

# Off-Maintenance Request Form by the Project Coordinator

Form S3-PCS-3 - version 05

Reset Form

NOTE: ALL HIGHLIGHTED FIELDS MUST BE COMPLETED BY THE PROJECT COORDINATOR FOR LODGEMENT WITH MEDQ

In respect of:

DETAILS OF DEVELOPMENT:

Development Proponent

Land

PDA development approval

Infrastructure Agreement  
(if any)

**Works** *(Tick all applicable asset classes applicable to this application)*

- ☐ Roadworks (including road drainage, streetlights, etc.)
- ☐ Streetscape
- ☐ Water
- ☐ Sewer
- ☐ Stormwater Management (end of line treatment/detention)
- ☐ Landscape (parks and open space)
- ☐ Other



Queensland  
Government

DETAILS OF PROJECT COORDINATOR:					
Project Coordinator					
Entity					
DETAILS OF OFF-MAINTENANCE INSPECTION:					
Date of Inspection					
Certifiers					
DETAILS OF MAINTENANCE BOND TO BE REDUCED/RELEASED (AS APPLICABLE):					
Form of Maintenance Bond held by MEDQ (e.g. bank guarantee, insurance bond etc.)	Approved Security Provider	Reference Number	Purpose (e.g. landscaping, roadworks etc.)	Date	Amount

**Mandatory Attachments:**

- ☐ Schedule of completed value of the Works prepared by each of the Certifiers referred to in the table.
- ☐ Defects list/s from the On-Maintenance and Off-Maintenance inspections showing that any, and all, known defects have been rectified.
- ☐ Certification Form from each of the Certifiers listed in the table confirming any, and all, known defects have been rectified.
- ☐ A copy of the Maintenance Bond held by MEDQ referred to in the table.

**Confirmation:**

- ☐ The Works have reached Completion.
- ☐ MEDQ and the relevant External Authority were invited to the Off-Maintenance inspection.
- ☐ Fees required by the External Authority to attend the Off-Maintenance inspection have been paid.
- ☐ The Certifiers listed in the table, or a suitable qualified delegate, attended the Off-Maintenance inspection.
- ☐ All defects identified in the On-Maintenance inspection have been rectified.
- ☐ All defects identified in the Off-Maintenance inspection have been rectified.
- ☐ All documents lodged with the MEDQ do not contain information that is false or misleading to the best of my knowledge.

**I request:**

- ☐ That MEDQ confirm the completion of the Maintenance Period and acceptance of the Works as Off-Maintenance.
- ☐ That the Maintenance Bond held by MEDQ be released.

**Interpretation:**

In this request:

- (a) **CPM** means the Certification Procedures Manual, as amended from time to time.
- (b) Undefined terms have the meaning given to them in the CPM or the Infrastructure Agreement (if any), as the case may be.
- (c) Capitalised terms have the meaning given to them in the CPM.

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**Signature of Project Coordinator**

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**Name of Project Coordinator**

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**Date**