

Document Number	FTT	NAT	PRC	0016
Next Review Date	1 <sup>st</sup> May 2023			
Document Owner	National Procurement Manager			

# GENERAL FACILITIES WORKS - SCOPE OF WORK

## 01 Describe the work to be performed

- Repair all aspects of commercial and residential buildings, including walls, bricks, tiling, roofs, carpentry, plastering, painting, doors, windows, masonry
- Complete general facilities work including gardening, cleaning, line marking etc.
- All other requirements per the Principal Scope of Works

## 02 Extra requirements to the Pre-Qualification

- Have a policy/procedure for the damage of existing facilities
- Provide all equipment required to complete their tasks
- Provide all PPE as per WesTrac and machinery OEM requirements
- All other requirements per the Principal Scope of Works

## 03 Other Scopes of Work required or relevant to this task

- Use of hand and power tools
- Use of mobile plant
- Use of lifting equipment on site
- Sub-contractor engagement
- Use of hazardous substances
- Hot works
- Working at heights

## 04 Policies, procedures and inductions that may be relevant to this Scope of Work

- Ladder and Portable Work Platform Inspection Checklist (FTT-NAT-HSEQ-0205)
- Ladders, Stairs and Walkways Procedure (PCD-NAT-HSEQ-0135)
- As per the Principal Scope of Works

## 05 Describe who supplies the materials

- The decision as to who is providing hardware and materials is to be clarified at the time the purchase order is raised, between the Contracting company and the requisitioner
- The Contracting Company is to provide all tools necessary to complete the works
- WesTrac may, at its discretion, provide consumables or tooling that it deems necessary to complete the task

## 06 Describe how the work will be measured

- The Contracting Company will be measured against safety, quality, velocity, cost and people-based metrics.
- The relevant WesTrac department will conduct reviews, feedback sessions and other performance management tools it deems necessary

## 07 Describe at what point will the work be accepted

- The Contracting company is to provide WesTrac a Service Entry Sheet, maintenance report, commissioning report or similar outlining works and testing completed
- The completed works will be tested and verified complete by both the Contracting Company and WesTrac
- The services as requested in the Purchase order will be deemed to be delivered by WesTrac
- Acceptance will also be in accordance with WesTrac's Terms & Conditions or Standing offer
- Any large discrepancies in cost to be scrutinised between both parties