

**CURTIN UNIVERSITY**  
**PROJECT DELIVERY GUIDELINES**

**BUILDABILITY AND  
MAINTAINABILITY  
GUIDELINE**

**000338**



**Curtin University**

<i>Details of revisions</i>			
<i>Level</i>	<i>Details</i>	<i>Date</i>	<i>Initial</i>
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<i>1</i>	<i>Inclusion of wording to allow departures from the existing guideline</i>	<i>Nov-19</i>	<i>RPS</i>

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# 1 INTRODUCTION

The University has a vital interest in the quality of its built environment. A quantitative measure is life-cycle costing and these should be managed to reflect the University's sustainability principles. The qualitative terms 'buildability' and 'maintainability' are equally relevant.

The purpose of this Project Delivery Guidelines document is to provide an overview of planning and design principles when providing design-based consultancies for Curtin University projects and is intended for use by consultants, architects, engineers and other design service providers. The consultancy should consider in the design phase of any project:

- quality design outcomes
- coordination of services
- coordinated installation
- fitness for purpose
- value for money
- sound construction
- local support
- effective maintenance
- energy, water and waste efficiency
- environmental management.

Environmentally responsible processes and technologies must be employed throughout the project, including the recycling and re-use of materials, sustainable/environmentally sound sourcing and the safe disposal of dangerous materials unavoidably used in project processes.

The Project Delivery Guidelines have been prepared in consultation with Curtin University subject matter experts and stakeholders. It is recognised that the subject matter of Guidelines will not always be suitable for all project elements and departures from the Guidelines may be required or desirable. Departures from Guidelines must be agreed upon in consultation with the relevant University Guideline subject matter expert. Departures must be recorded in a project register and recorded and reviewed in the Project Control Group meeting minutes under its own meeting agenda item "Project Delivery Guideline Departures". Where the University subject matter expert identifies that a departure adds ongoing value to the University, the subject matter expert will update the relevant Guideline.

## **2 FACILITY OPERATION AND MAINTENANCE**

Maintenance of the University's facilities is a significant commitment in the University's operating costs. It is therefore imperative to ensure that all facilities are constructed bearing in mind life-cycle costs and maintainability.

Planning, design documentation and construction will make adequate provision for:

- servicing and maintenance
- easy removal and replacement of plant and equipment
- access
- durability.

During the planning, design and documentation process, the Curtin University Responsible Officer shall ensure that Technical Review teams including:

- the discipline consultant
- the discipline infrastructure manager
- the discipline maintenance Responsible Officer

are established to address adherence to the Project Delivery Guidelines that address the requirements above.

Prior to building handover (Practical Completion), the Curtin University Responsible Officer shall ensure that a discipline-based handover team, which is to include:

- the discipline consultant
- the discipline infrastructure manager
- the discipline maintenance Responsible Officer,

is established to address:

- the supply and accuracy of manuals and warranties
- descriptions of ongoing or outstanding building defects
- commissioning of all equipment
- handover to the maintenance Responsible Officer.