

## **1.0 Purpose:**

The purpose of this procedure is to ensure processes are in place for effective landscape maintenance within the Nassau Cruise Port Limited (NCPL) facilities.

## **2.0 Responsibility:**

The Projects and Facilities Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

## **3.0 Procedure:**

### **3.1 Landscape Maintenance**

Landscape maintenance will be contracted out to a professional landscaping company. The landscape maintenance includes lawn maintenance, garden bed maintenance, irrigation, pest control, weed control, and fertilization. The following services are done for a combination of aesthetic reasons and to promote the health of the plants in the landscape.

- Clearing debris in both the landscape and hardscape.
- Weeding.
- Mowing the grass.
- Mulching trees, shrubs, and flowers.
- Pruning trees and shrubs.
- Planting flowers and other plants.
- Fertilizing plants.
- Applying pesticides or other insect control methods.
- Setting up and maintaining irrigation systems.

### **3.2 Organization and Control of Systems & Equipment**

The Organization and Control Of The Systems And Equipment include:

- Organization of the works that are required for the landscape maintenance.
- Plan and execution of the works required according to the landscape maintenance plan.

- Quality control and control of delivery dates for the execution of the works.
- Cost optimization, development of plans and proposals.

### **3.3 Seasonal Maintenance**

The weather affects the maintenance of landscaping and therefore the landscaping plan varies slightly due to the mild change in weather conditions in the Bahamas. The below is not considered fully inclusive however at a minimum it is expected that the following maintenance is required:

#### **Spring and Summer**

- Mowing weekly.
- Blowing away debris weekly.
- Edging curbs monthly or weekly.
- Pruning trees monthly.
- Tree inspections for disease and pests monthly.
- Confirming placement of tree stakes.
- Watering twice weekly.
- Weeding weekly.
- Preparing planting beds.
- Planting flowers.
- Deadheading every other week.
- Irrigation efficiency checks monthly.
- Checking hardscapes for cracks.
- Applying fertilizer (and potentially pesticides).

#### **Fall:**

- Adjustments to irrigation system.
- Pre-winter cleanup, including bed edging, grass dividing, seasonal perennial trims, and mulch raking.
- Leaf removal weekly.

#### **Winter:**

- Seasonal displays for the holidays.

#### **Year-Round:**

- Inspecting outdoor lighting.

The above will be further reviewed and adjusted in consultation with the landscape designers, contractors, and NCPL external landscape maintenance contractor.

#### **4.0 Records:**

- Landscape service provider contracts.
- Landscape maintenance plan