



Term Maintenance Contract

Volume 3 of 3 – Maintenance Brief

Project Name

Project Number

Guide note: Delete this guide note

The Conditions of Contract have been developed by Contract Services, Department of Energy and Public Works, but require completion by the project team to meet project specific requirements. Where this document is being used for a Queensland Government term maintenance project, Contract Services should be consulted in accordance with the Building Policy Framework.

Guide note: Delete this guide note

As an absolute minimum, the following should be included in the Maintenance Brief in this Volume 3:

- **The requirements of the Principal and the Facility Operator in respect of maintenance of the Facility during the Term, including, without limitation:**
 - o **the purpose of the Works;**
 - o **the performance;**
 - o **the scope;**
 - o **the quality; and**
 - o **the functional and/or technical requirements;**
- **the specific Facility Requirements (cl. 1.1);**
- **specific details and requirements regarding the Establishment Works (cl. 1.1);**
- **specific details and requirements regarding the Handover Works (cl. 1.1);**
- **specific details and requirements regarding the Recurrent Maintenance Work (cl. 1.1);**
- **specific documents to be supplied to the Principal (manuals, warranties etc.) (cl. 6.2);**
- **specific dates and times or periods on which the Contractor is expected to carry out maintenance work and on which the Contractor should have access to the facility. (cl. 8.1);**
- **the specific time within which notice is required for notice of Unplanned Maintenance Work (cl. 10.1)**
- **specific details around Principal Supplied materials. (cl. 13.2)**
- **specific details around the removal of plant and equipment. (cl. 13.3)**
- **specific requirements of the Annual Works Program (cl. 15.3)**
- **specific response times to be achieved under the contract, for the various Contractor's Activities. (cl. 33.2)**