

## AUS-SPEC FOR ASSET MAINTENANCE

### INTRODUCTION

This TECHnote describes the philosophy and components of the AUS-SPEC maintenance system for urban and open spaces, buildings and facilities, road reserves, bridges and public utilities.

The AUS-SPEC system supports a proactive approach to maintenance based on:

- **Programmed maintenance.**
- **Quality management.**
- **Competitive principles.**

It can be adapted for documenting routine, periodic and urgent maintenance, using in-house service agreements or external contracts, or a combination of both.

### ROLES AND RESPONSIBILITIES

Under the AUS-SPEC maintenance system, the roles and responsibilities are allocated as follows:

- The Principal (Council) specifies the maintenance requirements and assesses the quality capability of the Contractor/Service provider.
- The Contractor/Service provider controls the processes and methods, verifies conformance and provides the products and services. Quality inspection is a separate activity to verify the performance of the completed maintenance work.
- The Principal's Superintendent audits the maintenance system, methods and end product, during the course of the Contract.

### AUS-SPEC MAINTENANCE SYSTEM

The AUS-SPEC maintenance system includes reference documents and a series of *Templates*, known as worksections, classified according to the NATSPEC National Classification System. The *Templates* can be edited to suit a particular project reflecting the asset maintenance management policy of the Council. They include:

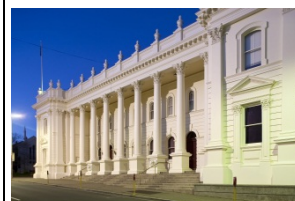
- **Reference documents:** Including **TECHguides**, which assist in the preparation of maintenance contract documentation.
- **General requirements (Maintenance):** Outlines the work and defines the measurement and payment.
- **Maintenance schedules:** Includes schedule of asset network, facility data sheets, maintenance frequency, schedule of rates and dayworks rates, lump sum components, etc.
- **Maintenance Plan:** Nominates anticipated activities and confirms agreement with the principal's requirements and the method of operation by the Contractor. The plan is prepared by the principal and completed with input from the Contractor/Service provider. It consists of two parts:
  - **Part 1:** Outlines the maintenance performance policy, maintenance organisation and activity specifications. Part 1 is to be included with the Tender documentation and is to be read in conjunction with the General requirements included in the Tender documentation.
  - **Part 2:** Includes management procedures and maintenance planning. This part of the plan is based on the structure of a Quality manual and Quality plan; however, the simplified format does not require third-party verification or extensive documentation by the Contractor/Service provider.
- **Proformas:**
  - Non-conformance management forms, Maintenance Defect Register, Work Order form, Hold Point release form, Damage report and repair form, etc.
- **Maintenance worksections:**
  - **Inspection requirements:** Includes activity definition and conditional assessment.
  - **Performance requirements:** Includes performance criteria and performance standards.
  - **Activity specification:** Sets out the requirements for a particular activity including work method, test requirements, special requirements and hold points.
  - **Activity contract requirements:** Sets out the performance/level of service requirements (recording level, response time, intervention levels, MMS reporting units and method of payment for a particular activity (Lump Sum/Schedule of rates/Day Works). The AUS-SPEC defaults should be revised by Council, in line with the Council Asset Management policy.
  - **Contractor proforma:** Includes checklists and work locations.



*Examples of Local Government asset maintenance services*



**Routine park maintenance**



**Maintenance of Council buildings**



**Inspections**



**Identifying defects**



**Traffic control**



**Resealing a local road**

## AUS-SPEC FOR ASSET MAINTENANCE

### BENEFITS OF AUS-SPEC MAINTENANCE SYSTEM

The AUS-SPEC maintenance system is a professional, best practice approach to maintenance which allows Councils to:

- Calibrate service levels with their maintenance and operations budgets.
- Prepare documentation for in-house and/or private maintenance contracts.
- Collect records of asset inspections, defects, programmed and prioritised works and monthly works completed reports.
- Progressively improve management of asset maintenance, with control and historical data.
- Benchmark with other organisations using AUS-SPEC as work processes and outcome are essentially the same.
- Manage risk through a systematic approach to maintenance of Council assets.

### COMPILATION OF CONTRACT DOCUMENTS

Appropriate AUS-SPEC worksections can be selected using SPECbuilder, the specification compilation software, and customised for specific projects. The compilation of contract documentation for parks, buildings and road reserves is shown in the table below.

#### Contract compilation table:

Document compilation	Parks and open space maintenance	Buildings and facilities maintenance	Road reserve maintenance
<b>Section A</b>	<b>TENDER INFORMATION</b>		
	0122 Information for tenderers 0123 Conditions of tendering		
<b>Section B</b>	<b>CONTRACT DOCUMENTS</b>		
<b>Volume 1: CONDITIONS OF CONTRACT</b>	0147 Conditions of contract - General conditions of contract		
	Annexures to General conditions of contract		
	Special conditions of contract (Refer to TG402, TG404 or TG406 as appropriate)		
<b>Volume 2: TECHNICAL SPECIFICATIONS</b> General requirements	1401 General requirements - parks and open space (Maintenance)	1501 General requirements - building and facility (Maintenance)	1601 General requirements – road reserve (Maintenance)
Schedules	1402 Maintenance schedules - parks and open space	1502 Maintenance schedules – building and facility	1602 Maintenance schedules - road reserve
Quality system or Quality control requirements	1403 Parks and open space maintenance plan (PMP) Part 1 1404 Annexures to PMP	1503 Building and facility maintenance plan (BFMP) Part 1 1504 Annexures to BFMP	1603 Road reserve maintenance plan (RMP) Part 1 1604 Annexures to RMP
Technical specification - Parts (as required)	Activity specification	Activity specification and NATSPEC Maintenance Reference	Activity specification and activity contract requirement
	Appropriate workgroups 14, 17 and 18.	Appropriate workgroup 15.	Appropriate workgroups 14, 16, 17 and 18.
<b>Volume 3: ASSET DEFINITION INFORMATION DRAWINGS</b>	Maps of the Asset network and Asset data sheets		
	Project drawings, Plans and Schedule of activities		
	Standard drawings		
<b>Volume 4: TENDER SUBMISSION DOCUMENTS</b>	0124 Tender submission documents		
	1403 Parks and open space maintenance plan (PMP) Part 1	1503 Building and facility maintenance plan (BFMP) Part 1	1603 Road reserve maintenance plan (RMP) Part 1
<b>Associated documents</b> (Additional documents to the contract)	Parks and open space maintenance history	Building and facilities maintenance history	Road reserve maintenance history
	Council's WHS Policy		

### Relevant documents

#### TECHguides for Maintenance Contracts

TG 401 Guide to parks and open space maintenance system and documentation

TG 402 Guide to adapting asset delivery documentation to parks and open space maintenance

TG 403 Guide to the building and facility maintenance system and documentation

TG 404 Guide to adapting asset delivery documentation to building and facility maintenance

TG 405 Guide to road reserve maintenance system and documentation

TG 406 Guide to adapting asset delivery documentation to road reserve maintenance

### Maintenance Workgroups

01 GENERAL

14 MAINTENANCE AND OPERATIONS – URBAN AND OPEN SPACES

15 MAINTENANCE AND OPERATIONS – BUILDINGS

16 MAINTENANCE AND OPERATIONS – ROAD RESERVE

17 MAINTENANCE AND OPERATIONS – BRIDGES

18 MAINTENANCE AND OPERATIONS – PUBLIC UTILITIES

### Further information

For further information see the following,

[www.aus-spec.com.au](http://www.aus-spec.com.au)

and refer to the

[National Worksection Matrix](#) for selection of worksections.