



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.7

DEPARTMENT: *Maintenance*

SUBJECT: *Maintenance
Procedures – Grounds Maintenance*

APPROVAL DATE: June 2015

REVISION DATE: Dec. 2016; July 2018

REVIEW DATE: Oct. 2019; March 2022; November 2022

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PURPOSE:

To ensure that the grounds are maintained in a hazard-free and well-groomed manner.

PREAMBLE:

The grounds have many planted and recreational areas which consist of:

1. Plants, shrubs and trees
2. Putting greens
3. Flower gardens
4. Vegetable gardens
5. Seating areas and gazebos
6. Courtyards

PROCEDURE:

1. Landscaping services for each home will be contacted out to a landscaping contractor (see Policy 2.1 Maintenance Procedures – Contractor Maintenance Services).
2. Contracts shall be entered into with landscape contractor(s) who specialize in the maintenance of building grounds.
 - a) Flowering plants, shrubs, and trees will be purchased as required.
 - b) The trimming of trees and evergreens will be done as required.
3. Contractor(s) to make sure area is clear of residents and staff before grass is to be cut.
4. Contractor(s) to make sure gates are properly locked after landscaping is completed in that area.
5. Maintenance staff (Monday to Friday) and Housekeeping staff (Saturday and Sunday) shall maintain all entrances, exits, exterior stairwells and walkways.



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6. Maintenance staff will check walkways and stairs regularly for chipped and/or cracked concrete.
7. Maintenance staff will monitor lawn sprinkler system and make repairs as required.
8. Proper shoes must be worn during grass cutting maintenance.
9. Tools & equipment must not be left unattended.
10. Barriers and warning signs shall be posted to alert pedestrians of hazardous conditions or construction work being done.