

STANDARD OPERATING PROCEDURE FOR HORTICULTURE MAINTENANCE OF PARK.

A) One Mali/labour per day

SL.No	Activity	Defined Target Level	Frequency
1.	Watering of Lawn/Plants	1350 sqm per day	(2 time in a week)
2.	Weeding of Lawns	675 sqm per day	(Weekly work)
3.	Cleaning/Sweeping of Lawn area	4047 sqm per day	(everyday)
4.	Cleaning of dustbin & removal of garden refuse	1 No. or more	(every day)
5.	Pruning of Trees & shrubs Plants (# Timely Pruning of Trees/Branches which are hiding/covering the lights/signage's)	T= 12 Nos. S = 40 Nos. per day, No of Tree and shrubs can be change site to site at Park	(fortnightly work)
6.	Making of Tree & shrub thamlas including hoeing of hedge beds	T= 12 Nos. S = 40 Nos. per day, No of Tree and shrubs can be change site to site at Park Hedge = 900 rft. per day	As per requirement
7.	Seasonal flowering beds & shrub plants beds hoeing	1 No. or more	As per requirement

B) One Hedge man per day

1.	Pruning of Hedge	900 running ft. per day.	(fortnightly)
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C) One Machine man and Helper per day

1.	Moving of Lawn through Machine/Bushcutter	5400 sqm per day	(fortnightly)
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D) Sweeping of Path/Jogging Track

1.	Sweeping of Path/Jogging Track/Parking Area	5576 sqm. Per day	(every day)
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E) Supervision of Horticulture Work


1.	One Supervisor	Supervision of 18 Nos. Mallis/labour works.	(every day)
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F) Seasonal Horticulture Works

1.	Top dressing of cow dung manure, Good Earth etc.	Once in a year
2.	Plantation of Saplings of seasonal flowers	Twice in a year (In summer and winter season)
3.	Spreading of murrham on kachha path	Twice in a year/ As per requirement
4.	Plantation of Trees and Shrubs	Once in a year/ As per requirement

G) Miscellaneous Work

1.	Repair of: <ul style="list-style-type: none"> • Children Play Equipment • Garden Benches • Dustbins 	As per requirement
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 Director (Hort.) South-East