

Blocks 3 & 4, Potato Wharf, Manchester

Building Management Strategy

9th November 2021

1. Introduction & Objectives

- 1.1 This building management strategy has been prepared to provide the preferred managing agent with a framework within which they will undertake the management and maintenance of Blocks 3 and 4, Potato Wharf, Castlefield, Manchester.
- 1.2 The strategy details the key areas of communal management and maintenance, to allow the managing agent to efficiently, effectively and successfully operate the buildings and maintain the common parts to an exemplar standard.
- 1.3 Once selected, the preferred agent will be appointed on a property management agreement ('PMA') for a term of one year less a day. The PMA will be in Lendlease's preferred format.
- 1.4 Whilst not essential, it is preferable that the managing agent will be a member of the Royal Institution of Chartered Surveyors ('RICS') and/or the Association of Residential Managing Agents ('ARMA').
- 1.5 Included at Appendix 2 of this building management strategy is a maintenance schedule which provides indicative inspection and maintenance frequencies for the communal infrastructure. This schedule is indicative, and the preferred agent will be expected to fully review the O&M manuals to determine the optimum maintenance/inspection frequencies and specifications for all communal infrastructure.

2. Property Description

- 2.1 Potato Wharf Blocks 3 & 4 is a newly constructed high quality residential development comprising 191 residential units (111 apartments and a single town house in Block 3 and 79 apartments in Block 4). Accommodation within both blocks is across 8 storeys and they are situated within a new estate, which forms part of the development. The site will also provide 114 car parking spaces that will be allocated for residents' use. In addition, there will be designated visitor and maintenance car parking spaces built into the design of the development, adjacent to the secured residents car park.
- 2.2 The site is bound to the North-West by the River Medlock and to the South and East by the Bridgewater canal and three separate viaduct/bridge structures. These

structures partially over sail the site and the car parking areas, but do not form part of the landlord's ownership nor the maintenance requirements.

- 2.3 The site is situated close to Manchester City Centre, adjacent to the highly successful Potato Wharf Blocks 1 & 2, and a short walk from Deansgate.

3. Location Plan



4. Apartment Lease

- 4.1 All the apartments and the single town house, which is situated in Block 3, are to be let on long leases and the leases define the Landlord's and Management Company's covenants and maintenance responsibilities for the common parts. The management and maintenance of the common parts is to be funded by the service charge to be collected from the tenants, in its due proportions, by the managing agent due under the terms of the owner's occupational leases.

- 4.2 The preferred managing agent will be expected to be fully conversant with the occupational leases and the Management Company Articles of Association. They will

be expected to manage the development in accordance with these documents and the PMA, to be granted by Lendlease.

5. Management Company

5.1 As part of the delivery of the development, a Residential Management Company ('RMC') will be put in place. The company is called 'Potato Wharf 3 and 4 Residents Management Company Ltd'. On the sale of the last apartment the RMC will become active and assume the obligations to provide the communal maintenance and management services to the development. At this point, the preferred managing agent will be acting on behalf of the RMC, under the terms of the PMA. The RMC is a private company limited by guarantee.

5.2 The preferred managing agent will be required to undertake the company secretarial duties, arrange for the preparation and lodgement of the annual accounts at Companies House and arrange the preparation and lodgement of the annual Confirmation Statement at Companies House. The preferred agent will also maintain the RMC's members register.

6. Service Charge – Year End Accounts and Annual Budget

6.1 – Section Omitted for Planning Condition Discharge.

7. Planned Preventative Maintenance and Reserve Fund

7.1 It is vital that the annual service charge budget includes adequate reserves accumulation for Planned Preventative Maintenance (PPM) and future capital expenditure, for the replacement and renewal of major communal items of plant and equipment, and repair and maintenance of the structure.

7.2 A full PPM schedule including M&E installations, the structure of both blocks and redecoration of the common parts should be prepared in the second year of the development's life-cycle. The PPM can then be used to inform the setting of the reserve fund provisions within the service charge budget. The PPM schedule should cover at least the next ten years of the development's lifecycle.

8. Credit Control

8.1 – Section Omitted for Planning Condition Discharge.

9. Client Reporting

9.1 Section Omitted for Planning Condition Discharge.

10. Resident Communication

- 10.1 A key component of any successful communal estate management regime is efficient and effective communication with the apartment owners and residents. It is anticipated that the residents will be a mix of owner occupiers and non-resident investor owners and their sub-tenants. These differing stakeholders may have very differing agendas of the short, medium and long term management of the development.
- 10.2 The preferred managing agent will be expected to respond to owners and residents promptly and without significant delay.
- 10.3 The preferred managing agent will be required to hold four residents' meetings per year.
- 10.4 As part of the management regime, it would be preferable for the managing agent to provide an online platform or portal for resident communication, building news/announcements and storage of property management documents.

11. Staff Resource – On Site

- 11.1 The initial optimum on-site staffing regime has been determined as a single full time Building Manager and a single full time Cleaner.
- 11.2 The managing agent will recruit both of these individuals and they may be directly employed by the managing agent or sub-contracted through a specialist company.
- 11.3 The Building Manager will work a minimum of 37.5 hours per week and will be solely dedicated to the management and maintenance of Potato Wharf 3 & 4. The Building Manager's duties will include:

Position Overview

The role of Manager will be varied and demanding.

They will have responsibility for the on-site management of the development, the safety and day to day running of the buildings. They will be expected to assist the

Property Management Team and to ensure that our customers are receiving high levels of customer service in a high quality environment.

Essential Job Functions

- Carry out day to day management at the development.
- To liaise with personnel, contractors, specialists and the Property Management Team dedicated to Potato Wharf 3 and 4;
- Supporting the Property Management Team with periodic reporting to Lendlease;
- Ensuring that all customers' needs are met effectively and that any complaints, issues or feedback is dealt with promptly and reported to the Property Management Team, in line with the relevant KPIs and periodic reporting;
- Ensuring the smooth running of the residential and car parking facilities;
- Monitor and improve standards on existing service areas;
- Manage all emergency service issues, immediately recording and reporting any issues to the Property Management Team;
- Monitor, review and record any relevant CCTV coverage;
- Management of service drop off areas, move-in's and deliveries;
- Ensuring that the buildings are maintained and cleaned to a high standard and arrange any repairs, maintenance, etc. as promptly as necessary and within budget;
- Ensuring all relevant Health & Safety and Statutory regulations are complied with and Health & Safety activities completed.
- Ensure that any contractors working on site has undertaken a full risk assessment, method statements and that their qualifications & insurances have been checked & documented prior to issuing a Permit to Work and allowing a commencement of works on site;
- Undertaking of weekly fire alarm tests and relevant updates of the Fire Risk Assessments and logging test results; and

- Promote and encourage recycling activities within the development. Reduce the amount of waste the development contributes to landfill and to investigate and evaluate new recycling initiatives.
- 11.4 The Cleaner will work a minimum of 37.5 hours per week and will be solely dedicated to the maintenance of Potato Wharf 3 & 4. The Cleaner's duties will include, but are not limited to:
- Clean all communal floor coverings, mopping, sweeping and/or vacuuming, including all foyers, stairs, stairwell, lifts, lift lobbies and window ledges. All floor coverings are to be left stain and smear free;
 - All communal waste bins are to be emptied, periodically washed down and new liners fitted to all bins within the estate. Any waste materials left within the internal communal areas are to be removed and disposed of;
 - All communal balustrades, handrails and communal surfaces, including window sills and skirting boards, are to be dusted, damp wiped and polished.
 - Comprehensive dusting, to ensure all cobwebs are removed from window recesses, door recesses and light fittings.
 - All block entrance matting, including doorway matting, and rugs are to be vacuumed and left stain free.
 - Wipe clean all light switches, door plates, foot plates and general door furniture and carefully wipe clean any fire extinguishers.
 - Within lifts all call panels are to be cleaned, removing all finger marks and the internal surfaces and mirrors, if any, left polished and smear free.
 - All communal mirrors, internal glazed screens, glazed doors, including vision panels, are to be cleaned and left smear free.
 - Periodic litter picking in the estate and car park.
 - Health & safety - to immediately report any Health and Safety matters to the Property Management Team .

- Cleaning Materials and Store - Adequate cleaning materials are to be available to ensure the communal areas can be cleaned efficiently and effectively. All designated areas for the cleaner are kept clean and organised at all times.
- 11.5 From time-to-time, there will be a requirement for the on-site staff to perform additional duties which fall outside their usual routine. These will be clearly instructed by the managing agent at the earliest point.
- 11.6 It is anticipated that the development will be unmanned during the night times and at weekends.
- 11.7 Within the design of the development provision has been made for a management office, which will provide the on-site staff with working and welfare facilities. It will also provide a secure storage area for on-site management records and certain items used in the day-to-day management of the development.

12. Health & Safety

- 12.1 An essential element of the communal estate management regime, to be delivered by the managing agent, is Health & Safety and Statutory compliance, along with compliance to Lendlease Global Minimum Requirements ('GMR's).
- 12.2 The managing agent will be expected to ensure that all areas of the development are fully compliant with Statute, Regulations and the GMR's at all times.**
- 12.3 The following requirements will be placed on the managing agent:
- 12.3.1 Fire Risk Assessment – An annual Fire Risk Assessment will be undertaken for the development. Additionally, the managing agent will be required to review and close out any non-conformities identified within the timescales prescribed within the risk assessment.
- 12.3.2 Building Risk Assessment - An annual Building Risk Assessment will be undertaken for the development. Additionally, the managing agent will be required to review and close out any non-conformities identified within the timescales prescribed within the risk assessment.
- 12.3.3 Fire Strategy - The managing agent will be required to be fully conversant with the fire strategy for the development and will ensure that the buildings are managed in accordance with this strategy at all times.
- 12.3.4 EWS1 – The managing agent will be provided with the EWS1, as part of the onboarding exercise.

12.4 The managing agent will be required to put in place a robust out-of-hours service that will be available to residents to use in the event of emergency communal situations. This service must ensure that the following scenarios can be dealt with as a minimum:

- Fire alarm activation;
- Door entry system failure;
- Significant escape of water;
- Loss of power;
- Failure of passenger lifts;
- Failure of heating and hot water system;
- Failure of car park gates;
- Loss of water/booster pump failure; and
- Major security incidents.

12.5 Included within landscaping is a provision for an annual Health & Safety inspection of the trees. The managing agent will be required to arrange this annual inspection and report any issues or concerns to Lendlease immediately.

13. Facilities Management

13.1 As part of the onboarding exercise, the managing agent will be provided with a series of documents to assist them with the management and maintenance of the common parts. These may include:

- The O&M Manuals.
- An Asset Register.
- The Fire Strategy;
- Access Strategy; and
- Landscaping maintenance strategy.

13.2 The managing agent will be expected to procure all maintenance contracts and undertake all necessary repairs in accordance with the specifications provided within the O&M manuals.

13.3 During the initial defect liability period, it would be preferable for the contractors appointed to maintain the communal infrastructure to be the original installers, with a view to fully protecting all warranties that are in place.

13.4 The service charge budget has been structured to provide dual provisions for the maintenance of M&E installations. There is a provision for the procurement of a

PPM maintenance contracts and an additional provision for undertaking ad hoc repairs, that may be outside the scope of the maintenance contract.

13.5 It is expected that the managing agent will enter into comprehensive maintenance contracts with suitably qualified maintenance providers. These PPM contracts will also have to ensure the communal infrastructure is fully statutorily compliant at all times.

13.6 Set out below are key elements of communal infrastructure with an anticipated maintenance frequency allocated to each item:

	Installation	Suggested Frequency of Maintenance Visits
1.	Passenger Lifts	12 per annum
2.	CCTV	2 per annum
3.	Door Entry System (Including intercom systems and door maglocks)	2 per annum
4.	Car Park Gates	2 per annum
5.	Cold Water Booster Pumps and LTHW Pumps	4 per annum
6.	Dry Risers	2 per annum
7.	AOV (Smoke Vents) and Window Actuators	2 per annum
8.	Water Hygiene/Tank Maintenance	4 per annum
9.	Fire Alarm	4 per annum
10.	Emergency Lighting	4 per annum
11.	Sprinkler Maintenance	2 per annum
12.	Petrol Interceptor	2 per annum
13.	CHP and Gas Boilers, including expansion and storage vessels	4 per annum
14.	Landlords Electrical PAT testing	1 per annum
15.	Landlords Distribution Boards	1 per annum or 5 yearly

13.7 Please note the above are suggested frequencies and the actual frequency of maintenance visits must be confirmed with the O&M's.

13.8 The managing agent must ensure all contractors instructed to provide communal maintenance services and/or undertake repairs hold the necessary qualifications, skills, expertise, insurance(s) and are fully competent prior to being instructed. The managing agent will be expected to operate a permit to work system on-site, through the Building Manager, and all contractors will be required to adhere to the requirements of this system whilst on-site.

14. General Repairs and Maintenance

- 14.1 A key element of the building management strategy will be the managing agent's ability to promptly arrange for ad hoc repairs to be completed.
- 14.2 The managing agent must ensure all contractors instructed to undertake repairs hold the necessary qualifications, skills, expertise, insurance(s) and are fully competent prior to being instructed. The managing agent will be expected to operate a permit to work system on-site, through the Building Manager, and all contractors will be required to adhere to the requirements of this system whilst on-site.

15. Window Cleaning

- 15.1 The windows are to be cleaned twice a year via the appointment of a suitable qualified specialist sub-contractor. An external access strategy will be provided and this will enable the managing agent to tender the contract. The strategy will cover all communal windows and the external face of demised windows and the external face of balcony glass.

16. Utilities

- 16.1 The design of the development includes meters for measurement of the usage of the landlord's communal electricity and water supplies. The managing agent will read these meters on a monthly basis and record the usage.
- 16.2 The managing agent will be expected to procure the communal utility supply contracts on Eco Tariff's and will not permit these contracts to expire, resulting in the supplies being subject to out-of-contract terms and tariffs.
- 16.3 The managing agent will ensure that all utility invoices are calculated with reference to actual usage (not estimated usage) and will ensure that VAT is applied to all the invoices at the correct tariff applicable for residential supplies.
- 16.4 The residential units are individually sub-metered for electricity and water. The managing agent will be expected to control secure access to all riser cupboards and take residents meter readings on an agreed basis.

17.Heating and Hot Water

- 17.1 The design of Potato Wharf 3 & 4 includes a communal energy centre and this is situated to the Northern end of Block 3, adjacent to the town house. This facility provides a gas powered CHP and boiler, which is a closed system to distribute heated water to apartment HIU's for underfloor heating and hot water. This facility also houses the cold water tank and booster sets for cold water out to the apartments within the development.
- 17.2 The management of the metering and energy billing to the residents is to be outsourced to a third-party company.
- 17.3 The managing agent will be expected to procure robust and comprehensive PPM contracts for the maintenance of the plant and the supplies in the energy centre. These PPM contracts will also have to ensure the communal infrastructure is fully statutorily compliant at all times.

18. Landscaping

- 18.1 Within the design of Potato Wharf 3 & 4, there is extensive external hard and soft landscaping built into the estate. The managing agent will be expected to arrange the appointment of a suitable qualified sub-contractor to undertake between 12 to 16 visits, mainly during the 'growing' season between April and September each year.
- 18.2 A key element of the landscaping maintenance regime will be the periodic watering for the soft landscaping and green roof. The on-site staff will be available to complement the sub-contract maintenance regime by assisting with landscape watering duties.
- 18.3 The maintenance regime must be undertaken in accordance with the maintenance schedules to be provided by the landscape architect. A copy of the management and maintenance schedule has been provided at Appendix 3 of this document.

19. Waste Management

- 19.1 Within the design of the development, internal storage space has been allocated as specific bin stores for the collection and management of waste generated by the residents within each block.

- 19.2 The residents will have direct access to the central communal bin stores and will be required to transport the waste from their apartments to the central bin stores.
- 19.3 In order to protect the communal areas, residents will be instructed to 'double bag' their waste while it is transported through the common parts, with a view towards protecting the décor and floor coverings from stains and damage.
- 19.4 The on-site staff will perform a key role within the waste management strategy. The central bin stores must be regularly monitored by the building staff and they must ensure that the paladins are rotated so that all the waste is efficiently collected.
- 19.5 On collection days, the paladins must be transported from the central bin stores to the designated collection point by the on-site staff. After collection, the paladins must be returned to the bin stores by the building staff.
- 19.6 A water supply is to be provided within the bin stores, to enable the management regime to sanitise the storage areas when the bins are removed on collection days. To assist the sanitisation process of the storerooms and paladins, a central drain is to be built into the design of the bin stores. These facilities will enable the management function to efficiently clean down the storage areas and receptacles on a regular basis.
- 19.7 The removal of any specialist waste or bulky goods will be undertaken via prior arrangement with the managing agent.
- 19.8 Residents will be encouraged to segregate their waste into the designated recycling receptacles. Specific provision for recycling has been made within the design of the communal bin stores. The building management staff will monitor these areas, as part of their daily duties, and will assist with segregation of waste within the central bin store.
- 19.9 The managing agent will be required to record the monthly refuse generation (both general waste and recycling) from the development and log the data on the Footprint system.
- 19.10 In the event that additional waste collections may be required, from time-to-time, the managing agent will be expected to make the necessary arrangements with either the Local Authority or a private waste management company.

20. Car Park Management

- 20.1 Car parking spaces will be allocated to those apartment owners who acquire a right to park at the development. The parking spaces will be clearly numbered to ensure, as far as reasonably possible, residents park in the correct space allocated to them.
- 20.2 The managing agent will be expected to put in place a car park permit management scheme. Each resident will be allocated with a permit and this must be displayed in their vehicle at all times when it is parked at the development.
- 20.3 The permit system must be suitably robust to enable penalty notices to be issued to residents who may park in the incorrect space or park outside the areas demarked for parking within the car park, if necessary. We would anticipate that the managing agent will make suitable 'arms-length' arrangements with a third-party parking control management company to provide this service.
- 20.4 Within the design of the development, 10 spaces are being provided with electric vehicle charging points.
- 20.5 There will be designated visitor and maintenance car parking spaces built into the design of the development, adjacent to the secured residents car park.

21. Culvert Drainage

- 21.1 On the North-West boundary of the site there is a gravity drain which discharges surface water and rainwater from the development into the River Medlock. This is not a mechanical drain nor is there a pump set connected to this drain, but the managing agent will be required to periodically inspect for blockages and to ensure continuing free-flowing of water.
- 21.2 These inspections should be undertaken on monthly basis and recorded.

22. River Wall and Frontage

- 22.1 Included within the curtilage of the site and, therefore, the management responsibilities is the river wall fronting the River Medlock on the North-West boundary of the development.
- 22.2 This is to be inspected on a six-monthly basis for signs of deterioration and signs of the river bed silting up. In the event of any concerns being noted a suitable

qualified sub-contractor is to be appointed to undertake any necessary remedial works.

Appendix 1 – Site Plan



- Canalside access road:**
Access road to resident and visitor car-parking off Potato Wharf.
- Footpath link to Castlefield:**
Pedestrian walkway 1.5 m wide connecting Potato Wharf to re-opened bridge over Bridgewater canal. Works to canal bridge outside scope of contract.
- Secondary car-park:**
7 additional spaces for outside of secure fenced area of main car-park
- Main car-park:**
114 spaces including 7 accessible spaces for residents and 6 motorcycle spaces. Car park secured by 2m high dark grey, steel vertical bar railings to match Phase 1 with fob controlled vehicular and pedestrian gates.
- Advertising hoarding:**
Pedestrian access for hoarding maintenance via route from car-park. Access to car-park via notification to management company.
- Riverside Footway:**
Existing route proposed to be narrowed to 3m and re-located adjacent to river wall. 1m protective planted buffer zone adjacent to wall with cast iron post and rail fence.
Walkway in vicinity of Block 4 close to existing riverside to be a minimum of 2m wide with 1400 mm high balustrade.
- Garden:**
Area of soft landscaping consisting of mounded buffer zone adjacent to footway/cycleway and area of groundcover/hedge/tree planting. Formal lawn surrounded by margin of longer grass/wildflower meadow. Substation screened by steel framed, timber trellis to be screened with climbing plants.
- Courtyard:**
Private courtyard space as route from car-park to cores. Planted boundary to either edge offering privacy to ground floor apartments. Seating areas within courtyard.
- Entrance area:**
Access only for maintenance vehicles/fire tenders to front of building. Level access to front entrance. Planting beds containing trees and low shrub planting defining routes through to building. Cycle hoops for visitor parking.
- Riverside landscaping:**
Existing landscape at top of embankment cleared of scrub and re-planted using a mix of low-medium height native shrubs and groundcover. River edge protected by continuation of existing cast iron balustrade. Installation of two Kingfisher nesting boxes and associated perch as Ecologist's recommendations.

Lower part of embankment; existing planting to remain undisturbed.
- Townhouse parking and garden**
Space for two cars to park outside single townhouse property. Private garden area screened by 2.1m high timber fence (top 300mm trellis) fence to eastern and southern edge. Access gate in southern edge.
- Pocket park:**
Old coach house site providing greenspace adjacent to riverside footway. Relocated footpath connecting to end of Potato Wharf and canalside access road. See LP drawing 254173-LPP-94-SW-L00-DPL-L-0011 for details.
- Cycle store:**
Two tier cycle store for 131 cycles within walls of existing building. Cycle storage to be split into two section by a 2m high mesh fence and gate. See LP drawing 254173-LPP-90-SW-L00-DET-L-0200
- Riverbank Stabilisation:**
Reinforced earth stabilisation to engineer's details. To be seeded with native wildflower mix and planted where possible with native shrub species.

REV C6 RD 2021-04-14 Hedge shown
REV C5 RD 2020-12-14 Protective bollards added
REV P15 RL 2020-02-07 Uplift in mounding
REV P14 RD 2020-01-30 Masonry wall to viaduct, uplift in levels to soft landscaping, reduction in levels under viaduct.
REV P13 RD 2019-11-19 Bollards reinstated
REV P12 RD 2019-10-28 Issued for NMA

landscapeprojects

31 BLACKFRIARS ROAD
SALFORD
MANCHESTER
M3 7AQ
+44 (0) 161 839 8336
www.landscapeprojects.co.uk
post@landscapeprojects.co.uk

JOB TITLE Potato Wharf 3&4

LOCATION Manchester

CLIENT Lendlease

TITLE Landscape GA

SCALE 1:300 @ A1

STATUS Construction

DATE 2019-05-21

DRAWN RD

CHECKED NS

REFERENCE 254173-LPP-90-SW-L00-DPL-L-0001 REV C6

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(1) Do not scale from this drawing - use written dimensions only. (2) All dimensions are in millimeters unless noted. (3) All dimensions shall be verified on site before proceeding with the work. (4) Contractor to report and discrepancies or errors before proceeding on site. (5) Landscape Projects shall be notified of any discrepancies. (6) Engineer to specify all sub-bases. Any below ground construction is indicative.



Appendix 2

Potato Wharf Blocks 3 & 4 – Indicative Maintenance and Management Schedule

Equipment/Service	Commentary	Indicative Frequency					
		Daily	Weekly	Monthly	3-monthly	6-monthly	Annual
On Site Staff – Building Inspection, including car park		✓					
On Site Staff – Cleaning	Receptions/Foyers/Lift Lobbies & Lifts	✓					
	Corridors – Hoovering and dusting		✓				
	Door Furniture and Glass		✓				
	Stairwells			✓			
	Litter Picking – Estate & Car Park		✓				
Fire Risk Assessment							✓
Building Risk Assessment							✓
Fire Strategy							✓
EWS1	5 yearly review.						
Fire detection and fire alarm systems	Statutory requirement, specification to be confirmed from O&M's.		✓		✓		
Emergency lighting	Statutory requirement, specification to be confirmed from O&M's.		✓		✓		
Dry Riser	Statutory requirement, specification to be confirmed from O&M's.					✓	
Sprinkler systems	Statutory requirement, specification to be confirmed from O&M's.						✓
AOV (Smoke Vents) and Window Actuators	Statutory requirement, specification to be confirmed from O&M's.		✓		✓		
Passenger Lifts	Statutory requirement, specification to be confirmed from O&M's. Including six monthly LOLER inspection				✓	✓	
Cold Water Booster Pumps and LTHW Pumps	Statutory requirement, specification to be confirmed from O&M's.				✓		
Water Hygiene/Tank Maintenance	Statutory requirement, specification to be confirmed from O&M's.				✓		
CHP and Gas Boilers, including expansion and storage vessels	Statutory requirement, specification to be confirmed from O&M's.				✓		
Landlords Electrical PAT Testing	Statutory requirement, specification to be confirmed from O&M's.						✓
Landlords Electrical Distribution Boards	Statutory requirement, specification to be confirmed from O&M's.						✓

CCTV						✓	
Door Entry System (Including intercom systems and door maglocks)						✓	
Car Park Gates						✓	
Petrol Interceptor				✓			
Window Cleaning						✓	
Landscaping Maintenance	12 to 16 visits per annum.						
Utility Contract							✓
Meter Readings			✓				
Waste Management		✓					
Culvert Inspection			✓				
River Wall Inspection						✓	

Appendix 3

Potato Wharf Blocks 3 & 4 – Landscape Management and Maintenance Schedule

Potato Wharf 3 & 4, Manchester

Landscape Management and Maintenance Plan

1.0	Long Term Design Objectives
1.1	The public realm at Potato Wharf is designed to offer a variety of landscape spaces for private enjoyment by the residents of the development. In addition to this the scheme includes two routes open to the public which improve connectivity from the surrounding streets into the city centre: - Footpath link along the access road and over the Bridgewater Canal connecting into Castlefield - Along the River Medlock connecting into the St Georges area and beyond.
1.2	The public realm comprises the street level areas around the building and green roofs. - Green roofs can be found on both blocks offering a sustainable solution for the roof areas. - Private gardens for the use of residents can be found between the two blocks and to the west of block 4 - Residents also have access to the green space between the viaduct and the Bridgewater Canal A small pocket park on the corner of Potato Wharf and New Elm Street is open to the public as is the footpath link along the south of the River Medlock connecting Potato Wharf with Dawson Street.
2.0	Management Responsibilities
2.1	The following will all be managed by a long term private management company: - Green Roof - All ground floor space within the site boundary All adopted highways outside of these areas will fall under the management of Manchester City Council.
3.0	Health & Safety
3.1	A separate Designer's Risk Assessment has been issued covering post-construction and maintenance risks 254173-LPP-90-SW-L00-C0C-L-2000 Rev C3. NOTE: The railway atop the viaduct (approx. 18m above carpark) is electrified to 25,000v and people must stay a minimum of 2.75m away from the OLE equipment of supports, measured in any direction.
4.0	Maintenance Schedules
4.1	See below.

Maintenance Schedule

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
1	SHRUB PLANTING AREAS			
1.1	Application of Fertilizer	Spread slow release fertilizer (eg. Enmag or similar approved) evenly at rates suggested by manufacturer (approx 25g/m ² for Enmag).	March / April.	Carefully lift and replace any mulch materials.
1.2	Watering Shrubs	All planting beds	As and when necessary to ensure the establishment and continued thriving of plants.	April – September priority months. Water to be provided by bowser for areas not reachable by hose (50m) from bin stores (everywhere excluding central courtyard). Appropriate warning signage to be used when using a hose within the public landscape
1.3	Mulching	Maintain 50mm coverage of mulch, bark flake as original specification. Ensure the soil is thoroughly moistened prior to any remulching, applying water where necessary	Every two years check whether mulch needs to be topped up	
1.4	Weed Removal - Hand Weeding	Hand Weeding to remove weeds entirely, including roots around each tree and shrub. Fork over beds where necessary to keep soil loose. Remove the minimum quantity of soil, and disturb plants, bulbs and mulches surfaces as little as possible. Remove all litter and debris and lightly hoe. Rake area to a neat, clean condition and reinststate mulch to original depth upon completion.	Fortnightly between April – August. Monthly between August – November and February – March.	Weed tolerance: remove all weeds. Adjacent plants, trees and grass: Do not damage.
1.5	Use of herbicide	Use of herbicide permitted. Allow recommended period for herbicide to take effect before clearing arisings. Do not leave to rot down on site.	As above	Appropriate Health and Safety precautions to be taken
1.6	Dead and Diseased Plants	Check all shrubs and remove all dead plants if found.	At each maintenance visit and upon instruction.	Plants to be replaced to original specification within Defects Liability period at a time to be agreed with CA.

1.7	Removal of Dead Plant Material	Check all shrubs and remove all dead foliage, dead wood and broken or damaged branches and stems.	At the end of the growing season.	
	Reinstatement of Shrub Areas Remove all dead and damaged plants. Carefully move any mulch to one side and dig over the soil, leaving it fit for replanting. Do not disturb roots of adjacent plants. Replace plants to original specification as required, unless instructed otherwise. Use pits and plants to original specification or to match the size of adjacent or nearby plants of the same species, whichever is the greater. Dressing: Slow release fertilizer: Type: Contractor to submit proposals Coverage: As manufacturers instruction			

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
2	PERENNIAL PLANTING			
2.1	Application of Fertilizer	Spread slow release fertilizer (eg. Enmag or similar approved) evenly at rates suggested by manufacturer (approx 25g/m2 for Enmag).	March / April.	Carefully lift and replace any mulch materials.
2.2	Watering	All planting beds	As and when necessary to ensure the establishment and continued thriving of plants.	April – September priority months. Water to be provided by bowser for areas not reachable by hose (50m) from bin stores (everywhere excluding central courtyard). Appropriate warning signage to be used when using a hose within the public landscape
2.3	Mulching	Maintain 50mm coverage of mulch as original specification. Ensure the soil is thoroughly moistened prior to any remulching, applying water where necessary	Every two years check whether mulch needs to be topped up	
2.4	Weed Removal - Hand Weeding	Hand Weeding to remove weeds entirely, including roots within each planting bed. Fork over beds where necessary to keep soil loose. Remove the minimum quantity of soil, and disturb plants, bulbs and mulches surfaces as little as possible.	Fortnightly between April – August. Monthly between August – November and February – March.	Weed tolerance: remove all weeds. Adjacent plants, trees and grass: Do not damage.

		Remove all dead flower heads, remove all litter and debris and lightly hoe. Rake area to a neat, clean condition and reinststate mulch to original depth upon completion.		
2.5	Use of herbicide	Use of herbicide permitted. Allow recommended period for herbicide to take effect before clearing arisings. Do not leave to rot down on site.	As above	Appropriate Health and Safety precautions to be taken
2.6	Dead and Diseased Plants	Clear unsightly dead plant material with the exception of decorative woody stems, seedheads etc which can be left over winter.	At the end of the growing season.	Clear remaining dead plant material at the start of the new growing season in Spring.
2.7	Removal of Dead Plant Material	Check all perennials and remove all dead plants if found. Notify CA.	At each maintenance visit and upon instruction.	
2.8	Dividing and propagation	To maintain health of plants, divide clumps in Spring once top growth has reached approximately 75 cm tall.	Every three years approximately or when clump starts to die back in the centre.	Divided plants can either be used to restock other planting areas, to create a greater density of planting in the same area or surplus plants discarded.
Reinstatement of Perennial beds Remove all dead and damaged plants. Carefully move any mulch to one side and dig over the soil, leaving it fit for replanting. Do not disturb roots of adjacent plants. Replace plants to original specification as required, unless instructed otherwise. Use pits and plants to original specification or to match the size of adjacent or nearby plants of the same species, whichever is the greater. Dressing: Slow release fertilizer: Type: Contractor to submit proposals Coverage: As manufacturers instruction				

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
3	TREES			
3.1	Stakes & Ties	Replace loose, broken or decayed stakes to original specification. If longer than half of clear tree stem height, cut to this height in spring. Retie to tree firmly but not tightly with a single tie. Adjust, refix or replace loose or defective ties to prevent further chafing. Fill any stake holes with lightly compacted soil.	At each maintenance visit and upon instruction.	Remove after 2 years

3.2	Tree Guy Wires	Replace or re-secure loose or missing guy wires. Adjust to suit stem growth and to provide correct and uniform tension. Tread around base until firmly bedded. Break up any collars in soil at base of tree stems created by tree movement, by fork, avoiding damage to roots. Backfill with topsoil and refirm.	At each maintenance visit and upon instruction. Also, after strong winds, frost heave, and other disturbances.	Underground guy wires can remain in place.
3.3	Watering Trees	AI planting beds	As and when necessary to ensure the establishment of trees.	Monitor and water trees during drought conditions for a period of three years following planting (for replacement trees during defects liability period) April – September priority months. Water to be provided by bowser for areas not reachable by hose (50m) from bin stores (everywhere excluding central courtyard). Appropriate warning signage to be used when using a hose within the public landscape

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
4	GREEN/BROWN ROOFS			
4.1	Application of Fertilizer	Apply slow release fertilizer to green roofs	Spring/autumn in first year and then yearly for the following four years.	
4.2	Watering	Green roofs	As and when necessary during drought conditions only, to ensure the establishment of plants.	April – September priority months
4.3	Weed Removal - Hand Weeding	Hand Weeding to remove weeds and tree seedlings from both green and brown roofs.	Twice yearly	

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
6	PRUNING			
	Pruning To be carried out in accordance with good horticultural and arboricultural practice, and generally to BS 7370-4, clauses 3.6.3 to 3.6.5. Do not damage or tear the stem and keep any wounds as small as possible and cut cleanly back to sound wood. Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area. Prune larger branches neither flush nor leaving a stub, but using the branch bark ridge or branch collar as a pruning guide. Thin, trim and shape each specimen appropriately to species, location, season, and stage of growth, leaving a well balanced natural appearance. Use clean sharp secateurs, hand saws or other approved tools. Trim off ragged edges of bark or wood with a sharp knife. Do not use growth retardants, fungicide or pruning sealant unless instructed.			
	TREES			
6.1	Pruning of Excessive Overhang	Remove growth encroaching onto footpaths, roads, signs, sightlines, windows, doors and luminaires.	Prune at the end of the growing season at appropriate times.	
6.2	Pruning of Excessive Height.	Remove excessive height.	Prune at the end of the growing season at appropriate times.	
6.3	Formative Pruning of Young Trees	Crown prune young trees up to 2.5m height by removing dead branches and reducing selected side branches by one third to preserve a well balanced head and ensure the development of a single strong leader. Remove duplicated branches and potentially weak or tight forks. In each case cut back to live wood.	Prune at the end of the growing season at appropriate times. Type and timing of pruning operations to suit species. Do not prune during the late winter/early spring sap flow period.	Extensive pruning of young trees and any surgery to larger trees must be carried out by an approved member of the Arboricultural Association or other approved specialist.
	SHRUBS			
6.4	Pruning Ornamental Shrubs	Prune to encourage health and bushy growth and desirable ornamental features, e.g. flowers, fruit, autumn colour, stem colour etc. Remove suckers by cutting back level with the source stem or root.	Prune at the end of the growing season at appropriate times. Type and timing of pruning operations to suit species.	
6.5	Removal of Dead Plant Material	Check all shrubs and remove all dead foliage, dead wood and broken or damaged branches and stems.	At the end of the growing season.	
	CLIMBING PLANTS			

6.6	Pruning	Remove growth encroaching onto footpaths, roads, signs, sightlines, windows, doors and luminaires.	Prune at the end of the growing season at appropriate times.	
6.8	Removal of Dead Plant Material	Check all shrubs and remove all dead foliage, dead wood and broken or damaged branches and stems.	At the end of the growing season.	

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
	HEDGES			
8.9	General	Trim to a neat regular line and shape being slightly wider at the base than the top. Top of hedge to be level, not rounded. Remove current, rather than old, growth.	Twice yearly	

	OPERATION	DESCRIPTION	FREQUENCY	ADDITIONAL NOTES
7	HARD LANDSCAPE			
7.1	Snow Clearance	Use a combination of manual and mechanical methods and the used of rock salt.	As required, and upon instruction.	Use of standard rock salt not recommended where likely to be washed into planting beds or grass (ie at podium level). A calcium chloride-based product to be used.
7.2	Hard Surfaces	Hard surfaces: Remove litter, leaves and other debris.	At each maintenance visit and upon instruction.	Herbicide can be used on paved areas to remove seeded perennials but care must be taken to avoid drift onto planting beds.
		Stain removal: In accordance with BS 7370-2, table 4.	As required.	
		Jet washing/pressure washing of the main paths and at ground floor and roof garden level	Once a year and also on a reactive basis when required.	Watering point to be provided on roof gardens as supply for jet washing
		Moss removal to play area safety surfacing using standard chemical based product for paths and hard surfaces..	Yearly	Instructions must be adhered to in order to avoid harm to the environment.
7.3	Lighting	Check whether all luminaries working and replace lamps as required..	At each maintenance visit and upon instruction.	
7.4	Drainage	Surface channels: Remove mud, silt and debris. Drainage gullies: Empty traps and flush clean.	Yearly	
	Reinstatement Reinstate any damage or disturbance to soil structure, planting, grass, fencing, hard landscaping, structures or buildings.			
	Disposal of Arisings All plant material and all other prunings to be disposed of off site to certified recycling facility, or to approved tip where material not biodegradeable i.e. litter. Chipping and shredding on site is not permitted.			

Figure 1: Site Plan with Ownership Boundaries

