

Project Controls

Master Specification

PC-SI 3 Condition Survey

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PC-SI 3 Condition Surveys

1 General

- 1.1 This Part specifies the requirements for the management of the survey control network and the general survey duties necessary for the delivery of Works.

2 Site Condition Survey

- 2.1 The Contractor must undertake Condition Surveys of all assets of the Principal, Service Authorities and Council.
- 2.2 Prior to the commencement of any activity which could affect existing infrastructure (including roads, structures, railways, Utilities, buildings, slopes and heritage items), the Contractor must ensure that:
- a) ground and infrastructure condition surveys are completed to establish the pre-construction conditions;
 - b) all existing ground and infrastructure which could be affected by the Works or the Temporary Works have been identified;
 - c) outcomes of the surveys are recorded (including dated photographs and videos) of the pre-construction conditions of the infrastructure which could be affected; and
 - d) road and infrastructure condition survey inspections are conducted in consultation with the relevant Local Council.
- 2.3 As a minimum condition surveys shall be completed:
- a) prior to construction work commencing;
 - b) prior to handover of any assets and milestones; and
 - c) within one week prior to the date for Completion.
- 2.4 The condition survey must be undertaken by persons suitably experienced and qualified in undertaking condition survey works.
- 2.5 The Contractor must complete condition surveys in a format considered acceptable by the Principal.
- 2.6 Copies of the completed condition surveys must be forwarded to the Principal, Service Authority or Council within one week of the surveys occurring.
- 2.7 Submission and acceptance of Site Condition Surveys shall constitute a **Hold Point**.

Extent of Site Condition Surveys

- 2.8 The extent of the area covered by the Site Condition Surveys must be determined by the Contractor based on activities to be undertaken by the Contractor.
- 2.9 Prior to commencing, the area and extent of the condition survey must be agreed between the Contractor, the Principal and relevant stakeholders.
- 2.10 The extent of the Site Condition Survey must be agreed with the Principal and must generally include, but not be limited to, the following (where they are not being removed or substantially altered as part of the works):
- a) sections of main road;
 - b) kerb and gutter and all other drainage structures;
 - c) road side furniture;
 - d) verges, including footpaths, other paved areas and areas of landscaping;
 - e) local roads;
 - f) private driveways;

- g) the site compound / casting yard areas;
 - h) railway infrastructure; and
 - i) Service Authority Infrastructure.
- 2.11 Condition surveys undertaken prior to Completion for drainage works must include a video camera assessment for all pipes and culverts.

Reinstatement of Assets

- 2.12 Where assets are damaged as a result of the Contractor's activities during the course of the Contract, the Contractor is responsible for reinstating the asset to the standard recorded in the Site Condition Survey undertaken prior to the commencement of work.
- 2.13 The Contractor is responsible for reinstating any roadside furniture removed as part of the works in a comparable condition to prior to commencement of work.

3 Property Condition Surveys

- 3.1 The Contractor is responsible for arranging and undertaking any Property Condition Surveys (dilapidation reports) deemed necessary by the Contractor of private property or assets adjacent to or in proximity of the Works.
- 3.2 A Community Engagement Representative is required to be invited to the initial Property Condition Survey.
- 3.3 Property Condition Surveys are required to be undertaken before demolition works occur, if not already undertaken before contract award.
- 3.4 Property Condition Surveys are to be conducted with the consent of the property owner and any occupier of the property.
- 3.5 Locations and extent of the Property Condition Surveys must be determined by the Contractor based on the construction methodologies selected by the Contractor to complete the Works.
- 3.6 Location and extent of Property Condition Surveys proposed must be forwarded to the Principal for its information, prior to this work being undertaken. If the Principal deems that additional property condition survey is required then the Contractor must undertake these additional surveys.
- 3.7 Submission of the location and extent of Property Condition Surveys shall constitute a **Hold Point**.
- 3.8 The Contractor shall provide a copy of any Property Condition Surveys to the Principal within 1 week of the completed Property Condition Survey report.
- 3.9 The Contractor must undertake Property Condition Surveys in accordance with the following minimum requirements:
- a) the company name, time, date and personnel undertaking the survey must be named in the report;
 - b) a visual inspection of all buildings and structures, particularly all walls of buildings internal and external for their full height, of ground level floors and external pavements, of all connections of other structures above ground level and their connection at ground level; and any exposed foundations;
 - c) all cracks and / or defects observed must be mapped to scale and representative measurements of the crack width / defect size at relocatable positions must be recorded; and
 - d) representative colour photographs and / or videos must be taken.
- 3.10 If requested by a property owner, property occupier or the Principal, Property Condition Surveys must be made available to property owners.

Community and Stakeholder Management

- 3.11 The Contractor shall integrate property condition surveys with the community and stakeholder management as detailed in PC-CS1 Community and Stakeholder engagement.
- 3.12 Prior to the commencement of Property Condition Surveys the Contractor must notify the Principal's Representative of the proposed extent and location of property condition surveys to be undertaken.
- 3.13 Notification of commencement of property condition surveys shall constitute a **Hold Point**.
- 3.14 The Contractor shall record the interaction with the property owner the stakeholder relationship management database.

Reinstatement of Assets

- 3.15 Where any properties subject to a condition survey are altered or damaged as a result of the Contractor's activities during the course of the Contract, the Contractor is responsible for returning the property to the standard recorded at the commencement of work in the condition survey.
- 3.16 Where approval under the Development Act is required, this must be obtained by the Contractor prior to any rectification or repairs of damage being undertaken.
- 3.17 Should a complaint arise from a property owner regarding impacts from the Contractor activities, the Contractor must ensure that the issue is dealt with in a professional and 'fair and reasonable' manner.

4 Hold Points

- 4.1 The following is a summary of Hold Points referenced in this Part:

Document Ref.	Hold Point	Response Time
2.7	Site Condition Surveys	10 working days
3.7	Location and extent of Property Condition Surveys	10 working days
3.13	Notification of commencement of Property Condition Surveys	Refer PC-CS1