Compliance Schedule Reference Guide (Content Examples)

Association of Building Compliance

November 2021

Version: CSRGV5

Compliance Schedule Number: 00000 Address:

Introduction

Background

In March 2005, the parts of the Building Act 2004 (the Building Act) covering compliance schedules and building warrants of fitness (BWOFs) came into force.

The Building Act and the introduction of the building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 have brought about significant changes to the compliance schedule and BWOF regimes, including changes to the systems required on a building's compliance schedule.

These regimes ensure that systems or features that contribute to the proper functioning of a building, such as lifts and sprinkler systems, are regularly monitored and maintained.

Buildings that contain certain safety and essential systems, known as specified systems, need a compliance schedule.

Specified systems help ensure a building is safe and healthy for people to enter, occupy or work in. They require ongoing inspection and maintenance to ensure they function as required.

If they fail to operate properly, *they have the potential to affect health or life safety*.

It is recognised that the *New Zealand Building Act 2004* clearly sates the mandatory requirements for the contents of a compliance schedule.

A compliance schedule document is not a prescribed form as defined in the *Building Forms Regulations 2004*; therefore, *the content and guidelines contained in this document are provided as examples and guidance only with the aim to support the objective for technically detailed, as built - in use, and site-specific compliance schedules.*

Contents

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Part 1: The Building (A)

Council Logo/header >

Compliance Schedule

Issued under section 102 of the Building Act 2004

Compliance Schedule Number	291256	Anniversary Date	10th June

The Building (A1.1)	
Street address of building	*for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection*

Legal description of land	*state legal description as at the date of application, and if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent*

Building Name	(Unit Number)		
Location of building within site/block number	GIS reference photo or G maps aerial photo	**Floor levels or Unit numbers**	Total levels (include basements)
		Year of first construction	Month and year
		Intended life of Building	NZBA 2004 section 113
		Highest Fire Hazard Category	Acceptable Solution pre 2012
		Risk Group	Acceptable Solution post 2012

Building Use and Occupancy (Current, lawfully established, use)			
Level	**Classified Use(s)** (NZBC A1)	**Activity** (NZBR 2005 schedule 2)	**Occupancy Load/s**
	Housing – Multi unit	Uses related to crowd activities – **CS, CM, CL, CO**	
	Communal residential	Uses related to sleeping activities – **SC, SD, SA, SR**	
	Communal non-residential	Uses related to working – **WL, WM, WL, WF**	
	Commercial	Uses related to intermittent activities – **IA, ID**	
	Industrial		
		Total	

Owner (A1.3)			
Name of owner			
Contact person			
Mailing address			
Street address/registered office			
Phone number		**Mobile number**	
E-mail address		**Website**	

Owners Appointed Agent (A1.4)			
Name of Agent	*ABC Compliance Services LTD*		
Contact person	*Joe Bloggs*		
Mailing address	*123 Bule Avenue Auckland*		
Street address/registered office	*PO Box 1947 Newmarket Auckland*		
Phone number	*09 555-6767*	**Mobile number**	022 555 7676
E-mail address	*Jblogg@abccompliance.co.nz*	**Website**	-

Systems or Features (contained in or attached to this building) (A1.5) Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005	
SS 1	Automatic Systems for fire suppression
SS 2	Automatic or manual emergency warning systems for fire or other dangers
SS 3	Electromagnetic or automatic doors or windows
SS 4	Emergency lighting systems
SS 5	Escape route pressurisation systems
SS 6	Riser mains for use by fire services
SS 7	Automatic back-flow preventers connected to a potable water supply
SS 8	Lifts, escalators, travellators, or other systems for moving people or goods within buildings.
SS 9	Mechanical ventilation or air conditioning systems.
SS 10	Building maintenance units providing access to exterior and interior walls of buildings.
SS 11	Laboratory fume cupboards.
SS 12	Audio loops or other assistive listening systems
SS 13	Smoke control systems.
SS 14	Emergency power systems for, or signs relating to, a system or feature listed in 1 to 13.
SS 15 (a)	Systems for communicating spoken information intended to facilitate evacuation
SS 15 (b)	Final exits (as defined by clause A2 of the building code)
SS 15 (c)	Fire separations (as so defined)
SS 15 (d)	Signs for communicating information intended to facilitate evacuation
SS 15 (e)	Smoke separations (as so defined)
SS 16	Cable Cars (inclusive of buildings used as single household units)

Examples

Schedule of Attachments (Normative) (A1.6)			
General Provisions	*Normative: General provisions of building compliance expected by Council*		
Building Consent (Reference)	*Form 5 NZBA 2004*	**Date**	
Fire Reports (Title and Reference)	*Fire Safety Report – reference# ….*	**Date**	
Copy of CCC (Reference number)	*As per the NZBA 2004 section 102 clause (2)*		
Completion Certificates	*PS3's or PS4's – Installation certificates from 3rd party inspectorate*		
Drawing/s Schedule	*1: Fire and Smoke Separations as built drawing numbers 1005 – 1009 (12/03/2016)*		
	2: Emergency Lighting - Exit Signs as built drawing numbers 2005 to 2009 (February 2016)		
	3: Means of Escape – Final Exits and Signs drawing number #3005 (February 2016)		
Asset Information / Documents	*Photo of Fire Alarm control unit and index engraving*		
	Fire Matrix – Design or Construction – Ref# and Date (Systems Integration)		
	Door schedule - access-control		
	Backflow prevention individual device schedule		
	Mechanical smoke control – Smoke curtains as installed		

Document / Version Control (A1.7)			
Date of original issue		**Version No**	
Latest Amendment (Change Summary and date)		**Consent / Ref**	
The Compliance Schedule is kept at:			

Signed on behalf of Council (A1.8)			
Name			
Position		**Date**	1 January 2000
Signature			
Address			

New Zealand Building Act 2004 (A1.9)

NZBA - Section 103: Content of compliance schedule: A compliance schedule must —

a) state and describe each of the specified systems covered by the compliance schedule, including a statement of the type and (if known) make of each specified system; and

b) state the performance standards for the specified systems; and

c) describe the inspection, maintenance, and reporting procedures to be followed by independently qualified persons or other persons in respect of the specified systems to ensure that those systems are capable of, and are, performing to the performance standards.

NZBA – Section 105: Obligations of owner if compliance schedule is issued.

An owner of a building for which a compliance schedule has been issued must ensure—

(a) that each of the specified systems stated in the compliance schedule is performing, and will continue to perform, to the performance standards for that system; and

(b) that the owner provides to the territorial authority an annual building warrant of fitness in accordance with **section 108**; and

(c) that the compliance schedule is kept—

(i) in the building; or
(ii) in another building in the district of the territorial authority; or
(iii) in some other place agreed on by the owner and the territorial authority; and

NZBA - Section 108: Annual building warrant of fitness

(1) An owner of a building for which a compliance schedule has been issued must supply to the territorial authority a building warrant of fitness in accordance with subsection (3).

(2) The purpose of a building warrant of fitness is to ensure that the specified systems stated in the compliance schedule are performing, and will continue to perform, to the performance standards for those systems that are set out in the relevant building consent.

(3) The building warrant of fitness must—

(a) be supplied on each anniversary of the issue of the compliance schedule; and

(b) state that the inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the previous 12 months; and

(c) have attached to it all certificates, in the prescribed form, issued by an independently qualified person that, when those certificates are considered together, certify that the inspection, maintenance, and reporting procedures stated in the compliance schedule have been fully complied with during the previous 12 months; and

(d) have attached to it any recommendation made by an independently qualified person that the compliance schedule should be amended to ensure that the specified systems stated in the compliance schedule are performing, and will continue to perform, to the performance standards for those systems; and

(4) The owner must publicly display a copy of the building warrant of fitness in a place in the building to which users of the building have ready access

Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005	
Schedule 1 - Specified systems	
1	Automatic systems for fire suppression (for example, sprinkler systems).
2	Automatic or manual emergency warning systems for fire or other dangers
3	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
4	Emergency lighting systems.
5	Escape route pressurisation systems.
6	Riser mains for use by fire services.
7	Automatic back-flow preventers connected to a potable water supply.
8	Lifts, escalators, travelators, or other systems for moving people or goods within buildings
9	Mechanical ventilation or air conditioning systems.
10	Building maintenance units providing access to exterior and interior walls of buildings.
11	Laboratory fume cupboards.
12	Audio loops or other assistive listening systems.
13	Smoke control systems.
14	Emergency power systems for, or signs relating to, a system specified in any of clauses 1 to 13.

15 Any or all the following systems and features, ***so long*** as they form part of a building's means of escape from fire, ***and so long*** as those means also contain any or the systems or features specified in clauses 1 to 6, 9, and 13:

a	systems for communicating spoken information intended to facilitate evacuation; and
b	final exits (as defined by clause A2 of the building code); and
c	fire separations (as so defined); and
d	signs for communicating information intended to facilitate evacuation; and
e	smoke separations (as so defined).

** SS15 any or all; of the Specified Systems SS15 can also be referenced or listed on a compliance schedule by way of numeric numbered references: Example – SS15/1, 15/2, 15/3, 15/4 and 15/5*

(NZ Compliance Schedule Handbook amendment 3 2014)

Part 2
Specified Systems – Individual Details (B)

SS1 - Automatic Systems for Fire Suppression

System Description:

It is essential that a compliance schedule is specifically tailored to the actual building and its individual specified system(s).

As a minimum, a basic description of the system/s, its purpose and extent of installation is required (NZBA 103:1a) shall be provided on the compliance schedule to assist those carrying out the ongoing inspection, maintenance and reporting procedures for that specific system or systems protecting the building.

System Description:
(examples, typical descriptions of the overall system or systems if more than one)

SS 1 - Automatic Systems for Fire Suppression (b1.1)	
System Description/s	*Automatic Sprinkler System*
	Automatic Sprinkler System – (Includes diesel fire pump)
	Automatic Gas Flood System
	Automatic Sprinkler Deluge System
	Automatic Tail End Pre-Action System
	Automatic Deluge System
	Automatic Restaurant Suppression System
	Water Mist System

System Type:

Installation date of the system is required (NZBA 103:1a) to allow for the correct inspection maintenance and reporting procedures to be used in relation to the current system installed in the building.

System Type:

Note: ***(Installation date)*** *specified systems can often be upgraded or altered through the life of a building therefore installation date of the current system is recommended if the information is available*

(examples, of the type of specified system as installed)

Type	*Automatic Sprinkler System - Single supply*	**Installation Date**	
Type	*Automatic Sprinkler System - Dual supply – Water Tank*	Installation Date	
Type	*Automatic Sprinkler System - Dry system (compressors)*	Installation Date	
Type	*Residential Sprinkler System*	Installation Date	
Type	*Foam – Water / Sprinkler*	Installation Date	
Type	*Gas Flood – Pro Inert Agent*	Installation Date	
Type	*Gas Flood – Chemical Agent*	Installation Date	
Type	*Gas Flood - CO2*	Installation Date	
Type	*Kitchen Suppression System*	Installation Date	

Make and Model (if known):

Make and Model of the specified systems is required (NZBA 103/1a) to allow for the correct inspection maintenance and reporting procedures to be used in relation to the current system installed in the building.

Note: *There is often a number of individual sprinkler valve sets and DBA's contained within the same building these should be listed separately on the compliance schedule document*

Make and Model:
(examples, typical makes and models of equipment)

Make / Model	*2 x Viking 150mm valve sets*	*2 x Pertronix DBA7's*
Make / Model	*1 x Perkins Diesel*	1 x Tyco electric motor jockey pump
Make / Model		*Ansul RS20*
Make / Model	*FM200 Gas flood*	*Firewater diesel engine and pump*

*** Make and model information should be relative to the overall specified system as a whole and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Locations:

Location if the specified system/s is recommended to allow for the correct and clear identification of the system as a whole and allow for inspectors to readily understand the extent of the system within or attached; or outside of the building.

Location:
(examples, typical commentary that would be expected for the location and extent of the installation/s)

Location	*Throughout the building excluding the outdoor canopy and loading dock*	*Valve house in basement*
Location	*Throughout the building in all levels including basement carparks*	*Valve room on ground floor at rear of building*
Location	*As per the sprinkler system block plan included in the attachments to this compliance schedule : Appendix 3 (page xx)*	
Location	*Gas flood system located on level six (data centre)*	
Location	*Sprinkler valve set and electric pump located in valve house on level B1 basement carpark*	

Performance Standard/s:

The term 'Performance standard' for a specified system is not defined by the Building Act. However, it can be interpreted as the level of performance a specified system was intended to meet, and to continue to meet, at the time it was designed and installed in a building.

The Building Act requires that a specified system must be inspected and maintained to ensure that it performs, and continues to perform, to that standard.
If a specified system is designed and installed to an Acceptable Solution, Verification Method, Standard or specific documentation, this will set the performance standard for that specified system.

Specifying a performance standard is generally the role of the system designer. Often inspection and maintenance standards are confused with performance standards where many of the standards referenced in the 'Compliance Schedule Handbook' are misused as performance standards.

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*NZS 4541:2013 Automatic Fire Sprinkler Systems: sections 1 to 10*
	NZS 4515:2009 Fire sprinkler systems for life safety in sleeping occupancies
	NZS 4541:2007 Automatic Fire Sprinkler Systems: sections 1 to 10
	NZS 4541:2003 Automatic Fire Sprinkler Systems: sections 1 to 10
	NZS 4541:1996 Automatic Fire Sprinkler Systems
	NZS 4541:1987 Automatic Fire Sprinkler Systems
	NZS 4541P:1972 New Zealand rules for automatic fire sprinkler installations
	NZS 4517:2010 – Residential Sprinkler Systems for Houses
	AS ISO 14520 – Gaseous Fire Extinguishing Systems
	AS 4214 Gaseous Fire Extinguishing Systems
	Other – NFPA standard or Overseas engineered solutions
	FPANZ Code of Practice for Gaseous Fire Suppression Systems (2016)

Inspection Procedures:

The Building Act requires that each specified system have inspection procedures to ensure the system is performing, and continues to perform, to the performance standards set out for that specified system.
The inspection procedures need to be relevant to the performance standard, and therefore the way the system "*or systems"* in the building were designed, to ensure the specified system continues to perform in the way it was intended.

Often a New Zealand or international Standard will be suitable for the inspection procedures for an individual specified system.

Inspection Procedures:
(examples, inspection procedures based on technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*NZS 4541:2013 Automatic Fire Sprinkler Systems; part 12*
		NZS 4515:2009 Fire sprinkler systems for life safety in sleeping occupancies; part 8
		NZS 4541:2007 Automatic Fire Sprinkler Systems; part 12
		NZS 4541:2003 Automatic Fire Sprinkler Systems; part 12
		NZS 4541:1996 Automatic Fire Sprinkler Systems; part 12
		NZS 4541:1987 Automatic Fire Sprinkler Systems
		NZS 4541P:1972 New Zealand rules for automatic fire sprinkler installations
		AS 1851:2012 Routine service of fire protection systems and equipment
		FPANZ Code of Practice for Gaseous Fire Suppression Systems (2016)
		FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
		NZS 4517:2010 – Fire sprinkler systems for houses
		Specifically, designed solution prepared by …… (date) Attached in Part 3 of this compliance schedule: Appendix (…)

Inspection Frequencies and Personnel:

The Building Act requires that each specified system have inspection procedures to ensure the system is performing, and continues to perform, to the performance standards set out for that specified system.
The inspection procedures need to be relevant to the performance standard, and therefore the way the system was designed, to ensure the specified system continues to perform in the way it was intended.

Often a New Zealand or international Standard will be suitable for the inspection procedures for an individual specified system.

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use and individual system)

Inspection Frequencies	**Weekly***	**Monthly**	**Quarterly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being **qualified to carry out or supervise** all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and certify that those procedures have been fully complied with				

*weekly when diesel fire pumps are present.

Maintenance Procedures:

The Building Act requires that a specified system must be maintained to ensure that it performs, and continues to perform, to that standard.

There are two types of maintenance which need to be considered in the development of the compliance schedule, planned preventative maintenance and responsive maintenance.

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZS 4541:2013 Automatic Fire Sprinkler Systems*
		NZS 4515:2009 Fire sprinkler systems for life safety
		NZS 4541:2007 Automatic Fire Sprinkler Systems
		NZS 4541:2003 Automatic Fire Sprinkler Systems
		NZS 4541:1996 Automatic Fire Sprinkler Systems
		NZS 4541:1987 Automatic Fire Sprinkler Systems
		NZS 4541P:1972 New Zealand rules for automatic fire
		AS 1851:2012 Routine service of fire protection systems and equipment
		FPANZ Code of Practice for Gaseous Fire Suppression Systems (2016)

Reporting Procedures:

The Building Act states that it is the owner's responsibility to keep records relating to the compliance schedule (NZBA 110).

However, for practical reasons, it may be appropriate for the IQP to keep the records on the owner's behalf.

Including a reporting and recording section on the compliance schedule provides for the keeping of records and the availability of these records to the IQP, to issue a Form 12A certificate and for reference at any other time.

Reporting Procedures:
(suggested examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook or electronic records and located together with a copy of the compliance schedule.*

System Interfacing:

Including a system interfacing element to the compliance schedule is strongly recommended due to the unique functional relationships between various specified systems and their respective role in achieving the overall fire safety strategies or outcomes specified in the fire report and other design documentation.

System Interfacing:
(suggested examples, direct connection or functional relationships with other specified systems)

System Interfacing	*Interfaced connection to the following specified system or systems included in this compliance schedule:*
	SS 2 Automatic or manual emergency warning systems for fire or other dangers
	Note: output from DBA to fire alarm for evacuation
	Tested in accordance with Fire Matrix (Ref#) (attached to CS) or FPANZ Code of Practice
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes:

Including a notes or comments element to the compliance schedule is recommended to allow for additional information that identifies any specific details that would be appropriate to clarify unique parameters for the specified system in relation to the building.

Notes:
(example, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Comments/Notes:	*Sprinkler valve house is located in basement carpark (B2) Street isolation valve is located in hydrant enclosure at roadside next to …….. street*

SS1: Section End

SS 2 - Emergency Warning Systems for Fire or other Emergencies

System Description:

(examples, typical descriptions of the overall system/s)

SS 2 - Emergency Warning Systems for Fire or other Emergencies	
System Description/s	*Automatic Fire Alarm System/s*
	Manual Fire Alarm System/s
	Automatic Gas Detection System/s
	Very Early Smoke Detection System (Aspirated Smoke Detection)
	Carbon Monoxide Gas Detection System (Carpark)
	Security System with Smoke detection for emergency warning for evacuation

System Type:

(examples, of the type of specified system as installed)

******* There may be a number of the same type of specified systems contained within the building; it is recommended that these be listed separately as a line item in this part of the compliance schedule.*

Type	*Type 2: Fire alarm system with manual call points, connected to monitoring station*	Installation Date	
Type	*Type 2: Fire alarm system with manual call points, connected to monitoring station, enhanced with heat detectors*	Installation Date	
Type	*Type 2: Fire alarm system with manual call points, connected to , monitoring station, enhanced with smoke and heat detectors*	Installation Date	
Type	*Type 2f: Fire alarm system with manual call points, (non-monitored system)*	Installation Date	
Type	*Type 3: Automatic fire alarm system activated by heat detectors and manual call points, connected , connected to monitoring station*	Installation Date	
Type	*Type 3f: Fire detection and alarm system, (non-monitored system)*	Installation Date	
Type	*Type 4: Fire detection and alarm system with manual call points and smoke detectors, connected to monitoring station*	Installation Date	
Type	*Type 5: Type 4 smoke detection system for sleeping accommodation areas. Smoke detectors local alarm only*	Installation Date	
Type	*Manual warning system: Historic Type B or Old Type Alarm (CMS Units)*	Installation Date	
Type	*Monitored Non-standard School Security Warning System (SSWS)*	Installation Date	
Type	Carbon monoxide gas detection system	Installation Date	
Type	Flammable gas detection systems	Installation Date	

Make and Model:

(examples, typical make and model of equipment as installed)

Make / Model (if know)	*Pertronix F1600*	*Ampac 100*
Make / Model (if know)	*Wormald Vigilant*	*Bensan*
Make / Model (if know)	*VESDA*	*Tyco MX series*

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:

(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Fire Alarm system installed throughout building*
Location	*Fire Alarm system – manual call points level 1 to 3 – Automatic system levels 4 to 8*
Location	*Gas Detection system located in Level B1 to B3 Carparking*
Location	*Gas flood system in main computer centre*

Performance Standard/s:

(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard	*NZS 4512:2021 Fire detection and alarm systems in buildings*
	NZS 4512:2010 Fire detection and alarm systems in buildings
	NZS 4512:2003 Fire detection and alarm systems in buildings
	NZS 4512:1997 Fire alarm systems in buildings
	NZS 4512:1994 Fire alarm systems in buildings
	NZS 4512:1981 Automatic fire alarm systems in buildings
	NZS 5263:2003 Gas detection and odorization

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature.*

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*NZS 4512:2010 Fire detection and alarm systems in buildings; part 6*
		NZS 4512:2003 Fire detection and alarm systems in buildings; part 6
		NZS 4512:1997 Fire alarm systems in buildings; part 6
		NZS 4512:1994 Fire alarm systems in buildings; part 6
		NZS 4512:1981 Automatic fire alarm systems in buildings
		NZS 4561: 1973 Manual fire alarm systems
		AS 1851:2012 Routine service of fire protection systems
		NZS 5263:2003 Gas detection and odorization
		Specifically, designed solution prepared by … ……... …. (00/00/0000) *Attached in Part 3 of this compliance schedule: Appendix (…)*
		FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP;** *a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and certify that those procedures have been fully complied with*		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZS 4512:2010 Fire detection and alarm systems in buildings.*
		NZS 4512:2003 Fire detection and alarm systems in buildings
		NZS 4512:1997 Fire alarm systems in buildings
		NZS 4512:1994 Fire alarm systems in buildings
		NZS 4512:1981 Automatic fire alarm systems in buildings
		NZS 4561: 1973 Manual Fire Alarm Systems
		NZS 5263:2003 Gas detection and odorization
		AS 1851:2012 Routine service of fire protection systems

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in an on-site logbook *or* via electronic records and located together with a copy of the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	*Interfaced connection to the following specified system or systems included in this compliance schedule:*
	SS1 - Automatic systems for fire suppression - Input from DBA for evacuation
	SS3 – Electromagnetic Doors or Windows – Including described function (lock release, opening, or closing the doors
	SS4 – Emergency Lighting System
	SS5 – Escape Route Pressurisation System
	SS8 - Lifts
	SS9 – Mechanical Ventilation
	SS12 – Audio Loops
	SS13 – Smoke Control Systems
	**Other – Security System monitoring – Nurse Call System – BMS, Security Gates and Barriers ?*
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:

Notes:	*Main fire alarm panel located in sprinkler value house; remote display mimic located on wall next to front entrance*
	The fire Alarm provides a notification output to the Nurse Call system providing a functional relationship between the specified system and other non-specified system in this building

(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

SS 2: Section End

SS 3 – Electromagnetic or automatic doors or windows

System Description:
(examples, typical descriptions of the overall system)

SS 3/1 Automatic Doors	
System Descriptions	*Automatic sliding door*
	Automatic revolving door
	Automatic Gates or Barriers (forming part of egress route to a safe place)

System Type:
(examples, of the type of specified system as installed)

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule.*

Type	*Single leaf*	Installation Date	
Type	*Bi - parting*	Installation Date	
Type	*Telescopic*	Installation Date	
Type	*Circular – semi or full*	Installation Date	
Type		Installation Date	

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Besam Unislide*	*2: Dormakaba ES200*
Make / Model	*2: Sensormatic AS5*	*4: Arabian*
Make / Model	*Other - Description*	

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Front of the building at the main pedestrian entrance/s*
Location	*West and south side of the building entrances/s G2 and G4*
Location	*Auto sliding gate at main site driveway entrance forming part of escape route*

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard	*NZS 4239:1993 AA - Automatic sliding door assemblies (current 04/04/2017)*
	AS 4290:2000 Design and installation of revolving doors
	New Zealand Building Code – Fire Safety (C/AS2 to C/AS6 paragraph 3.15.7)
	AS 5007:2007 Powered doors for pedestrian access and egress
	AS 4085:1992 Automatic sliding door assemblies

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature.*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS 5007:2007 Powered doors for pedestrian access and egress*
		AS 4290:2000 Design and installation of revolving doors
		NZS 4239:1993 Appendix A - inspection and maintenance procedures for automatic sliding doors.
		NZ Compliance Schedule Handbook (Door inspection guide B.5 to B.26 page 22)
		Specifically, designed solution prepared by … ……... …. (00/00/0000) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Daily**	**Quarterly**	**Annually**
Responsibility	**Owner or Agent**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS 5007:2007 Powered doors for pedestrian access and egress*
		AS 4290:2000 Design and installation of revolving doors
		NZS 4239:1993 Automatic sliding door assemblies
		AS 4085:1992 Automatic sliding door assemblies

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronic records and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS 2 – Emergency Warning System
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Auto doors are interfaced with building intruder alarm system, security alarm overrides and locks auto doors afterhours*

SS 3/1: Section End

SS 3/2 – Access Controlled Doors

System Description:
(examples, typical descriptions of the type of system)

SS 3/2 – Access Controlled Doors	
System Description	*Swipe card exit / egress – doors with electromechanical locking devices*
	Proximity device exit / egress – doors with electromechanical locking devices
	Delayed egress doors – (fail safe or fail secure)
	Pedestrian barrier arms
	Gates with electromechanical locks

System Type:
(examples, of the type of specified system as installed)

Type	*Egress doors including – (EDR) Emergency door release*	Installation Date	
Type	*Egress doors including – (REX) Push to exit*	Installation Date	
Type	*Magnetic Clamps*	Installation Date	
Type	*V - Bolts*	Installation Date	
Type	*Electronic door handles*	Installation Date	
Type	*Door strikes*	Installation Date	

* *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule.*

Make and Model:
(examples, typical makes and models of equipment as installed)

Make / Model	*1: Gallagher*	*2: SID*
Make / Model	*2: ICT Protege*	*4: Tecom Challenger*

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Access (egress) controlled doors at main staff egress points*
Location	*Doors within tenancies on levels 3 to 6*
Location	*Individual door schedule included in part 3 of this compliance schedule (asset information) – appendix 3*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature.*

Performance Standard/s	*ABC: Code of Practice for Electromechanical Controlled Locking Devices on Egress Doors(2019)*
	Specific design - New Zealand Building Code - C/AS2: 2019 Clause xx)
	Specific design – incorporating manufacturers recommendations and detailing level of performance
	Engineered solution – (BS 7273-4:2007 Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors) ???????????

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*ABC: Code of Practice for Electromechanical Controlled Locking Devices on Egress Doors(2019) Part 7 - 8*
		Specifically, designed solution prepared by … ……..... …. (00/00/0000) Attached in Part 3 of this compliance schedule: Appendix (…)

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Daily**	**Monthly**	**Annually**
Responsibility	**Owner or Agent**	**Owner or Agent**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*ABC: Code of Practice for Electromechanical Controlled Locking Devices on Egress Doors (2019) Part 5 - 8*
		Specifically, designed solution prepared by … ……..... …. (00/00/0000) Attached in Part 3 of this compliance schedule: Appendix (…)

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronic records and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS13 – Smoke Control
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Interface design coordination statement included in part 3 of this compliance schedule – appendix 3*
	Signs in relation to access controlled (egress) doors are to be inspected in conjunction with SS14/2 feature

SS 3/2: Section End

SS 3/3 – Interfaced Fire or Smoke Doors or Windows

System Description:
(examples, typical descriptions of the overall system)

SS 3/3 - Interfaced Fire or Smoke Doors or Windows	
System Descriptions	*Electromagnetic door holders within safe paths and corridors*
	Fire or smoke door designed to open or close on the activation of the building emergency warning system or detection device
	Fire or smoke window or shutter designed to open or close on the activation of the building emergency warning system or detection device

System Type:
(examples, of the type of specified system as installed)

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule.*

Type	*Magnetic door clamps with auto and manual release*	Installation Date	
Type	*Magnetic holder with auto release interface*	Installation Date	
Type	*Mechanical holder with interfaced release*	Installation Date	
Type		Installation Date	

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: (description of equipment installed)*	*2:*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Fire and smoke doors within safe paths and stairwell egress*
Location	*Doors within tenancies on levels 1 and 2*
Location	*Individual door schedule included in part 3 of this compliance schedule (asset information) – appendix 3.2 - Drawing number 302302(c)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Performance Standard/s	*AS 4178:1994 Electromagnetic door holders*
	BS 7273-4:2007 Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors
	Specific design - New Zealand Building Code Smoke Control door sets refer C/AS1- C6 1.2 (up to 2013)
	Specific design - New Zealand Building Code - C/AS2: 2019 Clause xx, xx)

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS 4178:1994 Electromagnetic door holders*
		NZ Compliance Schedule Handbook (Door inspection guide B.5 to B.26 page 22)
		BS 7273-4:2007 Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors
		Specifically, designed solution prepared by … ……... …. (00/00/0000) Attached in Part 3 of this compliance schedule: Appendix (…)

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Daily**	**Monthly**	**Annually**
Responsibility	**Owner or Agent**	**Owner or Agent**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS 4178:1994 Electromagnetic door holders*
		NZ Compliance Schedule Handbook (Door inspection guide B.5 to B.26 page 22)
		BS 7273-4:2007 Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronic records and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency warning system
	SS3/2 Access controlled (Egress) doors
	SS 13 – Smoke Control
	SS15/3 Fire Separations
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Fire and smoke doors or windows that form part of a fire or smoke separation shall also be inspected in accordance with SS 15/3 and SS 15/ 5*

SS 3/3: Section End

SS 4 – Emergency Lighting Systems

System Description:
(examples, typical descriptions of the overall system)

SS 4 – Emergency Lighting Systems	
System Descriptions	*Emergency lighting system to provide for visibility in all escape routes*
	Emergency lighting installed for identification of the exit ways of a building
	Emergency lighting system for standby lighting in the event of power failure
	Emergency lighting system incorporating standby power supply generator

System Type:
(examples, of the type of specified system as installed)

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Type	*Self-contained emergency lighting system*	Installation Date	
Type	*Central battery supply emergency lighting system*	Installation Date	
Type	*Non maintained light fittings (luminaries)*	Installation Date	
Type	*Maintained light fittings (luminaries)*	Installation Date	
Type	*Non maintained LED Emergency Exit Signs & Recessed LED Emergency Satellites*	Installation Date	
Type		Installation Date	

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Legrand L.E.D / 24V*	*2: Clevertronics*
Make / Model	*3: Spitfire*	*4: Other -*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Located through the building in all open, safe paths and exitways*
Location	*Individual lighting schedule included in part 3 of this compliance schedule (asset information) – appendix 4 - Drawing number 4002*
Location	*Exit signs on exit doors to both levels, Emergency Satellites to ground floor and safe path stairs (refer emergency plans recorded on building consent (BCO…..)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*Acceptable Solution F6/AS1 (Amendment 4: 1 January 2017) Clauses 1.3.1, 1.5.1 (b-c) & .6.1(c).*
	AS/NZS 2293.part 1 and 3 (2019)
	AS/NZS 2293. Part 1 and 3 (2005)
	AS/NZS 2293. Part 1:1998 (in force from 4/5/1998 to 31/7/2008)
	NZS 6742:1971
	Specified design - New Zealand Building Code – F6 – xx / xx

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 2293.2:1995 Emergency evacuation lighting for buildings – Part 2: Inspection and maintenance.*
		AS/NZS 2293.2:2019 Emergency evacuation lighting for buildings – Part 2: Inspection and maintenance.
		NZS 6742:1971 Code of practice for emergency lighting in buildings
		Where a generator is part of the emergency lighting system, the generator should be inspected in accordance with NZS 6104
		Specifically, designed solution prepared by … ……... …. (00/00/0000) *Attached in Part 3 of this compliance schedule: Appendix (…)*
		Emergency generator power supply inspected injunction with 14/1

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Six Monthly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 2293:1995 Emergency evacuation lighting for buildings*
		AS/NZS 2293:2005 Emergency evacuation lighting for buildings
		AS/NZS 2293:2019 Emergency Lighting for buildings
		NZS 6742:1971 Code of practice for emergency lighting in buildings
		Specified design – In accordance with the E/Lighting – Installation, Operations and Maintenance Manual included in Part 3 of this compliance schedule

Reporting Procedures:*(examples, standard reporting procedures content)*

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronic records and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning system
	SS14/1 Emergency Power Supply
	*Other - * Building Management Systems*
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Emergency Lighting system includes lighting in external stairwell at rear of building*

SS 4: Section End

SS 5 – Escape Route Pressurisation Systems

System Description:
(examples, typical descriptions of the overall system)

SS 5 – Escape Route Pressurisation Systems	
System Descriptions	*Corridor pressurised system*
	Stairwell pressurisation system
	Lift shaft pressurisation system
	Atrium pressurisation system

System Type:
(examples, of the type of specified system as installed)

Type	*Class A*	Installation Date	
Type	*Class B*	Installation Date	
Type	*Class C*	Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Airlab*	*2: Axair*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Stairwell pressurisation system is located in the central main public stairwell from levels 2 to 11*
Location	*North and West stairwells hospital blocks 3,4 and 7*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Performance Standard/s	*AS/NZS 1668:1998 The use of ventilation and air-conditioning in buildings Part 1: Fire and smoke control in multi- compartment buildings*
	AS/NZS 1668: 2015 The use of ventilation and air-conditioning in buildings Part 1: Fire and smoke control in multi- compartment buildings

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS 1851 2012 (part 6)*
		AS/NZS 1668:1998
		AS/NZS 1668: 2015
		Specifically, designed solution prepared by … ……... …. (00/00/0000) Attached in Part 3 of this compliance schedule: Appendix (…)
		AS 1851 2012 (part 13) Table13.4.2.2 & 13.4.2.3

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Quarterly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS 1851 2012 (part 6)*
		AS/NZS 1668:1998
		AS/NZS 1668: 2015
		AS1851-2012 Section 13 Fire & Smoke Control Features of Mechanical services. Table13.4.2.2 & 13.4.2.3
		Additional suggested content from SME

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS3/3 Interfaced Doors
	SS9 Mechanical Ventilation
	SS13 Smoke Control
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:

(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Annual escape route pressurisation testing to be conducted in conjunction with annual testing and inspections of the SS13 and SS9 features of this compliance schedule*

SS 5: Section End

SS 6 - Riser Main for use by Fire Services

System Description:
(examples, typical descriptions of the overall system)

SS 6 - Riser Main for use by Fire Services	
System Descriptions	*Dry riser hydrant main*
	Wet riser hydrant main
	Underground fire ring main

System Type:
(examples, of the type of specified system as installed)

Type	*Stairwell riser main*	Installation Date	
Type	*External riser main*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Grinnell*	*2: Wormald 1030*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Dry riser main installed in central stairwell levels B2 to 9*
Location	*Wet riser main installed in lifts shaft mechanical services riser*
Location	*External riser main on rear wall of building*

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Performance Standard/s	*NZS 4510:2008 Fire hydrant systems for buildings*
	NZS 4510:1998 Fire hydrant systems for buildings
	NZS 4510:1978 Code of practice for riser mains for fire service use

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*NZS 4510:2008 Fire hydrant systems for buildings*
		NZS 4510:1998 Fire hydrant systems for buildings
		NZS 4510:1978 Code of practice for riser mains for fire service use
		Specifically, designed solution prepared by … ……..... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZS 4510:2008 Fire hydrant systems for buildings*
		NZS 4510:1998 Fire hydrant systems for buildings
		NZS 4510:1978 Code of practice for riser mains for fire service use

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS1 – Automatic systems for fire suppression
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Riser main annual survey and flow testing to be completed by a 3rd party approved flow testing contractor and testing certificate supplied to the IOP*

SS 6: Section End

SS 7 - Automatic Backflow Preventers

System Description:
(examples, typical descriptions of the overall system)

SS 7 - Automatic Backflow Preventers	
System Descriptions	*Automatic backflow preventers connected to potable water supply*
	Automatic backflow preventers connected to fire system (excluding single check valves)

System Type:
(examples, of the type of specified system as installed)

Type	*Reduced pressure zone*	Installation Date	
Type	*Double check valve assemblies*	Installation Date	
Type	*Pressure type vacuum break*	Installation Date	
Type	*Atmospheric type vacuum break*	Installation Date	
Type		Installation Date	

* *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Watts – 150mm (serial number)*	2: Apollo – 80mm *(serial number)*
Make / Model	*3: Wilkins 350 (serial number)*	4. Other --- *(serial number)*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*1: external backflow in front left garden (inspection hatch)*
Location	*2: in main kitchen under washdown sinks*
Location	*3: in automatic sprinkler system valve house*
Location	*4: As identified and listed : Individual backflow valve included in part 3 of this compliance schedule (asset information) – appendix 7 - Drawing number 7002*
Location	

Performance Standard/s:

(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS/NZS 3500.1:2015 Plumbing and drainage – Part 1: Water services*
	AS/NZS 2845.1:2010 Water supply - Backflow prevention devices - Part 1: Materials, design, and performance requirements
	AS 2845.1:1998 Water supply - Backflow prevention devices - Part 1: Materials, design, and performance requirement
	Acceptable Solution G12/AS1 (Amendment 12, 27 June 2019) (Paragraphs 3.1,3.2 & 3.3)

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 2845:2010 Water supply backflow prevention devices - Part 3: Field Testing and Maintenance of Testable Devices*
		AS/NZS 2845: 1998 Water supply backflow prevention devices - Part 3: Field Testing and Maintenance of Testable Devices
		AS/NZS 3500.1:2015 Plumbing and drainage – Part 1: Water services
		Specifically, designed solution prepared by … ……... …. (date) Attached in Part 3 of this compliance schedule: Appendix (…)
		For Atmospheric vacuum breaker devices: Acceptable Solution G12/AS1 Amendment 12, 2019) Paragraph 3.7.3

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Annually**
Responsibility	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with	

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 3500.1:2015 Plumbing and drainage – Part 1: Water services*
		AS/NZS 2845.1:2010 Water supply - Backflow prevention devices - Part 1: Materials, design, and performance requirements
		AS 2845.1:1998 Water supply - Backflow prevention devices - Part 1: Materials, design, and performance requirement

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	Not applicable
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Non-testable automatic back-flow preventers connected to a potable water supply should be inspected annually and replaced or repaired if leaking or displaying any other fault.*
	AS/NZS 2845: Part 1: Materials, design, and performance requirements *Section 17.2 A single check valve (testable) is designed for use in 'low hazard' conditions in fire services to prevent backflow caused by back-siphonage or backpressure. It is intended for use under continuous pressure conditions.* *NOTE: (AS/NZS 2845:1 2010) A single check valve (testable) is not acceptable as a backflow prevention device in New Zealand.*
	Fire Sprinkler Systems *These backflow prevention devices are associated with the sprinkler system and must be tested, maintained, and inspected by an SS1 (Automatic Systems for Fire Suppression) registered IQP (Independent Qualified Person).*

SS 7: Section End

SS 8 – Lifts, Escalators, Travellators, or Other Systems

System Description:
(examples, typical descriptions of the overall system)

SS 8/1 - Passenger Carrying Lifts	
System Descriptions	*Passenger lift*
	Platform lift providing access for a person with disabilities
	Water powered lift

System Type:
(examples, of the type of specified system as installed)

Type	*Traction type passenger lift*	Installation Date	
Type	*Roped hydraulic elevator*	Installation Date	
Type	*Telescopic hydraulic elevator*	Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Kone - PXL*	*2: Schindler 2100*
Make / Model	*3: Otis Gen2*	
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Central lift riser from B3 to level 11 : excluding plantrooms*
Location	*As identified and listed : Individual lift schedule included in part 3 of this compliance schedule (asset information) – appendix 8 - Drawing number 8002*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*NZS 4332:1997 Non-domestic passenger and goods lifts and D2/AS1*
	EN81 81-80:2003 Safety rules for the construction and installation of lifts and D2/AS1
	EN81 Part 2 and D2/AS1
	NZS 4334:2012 Platform lifts and low-speed lifts
	AS 1735:1990

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature.*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*NZS 4332:1997 Non-domestic passenger and goods lifts and D2/AS1*
		EN81 81-80:2003 Safety rules for the construction and installation of lifts and D2/AS1
		EN81 Part 2 and D2/AS1
		Checklist (pages 30-32) of the NZ Compliance Schedule Handbook
		Specifically, designed solution prepared by … ……..… …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Annually**
Inspection Personnel	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with	

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZS 4332:1997 Non-domestic passenger and goods lifts and D2/AS1*
		EN81 81-80:2003 Safety rules for the construction and installation of lifts and D2/AS1
		EN81 Part 2 and D2/AS1
		NZS 4334:2012 Platform lifts and low-speed lifts

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Lift is interfaced with (BMS) Building Management control system located in main security and property managers office*

SS 8/1: Section End

SS 8/2 – Platform, low speed, and service lifts

System Description:
(examples, typical descriptions of the overall system)

SS 8/2 - Platform, low speed, and other service lifts	
System Descriptions	*Platform goods lift*
	Dumb waiter
	Vehicle stacking system
	Book hoist
	Stage lift

System Type:
(examples, of the type of specified system as installed)

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Type	*Traction type lift*	Installation Date	
Type	*Roped hydraulic*	Installation Date	
Type	*Telescopic hydraulic*	Installation Date	
Type		Installation Date	

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Kone	*2: Schindler*
Make / Model	3: Otis	4: Phoenix
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main central service shaft*
Location	*Kitchen to dining room service riser*
Location	*Under main stage in auditorium*
Location	*As identified and listed : Individual lift schedule included in part 3 of this compliance schedule (asset information) – appendix 8.2 - Drawing number 8002*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*Performance standards as specified by NZS 4334:2012*
	Power Lifts Rules as modified by D2/AS2 that applied up until 14 August 2014.
	NZS 4332:1997 Non-domestic passenger and goods lifts
	"Rule for Power Lifts Not Exceeding 750 Watts (1 HP)" and D2/AS2.
	Other specific design by the manufacturer or designer

*** Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*Appendix A of NZS 4334:2012*
		Performance standards as specified by NZS 4334:2012
		Power Lifts Rules as modified by D2/AS2 that applied up until 14 August 2014.
		NZS 4332:1997 Non-domestic passenger and goods lifts
		NZ Compliance Schedule Handbook (checklist on pages 34-35)
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Annually**
Responsibility	**I.Q.P**

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*Appendix A of NZS 4334:2012*
		Performance standards as specified by NZS 4334:2012
		Power Lifts Rules as modified by D2/AS2 that applied up until 14 August 2014.
		NZS 4332:1997 Non-domestic passenger and goods lifts

Reporting Procedures:

(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Additional information relevant to the installation provided to assist IQP's and service contractors*

SS 8/2: Section End

SS 8/3 – Escalators and Moving Walks

System Description:
(examples, typical descriptions of the overall system)

SS 8/3 Escalators and Moving Walks	
System Descriptions	*Escalators for public use in common area*
	Moving walkway for public viewing

System Type:
(examples, of the type of specified system as installed)

Type	*Single carriage escalator*	Installation Date	
Type	*Duel carriage escalator*	Installation Date	
Type	*Moving horizontal walkway*	Installation Date	
Type	*Conveyor belt*	Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Kone*	*2: Schindler*
Make / Model	*3: Koyo*	*4: thyssen-krupp*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main retail area – west*
Location	*Main public transit area*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*EN 115 and NZBC - D2/AS3*
	BS EN 115-1:2008 Safety of Escalators and Moving Walks

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*BS EN 115-1:2008 Safety of Escalators and Moving Walks*
		NZ Compliance Schedule Handbook (checklist on page 37)
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Six Monthly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*EN 115 and NZBC - D2/AS3*
		BS EN 115-1:2008 Safety of Escalators and Moving Walks

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Safety signage for public use should be included in both SS8/3 and SS14/2 inspections*

SS 8/3: Section End

SS 9 – Mechanical Ventilation or Air Conditioning Systems

System Description:
(examples, typical descriptions of the overall system)

SS 9 - Mechanical Ventilation or Air Conditioning Systems	
System Descriptions	*Mechanical ventilation or air conditioning system – Outdoor Air*
	Extract system serving multiple units
	Spray booth ventilation system – Safety System
	Dust/Fume/Hazardous atmosphere extract system -
	Parking/Garage Extract System – fume control
	Cooling-water system incorporating one or more cooling towers or evaporative condensers
	System incorporating solid liquid or gas fired boilers/Gas system boiler plant room

System Type:
(examples, of the type of specified system as installed)

Type	*Outdoor air to occupants*	Installation Date	
Type	*Safety used to collect harmful material*	Installation Date	
Type	*Fire and Smoke to control spread of fire*	Installation Date	
Type	*Fire Rated Damper – Mechanical (manufacturers name)*	Installation Date	
Type	*Fire Rated Damper – Intumescent (manufacturers name)*	Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule.*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Carrier	*2: Goodman*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Central air conditioning system ducted throughout the building , main controls in plant room level 8*
Location	*As identified and listed : HVAC schedule included in Part 3 of this compliance schedule (asset information) – appendix 9 - Drawing number 900/V2*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Performance Standard/s	*NZS 4302:1987 (The control of hygiene in air and water systems in buildings*
	NZS 4303:1990 (Ventilation for acceptable indoor air quality
	AS/NZS 1668.2:2012 (General ventilation and extract design)
	AS/NZS 1668.1:1998 or 2015 (Fire and smoke control)
	AS 1668.1:1991 (Fire and smoke control)
	AS/NZS 4114.1:2003 (Spray booth ventilation)
	AS/NZS 3666.2:2011 Air-handling and Water Systems of Buildings - Microbial Control Part 2: Operation and maintenance
	AS/NZS 4254:2002 Ductwork for air handling systems in buildings

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 3666.2:2011 Air-handling and Water Systems of Buildings - Microbial Control Part 2: Operation and maintenance*
		AS/NZS 4114.2:2003 – Spray painting booths - Part 2: Installation and maintenance
		AS 1851:2005/2012 (Maintenance of fire protection systems and equipment)
		NZS 4302:1987 (The control of hygiene in air and water systems in buildings)
		NZS 4303:1990 (Ventilation for acceptable indoor air quality)
		Specifically, designed solution prepared by … ……..... …. (date) Attached in Part 3 of this compliance schedule: Appendix (…)
		Operational and Maintenance Manual (reference + date) attached in part 3 of this compliance schedule

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Quarterly**	**Six Monthly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with				

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practice guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 3666.2:2011 Air-handling and Water Systems of Buildings - Microbial Control Part 2: Operation and maintenance*
		AS/NZS 4114.2:2003 – Spray painting booths - Part 2: Installation and maintenance
		AS 1851:2005/2012 (Maintenance of fire protection systems and equipment)
		NZS 4302:1987 (The control of hygiene in air and water systems in buildings)
		NZS 4303:1990 (Ventilation for acceptable indoor air quality)

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook and located together with the compliance schedule.*

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS13 Smoke Control
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Cooling tower: Weekly and monthly testing (as specified) by an IANZ biologically accredited laboratory*

SS 9: Section End

SS 10 – Building Maintenance Units

System Description:
(examples, typical descriptions of the overall system)

SS Building Maintenance Units	
System Descriptions	*Gantry system for external access to building*
	Access equipment – permanent fixture (electrical / hydraulic)

System Type:
(examples, of the type of specified system as installed)

Type	*Mechanical – Suspended accesses*	Installation Date	
Type	*Electrical – Track system*	Installation Date	
Type	*Hydraulic – travelling ladder*	Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Custom Built	*2: High air Access 2000*
Make / Model		

****** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main control on roof , services all external sides to building*
Location	*Roof plant room*
Location	*As identified and listed : BMU schedule included in Part 3 of this compliance schedule (asset information) – appendix 10 - Drawing number 10.01/V1 (as built)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*BS 6037.1:2003 (suspended access equipment)*
	BS 6037-2:2004 Code of practice for the planning, design, installation and use of permanently installed access equipment. (Travelling ladders and gantries)
	BS 6037-1:2017 Planning, design, installation and use of permanently installed access equipment. Code of practice. Suspended access equipment

*** Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*BS 6037-1:2003*
		BS 6037-1:2017
		BS 6037-2:2004
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Quarterly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*BS 6037.1:2003 (suspended access equipment*
		BS 6037-2:2004 Code of practice for the planning, design, installation and use of permanently installed access equipment. (Travelling ladders and gantries)
		BS 6037-1:2017 Planning, design, installation and use of permanently installed access equipment. Code of practice. Suspended access equipment

Reporting Procedures:

(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with a copy of this compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	Not applicable
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*BMU – signage restricting public or un-authorised access to be included in SS14/2 inspections*

SS 10: Section End

SS 11 – Laboratory Fume Cupboards

System Description:
(examples, typical descriptions of the overall system)

SS 11 - Laboratory Fume Cupboards	
System Descriptions	*Ducted fume cupboard*
	Fume hood
	Plenum unit

System Type:
(examples, of the type of specified system as installed)

Type	*Extraction (ducted)*	Installation Date	
Type	*Recirculated air (fume hoods and plenums)*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Calibre Student 101	*2: TopAir*
Make / Model	*3: Cruma*	

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Research laboratory - 4th floor – (applied science department)*
	Medical centre – blood test lab
	As identified and listed : Fume Cupboards schedule included in Part 3 of this compliance schedule (asset information) – appendix 11 - Drawing number 11.01/V1 (as built)

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS/NZS 2243.8:2014 Safety in laboratories Part 8: Fume cupboards*
	AS/NZS 2243.9:2009 Safety in laboratories – Part 9: Recirculating fume cabinet
	NZS 7203:1992 Safety in laboratories – Fume cupboards

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

System Description:

(examples, typical descriptions of the overall system)

Inspection Procedures	**In accordance with:**	*AS/NZS 2243.8:2014 Safety in laboratories Part 8: Fume cupboards*
		AS/NZS 2243.9:2009 Safety in laboratories – Part 9: Recirculating fume cabinet
		NZS 7203:1992 Safety in laboratories – Fume cupboards
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Six Monthly**	**Annually**
Responsibility	**Owner or Agent**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 2243.8:2014 Safety in laboratories Part 8: Fume cupboards*
		AS/NZS 2243.9:2009 Safety in laboratories – Part 9: Recirculating fume cabinet
		NZS 7203:1992 Safety in laboratories – Fume cupboards

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	Not applicable
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Note to system purpose – chemicals – bio contaminants ,flammable liquids etc*

SS 11: Section End

SS 12/1 – Audio Loops

System Description:

(examples, typical descriptions of the overall system)

SS 12/1 - Audio Loops	
System Descriptions	*Hearing assistance system for public announcements*
	Hearing assistance system for cinema or auditorium
	Hearing assistance system for television audio

System Type:

(examples, of the type of specified system as installed)

Type	*Induction loop*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: AudioOropa	*2: Kodum*
Make / Model		
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main village block – TV and function lounge*
Location	*G Block lecture rooms*
Location	*Cinemas – 1,2 and 3*
Location	*SS12 floor plan included in Part 3 of this compliance schedule (asset information) – appendix 12 - Drawing number 12.01/V1 (as built)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS 60118.4:2007*
	AS 1088.4 - 1987
	NZS 4121:2001 Appendix E3 and H
	New Zealand Building Code Clause G5.3.5 and G5.3.6

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 60118.4-2007 Hearing aids – Magnetic field strength in audio-frequency induction loops for hearing aid purposes.*
		ABC Code of Practice – Hearing Assistance Systems : 2021
		NZS 4121:2001 Appendix E3 and Appendix H
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Six Monthly**	**Annually**
Inspection Personnel	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 60118.4-2007 Hearing aids – Magnetic field strength in audio-frequency induction loops for hearing aid purposes.*
		ABC Code of Practice – Hearing Assistance Systems : December 2020
		NZ Compliance Schedule Handbook Page 43 & 44

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System – Fire Alarm Muting Interface
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Designed solution by xxx to STIPA provided by system manufacturer or installer*
	Where receiver units and relevant listening devices are available for public hire they should be inspected, cleaned and ready of the next hie

SS 12/1: Section End

SS 12/2 FM radio frequency and infrared beam systems

System Description:
(examples, typical descriptions of the overall system)

SS 12/2 - FM radio frequency and infrared beam systems	
System Descriptions	*Hearing assistance system for television audio and FM radio*
	Hearing assistance system for public address system
	Hearing assistance system in main stadium (R.J. Hadlee Pavilion)

System Type:
(examples, of the type of specified system as installed)

Type	*Infra-Red*	Installation Date	
Type	*FM System*	Installation Date	
Type	*Wi-Fi Based System*	Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: AudioOropa	*2: Kodum*
Make / Model		

****** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main school block – Room 12*
Location	*R.J Hadlee pavilion – IT server room*
Location	*Cinemas – 1,2 and 3*
Location	*SS12/2 floor plan included in Part 3 of this compliance schedule (asset information) – appendix 12.2 - Drawing number 12.02/V1 (as built)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS 60118.4:2007*
	AS1088.4-1987
	NZS 4121:2001
	New Zealand Building Code Clause G5.3.5 and G5.3.6

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 60118.4-2007 Hearing aids – Magnetic field strength in audio-frequency induction loops for hearing aid purposes.*
		ABC Code of Practice – Hearing Assistance Systems : 2020
		NZS 4121:2001 Appendix E3 and Appendix H
		Specifically, designed solution prepared by … ……..... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Six Monthly**	**Annually**
Inspection Personnel	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 60118.4-2007 Hearing aids – Magnetic field strength in audio-frequency induction loops for hearing aid purposes.*
		ABC Code of Practice – Hearing Assistance Systems : 2020

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System – Fire Alarm Muting Interface
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Identification signage for public use should be included in both SS12/2 and SS14/2 inspections*
	Where receiver units and relevant listening devices are available for public hire, they should be inspected

SS 12/2: Section End

SS 13 Smoke Control Systems

System Description:

(examples, typical descriptions of the overall system) *(enter the most accurate to the installed system)*

SS 13/1 - Mechanical Smoke Control	
System Descriptions	*Dedicated smoke exhaust system for carpark area*
	Dedicated smoke control system for atrium
	Purge system ??
	Zone pressurisation (pressurisation other than escape route pressurisation) ??

System Type:

(examples, of the type of specified system as installed) *(enter the most accurate to the installed system)*

Type	*Dedicated smoke exhaust*	Installation Date	
Type	*Dedicated smoke control – Roof ventilators*	Installation Date	
Type	*Zone smoke control*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed) *(enter the most accurate to the installed system)*

Make / Model	*1: Smoke Control NZ*	*2: Colt Ventilator 1200/900*
Make / Model	*3: Firehalt 2100*	*4: Fyreshield*
Make Model		

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main shopping mall – atrium*
Location	*Factory area*
Location	*Ceiling space above hospital blocks – 3, 4 and 7*
Location	*SS13/1 plan included in Part 3 of this compliance schedule (asset information) – appendix 13 - Drawing number 13.00/V1 (as built)*

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS/NZS 1668.1:2015 The use of ventilation and air-conditioning in buildings Part 1: Fire and smoke control in multi-compartment buildings*
	AS/NZS 1668.1:2001
	AS/NZS 1668.1:1998
	Recommended Practice for Smoke Control Systems (NFPA 92A) and the Guide for Smoke Management Systems

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	
		AS 1851:2005 (section 13) (Maintenance of fire protection systems and equipment)
		Specifically, designed solution prepared by … ……..... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Six Monthly**	**Annually**
Inspection Personnel	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 1668.1:2015*
		AS/NZS 1668.1:2001
		AS/NZS 1668.1:1998
		AS 1851:2005 (Maintenance of fire protection systems and equipment)

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS3/3 Interfaced Fire or Smoke Doors and Windows
	SS9 Mechanical Ventilation
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Colt ventilators on roof require manual rest after activation (access equipment required)*

SS 13/1: Section End

SS 13/2 Natural Smoke Control Systems

System Description:
(examples, typical descriptions of the overall system)

SS 13/2 - Natural Smoke Control	
System Descriptions	*Natural smoke ventilator (open automatically after the outbreak of fire)*
	Smoke reservoir to retain or collect a thermally buoyant smoke layer in the event of a fire

System Type:
(examples, of the type of specified system as installed)

Type	*Dedicated smoke control – Roof ventilators*	Installation Date	
Type		Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Smoke Control NZ	*2: Colt NS50*
Make / Model		

****** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Main Retail warehouse*
Location	*Ceiling space above gymnasium*
Location	*SS13/2 plan included in Part 3 of this compliance schedule - Drawing number 13.00/V1 (as built)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS/NZS 1668.1:2015 The use of ventilation and air-conditioning in buildings Part 1: Fire and smoke control in multi-compartment buildings*
	AS/NZS 1668.1:2001
	AS/NZS 1668.1:1998

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS 1851:2005 (Maintenance of fire protection systems and equipment)*
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Six Monthly**	**Annually**
Inspection Personnel	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS 1851:2005 (Section 13 - Fire and smoke Control Features)*
		AS/NZS 1668.1:2015
		AS/NZS 1668.1:2001
		AS/NZS 1668.1:1998

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS3/3 Interfaced Fire or Smoke Doors and Windows
	SS9 Mechanical Ventilation
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Smoke reservoir …… (access equipment required)*

SS 13/2: Section End

SS 13/3 Smoke Curtains

System Description:
(examples, typical descriptions of the overall system)

SS 13/3 - Smoke Curtains	
System Descriptions	*Insulated smoke curtains - single*
	Smoke curtain – modular shield

System Type:
(examples, of the type of specified system as installed)

Type	*Overhead coiling fabric fire curtain*	Installation Date	
Type	*Supercoil long span vertical smoke curtain system*	Installation Date	
Type	*perimeter smoke curtain system*	Installation Date	
Type	*Smoke containment screens ???*	Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule.*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Smokehalt v2*	*2: Smokeshield S*
Make / Model	*3: Colt F60*	*4: Smoke Guard M1500*
Make / Model	*5: Metalbilt SC1*	

****** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Above lift entrance doors all levels*
Location	*Above central open stairwell – main mall area*
Location	*Above entrance to ground floor conference rooms*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*BS EN 12101-1:2005 Smoke and heat control systems - Specification for smoke barriers*
	AS/NZS 1668.3:2001

*** Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature.*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS 1851:2012 Part 13 (13.4.1.11 and 13.4.12* *(Maintenance of fire protection systems and equipment)*
		Note: AS 1851(13.4.1) Curtains that deploy 2.5m below floor level should be checked at least monthly, to ensure that the area underneath the curtain is clear of obstructions
		Specifically, designed solution prepared by … ……... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Six Monthly**	**Annually**
Inspection Personnel	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS 1851:2012*
		NZ Compliance Schedule Handbook – page 47 (C.1 to C.3)

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS15/5 Smoke Separations (Functional Relationship with this feature)
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*System is to be left in fully automatic operating mode after inspection and testing*

SS 13/3: Section End

SS 14 Emergency Power Systems for, or signs relating to any of the specified systems SS1 – SS13

System Description:
(examples, typical descriptions of the overall system)

SS 14/1 - Emergency Power Systems	
System Descriptions	*Engine alternator set connected to sprinkler system booster pump*
	Engine alternator set for electrical supply to passenger lifts
	Engine alternator set for electrical supply to smoke clearance systems
	Uninterruptible power supply for emergency lighting system
	CPU – Battery bank

System Type:
(examples, of the type of specified system as installed)

Type	*Diesel Generator*	Installation Date	
Type	*230v charged battery backup supply system*	Installation Date	
Type	*Solar power – charged battery wall*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Cat 7.5KVA	*2: Aggreko XBSH203*
Make / Model	3: VISA Galaxy 60kVA	
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*EA Room rear of ground floor – Services plant room*
Location	*Outside in loading dock*
Location	*Carpark Basement level B3*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*NZS 6104:1981 Specification for emergency electricity supply in buildings*
	New Zealand Building Code Clause G9 Electricity – G9.3.1 – G9.3.3

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*NZS 6104:1981 Specification for emergency electricity supply in buildings.*
		In accordance with the inspection procedures as documented for the relevant specified system SS 1-13
		Specifically, designed solution prepared by ABC Engineering Ltd (10/08/2007) Attached in Part 3 of this compliance schedule: Appendix(-)

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Annually**
Responsibility	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZS 6104:1981 Specification for emergency electricity supply in buildings*
		New Zealand Building Code Clause G9 Electricity – G9.3.1 – G9.3.3

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning system
	SS4 Emergency Lighting System
	SS3/3 Interfaced Doors
	SS8 Passenger Lifts
	SS13 – Smoke Control Systems
	SS15/4 Illuminated Exit Signs
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Engine alternator set is also providing secondary backup supply to IT department computer server room – Level 3*

SS 14/1: Section End

SS 14/2 Signs Relating to Specified Systems

System Description:
(examples, typical descriptions of the overall system)

SS 14/2 - Signs Relating to Specified Systems	
System Descriptions	*Location, Instructional, Safety and Restricted Personnel Signs for Specified systems included in this compliance schedule*

System Type (Related Specified Systems) :
(examples, of the specified systems that are likely to include signs relevant to this feature)

Related Specified Systems	*SS1*	*SS2*	*SS3*	*SS4*	*SS5*	*SS6*
	SS7	*SS8*	*SS9*	*SS10*	*SS11*	*SS12*
	SS13					

***** *It should be expected that the sign requirements for the respective specified systems SS1 to SS13 would be inspected in accordance with the published standard or the performance specification of the associated specified system; however; as a requirement signs shall also be inspected annually by a IQP registered for the specified system feature SS14/2.*

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*As required by the relevant specified system performance standard included in this compliance schedule*
Location	
Location	

Performance Standard/s:

(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*Acceptable Solution F8/AS1 Amendment 4 (effective 1 January 2017)*
	Acceptable Solution F8/AS1 Amendment 3 (14 February 2014 - 30 May 2017)
	Acceptable Solution F8/AS1 Second edition (Amendment 2 10 April 2012 -14 August 2014)
	Acceptable Solution F8/AS1 Amendment 1 (September 1993 - 10 July 2012)
	Acceptable Solution F8/AS1 First edition (July 1992)
	Individual standard (NZS4541) additional signage requirements (not shown) F8/AS1

******* *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature.*

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*Inspections to ensure all signs are of the correct type, present in the right locations, legible, clearly visible, and unobstructed.*
		Illuminated signs shall be inspected to ensure they remain visible in the event of mains supply power failure
		Specifically, designed solution prepared by xxxx included in Part 3 of this compliance schedule: Appendix(-)

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Annually**
Responsibility	**Owner or Agent**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

******** *Where illumination of signage is necessary, the procedures of SS 4 should be used to verify that illumination occurs for the required duration; illuminated signs shall be inspected monthly; signs not required to be illuminated shall inspected annually.*

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*Signs shall be refurbished before they become illegible and shall be replaced immediately should they be missing.*
		Maintenance should be carried out in accordance with the nominated performance and inspection Standard of the associated system, and to ensure signs remain correctly positioned and legible

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.*

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	Not Applicable
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Specific consideration: SS12 Audio Loops and SS13/2 Natural Smoke Control* *Checks should be made in accordance with NZ Compliance Schedule Handbook (Page 54 B.9 to B.10)*

SS 14/2: Section End

SS 15 Other Fire Safety Systems or Features

System Description:
(examples, typical descriptions of the overall system)

SS 15/1 - Systems for communicating spoken information for evacuation	
System Descriptions	*Building Intercom System - EWIS*
	Public Address System
	Global Alert – Evacuation Amplifier

System Type:
(examples, of the type of specified system as installed)

Type	*Intercom System for Fire Fighters (warden phones)*	Installation Date	
Type	*EWIS – Staged Evacuation System (automatic)*	Installation Date	
Type	*Central PA system*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model (if know)	*1: TYCO – MX800*	*2: Quintrex EVAC12*
Make / Model (if know)	*3: Audio Vox – PA22100*	*Additional suggestions from SME*

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Ground floor – Sprinkler valve house*
Location	*Level 1 – Reception*
Location	*Level B1 – Security Management Office*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*AS 1670.1-1995 - Fire Detection, Warning, Control, and Intercom Systems*
	NZS 4512:2010 - Fire detection and alarm systems in buildings
	NZS 4121:2001 - Design for Access and Mobility – Buildings and Associated Facilities
	AS 2220.2—1989 Emergency warning and intercommunication systems in buildings Part 2: System design, installation, and commissioning
	Specifically, designed solution prepared by ACE Consultants Ltd : Appendix(-)

******* *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*NZS 4512:2010 Fire detection and alarm systems in buildings.*
		AS 1851:2012 Routine service of fire protection systems and equipment
		AS 1670.1-1995 - Fire Detection, Warning, Control, and Intercom Systems
		Specifically, designed solution prepared by ACE Consultants Ltd : Appendix (-) of this compliance schedule

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Annually**
Inspection Personnel	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZS 4512:2010 Fire detection and alarm systems in buildings.*
		AS 1851:2012 Routine service of fire protection systems and equipment
		AS 1670.1-1995 - Fire Detection, Warning, Control, and Intercom Systems

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with the compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS2 Emergency Warning System
	SS12 Audio loops or other assistive listing system
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Tested in accordance with AS/NZS 1851: 2012: Section 1 - 1.12 (pg.17 and Appendix D)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Annual testing of this feature to be completed in conjunction with a six-monthly trial evacuation drill*

SS 15/1: Section End

SS 15/2 Final Exits / Means of Escape

System Description:

(examples, typical descriptions of the overall system)

SS 15/2 - Final Exits	
System Descriptions	*All final exits and doors on escape routes giving direct access to a safe place*
	Escape routes in which the exitways are located contain one or more of the specified systems 1– 6, 9 and 13.
	Means of Escape – Escape routes providing access to a safe place external to the building

System Type:

(examples, of the type of specified system as installed)

Type	*Single exit doors*	Installation Date	
Type	*Double exit doors*	Installation Date	
Type	*Rollers exit doors*	Installation Date	
Type	*Automatic or access-controlled doors*	Installation Date	
Type	*Gate exit at the base of external stairs or ramp*	Installation Date	
Type	*Gate exit from an enclosed yard to the street*	Installation Date	
Type	*External Emergency escape – (staircase)*	Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: Wooden single leaf	*2: Steel double leaf*
Make / Model	3: Glass (auto egress doors)	
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*At all final exit points and throughout escape routes*
Location	*External gates in rear enclosed yard*
Location	*Fire report : Means of Escape: schedule included in Part 3 of this compliance schedule - Drawing number 15.00/V5 (marked up drawings)*
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*NZS 1900 for buildings built and as altered prior to the introduction of the Building Act*
	NZ Building Code Clause C and or AS 1 to 7 Protection from Fire (up to 2017)
	NZ Building Code Clause C and or AS 2 Protection from Fire (2019)
	NZ Building Code Clause D1 – Access routes
	Verification Method C/VM2
	Designed solution (Fire report Ref# and Date: (Means of Escape)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*Inspection shall ensure that doors are not locked, barred, or blocked to prevent occupants from leaving or evacuating the building, in the event of an emergency, without the use of a key or other security device*
		door-locking devices are clearly visible and easily operable, not damaged or obstructed
		flammable cleaning liquid or material or any other flammable liquid or material is not stored near, or within any part of the building used as a means of escape from fire
		Checklist -Fire Safety and Evacuation of Buildings Regulations 2006 – Part 1 Clause 4 (owner must maintain means of escape from fire for building (4a to 4d)
		Specifically, designed solution prepared by BAC Evacuation Consultants Ltd (10/08/2010)

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Daily**	**Monthly**	**Six Monthly**	**Annually**
Responsibility	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with				

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*Responsive maintenance shall be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency.*
		Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard, to ensure effective operation in an emergency. Defects shall be remedied immediately that the become apparent
		NZS 4520: 2010 – Fire resistant door sets
		NZ Building Code Clause D1 – Access routes

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.
	The owner must keep reports together with the compliance schedule, for a period of 2 years. The records must, as a minimum, include: Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. These will be recorded in the on-site logbook or electronically and located together with a copy of this compliance schedule.

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS 2 Emergency Warning System
	SS 3/1 – Automatic Doors
	SS3/2 – Access Controlled (egress) Doors
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes/Comments	*Building use and occupancy loads should be checked to insure means of escape is still relevant and compliant in respect to the performance standards and specifications in current fire report*

SS 15/2: Section End

SS 15/3 Fire Separations

System Description: *(examples, typical descriptions of the overall system)*

SS 15/3 - Fire Separations	
System Descriptions	*Internal building compartmented fire cells – walls, ceilings, floors, service shafts, door sets*
	Internal building element fire separations
	Building compartment fire cells as described in fire report included in this compliance schedule
	Building element fire separations as described in fire report included in this compliance schedule

System Type: *(examples, system types – Fire Resistance Ratings (FRR)*

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule.*

Type	FRR 30/30/30	Installation Date	
Type	FRR 60/60/60	Installation Date	
Type	FRR -/30/30 Fire Stopping Systems	Installation Date	
Type	FRR - /60/60 Storage/Waste Room	Installation Date	
Type	FRR 120/120/120 – Transformer / Plant Room	Installation Date	
Type	FRR - /60/30/SM Fire Rated Doors	Installation Date	
Type	FRR -/60/30 Fire Rated Windows	Installation Date	
Type	FRR – 60/60/60 Ceiling	Installation Date	
Type	FRR -/60/60 Kitchen Extract Duct	Installation Date	

Make and Manufacturer: *(examples, typical make and manufacturers of equipment)*

Make	*Walls – Concrete*	*Doors – Timber (manufactures name)*
Make	*Walls – lightweight timber with plasterboard*	*Windows – Aluminium (manufacturers name)*
Make	*Walls – lightweight steel with plasterboard*	*Floor – Flat slab 120 – 180mm*
Make	*Walls - Speedwall*	*Floor – Timber in fill / staltion floor – 100mm*

** *Make and model information should be relative to the overall specified system.*

Locations: *(examples, typical commentary that could be expected for the specified system/s location and extent of the installation)*

Location	*Throughout the building – All levels*
Location	*Induvial apartments / rooms and accommodation areas*
Location	*Bounding open, safe paths and exitways in main hallways, corridors, and stairwells (common areas)*
Location	*As identified: Fire report : Fire separations: FRR schedule included in Part 3 of this compliance schedule: Drawing number 15.00/V5 (marked up drawings)*
Location	*Main plant room and lift shaft*
Location	

Performance Standard/s: *(examples, performance standards that would be expected)*

Performance Standard/s	*Acceptable Solutions C/AS2 (2019)*
	Acceptable Solutions C/AS1–C/AS7 Protection from Fire
	NZBC C3 (Fire affecting areas beyond the fire source) & C4 (Movement to place of safety) – refer to sub-clauses C3.4 & C4.5 (version dated 10 April 2012)
	Verification Method C/VM2 (document reference and date)
	Specifically, designed solution: Fire Engineering Report prepared by (name of consultant):
	NZS 4520:2010 Fire resistant door sets
	NZS 4232.2:1988 Performance criteria for fire resisting enclosure
	NZS 1900 for buildings built and as altered prior to the introduction of the Building Act
	AS/NZS 1905.1:1997 Components for the protection of openings in fire-resistant walls Fire-resistant doorsets

******* *Performance standard should be thought of as the level of performance the system must achieve. The level of performance or 'performance criteria" for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 1851 : 2012 – Section 12 – Passive Fire Protection (12.4.1 to 12.4.3)*
		NZS 4520: 2010
		NZS 4232: 1988
		Inspections and maintenance procedures in accordance with the details in the NZ Compliance Schedule Handbook (B.4 to B.22)
		Specifically, designed solution prepared by FGC Ltd: Appendix 15/3 included in this compliance schedule

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	***Daily***	***Monthly***	***Six Monthly***	***Annually***
Responsibility	***Owner or Agent***	***Owner or Agent***	***I.Q.P***	***I.Q.P***
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with				

**Daily for Crowd Occupancies*

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 1851 : 2012 – Section 12 – Passive Fire Protection*
		NZS 4520:2010 Fire resistant door sets
		NZS 4232.2:1988 Performance criteria for fire resisting enclosure
		Maintenance procedures detailed in the NZ Compliance Schedule Handbook (in particular the repair of any defect identified in B.4 to B.22)

Reporting Procedures:

(examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook or electronically and located together with a copy of this compliance schedule.*

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an electrical interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes: *examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors*

Notes/Comments	*This building includes mezzanine floor fire separations containing fire rated products or construction: visual inspection to ensure purpose and integrity of these shall be included in annual inspections.*
	Fire separations located in enclosed spaces shall be visually inspected where reasonably accessible and practical - AS/NZS 1851:Section 12.1 (General and Notes)
	Surface fire rating on structural steel columns in basement to be visually checked by IQP

SS 15/3: Section End

SS 15/4 Signs for communicating information to facilitate evacuation

System Description:
(examples, typical descriptions of the overall system)

SS 15/4 - Signs for information to facilitate evacuation	
System Descriptions	*Instruction and directional signs or symbols for exit and evacuation in an emergency*
	Illuminated instruction and directional signs or symbols for exit and evacuation in an emergency
	Photoluminescent signs and escape path markings
	Signs provided for accessibility
	Includes integrated (activated) signage

System Type:
(examples, of the type of specified system as installed)

Type	*Directional signs, running man, arrows, symbols*	Installation Date	
Type	*Exit signs, labels, and directional markings*	Installation Date	
Type	*No exit signs*	Installation Date	
Type	*Emergency exit signs (do not block)*	Installation Date	
Type	*photoluminescent escape path marking (wayfinding)*	Installation Date	

* *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	1: NZ Safety – Green / White	*2: Ecoglo – Photoluminescent (Model number)*
Make / Model	*4: Instructional – Blue / White*	
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Throughout building including external final exitways*
Location	*Within open, safe paths and exitways in main hallways, corridors, and stairwells (common areas)*
Location	*As identified: Fire report : Exit signs schedule included in Part 3 of this compliance schedule: Drawing number 15.4/V2 (marked up drawings)*
Location	*Visibility of external escape routes. Refer emergency visibility and exit signage plan ref XXXXX for locations.*

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*Acceptable Solution F8/AS1 Amendment 4 (effective 1 January 2017)*
	Acceptable Solution F8/AS1 Second edition (Amendment 2 10 April 2012 -14 August 2014)
	NZBC F8 (Signs) – refer to sub-clauses F8.3.1 & F8.3.3 (version dated 21 June 2007)
	F8/AS1 Acceptable Solution for Clause F8 Signs. 1 January 2017. Amendment 4 Sub-section 2.0, 3.0 & 4.0
	Ecoglo photoluminescent escape path markings shall, in the event of a power failure, continue to provide a minimum luminance of 5 mcd/m2 for the duration prescribed in NZBC Clause F6 whenever the building is occupied. (at 5mcd/m2, Ecoglo photoluminescent escape path markings have been independently tested in accordance with UL1994 for 10 metre visibility to meet NZBC Clause F6.3.1)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance or 'performance criteria" for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*Where available, signage should be inspected in regard to the published standard or the performance specification in the fire report included in this compliance schedule (appendix 1)*
		Inspections procedures in accordance with the details in the NZ Compliance Schedule Handbook (B.1 to B.8) page 53
		Signs required to be illuminated should be tested to ensure they remain illuminated in the event of a failure of the main lighting supply, for the same duration as required by Clause F6.
		Specifically, designed solution prepared by … ……..... …. (date) *Attached in Part 3 of this compliance schedule: Appendix (…)*
		Inspections should be carried out as follows:(insert manufacturers recommended inspection procedures) (example Ecoglo)

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Annually**
Inspection Personnel	**Owner or Agent**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with		

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*Maintenance shall be carried out in accordance with the nominated performance and inspection standards and to ensure effective operation in an emergency.*
		Maintenance procedures in accordance with the details in the NZ Compliance Schedule Handbook (C) page 54
		Maintenance should be carried out in accordance with the nominated performance and inspection Standard, and to ensure signs remain correctly positioned and legible and where appropriate ensure the escape route is identified

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook or electronically and located together with a copy of this compliance schedule.*

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	Not Applicable
	SS4 Emergency Lighting (Functional relationship)
	Active Signage: Tested in accordance with FPANZ Code of Practice Integrated Systems
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist;

Notes:	*Signs within this building include signs required for person with disabilities and access in accordance with NZBC D1*

council, agents, inspectors, and service contractors)

SS 15/4: Section End

SS 15/5 Smoke Separations

System Description:
(examples, typical descriptions of the overall system)

SS 15/5 - Smoke Separations	
System Descriptions	*Internal building compartmented smoke separations*
	Internal building smoke lobby in main stairwell entrance points
	Building compartment smoke separations as described in fire report included in this compliance schedule (appendix 1)
	Smoke stop doors forming part of escape route exitways
	Includes smoke curtains as listed in SS13/3 of this compliance schedule

System Type:
(examples, list of the type of specified system as installed)

Type	*Smoke doors with vison panels*	Installation Date	
Type	*Smoke stop door- seal's (10 minute)*	Installation Date	
Type	*Automatic smoke curtain*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified systems (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, list of typical make and model of equipment as installed)

Make / Model	*1: NZ Fire Door – 0/0/10*	*2: Colt – Sw0/010*
Make / Model	*3: Generic Timber Doors*	
Make Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Throughout common areas of the building – levels G1 to 7 (smoke doors in corridors)*
Location	*Medical rooms, care suites and overnight accommodation areas*
Location	*Bounding open, safe paths and exitways in main hallways, corridors, and stairwells (common areas)*
Location	*As identified: Fire report : Smoke separations schedule included in Part 3 of this compliance schedule: Appendix 5: Drawing number 15.05/v1 (marked up drawing)*
Location	*Lift lobby*

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*Acceptable Solutions C/AS2 (2019)*
	Acceptable Solutions C/AS1–C/AS7 Protection from Fire
	NZBC C3 (Fire affecting areas beyond the fire source) & C4 (Movement to place of safety) – refer to sub-clauses C3.4 & C4.5 (version dated 10 April 2012)
	Verification Method C/VM2 (document reference and date)

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance or 'performance criteria" for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:

(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*AS/NZS 1851 : 2012 – Section 12 – Passive Fire Protection (12.4.1 to 12.4.3)*
		The criteria set out in - NZS 4520: 2010
		The criteria set out in section 7.4 of NZS 4232: 1947
		Inspections and maintenance procedures in accordance with the details in the NZ Compliance Schedule Handbook (B.4 to B.22)
		Specifically, designed solution prepared by example – IQP Ltd (00/00/0000). Appendix 15/5 included in part 3 of his compliance schedule

Inspection Frequencies and Personnel:

(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Daily**	**Monthly**	**Six Monthly**	**Annually**
Responsibility	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with				

**Daily for Crowd Occupancies*

Maintenance Procedures:

(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*AS/NZS 1851 : 2012 – Section 12 – Passive Fire Protection*
		NZS 4520:2010 Fire resistant door sets
		NZS 4232.2:1966 Performance criteria for fire resisting enclosure
		Maintenance procedures detailed in the NZ Compliance Schedule Handbook (in particular the repair of any defect identified in B.1 to B.17)

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook or electronically and located together with a copy of this compliance schedule.*

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing / Functional Relationship	Interfaced connection to the following specified system or systems included in this compliance schedule:
	Not Applicable
	SS2 Emergency Warning System and SS3/3 fire and smoke doors or windows
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Smoke separations located in enclosed spaces shall be visually inspected where reasonably accessible and practical - AS/NZS 1851:Section 12.1 (General and Notes)*

SS 15/5: Section End

SS 16 Cable Cars

System Description:

(examples, typical descriptions of the overall system)

SS 16 - Cable Cars	
System Descriptions	*Cable car attached to the residential building*
	Ski Lift
	Cable Car for park visitors

System Type:

(examples, of the type of specified system as installed)

Type	*Passenger carrying cable car*	Installation Date	
Type	*Ski Lift*	Installation Date	
Type	*Custom design : Hights NZ Ltd (10/08/1966)*	Installation Date	
Type		Installation Date	
Type		Installation Date	

***** *There can be a more than one of the same specified system (type) contained within the building; it is recommended that these be listed separately as a line item in this section of the compliance schedule*

Make and Model:
(examples, typical make and model of equipment as installed)

Make / Model	*1: Otis 5521*	*2: Custom built (NZ Heights Ltd)*
Make / Model		

** *Make and model information should be relative to the overall specified system as a whole; and not the specific components that make up that system; For example, it is not practical to list each separate emergency light fitting, smoke detector or each fire door, firewall or individual sign.*

This information if required; should be listed as a separate schedule within the attachments and supplementary information (Part 3: Asset information)

Location:
(examples, typical commentary that would be expected for the location and extent of the installation)

Location	*Attached to housing complex east side of main building*
Location	*Main lower level reception area (public entrance to park)*
Location	
Location	

Performance Standard/s:
(examples, performance standards based on the systems design or specified performance criteria)

Performance Standard/s	*Performance standards for residential cable cars as specified by NZS 5270:2005*

*** *Performance standard should be thought of as the level of performance the system must achieve. The level of performance for a system could be referenced to; an acceptable solution, verification method or the design section (of its relevant NZS/AS Standard) or manufactures technical literature*

Inspection Procedures:
(examples, inspection procedures based on (NZS/AS) technical standards or best practice guides)

Inspection Procedures	**In accordance with:**	*Residential cable cars as specified by Appendix C and D, NZS 5270:2005.*
		All inspections shall be carried out by an independent qualified person and registered agent for the installed system
		NZ Compliance Handbook (B.1 to B.2) page 55
		Specifically, designed solution prepared by: Heights NZ Ltd – Appendix 16/v4

Inspection Frequencies and Personnel:
(examples, relevant to purpose groups, building use, the individual system, and its relevant standard)

Inspection Frequencies	**Monthly**	**Six Monthly**	**Annually**
Responsibility	**Owner or Agent**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 : **IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with			

Maintenance Procedures:
(examples, maintenance procedures based on technical standards or best practise guides)

Maintenance Procedures	**In accordance with:**	*NZ Standard for residential cable cars : NZS 5270:2005*
		Maintenance should be done according to the nominated performance and inspection Standard or document and must ensure the system will always operate safely.

Reporting Procedures:
(examples, standard reporting procedures content)

Reporting Procedures	*Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons).* *Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.*
	The owner must keep reports together with the compliance schedule, for a period of 2 years. *The records must, as a minimum, include:* *Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work.* *These will be recorded in the on-site logbook and located together with a copy of this compliance schedule.*

System Interfacing:
(examples, direct connection or functional relationship with other specified systems)

System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:
	SS 2 Emergency Warning System
	Tested in accordance with FPANZ Code of Practice Integrated Systems (refer FPANZ web site for availability)
	The system is not interfaced with other specified systems listed in this compliance schedule and does not require additional testing or inspection for an interface.
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems

Notes or Comments:
(examples, notes or additional information to provide clarification; or unique site and system details to assist; council, agents, inspectors, and service contractors)

Notes:	*Cable car is only operational in the months June to September – equipment is shut down and out of service during other months of the year*

SS 16: Section End

Part 3
Attachments and Supplementary Information (C)

Compliance Schedule Number: 00000 Address:

***General Provisions:* - Normally available from the respective Council web site via link**

General Provisions (Normative)

Specified system and compliance schedule requirements and guidance.

The following links provide information and guidance to assist the building owner and owners' agents with their responsibilities in relation to ……. Councils' general requirements relative to the building compliance and BWOF process.

(provide link to your respective council websites: *Some Examples…*

https://www.aucklandcouncil.govt.nz/building-and-consents/commercial-building-systems/

Detailed guidance on your responsibilities relating to compliance schedules.

https://www.aucklandcouncil.govt.nz/building-and-consents/Documents/ac1806-compliance-schedules-building-wofs

Compliance Schedules & Building WOFs | Waimakariri District Council

Similar to the above, the Ministry of Business, Innovation and Employment (MBIE) issue guidance in relation to building owners or owners agents responsibilities for building warrant of fitness and compliance schedules.

For further information go to:

https://www.building.govt.nz/managing-buildings/managing-your-bwof/

https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/

Attachment Schedule (Normative)

** Providing additional information relating to the building and detail of individual specified systems that supports the effective inspection, maintenance, and certification of the specified systems by IQP's, council officers or other contractors*

.

Code Compliance Certificate: *(NZBA 2004: section 94)*

(example, if available a copy of the code compliance certificate relative to the consented works and specified systems in the building

Property File Reference Details:	
Copy of CCC	
Reference Number	*WCC/BC#202011/e*

Fire Reports :

(example, recommended best practice to included where available a copy or copies of the relevant fire engineering documents / reports

Fire Report/s	
File Name	*Fire Engineering Design*
Report Name	*ABC Retirement Village*
Date	*29/11/2020*
Reference Number	*PN#2011/V3*
Version Number	*Version 3*

Completion Certificates

(example, recommended best practice to included where available a copy or copies of the relevant producer statements, installation inspection certificates

Completion Certificates	
SS1	*PS3 and Aon Compliance Certificate of completion*
SS4	*PS3 and PS4 CBA Electrical Services Limited*
SS15/3	*PS4 – Fire Group Consulting*

Specified Systems Drawings :

(example, recommended best practice to include; where available a copy or copies of the individual system drawings / floorplans identifying installation of the specified system as installed (as built)

Specified Systems - Drawings / Floor Plans	
Appendix 1	*As Built drawing Type 3 fire alarm installation*
Appendix 2	*As built drawing – Emergency Lighting and Final Exits*
Appendix 3	*Fire Separations – Layout drawings levels ground to L4*
Appendix 4	*Drainage as built – Backflow location plan*

Asset Information Schedules :

(example, recommended best practice to include; where available a copy or copies of the individual asset schedules to identify multiple system types of the same specified systems, such as backflow devices, access-controlled doors, or fire door sets

Asset Information / Documentation	
Asset Information	*SS2 - Fire Matrix – Design or Construction – Ref# and Date (Systems Integration)*
	SS4 - CBA Electrical Limmited O&M Emergency Lighting System
	SS8 - O&M manaul – Kone lifts
	SS15/3 – Fire Door Instaltion Register
	SS3/2 – BAC Security Limmited – Access Controll (egress) door schedule

Asset Photos :

(example, recommended best practice to include; where available a copy or copies of photos of the key specified system to assist in clear identification such as backflow devices, access-controlled doors, or fire door sets

Asset Photos	*Photo 1: Fire Alarm*	*Photo 2: E/Lighting controller*	*Photo 3: Smoke Curtains*
	Photo 4: Carpark Exhust Extract System		

Part 3: Section End

Part 4 - Appendix

Appendix 1 – Compliance Schedule (Blank Exemplar Templates)

Appendix 2 – Form 11 Compliance Schedule Update (Exemplar Template)

Compliance Schedule

Issued under section 102 of the Building Act 2004

Date of Original Issue: 00/00/0000

Council Logo:

Compliance Schedule Number		Anniversary Date	

The Building			
Street address of building			
Legal description of land			
Building name			
Location of building within site/block number		**Floor Levels or unit numbers**	
		Year of first construction	
		Intended life of Building	
		Highest fire hazard category	
		Risk Group	

Building Use and Occupancy (Current, lawfully established, use)

Level	Classified Use(s) (from NZBC A1 , plus description)	Purpose Group /Use (NZBR 2005 schedule 2)	Occupancy Load/s
Grd			
1			
2			
3			
4			
5			
		Total	

The Owner			
Name of owner			
Contact person			
Mailing address			
Street address/registered office			
Phone number		**Mobile number**	
E-mail address		**Website**	

Owners Appointed Agent			
Name of Agent			
Contact person			
Mailing address			
Street address/registered office			
Phone number		**Mobile number**	
E-mail address		**Website**	

Systems or features contained in or attached to this building. Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005	
SS 1	Automatic Systems for fire suppression
SS 2	Automatic or manual emergency warning systems for fire or other dangers
SS 3	Electromagnetic or automatic doors or windows
SS 4	Emergency lighting systems
SS 5	Escape route pressurisation systems
SS 6	Riser mains for use by fire services
SS 7	Automatic back-flow preventers connected to a potable water supply
SS 8	Lifts, escalators, travellators, or other systems for moving people or goods within buildings.
SS 9	Mechanical ventilation or air conditioning systems.
SS 10	Building maintenance units providing access to exterior and interior walls of buildings.
SS 11	Laboratory fume cupboards.
SS 12	Audio loops or other assistive listening systems
SS 13	Smoke control systems.
SS 14	Emergency power systems for, or signs relating to, a system or feature listed in 1 to 13.
SS 15 (a)	Systems for communicating spoken information intended to facilitate evacuation
SS 15 (b)	Final exits (as defined by clause A2 of the building code)
SS 15 (c)	Fire separations (as so defined)
SS 15 (d)	Signs for communicating information intended to facilitate evacuation
SS 15 (e)	Smoke separations (as so defined)
SS 16	Cable Cars (inclusive of buildings used as single household units)

Schedule of Attachments			
Property File (Reference)		**Date**	
Building Consent (Reference)		**Date**	
CCC (Reference number)			
Fire Reports (Titles and References)			
Drawing/s Schedule			
Asset Information / Documents / System Photos			

Document / Version Control			
Date of original issue		**Version No**	
The Compliance Schedule is kept at:		**Consent / Ref**	
Latest Amendment (Change summary)			

Signed on behalf of Council			
Name			
Position		**Date**	
Signature			
Address			

Specified System	SS 1 Automatic Systems for Fire Suppression			
System/s Description				
Type		**Installation Date**		
Make / Model (if Known)				
Location				
	Valve house			
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Weekly**	**Monthly**	**Quarterly**	**Annually**
Inspection Personnel	**Owner or Agent**	**I.Q.P**	**I.Q.P**	**I.Q.P**
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to Owners, Owners Agent, Service Technicians, and Independent Qualified Persons). Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule, for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 2	Emergency Warning Systems for Fire or other Emergencies		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 3/1 Automatic Doors			
System Description				
Type		**Installation Date**		
Make / Model (if Known)				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Daily**	**Monthly**	**Annually**	
Inspection Personnel	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 3/2 Access Controlled Doors			
System Description				
Type/s		**Installation Date**		
Make / Model (if Known)				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Daily**	**Monthly**	**Six Monthly**	
Inspection Personnel	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 3/3	Interfaced Fire or Smoke Doors or Windows		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Daily**		**Monthly**	**Six Monthly**
Inspection Personnel	**Owner or Agent**		**Owner or Agent**	**I.Q.P**
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system , functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 4	Emergency Lighting Systems		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies		-	**Six Monthly**	**Annually**
Inspection Personnel		-	**I.Q.P**	**I.Q.P**
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 5	Escape Route Pressurisation Systems		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Quarterly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 6	Riser Main for use by Fire Services		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 7	Automatic Backflow Preventers			
System Description					
Type				**Installation Date**	
Make / Models (if Known)	1:	2:	3:		4:
Location/s					
Performance Standard					
Inspection Procedures	In accordance with:				
Inspection Frequencies	**Annually**				
Inspection Personnel	**I.Q.P**				
Maintenance Procedures	In accordance with:				
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.				
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule: Not Applicable Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems				
Comments/Notes	Network Utility Operator owned: Yes / No				

Specified System	SS 8/1 Passenger Carrying Lifts			
System Description				
Type			**Installation Date**	
Make / Model (if Known)	1:		2:	
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Annually**			
Inspection Personnel	**I.Q.P**			
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 8/2	Platform, low speed, and other service lifts		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Annually**			
Inspection Personnel	**I.Q.P**			
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 8/3 Escalators and moving walks			
System Description				
Type			**Installation Date**	
Make / Model (if Known)	1:	2:	3:	
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Annually**			
Inspection Personnel	**I.Q.P**			
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 9	Mechanical Ventilation or Air Conditioning Systems		
System Description				
Type			**Installation Date**	
Make / Model (if Known)	1:	2:	3:	
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**	**Quarterly**	**Annually**	
Inspection Personnel	**I.Q.P**	**I.Q.P**	**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 10	Building Maintenance Units		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Quarterly**	**Annually**
Inspection Personnel	**I.Q.P**		**I.Q.P**	**I.Q.P**
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 11	Laboratory Fume Cupboards		
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**	**Six Monthly**	**Annually**	
Inspection Personnel	**Owner or Agent**	**I.Q.P**	**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 12/1 Audio Loops			
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Six Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 12/2 FM radio frequency and infrared beam systems			
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Six Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 13/1 Mechanical Smoke Control			
System Description				
Type		**Installation Date**		
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Six Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 13/2 Natural Smoke Control			
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Six Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 13/3 Smoke Curtains			
System Description				
Type			**Installation Date**	
Make / Model (if Known)	1:	2:	3:	
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Six Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 14/1 Emergency Power Systems			
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 14/2 Signs Relating to Specified Systems						
System Description/s							
Type					**Installation Date**		
Signs related to: **(List each Specified System)**							
Location/s							
Performance Standard/s							
Inspection Procedures	In accordance with:						
Inspection Frequencies	**Annually**						
Inspection Personnel	**I.Q.P**						
Maintenance Procedures	In accordance with:						
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.						
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:						
	Not Applicable						
Comments/Notes							

Specified System	SS 15/1 Systems for communicating spoken information for evacuation			
System Description				
Type			**Installation Date**	
Make / Model (if Known)				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Annually**	
Inspection Personnel	**I.Q.P**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 15/2 Final Exits			
System Description			**Number of Exit Doors**	
Type			**Installation Date**	
Make / Model (if Known)				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Daily**	**Monthly**	**Annually**	
Inspection Personnel	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 15/3 Fire Separations			
System Description				
Type/ FRR		**Installation Date**		
Make				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**-**	**Monthly**	**Six Monthly**	**Annually**
Inspection Personnel	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	**I.Q.P**
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 15/4 Signs for information to facilitate evacuation			
System Description				
Type			**Installation Date**	
Make				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Annually**	
Inspection Personnel	**Owner or Agent**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 15/5 Smoke Separations			
System Description				
Type/s		**Installation Date**		
Make/s				
Location/s				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Daily**	**Monthly**	**Six Monthly**	**Annually**
Inspection Personnel	**Owner or Agent**	**Owner or Agent**	**I.Q.P**	**I.Q.P**
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Specified System	SS 16 Cable Cars			
System Description				
Type			**Installation Date**	
Make				
Location				
Performance Standard				
Inspection Procedures	In accordance with:			
Inspection Frequencies	**Monthly**		**Annually**	
Inspection Personnel	**Owner or Agent**		**I.Q.P**	
Maintenance Procedures	In accordance with:			
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments/Notes				

Supplementary Information

General Provisions (Normative)

Specified system and compliance schedule requirements and guidance.

The following links provide information and guidance to assist the building owner and owners' agents with their responsibilities in relation to …….. Councils' general requirements relative to the building compliance and BWOF process.

(Provide a link to your respective council websites)

(examples)

https://www.aucklandcouncil.govt.nz/building-and-consents/commercial-building-systems/

https://www.dunedin.govt.nz/services/building-services

Detailed guidance on your responsibilities relating to compliance schedules.

https://www.aucklandcouncil.govt.nz/building-and-consents/Documents/ac1806-compliance-schedules-building-wofs

https://www.dunedin.govt.nz/services/building-services/compliance-schedule-and-specified-system-information

Similar to the above, the Ministry of Business, Innovation and Employment (MBIE) issue guidance in relation to building owners or owners agents responsibilities for building warrant of fitness and compliance schedules.

For further information go to:

https://www.building.govt.nz/managing-buildings/managing-your-bwof/

https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/

Attachments (Normative)	
Property File Reference Details :	
BC/CCC/CPU	Ref#
Fire Report/s (may include multiple fire reports relevant to the overall compliance of building features or systems)	
File Name/s	
Report Name/s	
Date/s	
Reference Number/s	
Version Number	
Specified Systems - Drawings / Floor Plans / Documents	
Appendix 1	
Appendix 2	
Appendix 3	
Appendix 4	

Specified System Photos			

Form 11 Application for Amendment

Issued under section 106 of the Building Act 2004

Compliance Schedule Number		Date	

The Building	
Street address of building	
Legal description of land	
Building name	
Location of building within site/block number	
Level/Unit Number	
Current, lawfully established, use	

The Owner			
Name of owner			
Contact person			
Mailing address			
Street address/registered office			
Phone number		Mobile number	
E-mail address		Website	

Owners Appointed Agent			
Name of Agent			
Contact person			
Mailing address			
Street address/registered office			
Phone number		Mobile number	
E-mail address		Website	
Relationship with Owner			

***Council Office Use Only**

Signed on behalf of Council			
Name			
Position		Date	
Signature			
Address			
Billing	Receipt No:	Purchase Order:	Fee: $0.00

Application			
I request that the compliance schedule for the above building be amended as follows:			
Form 11 application submitted to provide for the following … (select / highlight option)			
General Information (Update Only)	☐	**Recommendation from IQP (Update Only)**	☐
Specified System (System Upgraded)	☐	**Specified System (New System Installed)**	☐

Relevant section of C/S	**Reason for Amendment**
Owner details	*state if the amendment is for information update or clarification of Owner details*
Agent details	*state if the amendment is for information update or clarification of Agent details*
Specified System details	*state why amendment is required to ensure that the specified system is inspected and maintained to meet the performance standards, update is information for; clarification or correction of existing technical information*
Change to a Specified System	*state why amendment is required in relation to the upgrade or change to a listed specified system (likely to require or as a result from building consent)*

Attachments		
Copy of existing compliance schedule	Yes ☐	No ☐
Copy of statement by IQP (if required)	Yes ☐	N/A ☐
Copy of new pages for specified system details (if required)	Yes ☐	N/A ☐
Signature		
Date		

Example Attachment – Updated specified system information.

The following information is submitted for information in relation to this amendment application.

Specified System	**SS 15/3 Fire Separations (system information update)**			☑
System Description	Internal building compartmented fire cells			
Type/ FRR	60/60/60		**Installation Date**	June 2018
Make	Walls – Timber and plasterboard (Gibb)	Doors – (NZ Fire doors)		Floors - Concreate
Location/s	Bounding open, safe paths and exitways in main hallways, corridors, and stairwells			
Performance Standard	NZBC C3 (Fire affecting areas beyond the fire source) & C4 (Movement to place of safety) – refer to sub-clauses C3.4 & C4.5 (version dated 10 April 2012)			
Inspection Procedures	In accordance with:	AS/NZS 1851 : 2012 – Section 12 – Passive Fire Protection (section 12.4.1 to 12.4.3)		
Inspection Frequencies	**-**	**Monthly**	**Six Monthly**	**Annually**
Inspection Personnel	**-**	**Owner or Agent**	**I.Q.P**	**I.Q.P**
NZBA – Section 7 **: IQP** a person who is accepted by Council as being qualified to carry out or supervise all or some of the inspection, maintenance, and reporting procedures required for a specified system stated in this compliance schedule, and, certify that those procedures have been fully complied with				
Maintenance Procedures	In accordance with:	Maintenance procedures detailed in the NZ Compliance Schedule Handbook (in particular the repair of any defect identified in B.4 to B.22)\		
Reporting Procedures	Logbooks or electronic records must be kept and maintained confirming the inspection dates and maintenance procedures as applicable to this Specified System have been carried out by the individuals responsible (including but not limited to, Owners, Owners Agent, Service Technicians, and Independent Qualified Persons) Reports relating to the inspection, maintenance and reporting procedures of this compliance schedule must be kept together with the compliance schedule for a period of 2 years.			
System Interfacing	Interfaced connection to the following specified system or systems included in this compliance schedule:			
	Not applicable			
	Where the system is connected to the building emergency warning system, functional testing (end to end) of the interface between the two systems shall be carried out annually and certified by each IQP for those systems			
Comments	Fire separations located in enclosed spaces shall be visually inspected where reasonably accessible and practical - AS/NZS 1851:Section 12.1 (General and Notes)			

Acknowledgement

The Association of Building Compliance wish to thank all parties that supported and provided valuable contribution to the development of this reference guide.

The collective contribution from the compliance industry, Specified System Industry Associations (FPANZ and others), subject matter experts, MBIE and council officers has allowed for a consistent approach and consensus towards a wholistic best practice for the use of compliance schedule documents.

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