playground by the wall after the removal of Christmas trees (January)
* Sweep footpath from the station to Broomhaugh (twice a year: autumn after leaves have fallen/late spring)
* Sweep pavement along the main road (narrow stretch from Riding Grange to Riding Cottages) (3 times a year)
* Sweep pavement adjacent to Broomhaugh First School as required
* Clear weeds/moss from bridges in Millfield Road, Marchburn Lane and the Weir footbridge and Tennis Club footbridge. In Marchburn Lane clear weeds/moss from around the four wooden planters. Ensure reflectors are clean. Sweep area. Cut back any overhanging branches. Monitor and repeat as necessary at times in the year.
* Clean play equipment (twice a year). Varnish roof on play equipment (once a year)
* PC notice board – clean and treat with wood preservative (every other year – Year 1)
* Bus shelters – wooden facias and seats - clean and treat with wood preservative (every other year – Year 1) Plastic benches – clean (once a year)
* Clean and treat all benches with wood preservative (every other year – Year 2) – see list. Keep foliage in the vicinity of the benches trimmed back (every year)
* Wash visibility mirrors (#5) twice a year
* Wash streets signs/information boards (#8) once a year. Cut back any growth obscuring signs.
* Sweep bus shelters (#6) twice a year
* Clean drains on the Nick and Millfield Road (one nearest to double tennis courts) (January/February)
* Water planters (Marchburn Lane and village entrance) and edible garden when necessary
* Maintain the following areas ensuring trees/shrubs are kept trimmed, nettles cut etc.:
* Perimeter of Play Park and any trees overhanging benches or equipment
* Area behind MUGA court to ensure access between court gate and Play Park stile
* Entrances to the village including trees between bus stop and RM entrance sign at Broomhaugh
* Broomhaugh bus shelters and bench area
* The Spinney (particularly areas overhanging the road and Old Playground and internal paths).
* Trees by parking area for double tennis courts
* Triangular area of land, Marchburn Lane
* Approach to the station (NB nettle should be cut back in May/June)
* Weir area including side walls
* Footpath by Play Park and MUGA court
* Start of footpath by Whiteside Cottage
* Footpath from Sandy Bank to Marchburn Lane (top area only)
* Entrance area to Riding Grange so that traffic safety mirror has optimum view

*Location of assets*

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| **Asset** | **Material /nature of task** |
| Bus shelters (#6)* Broomhaugh (North)
* Broomhaugh (South)
* Wellington (North)
* Wellington (South)
* Riding Grange (North)
* Riding Grange (South)
 | Stone / varnish facia board and seat / sweepStone / varnish facia board and seat / sweepPerspex / varnish seat / sweepPerspex / sweep Perspex / sweep Perspex / sweep |
| Seats and benches* Broomhaugh roundabout
* Broomhaugh bus stop
* Whiteside Bank
* Whiteside Bank – bench
* Outside the Wellington
* Near Bobby’s shop
* Morningside
* Slaley turning bus stop
* Beauclerc
* Play Park x 4
* Play Park picnic bench x 1
* Cricket Pavilion x 3
* Spinney
* Weir
 | Most wood which need to be treated with wood preserve (Sadolin).Some plastic which should be washed only. |
| Signs, mirrors and notice board* Spinney sign
* Play Park sign x 2
* Millfield Road – weight restriction signs x 4
* Mirror opposite turning for Wentworth Grange
* Mirror opposite Dean Terrace (grounds of Parish Hall)
* Mirror to aid exit from Sandy Bank (corner Station Close)
* Mirror to aid exit from Hollin Hill Terrace
* Mirror to aid exit from the Nick
* Notice board (side of Wellington Hotel)
* Weir sign
 | Signs and mirrors to be washed and any branches obscuring them cut back.Notice board – to be treated with wood preserve |
| Areas of land* Please see attached map
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