MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Dear Customer

Please find enclosed Amendment 3, effective 14 February 2014, to the Compliance Schedule Handbook. The previous amendment to the Compliance Schedule Handbook was October 2011 (Amendment 2).

Section	**Old Compliance Schedule Handbook**	**February 2014 Amendments to Compliance Schedule Handbook**
Title pages	Remove title page and document history page 1/2	Replace with new title page and document history pages 1–2B
Section 2	Remove page 9/10	Replace with new page 9/10
Section 3	Remove pages 115–18	Replace with new pages 15–18
SS 1	Remove page 19/20	Replace with new page 19-20
SS 8	Remove page 29/30, 33–38	Replace with new page 29/30, 33–38
SS 15	Remove pages 49-52	Replace with new pages 49-52

MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
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Compliance Schedule Handbook

HB
BUILDING CODE

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Verification Methods and Acceptable Solutions are available from www.dbh.govt.nz

New Zealand Government

Document Status

The most recent version of this document (Amendment 3), as detailed in the Document History, is approved by the Chief Executive of the Ministry of Business, Innovation and Employment. It is effective from 14 February 2014 and supersedes all previous versions of this document.

The previous version of this document (Amendment 2) will cease to have effect on 14 August 2014.

People using this document should check for amendments on a regular basis. The Ministry of Business, Innovation and Employment may amend any part of this handbook at any time. Up-to-date versions of this handbook are available from www.dbh.govt.nz

Compliance Schedule Handbook: Document History			
	Date	**Alterations**	
First published	25 May 2007		
Amendment 1	31 March 2008	p.2, Document History, Status p.3, Contents p.10, 7.0 Specified Systems pp. 55–56, SS 16 Cable Cars	
Amendment 2	Effective from 10 October 2011 until 14 August 2014	p.2, Document History, Status p.3, Contents p.5, Introduction p.6, 1.0 p.9, 6.0	p.10, 8.0 p.22, SS 3/1 B p.28, SS 7 B p.43, SS 12/1 B p.49, SS 15/2 B p.53, SS 14/2 and 15/4 B
Amendment 3	14 February 2014	p. 3, Document History, Status p. 9, Section 2, 6.0 pp. 15, 17, Section 3, 4.2, 7.0	p. 20, SS1 pp. 29, 33–37, SS8 pp. 50, 51 SS15

2B

accordance with section 108 of the Building Act, the owner is liable for a fine of up to $20,000.

4.0 Form 12A – Certificate of compliance

Form 12A is a form issued by an IQP to verify that the inspection, maintenance and reporting procedures on a compliance schedule for a specified system have been carried out during the previous 12 months.

In order for the BWoF to be valid, the owner must obtain Form 12A(s) covering all the specified systems in the building and attach them to the BWoF, before supplying it to the territorial authority.

There may be a Form 12A for each specified system or one Form 12A may cover several specified systems. This will depend on the number of IQPs required for a building. Whatever the case, when those certificates are considered together, they must certify that the inspection and maintenance procedures stated in the compliance schedule for all specified systems have been fully complied with during the previous 12 months.

The Form 12A cannot be amended or altered to create exceptions from the requirement to fully comply with the inspection, maintenance, and reporting procedures for the previous 12 months.

5.0 Compliance schedule reports

Section 110 of the Building Act requires that an owner of a building for which a compliance schedule has been issued must obtain annual written reports relating to the inspection, maintenance, and reporting procedures of the compliance schedule.

The owner must ensure the reports are:

- signed by an IQP who carried out one or more of the inspection, maintenance, and reporting procedures
- kept for a period of 2 years
- produced when required by the territorial authority and any other person or organisation who has the right to inspect the building under any Act.

The owner must also ensure the BWoF states where the reports, along with the compliance schedule, are kept.

6.0 Performance standard

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

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

If a specified system is designed and installed to an Acceptable Solution, Verification Method, Standard or specific documentation, this will set the performance standard for that specified system. An example is the level required by NZS 4541 for sprinkler systems.

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Amend 2 Oct 2011

7.0 Specified systems

Specified systems are systems or features that contribute to the proper functioning of the building. Specified systems require ongoing inspection and maintenance to ensure they function as required, because if they fail to operate properly, they have the potential to adversely affect health or life safety.

The specified systems are listed in Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005, and are listed below. Where one or more of these systems exist in a building (except a single household unit), a compliance schedule is required.

SS 1 Automatic systems for fire suppression

SS 2 Automatic or manual emergency warning systems for fire or other dangers

SS 3 Electromagnetic or automatic doors or windows

SS 4 Emergency lighting systems

SS 5 Escape route pressurisation systems

SS 6 Riser mains for use by fire services

SS 7 Automatic back-flow preventers connected to a potable water supply

SS 8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings

SS 9 Mechanical ventilation or air conditioning systems

SS 10 Building maintenance units providing access to exterior and interior walls of buildings

SS 11 Laboratory fume cupboards

SS 12 Audio loops or other assistive listening systems

SS 13 Smoke control systems

SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any of SS 1 to SS 13 above

SS 15 Other fire safety systems or features (systems for communicating information intended to facilitate evacuation, final exits, fire separations, signs, fire separations)

Amend 1 Mar 2008

SS 16 Cable cars

Amend 2 Oct 2011

Amend 2 Oct 2011

manufacturers' specifications and other inspection Standards).

The inspection and maintenance procedures, including frequency, need to be appropriate to the particular specified system and its purpose within a building. This may include considering the age of the system, the system's historical performance, or a change in the use of the building.

Example – inspection statement for mechanical ventilation system – fire and smoke control:

Inspection content and frequency for the mechanical ventilation system shall be in accordance with sections 1 and 18 of AS 1851: 2005 – Maintenance of fire protection systems and equipment. In particular, inspections shall be carried out in accordance with tables 18.4.1.1 to 18.4.1.6 and 18.4.2.2 to 18.4.2.5.

4.1 Types of maintenance

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

Planned preventative maintenance

Planned preventative maintenance is aimed at avoiding breakdown or malfunction, through regular service, cleansing, adjustment, lubrication, or periodic replacement.

Planned preventative maintenance will generally be based on published Standards or recommendations made by the designer, manufacturer or supplier.

Example:

Maintenance shall be carried out in accordance with the attached 'Operating and Maintenance Manual for HVAC Services at 123 Common Street' dated 15/07/2004 by XYZ Engineers.

Responsive maintenance

Responsive maintenance is required where 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 users.

4.2 Guideline provisions

Part 2 of the *Compliance schedule content guidelines* provides both an inspection section and a maintenance section for each specified system. These provide guidance relating to possible inspection and maintenance procedures in various forms, including:

- reference to a Standard or document
- description of the inspection and maintenance procedures.

Where no appropriate procedures have been identified and where the listed procedures are not appropriate to a particular specified system, a specifically-designed inspection and maintenance document must be prepared by a person who is qualified, experienced and competent to do so. This may be the designer's recommendations or manufacturer's specifications.

Other suitable reference documents may be found within the Acceptable Solutions and Verification Methods relevant to the specified systems.

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In any case, the inspection and maintenance procedures must be appropriate for the specified system. Ultimately it will be up to the building consent authority to decide what procedures are appropriate when issuing the compliance schedule. However, a building owner needs to submit proposals for the inspection and routine maintenance procedures for the purposes of the compliance schedule as part of a building consent application.

While the referenced documents in Part 2 do not nominate the relevant clauses or sections, or have attached dates or versions, it is essential that these be included on a building's compliance schedule.

5.0 Reporting and recording

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

While in many cases all the inspection and maintenance procedures for a specified system are carried out by a single contracted IQP, it is possible that another IQP may be involved in carrying out the procedures. Their contribution may need to be known to the originally contracted IQP in order to verify that the inspection and maintenance procedures have been carried out during the previous 12 months.

Depending on the installation, it may be appropriate to keep records in a log book at the installation, with a summary report held in the designated location with the compliance schedule.

The Building Act states that it is the owner's responsibility to keep records relating to the compliance schedule. However, for practical reasons, it may be appropriate for the IQP to keep the records on the owner's behalf.

Example of a reporting/recording statement:

The owner must keep records of all inspection, maintenance and repairs undertaken in the previous 24 months.

The records must, as a minimum, include:

- *details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work*
- *details of any other faults found or maintenance and repair work undertaken to maintain the system in working order, including dates, work undertaken, faults found, remedies applied and the person who performed the work.*

6.0 Responsibility

It is the owner's responsibility to satisfy the obligations under section 105 of the Building Act. These obligations include the requirement to ensure that inspection, maintenance, and reporting procedures are carried out.

Assistance may be sought from property management and facility management companies for coordination of the work.

IQPs will have to be involved in the technical aspects of the necessary work to verify that performance standards have been satisfied, and all inspection, maintenance and reporting procedures have been carried out to enable Form 12A to be issued.

Example of responsibility section for SS 1 – Automatic systems for fire suppression

All inspections shall be undertaken by independent qualified persons.

7.0 Compliance schedule example form

Compliance Schedule

Date of issue:

Last amended: *[delete if not applicable]*

1. The building

Street address of building:

Legal description of land where building is located:

Building name:

Location of building within site/block number:

Level/unit number:

Current, lawfully established, use:

Building consent number/s: *[delete if not applicable]*

Highest fire hazard category for building use: *[insert number]*

2. The owner

Name of owner:

Contact person: *[delete if the owner is an individual]*

Mailing address:

Street address/registered office:

Phone number: Landline: Mobile:

Daytime: After hours:

Facsimile number:

Email address:

Website:

First point of contact for communications with the territorial authority: *[Give full name, mailing address, phone number/s, facsimile number and e-mail address, which must be located in New Zealand. This person must have authority to permit a person to enter the building for the purpose of inspecting the specified systems.]*

3. Specified system/s

The following specified system/s is/are contained in the building.

Reference number	Specified system	System description
[Assign a specific number for each specified system in the building (ie, SS 1.1, SS 3/3.1), not a direct reference to the numbers in Regulations]	*[List every specified system in the building as described in Regulations]*	*[Include a basic description of each specified system, its purpose, location and extent of installation. Include references to plans and specifications where relevant]*

The following is/are the performance standard/s for the specified system/s in the building.

Reference number	Performance standard
[List specific reference number assigned above]	*[The performance standard may be a reference to an Acceptable Solution, Verification Method, Standard, or specific documentation depending on what each specified system was designed and installed to]*

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Compliance Schedule (continued)

The following is/are the inspection, maintenance, and reporting procedures for the specified system/s in the building.

Reference number	**Procedures**			**Responsibility**
	Inspection	**Maintenance**	**Reporting**	
[List specific reference number assigned above]	*[Inspection procedures may be identified by a written description, or a reference to a Standard or other document]*	*[Maintenance procedures may be identified by a written description, or a reference to a Standard or other document]*	*[Reporting procedures may be identified by a written description, or a reference to a Standard or other document]*	*[List persons responsible for the adjacent procedures]*
The following specified systems relate to: *[delete those not applicable]*				
means of escape from fire				
[list relevant systems]				
safety barriers				
[list relevant systems]				
means of access, and facilities for use, by persons with disabilities				
[list relevant systems]				
handheld hose reels for fire-fighting				
[list relevant systems]				
signs				
[list relevant systems]				

Signature:

Position:

On behalf of: *[name of territorial authority or building consent authority]*

Date: *[insert date]*

(If the compliance schedule is issued by a building consent authority, a copy of it must be sent to the territorial authority in whose district the building is located within 5 working days.)

PART 2: CONTENT GUIDE

1.0 Use of this part

This part contains guidance for each of the specified systems. The information is not detailed in nature or specific to any particular system, but instead provides general guidance relating to three areas, namely 'Scope', 'Inspections' and 'Maintenance'. No information is given in respect of 'Reporting and recording' or 'Responsibility'.

The 'Scope' section provides one means of determining whether a given system or feature is a specified system and gives some examples. The 'Scope' is not exhaustive and considerations should not be limited to this when deciding if a particular system needs to be included on a compliance schedule.

The 'Inspections' and 'Maintenance' sections give guidance by referring to Standards that may be applicable and by noting parts of a specified system that may need to be checked. In each particular case, when a compliance schedule is issued, the relevant parts of the Standard that are applicable to the installed specified system need to be nominated in the compliance schedule. Likewise, where lists are given suggesting parts of the specified system to be inspected, the compliance schedule needs to complete the list applicable to the actual installed system and nominate the actual inspections required along with what constitutes a pass.

Note: This part does not contain model compliance schedules or examples of what a compliance schedule should look like. The information provided is not a substitute for the requirements set out in the Building Act and Regulations. Ultimately, a building consent authority must be satisfied that any compliance schedule it issues complies with the requirements in the Building Act and Regulations.

SS 1 Automatic systems for fire suppression

A. Scope

An automatic fire suppression system is required to be listed on a compliance schedule in all cases.

Examples:

Examples of automatic fire suppression systems include, but are not limited to:

(i) a water sprinkler system to satisfy the Acceptable Solutions C/AS1–C/AS7 or as part of an engineered solution for compliance with the Building Code

(ii) a gas flood fire suppression system installed within a building for computer equipment protection.

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B. Inspections

General

Automatic systems for fire suppression require regular inspection and testing to ensure the system will operate as required by the performance standard in the event of a fire.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used:

B.1 NZS 4541

B.2 NZS 4515

B.3 AS 1851

B.4 a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.

Annual inspections

Where the system is connected to the building's emergency warning system, testing of the interface between the two systems should be carried out annually.

C. Maintenance

Planned preventative maintenance and responsive maintenance should 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.

SS 8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings

- SS 8/1 Passenger-carrying lifts
- SS 8/2 Platform, low-speed and service lifts
- SS 8/3 Escalators and moving walks

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SS 8/1 Passenger-carrying lifts

A. Scope

A passenger-carrying lift is required to be listed on a compliance schedule in all cases.

Examples:

Examples of passenger-carrying lifts include, but are not limited to:

(i) a high speed elevator in a commercial office building

(ii) a platform lift providing access for a person with disabilities.

B. Inspections

General

Passenger-carrying lifts require regular inspection and testing to ensure they operate as required by the performance standard.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used.

For lifts installed in buildings before the introduction of the Building Act 1991:

- B.1 Power Lift Rules applicable at the time of installation.

For installations that comply with D2/AS1 and are installed to NZS 4332:

- B.2 inspections and checks should be carried out annually in accordance with the requirements of the checklist on pages 30, 31 and 32.

For installations that comply with D2/AS1 and are installed to EN 81 (Part 1 or 2):

- B.3 inspections and tests should be carried out annually in accordance with EN 81 Clause D.2 'Tests and verifications' of Annex D plus the checks required by the checklist on pages 30, 31 and 32.

Where the above inspection procedures are not appropriate to the installation:

- B.4 a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.

Inspections (continued)

Annual inspection

Where the system is connected to the building's emergency warning system, testing of the interface between the two systems should be carried out annually.

C. Maintenance

Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure safe and suitable use.

Checklists

List of inspections and checks required for passenger carrying lifts complying with D2/AS1

	For lift designed to D2/AS1 based on reference document:		Initials and comments
	NZS 4332[1]	**EN 81[2,3]**	
	Inspections and checks required	**Checks required**	
Machine room			
Visual inspection of machine beams and supports	6.1, 6.3, 7.18	✓	
Check security of machine room door	7.4.1	6.3.3, 6.3.4	
Check there are no obstructions or rubbish in the machine room	7.2, 7.7	✓	
Check that lighting in machine room functions	7.14	6.3.6	
Check ventilation in machine room functions	7.17	1.6 (7.17)	
Check for the presence of circuit diagrams and manual	24.10	1.6 (24.10)	
Check condition of any emergency hand winding equipment	8.16	12.5	
Machinery			
Check condition of traction sheave, with special attention to the grooves	18.1, 18.2	✓	
Check condition of divertor sheave and other sheaves	18.1, 18.2	✓	
Check the operation of the brake	8.11	12.4	
Check the condition of the brake and the brake linings	8.11	12.4	
Check the running of machines, gearboxes, motors, generators, their bearings and any communicators	✓ 30	✓ 9.9	
Check operation of governor			
Lift well			
Visual check of liftwell enclosure	12.1, 12.3, 12.4	5.2	
Check hoisting ropes for equal tension, attachments and terminations are correct and in good condition, number of broken wires within acceptable limits	16.17	9.2.3.1, 9.5.1	
Check for presence and legibility of rope data plates	16.6	–	
Check that rope retainers are present and correctly fastened	18.2	9.5.4	
Visual check of guide rails for straightness and security	20	✓	
Lift pit			
Check there are no obstructions or rubbish in the pit	11.3	1.6 (11.3)	
Check that lighting in the lift pit and lift well functions	11.6	5.9	
Check dryness of pit	11.3, 11.9	1.6 (11.3, 11.9)	
Visual check of buffer condition	10	✓	
Check function of lift pit safety switch	11.7	5.7.3.4 (a)	
Lift car exterior			
Check functioning of car external lighting	22.20.1	13.6	
Check condition of guides or rollers	19.4, 20.15, 20.16	10.2	
Check function of car top controls	25.3	8.15	

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

A. Scope

Platform and low-speed lifts used in other than a single household unit and service lifts are required to be listed on a compliance schedule. Platform and low-speed lifts are typically found in low-rise buildings, travel at speeds of 0.3 m/s or less and have varying degrees of enclosure.

Examples:

Service lifts include, but are not limited to:

(i) dumb waiter

(ii) book hoist

(iii) vehicle stacking systems

(iv) stage lifts.

B. Inspections

General

Lifts require regular inspection and testing to ensure they operate as required by the performance standard and to ensure loading and unloading provisions are safe.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used.

Where the lift installation complies with NZS 4334 as cited in D2/AS2:

- B.1 inspections and routine maintenance should be carried out in accordance with the requirements of Appendix A of NZS 4334.

Where the lift installation complies with D2/AS2 that applied up until 14 August 2014:

- B.2 inspections and checks should be carried out annually in accordance with the requirements of the checklist on pages 34 and 35.

Installations installed before the requirements of D2/AS2:

- B.3 should comply with the Rules for Power Lifts Not Exceeding 750 Watts (1.H.P.) applicable at the time of installation.

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Inspections (continued)

Where the above inspection procedures are not appropriate to the installation:

- B.4 a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.

Annual inspection

Where the system is connected to the building's emergency warning system, testing of the interface between the two systems should be carried out annually.

C. Maintenance

Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure safe and suitable use.

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Checklist

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Checklist suitable for service lifts complying with D2/AS2 that applied up until 14 August 2014
References are rules in The Rules For Power Lifts Not Exceeding 750 Watts (I.H.P)
* Indicates that the rule has been modified by D2/AS2

	Reference	Initials and comments
Machinery spaces		
Visual inspection of machine beams and supports	3.1(a)	
Check security of machine room door	3.2(f)*	
Clean the machinery space and clear out any rubbish	3.2(f)*	
Check lighting in the machinery space functions	3.2(d)	
Check the condition of the controller		
Check the governor and any position devices		
Check for the presence of circuit diagrams, manual and log book		
Machinery		
Check sheaves, pulleys and drums with special attention to the grooves	6.2	
Check the condition and operation of the brake and the condition of brake linings	3.1(b)	
Check the running of the lift machinery		
Check condition of drive belts	3.1(c)	
Lift well		
Inspect and test any safety gear	1.5	
Visual check of liftwell enclosure	5	
Check hoisting ropes for equal tension, attachments and terminations are correct and in good condition, number of broken wires within acceptable limits, filling not being shed, all ropes of similar condition, correct length of rope	6.1.1	
Visual check of guide rails for integrity, straightness and security	9.2*	
Check condition of guide shoes or rollers		
Lift pit		
Remove any rubbish from the lift pit		
Check lighting in the pit functions	4.4(g)	
Check dryness of pit	4.4(b)	
Visual check of buffer condition and other pit components	4.3*	
Landing stations		
Check door locks	8.3(a) and (b), 8.4	
Check lift controls for correct operation		
Lift car		
Check car doors or safety barriers		
Check lift car lighting		
Hydraulic systems		
Visual check of the hydraulic system, including hoses, ram and cylinder	12*	
Check caisson for moisture		
Check operation of anti-creep device	12.7	
Check the operation of control and auxiliary valves	12.8, 12.9	

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Checklist suitable for service lifts complying with D2/AS2 that applied up until 14 August 2014 (continued)

References are rules in The Rules For Power Lifts Not Exceeding 750 Watts (I.H.P)

* Indicates that the rule has been modified by D2/AS2

	Reference	Initials and comments
Operation		
Check operation of terminal stopping devices, slack rope switch and any emergency switch	10	
Check landing door interlocks and opening of the door when the car is away from the landing	8.4(a)	
General		
Visually check for any repairs or modifications carried out Maintain full records of maintenance and inspections		

SS 8/3 Escalators and moving walks

A. Scope

An escalator or moving walk is required to be listed on a compliance schedule in all cases.

Examples:

Examples of escalators and moving walks include, but are not limited to:

(i) an escalator within a shopping mall for occupant use

(ii) a moving horizontal walkway for occupant use.

B. Inspections

General

Escalators and moving walks require regular inspection and testing to ensure they operate as required by the performance standard.

Content and frequency of inspections

Depending on the type of installation and its performance standard, the following referenced Standard or document could be used.

Where the installation complies with D2/AS3:

- B.1 inspections and checks determined in accordance with Clause 7.4 of EN 115.1: 2008

Where the installation complies with D2/AS3 that applied up until 14 August 2014:

- B.2 inspections and checks should be carried out annually in accordance with the requirements of the checklist on page 37.

Where the above inspection procedures are not appropriate to the installation:

- B.3 a specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so.

Annual inspection

Where the system is connected to the building's emergency warning system, testing of the interface between the two systems should be carried out annually.

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C. Maintenance

Planned preventative maintenance and responsive maintenance should be carried out in accordance with the nominated performance and inspection Standard or document, and to ensure safe and suitable use.

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Checklist

Checklist suitable for escalators and moving walks
References are to Clauses in EN 115: 1983
* Indicates that the rule has been modified by the version of D2/AS3 that applied up until 14 August 2014

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	Reference	Initials and comments
Safety devices as appropriate		
Switches to inspection doors	5.1.3	
Stop switch in machinery space	6.3.3*	
Overspeed protection	12.5	
Emergency stop devices	14.2.2.3.1	
Other stop switches	14.2.2.1 (a) to (h)	
Brakes	12.4, 16.2.1 (d)	
Driving elements for visible signs of wear and tear and for insufficient tension of belts and chains	9.0*	
Steps, pallets or the belt for defects, true run and guidance.	8.0*	
Dimensions and tolerances	0.1.2, 11.0	
Combs for proper condition and adjustment	8.3, 11.3	
Balustrade interior panelling and the skirting	5.1.5.4 to 5.1.5.6	
Handrails	7.0*	

SS 9 Mechanical ventilation or air conditioning systems

A. Scope

A mechanical ventilation or air conditioning system is required to be listed on a compliance schedule where the system:

A.1. Building Code requirements

A.1.1 Is required to be installed for the purposes of the Building Code.

A.2. Outdoor air

A.2.1 Is used to deliver outdoor air to the occupants of one or more spaces that cannot be provided with adequate outdoor air from natural ventilation.

A.3. Safety

A.3.1 Or part of the system is used to collect potentially harmful material and either capture it (eg, by filtration or absorption) or discharge it to a safe place (this includes associated make-up air systems).

COMMENT:
For inspection and maintenance of laboratory fume cupboards refer to SS 11.

A.3.2 Is required to maintain a difference in air pressure between two areas of a building, or between an area of a building and outside, for the purpose of minimising the spread of potentially harmful material.

COMMENT:
For inspection and maintenance of escape route pressurisation systems and pressurisation systems for smoke control see SS 5 and SS 13 respectively.

A.3.3 Is capable of producing potentially harmful material and distributing it in a form that may be harmful to people.

A.4. Fire and smoke control

A.4.1 Or part of the system, passes through a fire separation and could spread fire or smoke to other firecells.

A.4.2 Is required to control the spread of fire or smoke by shutting down or changing into a particular mode of operation on receipt of a signal – either from a heat or smoke detector incorporated into the system or from a fire detection and alarm system.

A.4.3 Incorporates a combustion appliance or other source of heating that could cause a fire outside the normally-occupied space (this includes associated make-up air systems).

COMMENT:
Refer to SS 13, Smoke control systems, for the procedures for systems that have been installed solely for the purposes of controlling or discharging smoke.

Scope (continued)

Examples:

Examples of mechanical ventilation or air conditioning systems to be incorporated in a compliance schedule include, but are not limited to:

(i) a toilet extract system serving multiple facilities

(ii) a ducted ventilation or air conditioning system

(iii) a spray booth ventilation system where the booth forms all or part of the building

(iv) an air-handling system that maintains a differential air pressure in a hospital operating theatre, medical isolation room, quarantine facility or pharmaceutical manufacturing plant

(v) a cooling-water system incorporating one or more cooling towers or evaporative condensers

(vi) an air-handling system required to function in smoke management or smoke clearance mode during a fire

(vii) a system incorporating one or more solid, liquid or gas-fired boilers

(viii) a system containing one or more electric heating elements mounted in air handling units or ducts located outside the occupied space

(ix) a split air conditioning unit that introduces fresh air into the building.

A mechanical ventilation or air conditioning system is not required to be listed on the compliance schedule if:

- it does not meet any of the criteria A.1.1 – A.4.3 to the left, and
- failure of that system or unit is readily apparent and likely to result in occupant complaints before health or safety is threatened.

Examples:

Examples of mechanical ventilation or air conditioning systems not to be incorporated in a compliance schedule include, but are not limited to:

(i) a split air conditioning unit that does not introduce fresh air into the building (eg, a high-wall split air conditioning unit, a cassette-type split air conditioning unit without a fresh air intake duct)

(iii) an extract fan in a cooking area or toilet space, serving a facility of a scale normally found in a single domestic residence

(iv) a dust extract system in a building that is not part of the building.

SS 15 Other fire safety systems or features

- SS 15/1 Systems for communicating spoken information intended to facilitate evacuation
- SS 15/2 Final exits
- SS 15/3 Fire separations
- SS 15/4 Signs for communicating information intended to facilitate evacuation (see the end of this Part)
- SS 15/5 Smoke separations

SS 15/1 Systems for communicating spoken information intended to facilitate evacuation

A. Scope

A system for communicating spoken information intended to facilitate evacuation is required to be listed on a compliance schedule where the system:

A.1 forms part of a means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.

Examples:

Examples of systems for communicating spoken information intended to facilitate evacuation include, but are not limited to:

(i) a building intercom system for use by the Fire Service

(ii) a public address system to facilitate staged evacuation

(iii) an emergency warning intercommunications system (EWIS).

B. Inspections

General

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

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following referenced Standards or documents could be used.

B.1 NZS 4512

B.2 AS 1851

B.3 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

C. Maintenance

Planned preventative maintenance and responsive maintenance should 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.

SS 15/2 Final exits

A. Scope

A final exit is required to be listed on a compliance schedule where:

A.1 the escape route in which the final exit is located contains one or more of the specified systems 1–6, 9 and 13.

Examples:

Examples of final exits include, but are not limited to:

(i) an exit door from the building to the street

(ii) an exit gate at the base of an external stair

(iii) an exit gate between an enclosed yard of a building and the street

(iv) a door between two evacuation zones in a hospital with staged evacuation

(v) a door between two buildings where either building is a safe place for the adjacent building.

B. Inspections

General

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

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following documents could be used.

B.1 Checklist from the published guidelines for the Fire Safety and Evacuation of Buildings Regulations 2006

B.2 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

Amend 2 Oct 2011

Inspections (continued)

As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:

- daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect a final exit
- monthly, for all other occupancies.

Daily and monthly inspections

Final exits should be inspected to ensure they can be opened and are not:

B.3 locked

B.4 barred

B.5 blocked.

And that door-locking devices:

B.6 are clearly visible

B.7 are easily operated without a key or other security device

B.8 do not prevent or override the direct operation of panic bolts fitted to any door.

C. Maintenance

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

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

C.1 clearly identified

C.2 free of obstructions

C.3 unlocked

C.4 easily-used.

SS 15/3 Fire separations

A. Scope

A fire separation is required to be listed on a compliance schedule where the fire separation:

A.1 forms part of the means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.

Examples:

Examples of fire separations include, but are not limited to, the following:

(i) fire door forming part of a fire separation

(ii) walls forming a safe path within a building

(iii) fire rated floor in a service cupboard.

B. Inspections

General

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.

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following Standards or documents could be used.

B.1 Acceptable Solutions C/AS1–C/AS7 Protection from Fire

Amend 3 Feb 2014

B.2 AS/NZS 1905

B.3 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:

- daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect a fire separation
- six-monthly, for crowd occupancies
- monthly and annually, for all other occupancies.

Daily and monthly inspections

Fire separations that bound exitways should be visually inspected for:

B.4 signs of damage or deterioration that could adversely affect their fire resistance function, particularly with respect to closures, exposed fire-stopping and surface finish

B.5 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:

B.6 locked

B.7 barred

B.8 blocked.

Inspections (continued)

Six-monthly and annual inspections

The following minimum checks should be carried out when appropriate to the installation to ensure that:

B.9 doors are not damaged or obstructed

B.10 door leaves or fire shutters close and latch automatically from any position

B.11 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

B.12 door leaves on self closers shut with an acceptable maximum closing force (See Code Clause D1.3.4(f))

B.13 hardware is securely fixed

B.14 no unauthorised hardware is attached

B.15 fire doors in exitways can be opened without keys to allow ready egress from the building at all times

B.16 fire door to frame clearances comply with NZS 4232, or where legally installed to a previous Standard, comply as reasonably practicable to NZS 4232

B.17 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 C/AS1 Part 6)

B.18 fusible link/rollers/cables can be activated

B.19 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

B.20 doors haven't been relocated without suitable fire separation in the ceiling space

B.21 separations are not damaged or deteriorated in a way that could adversely affect their fire resistance function

B.22 separations do not have new penetrations without suitable fire-stopping.

C. Maintenance

Responsive maintenance should 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. In particular the remedy of any defect identified in B.4 to B.22.

SS 15/5 Smoke separations

A. Scope

A smoke separation is required on a compliance schedule where the smoke separation:

A.1 forms part of the means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13.

Examples:

Examples of smoke separations include, but are not limited to:

(i) walls forming a protected path in a building

(ii) smoke resistant lift lobby

(iii) a smoke stop door.

B. Inspections

General

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

Content and frequency of inspections

Depending on the type of installation and its performance standard, one or more of the following Standards or documents could be used.

B.1 Acceptable Solutions C/AS1–C/AS7 Protection from Fire

Amend 3 Feb 2014

B.2 A specifically-designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so

As a minimum, if not already stated by the nominated Standard(s) or document, inspections should be carried out:

- daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) and for all buildings where building work is occurring that may affect a smoke separation
- six-monthly, for crowd occupancies
- monthly and annually, for all other occupancies.

Inspections (continued)

Daily and monthly inspections

The smoke separation should be visually inspected for:

B.3 signs of damage or deterioration that could adversely affect their smoke control function, particularly with respect to closures, exposed smoke-stopping and surface finish

B.4 new penetrations without suitable smoke-stopping

An inspection should be carried out to ensure smoke doors forming part of an escape route can be opened and are not:

B.5 locked

B.6 barred

B.7 blocked.

Six-monthly and annual inspections

The following minimum checks should be carried out when appropriate to the installation to ensure:

B.8 doors are not damaged or obstructed

B.9 door leaves close and latch automatically from any position

B.10 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

B.11 smoke control door seals (where fitted) are intact and provide continuous contact

B.12 door leaves on self closers shut with an acceptable maximum closing force (See Code Clause D1.3.4(f))

B.13 hardware is securely fixed

B.14 no unauthorised hardware is attached

B.15 doors in exitways can be opened without keys to allow ready egress from the building at all times

B.16 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

B.17 doors haven't been relocated without suitable smoke-stopping in the ceiling space.

C. Maintenance

Responsive maintenance should be carried out to ensure smoke separations prohibit the spread of smoke and, in the case of smoke doors, occupants are not prevented from leaving the building in the event of an emergency. In particular the remedy of any defect identified in B.3 to B.17.