

MEMORANDUM

Property and Facilities Division

Director
Steven Dickson

CRICOS PROVIDER NUMBER 00025B

To: Consultants

From: Contracts Officer

Subject: As Built Documentation – Operation And Maintenance Manuals

The University of Queensland PF202A Conditions Of Contract for Consultancy Services, Annexure Part B Special Conditions states at item 4(g) as follows:

“All As Built drawings and manuals shall be certified as correct by the relevant consultant and delivered to the Associate Director Engineering.....”

It has become apparent that in some cases information contained in O&M Manuals has not been reviewed as required by the relevant consultant. This has resulted in incorrect documentation and/or information being forwarded to UQ. It is extremely important that all information included is reflected accurately as the information is used by a wide audience within the University and for an array of purposes.

In order to tighten the process and ensure that information is received correctly, Consultants will now be required to include a statement advising that the information contained in the O&M Manual has in fact been reviewed and accurately represents the as constructed status. Please ensure this is forwarded to the contractor for insertion into the manual/s.

Example below:

The information contained herein has been reviewed by (insert your name and Company Name) and reflects an accurate representation of the works carried out.

Signed: _____

Date: _____

We appreciate your support in fulfilling this most important contractual obligation.

Kind regards
Contracts Officer