|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] | | |

The following issues on the project which are significant to the ongoing maintenance of the Works are brought to the Principal’s attention.

# Erosion and sediment control

|  |  |
| --- | --- |
| Detail any temporary devices still in place and any permanent devices which will require ongoing maintenance. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Drainage

|  |  |
| --- | --- |
| Detail any issues with subsoil drains, catch drains, table drains or culverts. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Earthworks

|  |  |
| --- | --- |
| Detail any stability issues. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Subgrade, Pavements

|  |  |
| --- | --- |
| Detail any features which may affect future maintenance. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Landscaping

|  |  |
| --- | --- |
| Detail any issues with future maintenance of landscaping / revegetation Works. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Structures

|  |  |
| --- | --- |
| Detail any issues with bridges. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Public Utility Plant

|  |  |
| --- | --- |
| Detail any issues that will affect maintenance. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Non‑conformances

|  |  |
| --- | --- |
| List Nonconformances in the Works which could affect maintenance activities. | [Insert text here] |
| [Insert text here] |
| [Insert text here] |

# Others

|  |  |
| --- | --- |
|  | [Insert text here] |
|  | [Insert text here] |
|  | [Insert text here] |

# Signature of Contract Administrator

|  |  |
| --- | --- |
| Name | [Insert text here] |
| Title | Administrator |
| Date | [Insert text here] |