Maintenance Task Plan

Maintenance activities comprise • Regular Maintenance • Occasional Tasks • Remedial Work	Frequency
General	
Litter Collect all litter or other debris and remove from site at each site visit.	Monthly
Inlets and Outlets, Controls, and Inspection Chambers	
Regular Maintenance	Frequency
Inlets, outlets and surface control structures Inspect surface structures removing obstructions and silt as necessary. Check there is no physical damage.	Monthly
Strim vegetation 1m min. surround to structures and keep hard aprons free from silt and debris.	Monthly
Inspection chambers and below ground control chambers remove cover and inspect ensuring water is flowing freely and that the exit route for water is unobstructed. Remove debris and silt. Undertake inspection after leaf fall in autumn	Annually
Occasional Tasks	
Check topsoil levels are 20mm above edges of baskets and chambers to avoid mower damage	As necessary
Remedial Work	
Unpack stone in basket features and unblock or repair and repack stone as design detail as necessary.	As required
Repair physical damage if necessary	As required
Pumping Station	
Regular Maintenance	Frequency
Visual inspection for evidence of poor operation.	Monthly
Occasional Tasks	
Comprehensive service of pumping equipment in accordance with manufactures recommendations.	6 monthlies
Clean and wash down of chamber, pumps, and float switches.	6 monthlies
Remedial Work	
Replace malfunctioning parts or structures	As required
Overflows and Flood Routes	
Regular Maintenance	Frequency
Overflows Test pipes leading from overflow structures annually and check by running water through the overflow. Check free flow at next SuDS feature – inlet to basin or chamber.	Annually
Remove any accumulated grass cuttings or other debris on top of grass weirs or stone filled baskets overflows.	Monthly
Flood Routes Make visual inspection. Check route is not blocked by new fences, walls, soil or other rubbish. Remove as necessary.	Monthly
Remedial Work	
Overflows If overflow is not clear, then dismantle structure and reassemble to design detail.	As required
Geocellular Systems	
Regular Maintenance	Frequency
Inspect and identify any areas that are not operating correctly. If required, take remedial action	Monthly for 3 months, then annually
Remove debris from the catchment surface (where it may cause risks to performance)	Monthly
Occasional Tasks	
For systems where rainfall infiltrates into the tank from above, check surface of filter for blockage by sediment, algae or other matter; remove and replace surface infiltration medium as necessary.	Annually
Remove sediment from pre-treatment structures and/or internal forebays	Annually
Inspect/check all inlets, outlets, vents and overflows to ensure that they are in good condition and operating as designed	Annually
Survey inside of tank for sediment build-up and remove if necessary	Annually or as required
Remedial Work	
Repair/rehabilitate inlets, outlet, overflows and vents	As required
Private Carriageways, Footways & Cycle Routes	
Regular Maintenance	Frequency
Cleaning Brush regularly and remove sweepings from all hard surfaces	Six monthly
Occasional Tasks	
Safety Inspections Carry out Safety Inspector in accordance with the Local Highway Authorities Guidelines for defect inspection, recording and assessing the risks posed and the rectification regime for correcting it.	Annually
Remedial Work	
Reinstatement of defects or damages to highway edgings/kerbs.	As required
Road re-surfacing, patching, and minor repairs	As required
Pipework, Chambers and Gullies	
Regular Maintenance	Frequency
Inspect surface structures removing obstructions and silt as necessary. Check there is no physical damage.	Monthly
Strim vegetation 1m min. surround to structures and keep hard aprons free from silt and debris	Monthly
Occasional Tasks	
Inspection chambers and below ground control chambers remove cover and inspect ensuring water is flowing freely and that the exit route for water is unobstructed. Remove debris and silt.	Annually
Cleanse / de-sludge main foul and surface water pipework to ensure drains remain free flowing	Every 5 years or as require
Road Gullies, clean out silt traps and cleanse pipes leading from Gullies.	Annually or as required
Check topsoil levels are 20mm above edges of baskets and chambers to avoid mower damage	As necessary
CCTV Survey drainage network for sediment build-up and remove if necessary	Every 10 years or as required
Remedial Work	
Repair physical damage if necessary	As required
Planting and Vegetation – Review	
Regular Maintenance	Frequency
Grass maintenance • Amenity Grass – Mow all grass verges, paths and amenity grass at 35-50mm with 75mm max. All cuttings to remain in situ • Rough grass – Mow at 75-100mm but not to exceed 150mm. All cuttings to wildlife piles. • Wildflower areas strimmed to 50mm in Sept-Oct or: Wildflower areas strimmed to 50mm July and Sept or: Wildflower areas strimmed to 50mm on 3 year rotation 30% each year. All cuttings to wildlife piles.	16 visits 4 - 8 visits 1 visit 2 visits 1 visit
Ornamental tree & shrub planting • Prune to shape in year 1 to established spec as necessary. • Cut back planting from lights, paths and visibility sight lines in late autumn and as necessary. • Cut hedges slightly tapered back from base with flat top at specified height. • Do not mulch planting adjacent to permeable/ porous paving surfaces. • Remove stakes and ties from trees when no longer needed for support and within 3 years of planting. • Protect from strimmer damage and remove competitive growth until well established.	4 visits
Native trees & shrub planting. • Prune to shape in year 1. • Protect trees from strimmer damage and remove competitive growth until well established. • Remove stakes and ties from trees when no longer needed for support and within 3 years from planting	1 visit
Existing trees • Check existing trees for safety	1 visit
Remedial Work	
Replace trees and shrubs which fail in the first five years after planting.	
Carry out tree surgery as necessary.	

Site Plan Showing Common Parts Maintenance (1:50)

General Notes
All dimensions shown are in millimetres unless otherwise stated. They should not be scaled from the drawings and must be checked on site, by the Contractor, from the actual work wherever possible.

These notes shall be read directly in conjunction with BPS's other relevant drawings and the Architect's details, together with any subsequent revisions and amendments.

The Contractor shall be responsible for all temporary and permanent support works necessary.

Legend

- Scope of shared common parts; management company responsibility for maintenance
- Scope of Parts – Responsibility for Maintenance by Private Ownership
- Boundary of Application Site
- Extent of shared drainage; management company responsibility for maintenance
- Extent of assets to be adopted and maintained by Southern Water

Common Parts
The Common Parts will be transferred to a management company on completion of the development. The management company will retain responsibility for maintaining all aspects of the Common Parts to the extent that they are not adopted. It will be required to prepare maintenance budgets and collect service charges on account. This is a standard setup for new build estates.

Maintenance for Main Drainage

Surface water on site networks are not to adopted or be transferable into public ownership.

Main foul water drain on site is to be adopted and transferred into public ownership.

A schedule of ongoing maintenance will be required, and the implementation of such would be the responsibility of a Management Company. We have formulated the following table to be used in developing the schedule, to identify key areas. Recommendations and more detailed operations will need to be added via drainage product/equipment suppliers and specialists as and when these are chosen and implemented during construction.

Maintenance Task Plan shows typical maintenance schedule tasks, activity's & indicative frequencies in accordance with CIRIA SuDS Manual.

Ultimately this information should be incorporated within the Health & Safety File and Site Maintenance Manual.

Management company to provide a maintenance tasks schedule prior to the completion of the works

N

Indicative Only

For Approval

P03 10/04/25	Issued for approval	rmh
P02 28/02/25	Issued for approval	rmh
P01 17/02/25	Issued for approval	rmh

Borne Project Services
Bournemouth Office
Royal Turnstone Villas
Ringwood Road
t: 07848 002464
e: mailbox@bornepropertservices.co.uk

client: PR Homes Direct

architect: CKA Architectural

site: 1-3 Barclay Court, Market Place
Haywards Heath, RH16 1DB

drawing title: Proposed Conversion To Form 10No Flats.
Common Parts Maintenance

scale	date	drawn by
as shown @ A0	feb 25	rmh

project no.	drwg no.	rev.
24079	DR-D-0350-S4	P03

A0