



**PREVENTATIVE AND CORRECTIVE MAINTENANCE AGREEMENT FOR  
MECHANICAL –ELECTRIC-SERVICES**

**To**

**AGREEMENT SUBMITTED BY**

Adolfo Trujillo

Maintenance Engineering Solutions

Fact 29 / 266 Osborne Ave

Clayton South

VIC 3169

Telephone 03 9799 9493

Mobile: 0417 035 214

Documents forming part of this proposal include:

**Breakdown Maintenance**

**Preventative Maintenance**

**Scope of work**

**Special conditions of contract**

**Preventative Maintenance Schedule.**

## **Breakdown Maintenance**

Our breakdown maintenance program provides your equipment with an efficient and professional service to keep your equipment running properly.

Each repair will be recorded in the machine maintenance history logbook, in a document created by Mengsolutions.

A sample of Mengsolutions log book is submitted with this proposal.

The time of response will be kept to a minimum, if possible between 1 to 2 hours, for Melbourne Metropolitan.

Our availability is from 6:00AM to 6:00 PM , Monday to Saturday.

Breakdown maintenance program includes a minimum number of spare parts that client will agree to keep on site ready for use in the event of a fault.

**Phone numbers to call from 6am, Monday to Saturday:**

**Adolfo : 0417 035 214-First in charge**

**Land line; 03 9799 9493**

### **Preventative Maintenance**

Our preventative maintenance program provides the client's equipment with a comprehensive inspection, maintenance and efficiency-checking program.

Initially, each component is inspected for its maintenance requirement and its current operating condition. This information is then utilised to determine the intervals of service deemed necessary to meet system needs.

Furthermore, any equipment considered to be in urgent need of repair shall be reported with recommendations and appropriate costing.

Time and availability of machineries will be according to the requirement of production.

In case preventative maintenance needs to be completed on Saturdays or after hours (after 4PM) the price will be different to normal hours and it will be discuss previously to complete the job required. Applicable 50% the two first hours and 100% after the second hour.

Saturdays according to current law, 50% the two first hours, 100% after the second hour

## **Scope of work**

Breakdown maintenance

The works covered by breakdown include:

- a) Service call to be attended within 1 to 2 hours
- b) Recording of any job completed.
- c) Take full responsibility for job completed.
- d) Warranty is subject to the machine condition
- e) Keep a clear and transparent record of the cost of the job completed.
- f) Recommendations to improve the list of spare parts on site according to experience.
- g) The cost of breakdown will be in accordance to the time required to return the equipment to production plus a fixed cost for a service call.

## **Preventative Maintenance**

The works covered by preventative maintenance include:

- a) To perform regular inspections and maintenance according to our recommendation and guidance
- b) Prepare and submit reports (on standard report sheets) on the condition of plant and equipment
- c) Identify and report on potential trouble spots complete with recommendations on corrective course of action.
- d) Identify all equipment with numbers to keep a clear record of machine identification.
- e) All records will kept accessible and in an orderly manner
- f) The cost of preventative maintenance will be according to the time required to be completed.

## **Special conditions of contract-breakdown and preventative maintenance**

These terms and conditions shall be read in conjunction with, and shall form part of:

Our breakdown maintenance and Preventative Maintenance Contract

- a) This contract shall remain fixed for a period of 12 months after which time it shall be reviewed on price and conditions.
- b) Term of payment is net Thirty (30) days from the date of invoice.
- c) Termination of this agreement may be effected by either party by giving 30 days written clear notice of the intention to do so.
- d) All maintenance, preventative and breakdown shall be performed during normal working hours, should maintenance be required to be performed outside normal working hours, a premium shall apply.
- h) Should the client require additional plant and equipment to be incorporated into the maintenance agreement, the contract sum shall need to be varied accordingly. Equipment and program Schedule shall also be amended.

i)

The warranty of jobs completed is subject to the equipment or machine condition. Repairs on old equipment may be difficult to guarantee if the equipment or machinery is in a poor condition and it does not fit the purpose of the operation performed.

## **Breakdown service –Mechanical**

Service call includes:

- a) Document with time completed will be signed by fitter attending the call and production manager. Jobs will be strictly invoiced by machine and not for time spend on customer factory.
- b) Any spare part outsource from external provider and used by the Mengsolutions fitter will be charged according to the amount used by job completed.
- c) If the required items or labour charge amount to a large expense, the client will be notified and approvals gained before works are carried out.
- d) Breakdowns and preventative maintenance will be completed in trading hours between 6:00am and 5:00pm , Monday to Friday
- e) If the fitter attending a breakdown is called again within 30 minutes of leaving the factory for the same problem the working time will only apply.

### **Preventative Maintenance schedule:**

Mengsolutions would like to recommend that Preventative Maintenance could be divided in two categories, Minor Service and Major Service.

#### **Standard Preventative Maintenance Minor Service**

Frequency will depend of the machine condition and how critical is for your production process.

Minor service on any machine will include:

- a) Test and check all process.
- b) Check all moving components for wear and/or tear.
- c) Check covers for safety conditions
- d) Check belts alignments and improve it if required.
- e) Check all rollers and gears boxes
- f) Check and repair possible leaking
- g) Check for bearings noise in electric motors or pulleys.
- h) Lubricate all lubrication points

#### **Preventative Maintenance Major Service**

Frequency will depend of the machine condition and how critical is its condition.

Major service will include:

- a) All tasks considered on a minor service.
- b) Replace of hydraulic oil for hydraulic equipment if required.
- c) Replace oil to gears boxes.(depend on viscosity test)
- d) Check tension on belts
- e) Replace any damaged component

**Service Frequency**

All equipment serviced and electrically tagged every 6 months

**Electric test & tag**

All machines must comply with Australian standard for tagging and electric safety conditions.

Recommendations will be issued to the client and should be performed within a reasonable period of time.

**Price Preventative Maintenance**

Price will be advice by machine or equipment previous to sign this document.

**SIGNED ON BEHALF OF MAINTENANCE ENGINEERING SOLUTIONS**

**By:.....**

**Name:**

**Date:**

**SIGNED ON BEHALF OF**

.....

**Name:**

**Date:**