



PIQUA CITY HEALTH DEPARTMENT LAWN MAINTENANCE CONTRACTORS

INFORMATIONAL LETTER

BILLING PROCEDURE

- The Piqua City Health Dept. pays \$ 40.00 per hour to cut and trim each lawn.
- When you submit a bill for work done the following items must be included:
 - The date the property was cut.
 - How many hours the job took. Be able to justify your time if questioned.
 - Your purchase order number from the city.
- You must submit your bill to the city within seven (7) days.
- If the job appears to be one that may take more than the normal 1-2 hours, contact the city with your estimate on how long the job will take so we can proceed accordingly.

MOWING PROCEDURE

- The property needs to be completed within 48 hours of notification.
- If the property is already cut when you arrive, do not cut it again, call the Health Dept. to inform us of the situation.
- Walk the lawn prior to mowing to insure that there are no objects that can damage your equipment. The city is not responsible for equipment that is damaged.
- Clean off sidewalks, driveways, etc after mowing. Do not blow grass into the street, gutter, alley or neighboring properties.
- Trim around all buildings, poles, fences, etc.
- Do not leave large piles of cut grass in the yards after mowing. If that requires bagging the grass clippings, then do so and add the extra disposal cost to your bill.

If there are ever any problems or concerns, ex. a locked gate, a dog in the yard, a home owner refuses entry, unable to perform the job, etc. please contact the Health Dept. so we can resolve the situation.