Dixons Academy

3G Artificial Turf Pitch Maintenance Manual

September 2025

blakedown sport & play.

Client Name:	Dixons Academy
Project Number:	S4512DN

3G Maintenance Plan – Approval Status

This document has been prepared and checked by Blakedown Sport & Play Ltd

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Comments	
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Comments

Disclaimer

This Maintenance Manual has been prepared by Blakedown Sport & Play Ltd, to document how Dixons Academy 3G Artificial Grass Pitch should be maintained and managed. This is a live document and should be updated as and when required.

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1. Pitch Maintenance and Management

1.1 The Maintenance and Management Team

	Contact	Position	Responsibility	Details

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2. Maintenance Activities

There are three main types of maintenance that need to be carried out. They are preventative, in-house, and specialist maintenance.

2.1 Preventative Maintenance

Daily preventative maintenance would be carried out by the in-house maintenance team in collaboration with pitch users.

2.1.1 The Pitch

Care should be taken to keep the pitch clean at all times. To prevent organic matter from penetrating the turf structure, debris needs to be kept out of the surface through making sure that footwear is clean before going onto the pitch. This can be done by asking users to make use of the scraper grid and brushes placed at each entrance to the pitch.

Failure to remove the debris will eventually cause a failure in the pitch drainage, encourage growth of weeds and moss, and potentially present health and safety issues.

The following should not be allowed on the pitch:

- No glass, tin or ceramics
- No smoking or fireworks
- No dirty or muddy footwear
- No chewing gum
- Correct footwear: No blades or studded boots
- No Vehicles, except maintenance vehicles
- No Animals

It is extremely important that the usage is equal across the pitch. It is normal for people try to use the pitch closest to the entrance (especially PE lessons).

A different inner gate will be opened each day to direct staff / hirer to different thirds to ensure the whole pitch is used evenly.

2.1.2 Footwear

To help prevent compaction of the infill and flattening of the yarn the correct footwear needs to be worn. Figure 1 gives a good idea of the shoes that have been recommended. Metal spiked shoes should not be worn on the pitch. The use of flat sole shoes is not recommended as this will compact the infill.

We encourage the use of boots with plastic studs or blades, screw in nylon studs or football/hockey boots with moulded studs. Alternatively, for rugby and football play, aluminium studs conforming to BS6366 - (kite- marked), can be used.

For safety reasons, boots of all players are to be checked by the PE staff before every game or training, both for sharpness and cleanliness.

Figure 1: Permitted and Forbidden Footwear



For further information on the appropriate footwear, see Appendix E Domo Footwear Guide.

2.1.3 Vehicles

No vehicles with narrow wheels or tyres should run over the surface. At all times, vehicles should be light and should not form grooves in the surface or over compaction of the base formation. When carrying out maintenance operations with a vehicle, the ground's person should slow down and turn in a wide circle ensuring that the wheels / tyres do not dig in. It is suggested that all turning circles are not less than 6 meters and no more than 10 meters, in diameter.

The maximum weight of maintenance vehicles is 1,200 kg. The wheel load must be less than 0.75kg/cm^2. Should emergency access be required to the pitch it is advisable to place boarding or protection to the intended access route to avoid any damage to the surface or shockpad.

2.1.4 Code of Conduct

The Code of Conduct is an essential aspect of preventative maintenance of the pitch. It is essential that all users are aware of the Code of Conduct

- Appendix A: Code of Conduct – Hire of the 3G Artificial Pitch as it sets out the guidelines to ensure a safe, enjoyable, and respectful environment for all users of the pitch. The Code of Conduct is displayed in the school changing rooms, the pitch entrance and will be included in use / hire agreement documents.

2.2 In-house and Specialist Maintenance

2.2.1 Daily In-house Maintenance

a) Entrance

Scraper grids and brushes at each entrance should be regularly cleaned to maintain their effectiveness. Check the signage at the entrance is in place, and gates are safe, and functioning. Also check there are sufficient litter bins around the pitch and they are clean and emptied.

b) Surface Overview

Clear leaves and rubbish from the pitch surface using a leaf blower. Leaves can be collected and removed with a grass or leaf rake. Always check for damage to the carpet. Also check seams and inlaid lines and report any failures to the installer.

c) Check and Top up Infill

Check and top-up fill levels if required at penalty spots, goal mouths, short corner tab etc. Attention should be paid to the 'stress-areas' of the pitch i.e. the penalty/corner/centre spots.

d) Surrounds

The area around the pitch must be kept clean at all times to prevent rubbish from ending up on the pitch. Ensure no weeds, moss or algae are present around the pitch.

Ensure the fencing around the pitch is at all times free of plants and rubbish. The fencing can be cleaned by simply wiping down with a soft cloth. Bolts / Allen keys should be checked regularly and tightened if necessary. Also ensure gates are shut.

e) Sports Ground Equipment

Equipment should be checked by the Caretaking team on a regular basis. This requires positive action and the information gathered must be recorded and acted upon immediately should any faults be found.

It is essential that all sports equipment are checked a minimum of once every week – but always before any game or training activity.

- Carry out a through visual check of the whole goal. Check that all fixings are secure and there are no loose or missing nuts, bolts, pins, pins or other fixings.
- If nuts, bolts, pins or other fixings are loose or missing, and it is not possible to assemble the equipment correctly. It is therefore vital that missing parts are purchased from the manufacturer to ensure compatibility.
- If parts of the goal are bent or other damage is present there may be more damage internally which is not visible and could result in the goal collapsing or tipping. The goal should be taken out of action and removed from site.
- Check that all pivot points are in good condition and lubricated with grease.
- Any chips or scratches must be treated to prevent corrosion occurring at these points.
- Check all anchoring attachments and anchoring points.
- Should weight-type anchors be used, check there are the correct number for the size of the goal.
- If you find a fault , you must record the fault and not continue to use the goal. It must be correctly repaired or replaced with new equipment.

- Do not modify goals by welding or by substituting with incorrect parts. If any part is missing or broken, obtain a replacement from the original manufacturer.
- Wheel mechanisms should be complete and in full working order.
- Inflatable tyres must be checked for punctures and be inflated to no more than maximum pressure marked on tyre.
- Cellular or solid type wheels are the preferred option as little maintenance is required.

Further information on how to check sport equipment, including the guidelines for specific sports can be found in Appendix F Sport Ground Equipment Maintenance.

f) Drains

Check the surface drainage and inspection chambers are clear of leaves and rubbish. See Appendix J: Drainage System Maintenance Instructions for further information.

2.2.2 Weekly In-house Maintenance

a) Remove litter, natural waste and leaves

Clear leaves and needles of trees as quickly as possible, using a leaf blower. Always blow with wind towards one side of the pitch. Deal with any new weeds, moss or algae.

b) Drag Brushing

It is important that brushing takes place on a regular basis. The recommendation is that brushing takes place at least once a week or every 20 hours of usage, which will help keep the fibres upright and the infill mobile. The surface should be brushed in a number of directions, alternating the direction in consecutive activities. This should be carried out at least once every 20 hours of usage. See Timetable of Maintenance Activities for weekly brushing directions.

Full training has been provided for the Caretaking team. This training has been recorded for new staff when needed.

2.2.3 Monthly In-house Maintenance

a) Check Infill Levels and top up stress areas where required

Areas of high usage such as penalty spots and corner spots should be checked regularly. In these areas infill may be dislodged and need topping up.

b) Inspection of pitch seam, inlaid lines

Check seams, inlaid lines, etc, and report failures to the installer.

c) Inspection of fencing

Outside the fence, check and clear any mowing strips and check cleanliness of access paths, remedy as necessary.

2.2.4 Periodic – Inhouse and Specialist Maintenance

2.2.4.1 In-house Maintenance

a) Inspection of Infill Depth // Twice a year

b) Moss and Weed Killing // Twice a year

Moss and weed killing should take place at least twice per year to ensure that the pitch does not accumulate vegetation on the surface. Also check for food stains and remedy as appropriate.

The moss and weed killer agent must be a water-based systemic weed killer. Ensure that when the moss and weeds have died off, dead matter, including roots are removed.

c) Oil / grease gate hinges, netting wires and netting winches // Twice a year

Gate hinges, netting wires and netting winches should be oiled/greased bi-annually to allow smooth operation. For further

information, refer to Appendix F for Perimeter Fencing Maintenance Instructions.

2.2.4.2 Specialist Maintenance

Specialist maintenance on the pitch should be carried out 4 times a year. This is a much deeper decompaction and clean of the surface, removing and filtering dust, hair, broken down fibres and other detritus.

This would typically be carried out in dry conditions and would involve:

- Brushing, sweeping and grooming of playing surface generally
- Surface vacuuming
- De-compaction
- Topping up of in-full penalty areas, corners, and other high usage areas (as required)
- Chemical herbicide treatments to playing surface generally
- Checking of joints
- Checking, tightening, cleaning of perimeter ball-stop fencing, pitch perimeter barrier and associated gates.
- Checking, tightening, cleaning of sports equipment
- Maintenance of hard standing areas
- Maintenance of AGP drainage system
- Maintenance Review

As well as any other operations deemed necessary by specialist maintenance contractor.

Infill

Top dress with new infill as required. Call in installer if any aspect is causing significant concern.

3. Timetable of Maintenance Activities

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
Wk1	Daily	Wk6	Daily	Wk10	Daily	Wk 15	Daily	Wk19	Daily	Wk23	Daily
	Weekly (H1 & H2)		Weekly (D1 & D2)		Weekly (H1 & H2)		Weekly (D1 & D2)		Weekly (H1 & H2)		Weekly (V1 & V2)
Wk2	Daily	Wk7	Daily	Wk11	Daily	Wk 16	Daily	Wk20	Daily	Wk24	Daily
	Weekly (V1 & V2)		Weekly (H1 & H2)		Weekly (V1 & V2)		Weekly (H1 & H2)		Weekly (V1 & V2)		Weekly (D1 & D2)
	Specialist Maintenance				In-house Periodic Maintenance		Specialist Maintenance				
Wk3	Daily	Wk8	Daily	Wk12	Daily	Wk 17	Daily	Wk21	Daily	Wk25	Daily
	Weekly (D1 & D2)		Weekly (V1 & V2)		Weekly (D1 & D2)		Weekly (V1 & V2)		Weekly (D1 & D2)		Weekly (H1 & H2)
Wk4	Daily	Wk9	Daily	Wk13	Daily	Wk 18	Daily	Wk22	Daily	Wk26	Daily
	Weekly (H1 & H2)		Weekly (D1 & D2)		Weekly (H1 & H2)		Weekly (D1 & D2)		Weekly (H1 & H2)		Weekly (V1 & V2)
	Monthly		Monthly		Monthly		Monthly		Monthly		Monthly
Wk5	Daily			Wk14	Daily					Wk27	Daily
	Weekly (V1 & V2)				Weekly (V1 & V2)						Weekly (D1 & D2)

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
Wk28	Daily	Wk32	Daily	Wk36	Daily	Wk 41	Daily	Wk45	Daily	Wk49	Daily
	Weekly (H1 & H2)		Weekly (H1 & H2)		Weekly (V1 & V2)		Weekly (H1 & H2)		Weekly (V1 & V2)		Weekly (D1 & D2)
Wk29	Daily	Wk33	Daily	Wk37	Daily	Wk 42	Daily	Wk46	Daily	Wk50	Daily
	Weekly (V1 & V2)		Weekly (V1 & V2)		Weekly (D1 & D2)		Weekly (V1 & V2)		Weekly (D1 & D2)		Weekly (D1 & D2)
	Specialist Maintenance				In-house Periodic Maintenance		Specialist Maintenance				
Wk30	Daily	Wk34	Daily	Wk38	Daily	Wk 43	Daily	Wk47	Daily	Wk51 Closed	
	Weekly (D1 & D2)		Weekly (D1 & D2)		Weekly (H1 & H2)		Weekly (D1 & D2)		Weekly (H1 & H2)		
Wk31	Daily	Wk35	Daily	Wk39	Daily	Wk 44	Daily	Wk48	Daily	Wk52 Closed	
	Weekly (H1 & H2)		Weekly (H1 & H2)		Weekly (V1 & V2)		Weekly (H1 & H2)		Weekly (V1 & V2)		
	Monthly		Monthly		Monthly		Monthly		Monthly		
				Wk40	Daily						
					Weekly (D1 & D2)						

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FREQUENCY	MAINTENANCE ACTIVITIES	BY WHO?	PITCH OUT OF USE DURING THESE HOURS
Daily	Entrance	Litter will be removed and hirer using the pitch. Caretaking Team will check and carry out daily maintenance on a rota basis	7 - 8am daily
	Surface Overview		
	Check and Topup Infill		
	Surrounds		
	Sport Ground Equipment		
	Drains		
Weekly Weekly Weekly (H1 & H2) Weekly (V1 & V2) Weekly (D1 & D2)	Remove litter, natural waste and leaves	Caretaking Team on a rota basis	Every Monday 6.30 - 8am
	Deal with any new weeds, moss and algae		
	Horizontal Drag Brushing		
	Vertical Drag Brushing		
	Diagonal Drag Brushing		
Monthly	Infill Levels Check	Caretaking Team on a rota basis	Fourth Thursday of every month 7-8am
	Inspection of pitch seam, inlaid lines		
	Mowing Strips		
	Access Paths		
	Floodlights		
In-house Maintenance	Inspection of Infill Depth	Caretaking Team on a rota basis	Bi-annually - 2nd Week of the month, Tuesday 7-8am
	Moss and Weed Killing		
	Oil / Grease gate hinges, netting wires and netting winches		
Specialist Maintenance	Specialist Power Sweeping- Brushing, sweeping and grooming of playing surface generally	TBC	Every 3 months. Actual time to arranged with the maintenance contractor based on weather, usage and testing requirements.
	Surface vacuuming		
	Decompaction		
	Topping up of in-full penalty areas, corners, and other high usage areas (as required)		
	Chemical herbicide treatments to playing surface generally		
	Checking of joints		
	Checking, tightening, cleaning of perimeter ball- stop fencing, pitch perimeter barrier and associated gates		
	Checking, tightening, cleaning of sports equipment		
	Maintenance of hard standing areas		
	Indicative Pitch Performance Testing		
	Maintenance of AGP drainage system		
	Maintenance Review		

4. The Maintenance Log

The Maintenance log provides both the School, and the maintenance contractor with a clear insight into the work carried out and the intensity of play on the pitch. If required, the number of maintenance activities can be adjusted in relation to increase or decrease in the hours of use of the pitch.

The following must be recorded in the Maintenance Log.

1. All maintenance work carried out
2. The number of play hours
3. Results of inspections and measurements

The log will be inspected once a year by the maintenance contractor. The Maintenance Log Template can be found in ***Appendix B***.

5. Appendix A

DAILY INSPECTION SHEET

SITE NAME:	TEMP:
DATE:	WEATHER:
TIME:	INSPECTED BY:

ITEM	PASS	FAIL	NATURE/LOCATION OF PROBLEM / NOTES	ACTION REQUIRED
ENTRANCE:				
Matting in place & clean				
Signage in place				
Bins in place, clean & emptied				
Gates safe and functioning				
SURFACE OVERVIEW:				
Litter & Debris				
Dirt and Contamination				
Carpet (Damage)				
Seams				
Lines				
Carpet Movement				
Surface (even)				
Surface Hardness				
INFILIL:				
Penalty spots				
Corners				
Goal Mouths				
D's/ 6-yd Boxes				
Top of D's				
Overall				
SURROUNDINGS:				
Pitch Edges and Curbs				
Run Off Areas Clean & Clear				
Fencing				
Kickboards				
EQUIPMENT:				
Goal frames				
Goal nets				
Goal anchors and weights				
Dividing Nets				
DRAINS:				
Surface Drains clear				
Inspection chambers clear				
OTHER:				

6. Appendix B

MAINTENANCE LOG

Week 1 - 2025					
Date	**Time Frame**		**Players**	**Maintenance Activity**	**Signature**
Monday ../.../...					
Tuesday ../.../...					
Wednesday ../.../...					
Thursday ../.../...					
Friday ../.../...					
Saturday ../.../...					
Sunday ../.../...					
Comments					

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