



AUTUMN MAINTENANCE PLANNING GUIDE

FREE CHECKLIST FOR FACILITIES MANAGERS

Be prepared before leaf fall escalates.

Autumn presents unique risks to outdoor estates. Slippery leaves, blocked drains, and neglected grounds can quickly escalate into safety hazards, compliance issues and expensive emergency works.

This free checklist helps you plan ahead, protect your estate and reduce costs.

1. GROUNDS MAINTENANCE

- Clear leaf fall regularly to prevent slippery surfaces
- Cut back hedges and vegetation encroaching on walkways
- Remove moss and weeds from paths and paved areas
- Schedule hedge and shrub trimming before winter dormancy

2. DRAINAGE AND WATER MANAGEMENT

- Inspect and clear gutters, drains and gullies
- Check water run-off areas for blockages
- Arrange proactive drainage surveys if flooding is a risk
- Ensure grit bins and salt supplies are stored away from drainage points

3. SURFACE AND HARDSTANDING AREAS

- Sweep car parks, access roads and pedestrian routes
- Check line markings (faded markings can be slippery when wet)
- Repair damaged surfaces before frost worsens cracks
- Pressure wash high-use surfaces to reduce slip hazards

4. TREES AND VEGETATION

- Book an arboricultural survey for high-risk or older trees
- Prune back branches overhanging carparks, paths, and access roads
- Remove weak or diseased trees before winter storms
- Dispose of green waste responsibly

5. SAFETY, COMPLIANCE & PREPARATION FOR WINTER

- Review risk assessments and update for seasonal hazards
- Test lighting in car parks and walkways before darker evenings
- Schedule a pre-winter site survey (drainage, surfaces, vegetation, access)
- Review winter service contract options (gritting, snow clearance, salt supply)

WHY PLAN AHEAD?

- ✓ Prevent blocked drains, flooding and slip hazards
- ✓ Reduce risk of injury claims and compliance breaches
- ✓ Save money on emergency call-outs later in the season
- ✓ Ensure your site is safe, compliant and presentable year-round

HOW OUTCO CAN HELP

OUTCO provides bundled seasonal maintenance packages tailored to your site. These include:

- Autumn surveys and proactive grounds care
- Drain clearance, surveys and repairs
- Tree surgery, surveys and vegetation management
- Winter gritting and snow clearance planning

With **20+ years' experience**, **nationwide coverage**, and a **99.8% service success rate**, OUTCO helps facilities managers stay ahead of seasonal challenges.

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