|  |
| --- |
| SS 1 – AUTOMATIC SYSTEMS FOR FIRE SUPPRESSION |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4541:2013 Automatic fire sprinkler systems
* NZS 4515:2009 Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4541:2013 Automatic fire sprinkler systems
* NZS 4515:2009 Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Weekly by the IQP
* Monthly by the IQP
* Quarterly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4541 Automatic fire sprinkler systems, NZS 4541:2020 Part 12
* NZS 4515 Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres), NZS 4515:2009 Part 8

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 2 – AUTOMATIC OR MANUAL EMERGENCY WARNING SYSTEMS FOR FIRE OR OTHER DANGERS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 | [brand name & series number] | [model number] | (Including “Fire panel is located…”) |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Alarm Interfacing** | SS 1 Automatic systems for fire suppressionSS 3/1 Automatic doorsSS 8/1 Passenger-carrying liftsSS 9 Mechanical ventilation or air conditioning systemsSS 12/2 FM radio frequency systems & infra-red beam transmission systemsSS 13/1 Mechanical smoke controlFunctional testing (end to end) of the interface between the systems is to be carried out annually & certified by each IQP for those systems. All relevant IQPs must be on site at the time of testing |
| **Performance Standard**  | Delete/Add as required * NZS 4512: 2010 Fire detection and alarm systems in buildings.
* NZS 4561: 1973 Manual fire alarm systems for use in buildings.
* AS/NZS 1851: 2012 Routine service of fire protection systems & equipment.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | * NZS 4512: 2010 Fire detection and alarm systems in buildings. (Part 6)
* NZS 4561: 1973 Specification for manual fire alarm systems for use in buildings.
* AS/NZS 1851: 2012 Routine service of fire protection systems & equipment.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4512:2010 Fire detection & alarm systems in buildings (original version), refer to Part 6, Maintaining systems in compliance & good working order

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 2/1 – SECURITY BASED WARNING SYSTEM |
| **System description**  | Security based warning system with smoke detection |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4512: 2010 Fire detection and alarm systems in buildings.
* NZS 4561: 1973 Manual fire alarm systems for use in buildings.
* AS/NZS 1851: 2012 Routine service of fire protection systems & equipment.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4512: 2010 Fire detection and alarm systems in buildings.
* NZS 4561: 1973 Manual fire alarm systems for use in buildings.
* AS/NZS 1851: 2012 Routine service of fire protection systems & equipment.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by owner/agent
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4512:2010 Fire detection & alarm systems in buildings (original version), refer to Part 6, Maintaining systems in compliance & good working order

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 3 – ELECTROMAGNETIC OR AUTOMATIC DOORS OR WINDOWS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4239:1993 Automatic sliding door assemblies
* C/AS2 Acceptable Solution for Buildings other than Risk Group SH: 3.15.2(a)(c) & 3.15.7(b)(i)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4239:1993 Automatic sliding door assemblies
* C/AS2 Acceptable Solution for Buildings other than Risk Group SH: 3.15.2(a)(c) & 3.15.7(b)(i)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4239:1993 Automatic sliding door assemblies

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 3/1 – AUTOMATIC DOORS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4239:1993 Automatic sliding door assemblies
* C/AS2: 3.15.2(a)(c) & 3.15.7(b)(i)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4239:1993 Automatic sliding door assemblies
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4239:1993 Automatic sliding door assemblies

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 3/2 – ACCESS CONTROL DOORS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZ Security Association – Code of Practice “Security Systems: Electronic & Physical"
* NZ Association of Building Compliance – Code of Practice Part 5-6
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZ Security Association – Code of Practice “Security Systems: Electronic & Physical"
* NZ Association of Building Compliance – Code of Practice Part 5-6
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Six-monthly by IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZ Security Association – Code of Practice “Security Systems: Electronic & Physical”, Section 11.5
* NZ Association of Building Compliance –
* Specifically Designed Alternative Solution (please specify)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 3/3 – INTERFACED FIRE OR SMOKE DOORS OR WINDOWS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4512:2010 Hold-open devices – Section 6 Clause 603.10 (interfacing only)
* NZS 4232 Fire Resisting Closures – Part 1 & 2
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4512:2010 Hold-open devices – Section 6 Clause 603.10 (interfacing only)
* NZS 4232 Fire Resisting Closures – Part 1 & 2
 |
| **Inspection frequency and responsibility** | * Monthly by IQP
* Annually by IQP
 |
| **Maintenance Procedures** | * NZS 4512:2010 Hold-open devices – NZS 4520:2010 Appendix C, C6.1.1 – C6.1.6

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 4 – EMERGENCY LIGHTING SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | * AS/NZS 2293.2:2019 Emergency lighting & exit signs for buildings - Part 1 System design, installation & operation.
* NZS 6742:1971 Emergency Lighting In Buildings
* Specifically Designed Alternative Solution (please supply)
* Acceptable Solution F6/AS1 (Amendment 4: 1 January 2017) Clauses 1.3.1, 1.5.1 (b-c) & .6.1(c).
 |
| **Inspections Procedures** | * AS/NZS 2293.2:2019 Emergency lighting & exit signs for buildings - Part 2 Routine service & maintenance.
* NZS 6742:1971 Emergency Lighting In Buildings
* Specifically Designed Alternative Solution (please supply)

***The test/run switch for the emergency lighting is located at the switchboard – see attached plan for location*** |
| **Inspection frequency and responsibility** | * Six-monthly by IQP
* Annually by IQP
 |
| **Maintenance Procedures** | * AS/NZS 2293:2019 Emergency Lighting for buildings
* NZS 6742:1971 Code of practice for emergency lighting in buildings
 |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 5 – ESCAPE ROUTE PRESSURISATION SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS/NZS 1668.1 Part 8:1998 The use of ventilation and air-conditioning in buildings – Fire and smoke control in multi-compartment buildings
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS/NZS 1668.1 Part 8:1998 The use of ventilation and air-conditioning in buildings – Fire and smoke control in multi-compartment buildings
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Weekly by the IQP
* Monthly by the IQP
* Quarterly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * Specifically Designed Alternative Solution (please specify)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 6 – RISER MAINS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4510:2008 Fire hydrant systems for buildings, incorporating Amendment 1
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4510:2008 Fire hydrant systems for buildings, incorporating Amendment 1
 |
| **Inspection frequency and responsibility** | * Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4510:2008 Fire hydrant systems for buildings

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 7 – AUTOMATIC BACK-FLOW PREVENTERS CONNECTED TO POTABLE WATER SUPPLY |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS/NZS 2845.1: 2010 Water supply – Backflow prevention devices, Part 1: Materials, design & performance requirements.
* AS/NZS 3500.1 2018 Plumbing and drainage.
* United States Environmental Protection Agency “Cross-Connection Control Manual.
 |
| **Inspections Procedures** | Delete/Add as required* AS/NZS 2845.3: 2020 Water supply – Backflow prevention devices, Part 3: Field testing & maintenance of testable devices.
* AS/NZS 2845.1: 2010 Water supply – Backflow prevention devices, Part 1: Materials, design & performance requirements.
* AS/NZS 3500.1 2018 Plumbing and drainage.
* United States Environmental Protection Agency “Cross-Connection Control Manual.
* NZ Backflow testing standard 2011 Field testing of backflow prevention devices & verification of air gaps.
 |
| **Inspection frequency and responsibility** | * Annually by the IQP
 |
| **Maintenance Procedures** | * 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

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| --- |
| SS 8 – LIFTS, ESCALATORS, TRAVELATORS, OR OTHER SYSTEMS FOR MOVING PEOPLE OR GOODS WITHIN BUILDINGS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4332:1997 Non-domestic passenger and goods lifts
* NZS 4334:2012 Platform lifts and low-speed lifts
* AS/NZS 1735.18:2002 Passenger lifts for private residence – Automatically controlled
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4332:1997 Non-domestic passenger and goods lifts
* NZS 4334:2012 Platform lifts and low-speed lifts
* AS/NZS 1735.18:2002 Passenger lifts for private residence – Automatically controlled
 |
| **Inspection frequency and responsibility** | * Six-monthly by IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4332:1997 Non-domestic passenger and goods lifts
* NZS 4334:2012 Platform lifts and low-speed lifts
* Specifically Designed Alternative Solution (please specify)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 8/1 – PASSENGER-CARRYING LIFTS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4332:1997 Non-domestic passenger and goods lifts
* NZS 4334:2012 Platform lifts and low-speed lifts
* AS/NZS 1735.18:2002 Passenger lifts for private residence – Automatically controlled
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4332:1997 Non-domestic passenger and goods lifts
* NZS 4334:2012 Platform lifts and low-speed lifts
* AS/NZS 1735.18:2002 Passenger lifts for private residence – Automatically controlled
 |
| **Inspection frequency and responsibility** | * Six-monthly by IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4332:1997 Non-domestic passenger and goods lifts
* NZS 4334:2012 Platform lifts and low-speed lifts
* Specifically Designed Alternative Solution (please specify)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 8/2 – PLATFORM, LOW SPEED, & SERVICE LIFTS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4334:2012 Platform lifts and low-speed lifts
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4334:2012 Platform lifts and low-speed lifts
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4334:2012 Platform lifts and low-speed lifts
* Specifically Designed Alternative Solution (please specify)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 8/3 – ESCALATORS & MOVING WALKS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required |
| **Inspections Procedures** | Delete/Add as required |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 9 – MECHANICAL VENTILATION OR AIR CONDITIONING SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZ/AS 1668.1: 2015 The use of ventilation & air conditioning in buildings. Part 1 Fire & smoke control in buildings
* NZS 4303: 1990 Ventilation for acceptable indoor air quality
* AS/NZS 3666.1:2011 Air Handling & water systems of buildings – Microbial control – Part 1: Design, installation & commissioning.
* AS/NZS 4114:2020 Spray painting booths, designated spray-painting areas and paint mixing rooms
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZ/AS 1668.1: 2015 The use of ventilation & air conditioning in buildings. Part 1 Fire & smoke control in buildings
* NZS 4303: 1990 Ventilation for acceptable indoor air quality
* AS/NZS 3666.2:2011 Air Handling & water systems of buildings – Microbial control – Part 2: Operation & maintenance
* AS/NZS 4114:2020 Spray painting booths, designated spray-painting areas and paint mixing rooms
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * 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)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 10 – BUILDING MAINTENANCE UNITS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Performance Standard**  | Delete/Add as required* BS 6037.1 Code of practice for planning, design, installation, and use of permanently installed access equipment. Suspended access equipment
* BS 6037.2 Code of practice for planning, design, installation, and use of permanently installed access equipment. Travelling ladders and gantries
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* BS 6037.1 Code of practice for planning, design, installation, and use of permanently installed access equipment. Suspended access equipment
* BS 6037.2 Code of practice for planning, design, installation, and use of permanently installed access equipment. Travelling ladders and gantries
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * BS 6037.1:2017 Code of practice for planning, design, installation, and use of permanently installed access equipment. Suspended access equipment
* BS 6037.2:2004 Code of practice for planning, design, installation, and use of permanently installed access equipment. Travelling ladders and gantries

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 11 – LABORATORY FUME CUPBOARDS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS/NZS 2243.8 Safety in laboratories – Part 8: Fume cupboards, Section dependant on system installed
* AS/NZS 2243.1 Safety in laboratories – Planning and operational aspects, Section dependant on system installed
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS/NZS 2243.8 Safety in laboratories – Part 8: Fume cupboards, Section dependant on system installed
* AS/NZS 2243.1 Safety in laboratories – Planning and operational aspects, Section dependant on system installed
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Weekly by the owner
* Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS/NZS 2243.8 Safety in laboratories – Part 8: Fume cupboards

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 12 – AUDIO LOOPS OR OTHER ASSISTIVE LISTENING SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS 1088.4:1987 Hearing aids – Magnetic strength in audio-frequency induction loops for hearing aid purposes, Magnetic Field Strength listed in AS 1088.4 referenced in NZS 4121:2001 Appendix H
* AS 60118.4:2007 Hearing aids magnetic field strength in audio-frequency induction loops for hearing aid purposes, Magnetic field strength values for the magnetic field area are defined in AS 60118.4
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS 1088.4:1987 Hearing aids – Magnetic strength in audio-frequency induction loops for hearing aid purposes, Magnetic Field Strength listed in AS 1088.4 referenced in NZS 4121:2001 Appendix H
* AS 60118.4:2007 Hearing aids magnetic field strength in audio-frequency induction loops for hearing aid purposes, Magnetic field strength values for the magnetic field area are defined in AS 60118.4
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS 60118.4 Hearing aids magnetic field strength in audio-frequency induction loops for hearing aid purposes

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 12/1 – FM RADIO FREQUENCY & INFRARED BEAM TRANSMISSION SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS 1088.4:1987 Hearing aids – Magnetic strength in audio-frequency induction loops for hearing aid purposes, Magnetic Field Strength listed in AS 1088.4 referenced in NZS 4121:2001 Appendix H
* AS 60118.4:2007 Hearing aids magnetic field strength in audio-frequency induction loops for hearing aid purposes, Magnetic field strength values for the magnetic field area are defined in AS 60118.4
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS 1088.4:1987 Hearing aids – Magnetic strength in audio-frequency induction loops for hearing aid purposes, Magnetic Field Strength listed in AS 1088.4 referenced in NZS 4121:2001 Appendix H
* AS 60118.4:2007 Hearing aids magnetic field strength in audio-frequency induction loops for hearing aid purposes, Magnetic field strength values for the magnetic field area are defined in AS 60118.4
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS 60118.4 Hearing aids magnetic field strength in audio-frequency induction loops for hearing aid purposes

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 12/2 – FM RADIO FREQUENCY SYSTEMS & INFRA-RED BEAM TRANSMISSION SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | * Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | * Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * Specifically Designed Alternative Solution

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 13 – SMOKE CONTROL SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS/NZS 1668.1:1998/2015 The use of ventilation and air conditioning in buildings – Part 1: Fire and smoke control in buildings, Section 3 – Fire protection of openings in fire-resistant elements, Section 4 – Smoke control systems – General requirements, C/AS2 – A2.1.1(a) Smoke control in air-handling systems
* AS/NZS 1668.3:2001 The use of ventilation and air conditioning in buildings – Part 3: Smoke control systems for large single compartments or smoke control reservoirs, Section 3 – Mechanical Smoke Control, Section 4 – Buoyancy-Driven Smoke Control, Section 5 – Smoke Reservoirs and Exhaust Opening Perimeter, Section 6 – Make-up Air Requirements, Section 7 – General System Requirements
* AS 1682.1:2015 Fire, Smoke and Air Dampers, Section 2.4 – Performance as sited in AS 1851:2012
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS/NZS 1668.1:1998/2015 The use of ventilation and air conditioning in buildings – Part 1: Fire and smoke control in buildings, Section 3 – Fire protection of openings in fire-resistant elements, Section 4 – Smoke control systems – General requirements, C/AS2 – A2.1.1(a) Smoke control in air-handling systems
* AS/NZS 1668.3:2001 The use of ventilation and air conditioning in buildings – Part 3: Smoke control systems for large single compartments or smoke control reservoirs, Section 3 – Mechanical Smoke Control, Section 4 – Buoyancy-Driven Smoke Control, Section 5 – Smoke Reservoirs and Exhaust Opening Perimeter, Section 6 – Make-up Air Requirements, Section 7 – General System Requirements
* AS 1682.1:2015 Fire, Smoke and Air Dampers, Section 2.4 – Performance as sited in AS 1851:2012
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS 1851:2012 Maintenance of fire protection systems and equipment, Section 13 Fire and smoke control features of mechanical services (smoke hazard management systems)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 13/1 – MECHANICAL SMOKE CONTROL |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS/NZS 1668.1:1998/2015 The use of ventilation and air conditioning in buildings – Part 1: Fire and smoke control in buildings, Section 3 – Fire protection of openings in fire-resistant elements, Section 4 – Smoke control systems – General requirements, C/AS2 – A2.1.1(a) Smoke control in air-handling systems
* AS/NZS 1668.3:2001 The use of ventilation and air conditioning in buildings – Part 3: Smoke control systems for large single compartments or smoke control reservoirs, Section 3 – Mechanical Smoke Control, Section 4 – Buoyancy-Driven Smoke Control, Section 5 – Smoke Reservoirs and Exhaust Opening Perimeter, Section 6 – Make-up Air Requirements, Section 7 – General System Requirements
* AS 1682.1:2015 Fire, Smoke and Air Dampers, Section 2.4 – Performance as sited in AS 1851:2012
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS/NZS 1668.1:1998/2015 The use of ventilation and air conditioning in buildings – Part 1: Fire and smoke control in buildings, Section 3 – Fire protection of openings in fire-resistant elements, Section 4 – Smoke control systems – General requirements, C/AS2 – A2.1.1(a) Smoke control in air-handling systems
* AS/NZS 1668.3:2001 The use of ventilation and air conditioning in buildings – Part 3: Smoke control systems for large single compartments or smoke control reservoirs, Section 3 – Mechanical Smoke Control, Section 4 – Buoyancy-Driven Smoke Control, Section 5 – Smoke Reservoirs and Exhaust Opening Perimeter, Section 6 – Make-up Air Requirements, Section 7 – General System Requirements
* AS 1682.1:2015 Fire, Smoke and Air Dampers, Section 2.4 – Performance as sited in AS 1851:2012
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS 1851:2012 Maintenance of fire protection systems and equipment, Section 13 Fire and smoke control features of mechanical services (smoke hazard management systems)

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| --- |
| SS 13/2 – NATURAL SMOKE CONTROL |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Performance Standard**  | Delete/Add as required* AS/NZS 1668.1:1998
* AS/NZS 1668.1:2015 The use of ventilation and air conditioning in buildings – Part 1: Fire and smoke control in buildings, Section 9.9 Make-up Air
* C/AS2 4.1.3 Natural cross ventilation in vehicle parking, Design criteria for ventilation in vehicle parking buildings only (with facilities for 10 or more vehicles)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* AS/NZS 1668.1:1998
* AS/NZS 1668.1:2015 The use of ventilation and air conditioning in buildings – Part 1: Fire and smoke control in buildings, Section 9.9 Make-up Air
* C/AS2 4.1.3 Natural cross ventilation in vehicle parking, Design criteria for ventilation in vehicle parking buildings only (with facilities for 10 or more vehicles)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS 1851:2012 Maintenance of fire protection systems and equipment, Section 13 Clauses 13.4.1.13 & 13.4.1.14

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 13/3 – SMOKE CURTAINS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Performance Standard**  | Delete/Add as required* BS 476:1987 Part 22 Fire tests on building materials and structures. Method for determination of the fire resistance of non-load bearing elements of construction
* EN 12101.1:2005 Smoke and heat control systems. Specification for smoke barriers, Sited in C/AS2 – Definitions (Smoke separation)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* BS 476:1987 Part 22 Fire tests on building materials and structures. Method for determination of the fire resistance of non-load bearing elements of construction
* EN 12101.1:2005 Smoke and heat control systems. Specification for smoke barriers, Sited in C/AS2 – Definitions (Smoke separation)
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * AS 1851:2012 Maintenance of fire protection systems and equipment, Section 13 – Clause: 13.4.1.11 & 13.4.1.12

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| --- |
| SS 14 – EMERGENCY POWER SYSTEMS FOR, OR SIGNS – RELATING TO SPECIFIED SYSTEMS 1 TO 13 ABOVE |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 6104:1981 Specification for emergency electrical supply in buildings, Sited in F6/AS1:2014 1.8.2 & Appendix C
* Specifically Designed Alternative Solution (please specify), Reference what specified systems are to be operated with the emergency power supply
 |
| **Inspections Procedures** | Delete/Add as required* NZS 6104:1981 Specification for emergency electrical supply in buildings, Sited in F6/AS1:2014 1.8.2 & Appendix C
* Specifically Designed Alternative Solution (please specify), Reference what specified systems are to be operated with the emergency power supply
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 6104:1981 Specification for emergency electrical supply in buildings
* Manufacturers specifications

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 14/1 – EMERGENCY POWER SYSTEMS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 6104:1981 Specification for emergency electrical supply in buildings, Sited in F6/AS1:2014 1.8.2 & Appendix C
* Specifically Designed Alternative Solution (please specify), Reference what specified systems are to be operated with the emergency power supply
 |
| **Inspections Procedures** | Delete/Add as required* NZS 6104:1981 Specification for emergency electrical supply in buildings, Sited in F6/AS1:2014 1.8.2 & Appendix C
* Specifically Designed Alternative Solution (please specify), Reference what specified systems are to be operated with the emergency power supply
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 6104:1981 Specification for emergency electrical supply in buildings
* Manufacturers specifications

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 14.2 – SIGNS – RELATING TO SPECIFIED SYSTEMS 1 TO 13 |
| **System description**  |  |
| **No.** | **Related specified system** | **Make/Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* Refer to the nominated performance standard for the given specified system, unless stated as F8/AS1 (Amendment 4, dated Jan 2017) in the ‘signage’ field of specified systems 1-13
* New Zealand Building Code F8 Signs 3.1, 3.2 & 3.3
 |
| **Inspections Procedures** | Delete/Add as required* Inspections to ensure all signs are of the correct type, present in the right locations, legible, clearly visible, & unobstructed
 |
| **Inspection frequency and responsibility** | * Annually by the IQP
 |
| **Maintenance Procedures** | Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 15 – OTHER FIRE SAFETY SYSTEMS OR FEATURES |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4512: 2010 Fire detection and alarm systems in buildings.
* NZS 4561: 1973 Manual fire alarm systems for use in buildings.
* AS/NZS 1851: 2012 Routine service of fire protection systems & equipment.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4512: 2010 Fire detection and alarm systems in buildings. (Part 6)
* NZS 4561: 1973 Specification for manual fire alarm systems for use in buildings.
* AS/NZS 1851: 2012 Routine service of fire protection systems & equipment.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4512:2010 Fire detection & alarm systems in buildings (original version), refer to Part 6, Maintaining systems in compliance & good working order

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 15/1 – SYSTEMS INTENDED TO FACILITATE EVACUATION |
| **System description**  |  |
| **No.** | **Type** | **FRR** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4512: 2010 Fire detection and alarm systems in buildings.
* AS 2220.2 Emergency warning and intercommunication systems in buildings. Part 2: System design, installation and commissioning, Section 3.2 - Location of warden intercommunication point
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4512: 2010 Fire detection and alarm systems in buildings. Sited in F7/AS1, Evacuation and alert switches - Section 207.2, 207.3, 402.2(r), 406.12
* AS 2220.2 Emergency warning and intercommunication systems in buildings. Part 2: System design, installation and commissioning, Section 3.2 - Location of warden intercommunication point
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4512:2010 Fire detection & alarm systems in buildings (original version), refer to Part 6, Maintaining systems in compliance & good working order
* AS 1670.4:2004 Fire detection, warning, control, and intercom systems – System design, installation and commissioning sound systems and intercom systems for emergency purposes. Part 4: Sound systems and intercom systems for emergency purposes – Section 6 Clauses 6.4

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

|  |
| --- |
| SS 15/2 – FINAL EXITS |
| **System description**  |  |
| **No.** | **Type** | **Hardware** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| **Performance Standard**  | * Acceptable Solution C/AS2 Acceptable Solution for Buildings

other than Risk Group SH Parts: 3.15.1 & 3.15.14* New Zealand Building Code C4 (Movement to place of Safety) C4.3(a) & C4.5
 |
| **Inspections Procedures** | * Final exits are to be inspected to ensure they can be opened & are not locked, barred, or blocked (including the egress route). Door locking devices are to be clearly visible, easily operated without a key or other security device & do not prevent or override the direct operation of panic bolts
 |
| **Inspection frequency and responsibility** | * Daily (when in use) by Owner/Agent
* Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | Responsive maintenance shall be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency. The final exits are to be maintained to ensure they are clearly identified, free of obstructions (including the egress route), unlocked & easy to use. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| --- |
| SS 15/3 – FIRE SEPARATIONS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4520: 2010 Fire resistant door sets, C/AS2 4.2.4 – Fire and smoke control doors
* AS 1530.4:2005 Methods for fire tests on building materials, components, and structures. Fire-resistance test of elements of construction, Sited in C/AS2 4.5.9 - Note: Gib fire rated systems are tested to this standard.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4520: 2010 Fire resistant door sets, C/AS2 4.2.4 – Fire and smoke control doors
* AS 1530.4:2005 Methods for fire tests on building materials, components, and structures. Fire-resistance test of elements of construction, Sited in C/AS2 4.5.9 - Note: Gib fire rated systems are tested to this standard.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4520: 2010 Fire resistant door sets, Section 7 & Appendix A & Appendix C
* Specific Design – refer to manufactures guidance.
* Compliance Schedule Handbook – 2014 Clause 15.3 B.4-B.22

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| SS 15/4 – SIGNS – TO ASSIST EVACUATION |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| **Performance Standard**  | * NZ Building Code – F8 Signs 3.1 & 3.3
* F8/AS1 Signs (Amendment 4, Jan 2017) Part 4 Exit signs 4.1.1 (a), (b), & (c)
 |
| **Inspections Procedures** | * All signs are to be inspected to ensure they are of the correct type, present, in the right locations, legible & illuminated. Furthermore, the signs are to 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 NZBC F6 (Visibility in escape routes)

**Monthly inspection**Illuminated signs shall be inspected to ensure they are:* of the correct type
* present & in the right locations
* legible
* illuminated

**Annual inspection*** of the correct type
* present & in the right locations
* legible
* signs required to be illuminated shall 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 NZBC F6 (Visibility in escape routes)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | 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. (see below) |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| SS 15/5 – SMOKE SEPARATIONS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 4520: 2010 Fire resistant door sets, C/AS2 4.2.4 – Fire and smoke control doors
* BS EN 12101.1:2005 Smoke and heat control systems. Specification for smoke barriers, Sited in C/AS2 – Definitions (Smoke separation)
* AS 1530.4:2005 Methods for fire tests on building materials, components, and structures. Fire-resistance test of elements of construction, Sited in C/AS2 4.5.9 - Note: Gib fire rated systems are tested to this standard.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 4520: 2010 Fire resistant door sets, C/AS2 4.2.4 – Fire and smoke control doors
* BS EN 12101.1:2005 Smoke and heat control systems. Specification for smoke barriers, Sited in C/AS2 – Definitions (Smoke separation)
* AS 1530.4:2005 Methods for fire tests on building materials, components, and structures. Fire-resistance test of elements of construction, Sited in C/AS2 4.5.9 - Note: Gib fire rated systems are tested to this standard.
* Specifically Designed Alternative Solution (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 4520: 2010 Fire resistant door sets, Section 7 & Appendix A & Appendix C
* Specific Design – refer to manufactures guidance.
* Compliance Schedule Handbook – 2014 Clause 15.5 B.3-B.17

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |

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| SS 16 – CABLE CARS |
| **System description**  |  |
| **No.** | **Make** | **Model** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Performance Standard**  | Delete/Add as required* NZS 5270:2005 Cable cars for private residences – Design, construction, installation, and maintenance
* Specifically Designed Alternative Solution – Specific design by the manufacturer, designer, or appropriately qualified person (please specify)
 |
| **Inspections Procedures** | Delete/Add as required* NZS 5270:2005 Cable cars for private residences – Design, construction, installation, and maintenance
* Specifically Designed Alternative Solution – Specific design by the manufacturer, designer, or appropriately qualified person (please specify)
 |
| **Inspection frequency and responsibility** | * Monthly by the IQP
* Annually by the IQP
 |
| **Maintenance Procedures** | * NZS 5270:2005 Cable cars for private residences – Design, construction, installation, and maintenance, Sections 16 & 17, Appendix C – Maintenance, Appendix D – IQP inspection
* Specific Design – Specific design by the manufacturer or designer, as per manufacturers recommendation

Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. |
| **Reporting** | The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &/or maintenance procedures. Reports must, as a minimum:* record any inspection, test, repair or maintenance carried out
* record any faults found or maintenance required & the remedy applied
* include the date the work was carried out
* include the name of the person who performed the work

All reports must be kept at above site & kept for a minimum of 2 years |
| **Comments/Notes** | Nil |