

- a. Work Orders should provide all the necessary information required to estimate, plan, prepare, schedule, execute and cost the work done.
- b. Submit a signed Work Order on completion of each item of ordered work. All Work Orders shall include location plan clearly identifying the area of work.
- c. Each Work Order should be in duplicate form and shall provide, but not limited to, the following information:
 - Asset ID
 - Area /Location of work
 - Nature of problem/failure
 - Work Type
 - WO Ref.
 - WO priority
 - Details of work carried out and date of work, including start/finish times for each member of staff, including names and rates
 - Personnel, materials, spares parts and items/ plant used
 - Location plan of area and extent of work attached
 - Remarks and comments
- d. On satisfactory completion of each job, the Engineer will sign and return to the Contractor one copy of the Work Order.

3.20 Major Repairs and Modification Proposals

If the DMAT requires the Contractor to perform Major Repairs, or the Contractor notifies the DMAT that it considers Major Repairs are required, the DMAT may issue a Modification Price Request to the Contractor.

Upon receipt of a Modification Price Request, the Contractor shall prepare a Modification Proposal in accordance with the Contract to undertake the Major Repairs.

The Modification Proposal shall include a detailed estimate of the direct costs of the works, including competitive subcontract quotes. The DMAT may only accept the Modification Proposal if the Contractor can demonstrate that the Stormwater System has been operated and maintained in accordance with the Contract.

If the DMAT issues a Modification Order, the Contractor shall commence the Major Repairs on the date nominated by the DMAT. The Contractor will be paid the Major Repair Fee in accordance with the Modification Order.

If the Contractor cannot demonstrate that the Stormwater System has been operated and maintained in accordance with the Contract, the DMAT will issue a Modification Order that requires the Contractor to undertake the works without being paid a Major Repair Fee.

3.21 Updating Maintenance Practices

Changes in work practices are critical to reducing maintenance cost. Maintenance practices were typically developed long ago when most plant equipment was 'dumb' - that is, unable to provide or communicate information other than the basic measured variable or control signal. This limitation led to preventive maintenance, since actual equipment performance or condition was poorly known. Most of the maintenance procedures, data entry, record keeping, and work order management was manual. Most