Western Bay of Plenty District Council

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Application for Compliance Schedule

Section 100 & 101, Building Act 2004

The Building	
Street Address: (for sites that do not have a street number, state the parcel id from Councils website maps)	
Legal Description of land where building is located:	
Building Name: (insert building name)	
Location of building within site/block number: (include nearest street access)	
Level/unit number: (insert level/unit number)	
Current, lawfully established, use: [include number of occupants per level and per use if more than 1]	
First year constructed:	
Intended life of the building if 50 years or less:	
Highest Fire Hazard Category for Building Use/ Importance Level:	
Occupancy Load: A fire designer may be required to undertake an assessment	
Location where compliance schedule is to be kept:	

The Owner		
Name of owner (s):		
***Contact person:** (insert contact name)		
Mailing address:		
Street address/registered office:		
Contact details	**Phone Number:**	**Mobile:**
	Daytime:	**After hours:**

	Email address:	**Website:**

†**Agent**		
†**Name of Agent:** (only required if application is being made on behalf of the owner)		
‡**Contact person:** (insert contact name)		
Mailing address:		
Street address/registered office:		
Contact Phone Number(s)		
Daytime:	**Mobile:**	**After hours:**
Website:		
Email address:		
Relationship to Owner: (state details of the authorisation from the owner to make application on the owner's behalf)		

Signature of ¶\(owner/agent on behalf of and with the authority of the owner)

Name of person signing (please print clearly)

Date

*Delete if the owner is an individual.
†Delete this section if the application is not being made on behalf of the owner.
‡Delete if the agent is an individual.
§Contact details must be in New Zealand.
¶Delete if not applicable.

Please attach the following plans:

- A floor plan showing the location of the specified systems (for example – fire alarm panel, Manual call points, detectors, sounders, automatic doors, access controlled doors, doors with mag hold open devices, backflow devices, lifts escalators and moving walks, fume cupboards, audio loops, smoke and fire curtains, smoke and fire doors, designated fire exits.)
- A site plan showing gates and fences.
- An aerial photo identifying the affected buildings from either Google Maps or Councils online map system

https://www.westernbay.govt.nz/property-rates-and-building/maps

Examples of Specified System Details Required by Section 103 Building Act 2004

Please complete in full those specified systems which apply to your building:
You may need to engage the services of a specialist to establish the performance, maintenance inspection and reporting requirements for each specified system for a compliance schedule. The information required includes the make, model, year, type, size (where applicable) and location of the system. Interfaces with other specified systems are to be included.

Example: 1

SS2 Automatic or manual emergency warning systems for fire or other dangers

Details of system

Type 2 – A single or multi-zone manual fire alarm system with automatic signaling to a remote receiving centre
Location: Throughout Administration block
Type 4 – An automatic fire alarm system activated by smoke detectors and manual call points with automatic signaling to a remote receiving centre.
Location: Throughout Classrooms 1-5, 12-14, Puriri Block
Make: Pertronic
Model: F16
Interfaced with: SS3/1 Automatic doors

Performance Standard

NZS 4512: 1997

Maintenance Standard

NZS 4512:1997

Example 2

SS3/1 Automatic doors
Interfaced with: S2 Automatic or manual emergency warning systems for fire or other dangers

Details of system

Automatic sliding door
Location: Administration block front entry
Make: Dormakaba
Model: EL 301

Performance Standard

In accordance with NZS 4239:1993 Automatic sliding door assemblies

Maintenance Standard

In accordance with NZS 4239:1993 Automatic sliding door assemblies

Example 3

SS15/3 Fire separations

Details of system

Fire door forming part of a fire separation
Location: Between Classrooms 2 & 3
Rating: -/60/60

Walls forming a safe path within a building
Location: Between Classrooms 2 & 3
Rating: 60/60/60

Performance Standard

In accordance with the New Zealand Building Code Compliance Documents:
C - First Edition Effective 27 June 2019 until 3 November 2020 Clause C/AS2 3.12 3.12, 3.15.2, 3.15.3, 3.15.5, 3.15.7, 3.15.14 and 3.16.1 - Classrooms 2 & 3

In accordance with NZS 4520:2010 Fire resistance doorsets

Maintenance Standard

In accordance with NZS 4520:2010 Fire resistance doorsets
In accordance with AS 1851:2005 Routine service of fire protection systems and equipment

SS1 Automatic systems for fire suppression (eg Sprinkler system, Gas flood system, Foam deluge system)
Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Performance Standard (including year if not a specific design)
Inspections (frequency) Automatic systems for fire suppression require monthly, quarterly, yearly, biannually and four yearly inspections and testing to ensure the systems will operate as required by the performance standard in the event of a fire.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance must be carried out in accordance with nominated performance and inspection standard or document to avoid breaking down or malfunction; to ensure the system will operate as required in the event of a fire. Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS2 Automatic or manual emergency warning systems for fire or other dangers (eg Fire alarm, Gas alarm, Security system with heat/ smoke detection)

Details of system (including gas detection systems) Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Emergency warning systems (including its interface with other specified system) require monthly and annual inspections and testing to ensure the system will operate as required by the performance standard in the event of fire or other danger.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance must be carried out in accordance with nominated performance and inspection standard or document to avoid breaking down or malfunction; to ensure the system will operate as required in the event of a fire.

Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS3/1 Automatic door (including rapid riser doors)

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections

Automatic doors require regular inspection and testing to ensure the system will operate as required by the performance standard below to ensure occupants are not prevented from leaving the building in the event of an emergency and people with disabilities are able to gain access to the internal space of the building.

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building where building works is occurring that may affect an automatic door on escape route.

Monthly and annual inspections for all other occupancies

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance must be carried out in accordance with the nominated performance and inspection standard or document to ensure: safe & suitable operation, that occupants are not prevented from leaving the building in the event of an emergency, that people with disabilities can gain access to the internal space of the building.

Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible

Daily and monthly inspections shall be undertaken by the owner

Annual inspections shall be undertaken by an Independent Qualified Person (IQP).

SS3/2 Access controlled doors (eg Swipe card access, Proximity sensor access, Key pad access, Delayed egress)

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections

Access-controlled doors require regular inspections to ensure occupants are not prevented from leaving the building are able to leave the building without the use of swipe cards, keys or other security devices in the event of an emergency.

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building where building works is occurring that may affect an automatic door on escape route.

Monthly, six-monthly and annual inspections for all other occupancies

Six monthly inspections for the following should be carried out:

i) Operation of fail-safe devices in emergency and power outage situations
ii) Connection to alarm system
iii) Any emergency power supply required to operate in the event of a power failure (SS14/1)

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance must be carried out in accordance with manufacturer's recommendations, and ensure occupants are not prevented from leaving the building in an event of an emergency.

Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user

Persons Responsible

Daily and monthly inspections shall be undertaken by the owner
Annual inspections shall be undertaken by an Independent Qualified Person (IQP).

SS3/3 Interfaced fire or smoke doors or windows

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Interfaced fire and smoke doors or windows require regular inspections to ensure they operate as required by the performance standards in the event of fire.

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building where building works is occurring that may affect an automatic door on escape route.

Monthly and annual inspections for all other occupancies

Annual inspections should be carried out for the following:
i) Operation of fail-safe devices in emergency and power outage situations
ii) Operation of manual release provisions
iii) Connection to the building's emergency warning system

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance must be carried out in accordance with the nominated performance and inspection standard or document to ensure the fire or smoke door or window operates correctly in the event of a fire.

Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
Daily and monthly inspections shall be undertaken by the owner
Annual inspections shall be undertaken by an Independent Qualified Person (IQP).

SS4 Emergency lighting systems

Details of system (including Type, Make, Model, Size, Location)

Performance Standard (including year if not a specific design)

Inspections
Emergency lighting systems require inspections and testing to ensure effective operation for the required duration in the event of failure of the general lighting system.

Where a generator is part of the emergency lighting system, the generator should be inspected in accordance with NZS 6104 (see SS14/1 for details).

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance must be carried out in accordance with the nominated performance and inspection standard or document to ensure effective operation of the emergency lighting for the required duration in the event of a failure of the general lighting system.

Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
For Ecolglo:
- Six monthly by owner or their appointed agent.
- Annual inspections by an IQP (Independent Qualified Person).

For AS/NZS 2293.2:2019:
- Self contained emergency luminaires and exit signs - Six monthly and annual inspections by an IQP (Independent Qualified Person).
- 10 yearly service or end of light source life schedule (includes 6-monthly and yearly service schedules)

For AS/NZS 2293.2:1995:
Six monthly and annual inspections by an IQP (Independent Qualified Person).

For NZS 6742:1971:
Fortnightly and monthly inspections by responsible person. Fortnightly for systems requiring supply to be maintained for 1 hour and monthly in all other cases. Annual inspections by an IQP (Independent Qualified Person)

SS5 Escape route pressurisation systems

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Escape route pressurisation systems require annual inspection and testing to ensure the system will operate as required by the performance standard in the event of a fire. The annual test to include a test of the operation of any interface with the emergency warning system for fire.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required in the event of a fire.

Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS6 Riser mains
Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Performance Standard (including year if not a specific design)
Inspections Riser mains for use by fire services require annual, two yearly and five yearly inspection and testing to ensure the system will operate as required by the performance standard in the event of a fire. At least twice monthly inspection are required for diesel powered pumps, monthly inspections for electric motor driven pumps with no monitored power supply and six monthly inspections for electric motor pumps with monitored power supply.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance must be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required in the event of a fire. Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS7 Automatic back-flow preventers (including hose tap vacuum breakers)
Details of system (including Type, Make, Model, Size, Serial number, Location)
Performance Standard (including year if not a specific design)
Inspections Automatic backflow preventers require annual testing and inspection to ensure they provide protection to the drinking water supply. Automatic backflow preventer should be inspected and tested after repair or replacement.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance must be carried out in accordance with the nominated performance and inspection standard or document to ensure the backflow preventer provides protection to the drinking water supply. Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS8/1 Passenger-carrying lifts
Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Performance Standard (including year if not a specific design)
Inspections Passenger carrying lifts including any of its interface with emergency warning system require six-monthly and annual inspection and testing to ensure they operate as required by the performance standard.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance must be carried out in accordance with the nominated performance and inspection standard or document to ensure safe and suitable use. Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP)

SS8/2 Platform, low-speed and service lifts
Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Performance Standard (including year if not a specific design)
Inspections Service lifts require six-monthly and annual inspection and testing to ensure they operate as required by the performance standard and to ensure loading and unloading provisions are safe.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard or document, and to ensure safe and suitable use. Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS8/3 Escalators and moving walks
Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Performance Standard (including year if not a specific design)
Inspections Escalators and moving walks require six-monthly and annual inspection and testing to ensure they operate as required by the performance standard.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard or document, and to ensure safe and suitable use. Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS9 Mechanical ventilation or air conditioning systems (eg Mechanical ventilation (including kitchen extract systems), Air conditioning system, Toilet extract system serving multiple units or facilities, Spray booth ventilation system, Dust, Fume, Hazardous atmosphere extract system, Parking/Garage extract system, Air handling system that maintains a differential air pressure, Cooling-water system incorporating one or more cooling towers or evaporative condensers, System required to function in smoke management or smoke clearance mode during a fire, System incorporating one or more solid liquid or gas fired boilers/ Gas system boiler plant room

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Mechanical ventilation and air conditioning systems including any of its interfaces with other specified system require monthly, three-monthly and annual inspections to ensure they operate as required by the performance standard and to ensure preservation of any inbuilt safety features.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard or document, and to ensure effective operation and preservation of any inbuilt safety features.

Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
Monthly inspection by the owner.
Three-monthly and annual inspections shall be undertaken by an Independent Qualified Person (IQP).

SS10 Building maintenance units (eg Access equipment (that is mechanical, electrical or hydraulic in nature), Gantry that is secured to the side of the building by a track using a wheeled trolley for positioning
Details of system (including Type, Make, Model, Size, Location)
Performance Standard (including year if not a specific design)
Inspections Building maintenance units require monthly, six-monthly and annual inspection and testing to ensure they operate as required by the performance standard.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure safe and suitable operation. Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible Monthly inspection by the owner. Six-monthly and annual inspections shall be undertaken by an Independent Qualified Person (IQP).

SS11 Laboratory fume cupboards
Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Performance Standard (including year if not a specific design)
Inspections Laboratory fume cupboards require six monthly and annual inspections and testing to ensure they operate as required by the performance standard.
Maintenance Standard (including year if not a specific design)
Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure safe and suitable system operation. Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.
Persons Responsible All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS12/1 Audio loops

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Audio loops require regular inspection to ensure they operate as required by the performance standard.

Six monthly inspections by independent qualified person/licensed building practitioner for the following should be carried out:

i) Magnetic field strength in the specified magnetic field area for the values defined in AS 60118.4:2007
ii) Magnetic background noise interference from other equipment, where since the last inspection, equipment has been installed, activated or altered in the proximity of the teleloop system (e.g. electrical fittings, heating system or metallic structures).
iii) Sound amplification installations consisting of loop systems should be tested for sound pressure level and sound distortion.

Where room acoustics have been altered since the last inspection, the sound amplification installation should also be tested for spectrum analysis and speech intelligibility (RASTI).

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance must be applied to ensure continued effective operation during occupation of the building.

Responsive maintenance must be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS12/2 FM radio frequency systems and infrared beam transmission systems

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections

FM radio frequency systems and IR beam transmission systems are required to be inspected six monthly to ensure they operate as required by the performance standard.

Six monthly inspections by independent qualified person/licensed building practitioner for the following should be carried out:

i) Signal transmission strength.
ii) FM transmission and availability of good reception in the indicated public area - any coverage blank spots should be eliminated or marked.
iii) Receiver settings - these should be set for the transmission channel used at the venue.
iv) Where only FM transmission is available and users provide their own receivers, the system should be tested for proper operation and full area coverage.
v) Where receiver units and relevant listening devices are available for public hire they should be inspected to ensure:
   - The specified number of receivers are available for use.

The following items should also be tested to ensure they are functioning properly, being used correctly, and are in good condition.

i) Cords
ii) Connectors
iii) Teleloop (where used)
iv) Stethoclip, earplugs
v) Headset

Maintenance

Other specific design by the manufacturer or designer. Provide supporting documentation

Planned preventative maintenance should be applied to ensure continued operation during occupation of the building. In particular the following should be carried out:

i) Where equipment is available for hire, earplugs, headset covers or ear pads should be sanitized and sealed in a bag or replaced after each use.
ii) Rechargeable batteries used in the receivers should be recharged after each use to ensure full operating capacity.

Responsive maintenance should be applied to ensure continued operation during occupation of the building. In particular the following should be carried out:

i) Where a component of the assistive listening system is found to be faulty or not operating as required it should be repaired or replaced without undue delay.

Persons Responsible

All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS13/1 Mechanical smoke control (eg Dedicated smoke exhaust, Dedicated smoke control, Purge system, Zone pressurisation (pressurisation other then escape route pressurisation))

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Mechanical smoke ventilation systems require six-monthly and annual inspection and testing to ensure they operate as required by the performance standard in the event of a fire.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard to ensure effective operation for the required duration in the event of a fire.

Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS13/2 Natural smoke control (eg Natural smoke ventilator which is designed to open automatically after the outbreak of fire, Smoke reservoir specifically design within a building to retain or collect a thermally buoyant smoke layer in the event of a fire)

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections

Natural smoke control systems require regular inspection and testing to ensure they operate as required by the performance standard in the event of a fire.

Six monthly inspections by independent qualified person/licensed building practitioner for the following should be carried out:

i) Visual inspections:
- Inspect for damage to mechanical components including corrosion damage.

ii) Operational inspections:
- Where a fire alarm signal is used, activate the fire alarm and check the correct automatic operation of the ventilator(s).
- Where a heat-activated fusible link is used, disconnect the fusible link and check the correct automatic operation of the ventilator(s). Reconnect fusible link following successful operation and return ventilator(s) to normal position.

Annual inspections by independent qualified person/licensed building practitioner for the following should be carried out:

i) Carry out the six monthly visual and operation inspection and testing.

ii) Check energy source to:
- Ventilator actuator e.g. gas charge in gas powered actuator.
- Electrical supply to motors or other electrical powered actuating devices.
- Power supply to any control panel.
- Power supply to any electro-mechanical 'hold closed' device.

iii) Check fuses, isolators, relays and contactors.

iv) Check condition of cables and terminals.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard or document to ensure effective operation for the required duration in the event of a fire.

Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible

All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS13/3 Smoke curtains (and fire curtains)

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections

Smoke curtains require regular inspection and testing to ensure they operate as required by the performance standard in the event of a fire.

Six monthly inspections by independent qualified person/licensed building practitioner for the following should be carried out:

i) Visual inspection
- Check that the curtain has no obstructions within the area of travel and within the ceiling slot through which the curtain drops.
- Check that the curtain fabric is intact and has no signs of damage

ii) Operation check
- Activate the fire alarm signal and check the correct automatic operation of the curtain(s). The curtain(s) should descent to the correct level, and curtain edges should have clearances, which provide an effective smoke barrier.
- For automatic retracting curtains, reset the alarm signal and check that all curtains retract.
- For manual retraction systems, reset the alarm and manually retract the curtain.
- Inspect the curtain again to make sure the fabric has rolled up correctly and the bottom bar has not snagged on any obstacle during retraction.

Annual inspections by independent qualified person/licensed building practitioner for the following should be carried out:

i) Check and record mains voltage to the system.
ii) Check fuses, isolators, relays and contractors.
iii) Check condition of cables and terminals.
iv) Check and record voltage supplied to the motors of powered curtains.
v) Check security of fabric fixing to bottom bar
vi) Check and record satisfactory operation of smoke curtain from the control panel (powered curtains only)
vii) Check and record fail safe operation on removal of power to the system.
viii) Carry out a visual inspection of the casing, mechanical fixings, guide rails (where fitted).

Leave installation in full automatic operating mode after inspecting and testing.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure effective operation for the required duration in the event of a fire.

Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible

All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS14/1 Emergency power systems for a specified system in any of specified systems 1-13 (eg An engine alternator set for a sprinkler system pressure boost pump, Uninterruptible power supply for an emergency lighting system, An engine alternator set for provisions of electrical supply to passenger lifts, Emergency electric supply to smoke control system)

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Performance Standard (including year if not a specific design)

Inspections
Emergency power systems require annual inspection and testing to ensure they operate as required by the performance standard, in the event that the primary power supply fails.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard or document, to ensure the system will operate as required in the event that the primary power supply fails.

Responsive maintenance shall be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS14/2 Signs relating to specified systems - <u>Must be completed in all cases</u>

Details of system

Delete those that are not applicable

- SS1 - Automatic systems for fire suppression
- SS2 - Automatic or manual emergency warning systems for fire or other dangers
- SS3 - Electromagnetic or automatic doors or windows
- SS4 - Emergency lighting systems
- SS5 - Escape route pressurisation systems
- SS6 - Riser mains
- SS7 - Automatic back-flow preventers connected to a portable water supply
- SS8 - Lifts, escalators, travelators, or other systems for moving people or goods within buildings
- SS9 - Mechanical ventilation or air conditioning systems
- SS10 - Building maintenance units
- SS11 - Fume cupboards
- SS12 - Audio loops
- SS13 - Smoke control systems

Performance Standard (including year if not a specific design)

Signage should be in accordance with the published standard or the approved performance specification of the associated specified system SS 1-13

Inspections
Signage should be inspected annually in accordance with the published Standard or the performance specification of the associated specified system.

Maintenance
Responsive 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.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS15/1 Systems for communicating spoken information intended to facilitate evacuation

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Delete those that are not applicable

- A building intercom system for use by the Fire Service
- A public address system to facilitate staged evacuation
- An emergency warning intercommunications system (EWIS)
- Other specific design - provide designer name, design reference etc

Performance Standard (including year if not a specific design)

Inspection
Systems for communicating spoken information intended to facilitate evacuation require monthly and annual inspection and testing to ensure they operate as required by the performance standard in the event of a fire.

Maintenance Standard (including year if not a specific design)

Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure the system will operate as required in the event of a fire.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS15/2 Final exits - <u>Must be completed in all cases</u>

Details of system

Delete those that are not applicable

- Exit door from the building to the street
- Exit gate at the base of an external stair
- Exit gate between an enclosed yard of a building and the street
- A door between two evacuation zones of a building with staged evacuation
- A door between two buildings where either building is a safe place for the adjacent building

Performance Standard
In accordance with the New Zealand Building Code Compliance Documents:

Inspections
Final exits require regular inspection to ensure occupants are not prevented from leaving the building in the event of an emergency.

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building where building works is occurring that may affect an automatic door on escape route.

Monthly and annual inspections for all other occupancies (other than crowd occupancies)

Daily and monthly inspections must be carried out to ensure the doors are not locked, barred and blocked and that door-locking devices:

i) Are clearly visible
ii) Are easily operated without a key or other security device.
iii) Do not prevent or override the direct operation of panic bolts fitted to any door.

Maintenance Standard
Responsive maintenance must be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency.

In particular, the final exits must be maintained to ensure they are:

i) Clearly identified
ii) Free of obstructions
iii) Unlocked
iv) Easily-used.

Persons Responsible
Daily and monthly inspections shall be undertaken by the owner
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS15/3 Fire separations

Details of system (including Type, Make, Model, Size, Location)

Delete those that are not applicable

- Fire door forming part of a fire separation
- Walls forming a safe path within a building
- Fire rated floor/ceiling
- Other specific design - provide designer name, design reference etc

Performance Standard
In accordance with the relevant NZ Building Code Compliance Documents:

And (quote appropriate standards)

Inspections
Fire separations require regular inspection to ensure they prohibit the spread of fire and, in the case of fire doors, occupants are not prevented from leaving the building in the event of an emergency.

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building(s) where building works is ioccurring that may affect an automatic door on escape route.

Six-monthly inspection for crowd occupancies
Monthly and annual inspections for all other occupancies (other than crowd occupancies)

Daily inspections are required when the building is in use and monthly inspections by owner for the following must be carried out:

i) Signs of damage or deterioration that could adversely affect their fire resistance function, particularly with respect to closures, exposed fire stopping and surface finish.
ii) New penetrations without suitable fire stopping.

An inspection should be carried out to ensure doors forming part of an escape route can be opened and are not locked, barred or blocked.

Six monthly and annual inspections by an IQP (Independent Qualified Person) for the following must be carried out:

i) Doors are not damaged or obstructed.
ii) Door leaves or fire shutters close and latch automatically from any position.
iii) Double acting doors and double leaf doors stop with the leaves in line with the frame and seals (where fitted) are in contact at meeting stile and/or frame.
iv) Door leaves on self closers shut with an acceptable maximum closing force (Code Clause D1.3.4(f)).
v) Hardware is securely fixed.

vi) No unauthorized hardware is attached.
vii) Fire doors in exitways can be opened without keys to allow ready egress from the building at all times.
viii) Fire door to frame clearances comply with: (delete where not applicable or relevant)
NZS 4232:1988 Internal & external fire doorsets
AS/NZS 1905.1:1997 Components for the protection of openings in fire-resistant walls
NZS 4520: 2010 Fire resistance doorsets
or where legally installed to a previous Standard, comply as reasonably practicable to NZS 4232.
ix) Manufacturer's label is on the fire door leaf or shutter and frame where installed in accordance with NZS 4232 (and
where the door installation has been subject to a building consent, the labels comply with
x) Fusible link/rollers/cables can be activated.
xi) Doors or windows are not kept open by methods other than hold-open devices that comply with the Building Code (or
NZS 4232.2:1988 Fire resisting glazing systems) and are in good working order.
xii) Doors haven't been relocated without suitable fire separation in the ceiling space.
xiii) Separations are not damaged or deteriorated in a way that could adversely affect their fire resistance function.
xiv) Separations do not have new penetrations without suitable fire-stopping.

Maintenance Standard (including year if not a specific design)

Responsive maintenance must be carried out to ensure fire separations prohibit the spread of fire and, in the case of fire doors, occupants are not prevented from leaving the building in the event of an emergency.

Persons Responsible
All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS15/4 Signs for communicating information intended to facilitate evacuation - <u>Must be completed in all cases</u>

Details of system

Delete where not applicable or relevant

- Exit Sign
- Directional sign
- No exit sign

Performance Standard

In accordance with the New Zealand Building Code Compliance Documents:

Inspections

Signs require regular inspection to ensure they are displayed to facilitate evacuation in an event of an emergency.

Monthly and annual inspections of illuminated signs to ensure they are:

i) Of the correct type
ii) Present and in the right locations
iii) Legible
iv) Illuminated

Delete if not applicable:

Annual inspections of signs not required to be illuminated to ensure they are:

i) Of the correct type
ii) Present and in the right locations
iii) Legible

Signs required to be illuminated must 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/AS1 1.6.

Maintenance

Responsive maintenance must 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.

Persons Responsible

All inspections shall be undertaken by an Independent Qualified Person (IQP).

SS15/5 Smoke separations

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)
Delete those that are not applicable

- Walls forming a protected path in a building
- Smoke resistant lift lobby
- Smoke stop door(s)

Performance Standard
In accordance with the relevant NZ Building Code Compliance Documents:

And (quote appropriate standards)

Inspections

Smoke separations require regular inspection to ensure they prohibit the passage of smoke and, in the base of smoke doors, occupants are not prevented from leaving the building in the event of an emergency

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building(s) where building works
is occurring that may affect an automatic door on escape route.

Six-monthly inspection for crowd occupancies
Monthly and annual inspections for all other occupancies (other than crowd occupancies)

Daily inspections are required when the building is in use and monthly inspections by owner for the following must be carried out:

i) Signs of damage or deterioration that could adversely affect their smoke control function, particularly with respect to closures, exposed fire stopping and surface finish.
ii) New penetrations without suitable smoke stopping.

An inspection should be carried out to ensure doors forming part of an escape route can be opened and are not locked, barred or blocked.

Six monthly and annual inspections by an IQP (Independent Qualified Person) for the following must be carried out:

i) Doors are not damaged or obstructed.
ii) ii) Door leaves close and latch automatically from any position.
iii) iii) Double acting doors and double leaf doors stop with the leaves in line with the frame and seals (where fitted) are in contact at meeting stile and/or frame.
iv) Smoke control door seals (where fitted) are intact and provide continuous contact.
v) Door leaves on self closers shut with an acceptable maximum closing force (Code Clause D1.3.4(f)).
vi) Hardware is securely fixed.
vii) No unauthorized hardware is attached.
viii) Doors in exitways can be opened without keys to allow ready egress from the building at all times.
ix) Doors or windows are not kept open by methods other than hold-open devices that comply with the Building Code and are in good working order.
x) Doors haven't been relocated without suitable smoke stopping in the ceiling space.

Maintenance Standard (including year if not a specific design)

Responsive maintenance must be carried out to ensure fire separations prohibit the spread of fire and, in the case of fire doors, occupants are not prevented from leaving the building in the event of an emergency.

Persons Responsible

Daily and monthly inspections shall be undertaken by the owner.

Six monthly and annual inspections shall be undertaken by an IQP (Independent Qualified Person).

SS16 Cable Cars

Details of system (including Type, Make, Model, Size, Location and any interfaces with other specified systems)

Delete where not applicable or relevant

- A cable car attached to or servicing a building used as a single household unit
- A ski chair lift which carries people in an enclosed vehicle and operates wholly or partially inside a building
- Other specific design

Performance Standard (including year if not a specific design)

Inspections

A cable car must be annually inspected and tested to ensure it will always operate safely.

Maintenance Standard (including year if not a specific design)

Persons Responsible

All inspections shall be undertaken by an Independent Qualified Person (IQP).