

Specified Systems installation checklist

How to provide an accurate application for building consent in respect of the proposed installation, alteration of a specified system in a building

Section 45(1)(g) of the Building Act requires that 'An application for a building consent must be accompanied by either one of the following:

- (i) if a compliance schedule is required as a result of the building work, a list of all specified systems for the building; or
- (ii) if an amendment to an existing compliance schedule is required as a result of the building work, a list of all specified systems that are being—
 - (A) altered in the course of the building work:
 - (B) added to the building in the course of the building work:
 - (C) removed from the building in the course of the building work.

Plans and specifications to be supplied include a requirement to provide:

(iii) The proposed inspection, maintenance, and reporting procedures for the purpose of the compliance schedule for those specified systems

New building with specified systems or installation of specified systems in an existing building that doesn't have a compliance schedule.

Applicants/design professionals should ensure that the suitably qualified person/s provides input into the performance standards and maintenance procedures to ensure accuracy. Each system may require different specialist input.

Altering an existing building with existing specified systems/compliance schedule

Applicants/design professional will have a copy of the Council file that will contain the existing compliance schedule. When altering an existing specified system the selected inspection and maintenance selection in this form should replicate that of the compliance schedule.

Copies of existing compliance schedules can also be request by emailing bwof@rotorualc.nz – a fee applies for this service.

Review of application and declaration

I have prepared this application having checked all supporting documentation to ensure that there is not conflicting performance standards in, but not limited to, the existing compliance schedule, fire design, this specified system checklist and or specific design documentation.

Name	Date	

List of approved specified systems included in the building consent											
Site address											
Building consent nu known)	ımber (if										
Building name											
Building total occup	ancy			Building activity	CS	CL	CO	CM	SC 🗆	SD	SA □
					SR □	SH	WL	WM □	WH	WF	IA
Current, lawfully es	tablished use			Risk group	SH 🗆	SM	SI	CA	WB	WS	VP
Key to type of com schedule	pliance	 □ New building - new compliance schedule □ Existing building with compliance schedule - amended compliance schedule - Please enter WOF# □ Existing building no previous compliance schedule - new compliance schedule 					_ W				
Where known at time of BC application please include the following details of property/building manager whom will be in charge of maintaining the specified systems. This information will be replicated onto the Compliance Schedule and Compliance Schedule Statement.											
Contact details Co			tact Person								
		Phone Number									
		Ema	Email Address								
Location were the E is kept	BWOF manual										
The Compliance Scheduler Standards for those					system	s and	comply	with t	he perf	orman	ce
Definition of terms:	Added		building or	em or featu a complian n existing b	ce sche	dule is	being	issued	for the		
	Altered	A system or feature is being modified or altered to an building resulting in an amendment to an existing comschedule									
	Removed			or feature is n an amend							
	Extended			or feature is sulting in ar							,

Please note:

The likely *inspection, maintenance and reporting* (IMR) standard will be alongside the nominated performance Standard – where the nominated performance Standard has no matching IMR then another standard or *Inspection and maintenance* regime will need to be nominated.

SS 1 Automatic	SS 1 Automatic systems for fire suppression					
□ Not Applicable □ Applies This Sy			contain any Automatic sy altered/extended or remo		ression	
Completely new system:		Syst	em is to be modified by	: (select as required	1)	
☐ New system not being extended	ended	□ Alt	tered Added	□ Extended □ Re	moved	
Location(s) of system:						
Type and (if known) make	e:					
☐ Interconnected with and	other SS item: (e	.g. SS	2 automatic fire alarm)			
Commercial type automatic	fire sprinkler syste	em to	be installed? □ Yes □ N	No		
Performance standards: (select an option)	Mair	ntenance procedures: (select an option)		
☐ NZS 4541:2020 ☐ NZS	4541:2013	□ N:	ZS 4541:2020 Part 12,	Clause 12.3 to 12.4		
□ NZS 4541:2007 □ NZS	4541:2003		ZS 4541: <mark>2013 /2007/ 200</mark>			
	4541:1987		he year of the performance he year of the Inspection, i		be	
□ NZS 4541 1987			porting Part 12	manifestance and		
☐ Other <i>(please state)</i>		□ O	ther <i>(please state)</i>			
Residential type automatic fire sprinkler system to be installed? $\hfill \square$ Yes $\hfill \square$ No					□ No	
Performance standards: (select an option) Maintenance procedures: (select an option)						
□ NZS 4515:2009		□ N:	ZS 4515:2009 P	Part 8		
□ NZS 4515:2003		□ N:	ZS4515:2003 P	Part 8		
□ NZS 4515:1995		□ NZS4515:1995 Part 8				
□ NZS 4517:2010		☐ NZS 4517:2010 Appendix K				
☐ Other (please state)		□ O	ther <i>(please state)</i>			
Gaseous fire extinguishing s	-			□ Yes	□ No	
Performance standards: (select an option)	Mair	ntenance procedures: (select an option)		
☐ FPANZ Code of Practice fo		☐ AS 1851:2012 Section 7 (Amendment 1 Nov 2016)				
Suppression Systems usin 14520.1:2009	ig AS ISO	☐ AS 1851:2005 Section 7				
☐ Other (please state)		□ O	ther (please state)			
Ansul foam suppression sys	tem to be installed	l?		□ Yes	□ No	
Performance standards: (select an option)	Mair	ntenance procedures: (select an option)		
☐ NFPA 17A:2017 Standard	for Wet Chemical	□ A9	S 1851:2012 Section 11			
Extinguishing Systems		□ A9	S 1851:2005 Section 11			
☐ AS 4214:2002	□ AS 4214:2002 □ AS 4214:2002					
☐ AS 4214:2018		□ A9	5 4214:2018			
☐ Other (please state) ☐ Other (please state)						
Inspection procedures						
Frequency of inspections:	Monthly		Annually	Bi-Annually		
Maintained & inspected by:	IQP		IQP	Sprinkler System	Certifier	
			•	•		

SS 2 Automatic or emergencies		rgend	cy warning systems	s for fire	or other		
		ill not	contain any Automatic o	r manual er	nergency warning		
	 □ Not Applicable This application will not contain any Automatic or manual emergency warning systems for fire or other emergencies □ Applies This System is to be installed, altered/extended or removed 						
Completely new system:		Syst	em is to be modified by	y: (select as	required)		
☐ New system not being exte	ended	□ Alt	cered Added	☐ Extended	\square Removed		
System description:							
☐ Type 2 manual fire alarm	system		☐ Type 3 autom	atic fire alar	m system		
☐ Type 4 automatic fire alar	m system		□ Type 5 autom	atic fire alar	m system		
☐ Security system enhanced	I with fire/smoke of	detect	or/s H2SO Detector	or			
☐ Domestic smoke detector		-					
Location(s): Please specify	where the <u>Emerge</u>	ncy W	<u>'arning System</u> is to be ir	nstalled, alte	red or extended		
Type and (if known) make	e:						
☐ Interconnected with and	other SS item: (e	.g. SS	1 automatic fire sprinkle	er system)			
Standard Type Fire Alarm					□ Yes □ No		
Performance standards: (select an option)	Mair	ntenance procedures:	(select an o	otion)		
□ NZS 4512:2021 □ NZS	4512: 2010	□ NZ	'S 4512: <mark>2021 / 2010 / 2</mark>	2003 /1997 ,	<mark>/ 1994 / </mark> Part 6		
□ NZS 4512:2003 □ NZS	4512:1997		ZS 4512: 1981 – Part 4				
□ NZS 4512:1994 □ NZS	4512:1981	performance standard will also be the year of the Inspection, maintenance and reporting.					
□ NZS 4561:1973			ZS 4561:1973 Appendix				
□ NZS 2211:1968 □ Othe	er (please state)	□ NZS 2211:1968 □ Other (please state)					
Frequency of inspections:		Monthly Annually					
Maintained and inspected	by:	Independent qualified Independent person			nt qualified person		
Security system for fire ,H2	S or other hazard	warni	ng systems or		□ Yes □ No		
Domestic smoke detectors					□ Yes □ No		
Are they to be interconnected	ed?				□ Yes □ No		
Performance standards: (select an option)	Mair	ntenance procedures:	(select an o _l	otion)		
Interconnected domestic sm	oke detectors		sual check per month by tectors have not been is				
□ NZS 4514: 2002			smoke or heat detector	•	_		
□ NZS 4514: 2009		ар	propriate Security Servi	ce engineer	to ensure they are		
□ NZS 4514: 2021			orking, with the entire sy aintenance procedure for				
Gas Detectors		□Мо	onthly inspections - visua	ally check de	•		
☐ New Zealand Building Cod F7.3.1 and F7.3.3.	e Clause C4.3,	Si	d test <mark>H2S</mark> or <mark>CO2</mark> aları x Monthly calibrate det	ector and cl			
☐ Other (please state)			terconnecting alarm wiri	_			
Annually – calibrate the correct settings of alarm Other (please state)							
Inspection procedures			(F 111111)				
Frequency of inspections:	Monthly		Six Monthly	Annually			
Maintained & inspected by:	By Owner		IOD	TOP			

SS 3/1 Automatic	doors						
☐ Not Applicable☐ Applies This Sy	• • • • • • • • • • • • • • • • • • • •						
Completely new system: ☐ New system not being ext	ended	System Altered	is to be modified d □ Added	l by: (sele □ Exten	•		
System description: Automatic sliding doors Automatic revolving doors							
Location(s): Please specify	where the <u>Auto do</u>	<u>ors are</u> to	be installed, altere	d or exten	nded		
Type and (if known) make	:						
☐ Interconnected with and	other SS item: (e	.g. SS2 au	tomatic fire alarm))			
Performance standards: (select an option)	Mainten	ance procedures	: (select a	n option)		
□ NZS 4239:1993 Automatic sliding door assemblies. □ NZS 4239:1993 Appendix A							
☐ AS 4085:1992 Automatic assemblies.	sliding door	☐ AS 4085:1992 Appendix A					
☐ AS 5007:2007 Powered do pedestrian access and egr		☐ AS 5007:2007 Appendix E					
☐ AS/NZS 4290:1995.1 Des		□ AS/NZ	S 4290:1995 Appe	endix B			
installation of revolving do	oors.	☐ Specifically, designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details to be provided)					
		☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 22 - 23 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here					
☐ Other <i>(please state)</i>	□ Other ((please state)					
					1		
Frequency of inspections:	Daily (When in use type buildings)	se Crowd	Monthly for all ot	her uses	Annually		
Maintained & inspected by:	☐ Independent person	qualified	☐ Independent person	qualified	Independent qualified person		
	☐ Suitably Qual Person	lified	☐ Suitably Qual Person	ified			

SS 3/2 Access Con	SS 3/2 Access Control Doors						
☐ Not Applicable☐ Applies This Sy	This application will rstem is to be instal				'S		
Completely new system:		System	n is to be modifi	ed by: (se	lect as r	equired)	
☐ New system not being ext	ended	□ Alter	ed □ Added	□ Exte	ended	□ Removed	
System description:							
\square Automatic sliding doors		Powered	doors for pedestr	ian access	and egre	ess	
\square Automatic revolving doors							
Location(s): Please specify	where the <u>access co</u>	ontrol doc	o <u>rs</u> are to be instal	led, altered	d or exte	ended	
Type and (if known) make	9:						
☐ Interconnected with and	other SS item: (e.g	g. SS2 au	tomatic fire alarm)			
Performance standards: (select an option)	Mainte	nance procedure	es: (select	an optic	on)	
☐ AS/NZS IEC 60839:2019 a electronic security system	□ AS/N	ZS IEC 60839.11.	2:2019 Se	ection 10	8 11		
Part 11-1: Electronic access control systems - System and components requirements							
Part 11-2: Electronic acce systems - Application guid							
☐ Association of Building Co	☐ Association of Building Compliance - Code of Practice for Electro-mechanical controlled locking devices on egress doors, Version 2.3 - August 2018.						
□ NZ Security Association		□ NZ Security Association – Code of Practice, security business operations (electrical and physical Section 11.5) 2023					
□ NZS 4239:1993 Automation assemblies.	c sliding door	□ NZS 4239:1993 Appendix A					
☐ AS 4085:1992 Automatic assemblies.	sliding door	☐ AS 4085:1992 Appendix A					
 Specifically, designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided) 		☐ Full inspections and maintenance procedures in accordance with the details on page 23 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3					
☐ Other (please state)		□ Other	(please state)				
Inspection procedures							
Frequency of inspections:	Daily (When in use type buildings)	e Crowd	Monthly for all of	ther uses	Annual	lly	
Maintained & inspected by:	☐ Independent q person	ualified	☐ Independent person	qualified	Indepe qualifie	endent ed person	
	□ Suitably Qualif Person	ied	□ Suitably Qua Person	lified			

SS 3/3 Interfaced	fire or smoke	doors or	window	S		
□ Not Applicable windows	This application w	ill not cont	ain any Int	erfaced fire or sm	noke doors or	
☐ Applies This System is to be installed, altered/extended or removed						
Completely new system:		System	is to be m	odified by: (sele	ct as required)	
☐ New system not being ext	ended	□ Altered	l □ Add	ed □ Exten	ded □ Removed	
System description: □ Automatic sliding doors □ Powered doors for pedestrian access and egress □ Automatic revolving doors						
Location(s): Please specify or extended	where the <u>Interfac</u>	ed fire or s	smoke door	<u>s or windows</u> are	to be installed, altered	
Type and (if known) make	: :					
☐ Interconnected with and	other SS item: (e	.g. SS2 au	tomatic fire	alarm)		
Performance standards: (select an option)	Mainten	ance proce	edures: (select a	n option)	
☐ NZS 4520:2010 (<i>Fire-resi</i> s	stant doorsets)	□ NZS 45	520:2010	Part 6		
☐ AS 2220: 1989 (Emergency warning and intercommunication systems in building)		□ AS2220:1989		Section 5		
☐ NZS 4232:1988 (Performance criteria for fire resisting enclosures)		☐ AS 1851:2012 Appendix D				
☐ AS/NZS 1905.1:1997 (Components for the protection of openings in fire-resistant walls - Fire-resistant doorsets)		☐ AS 1851:2012 Appendix D		Appendix D		
□ AS 4178:1994 (Electroma holders)	gnetic door	□ AS 417		Section 4		
□ NZS4512:2010 (Electroma holders)	agnetic door	□ NZS45	12:2010	Part 6		
□ NZS4512:2021 (Electroma holders)	agnetic door	□ NZS4512:2021 Part 6				
nolders) □ Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)		☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 24 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here				
☐ Other <i>(please state)</i>		☐ Specifically, designed solution prepared by a person who, on the basis of experience and qualifications, is				
		_	tent to do s <i>(please stat</i>	so. (Details provide)	ded)	
Inspection procedures			<u> </u>			
Frequency of inspections:	Daily (When in us	se Crowd	Monthly fo	or all other uses	Annually	
Maintained & inspected by:	☐ Independent person	qualified	☐ Indepe	endent qualified	Independent qualified person	
	□ Suitably Qual Person	lified	•	ly Qualified	quamica person	

SS 4 Emergency	SS 4 Emergency lighting systems						
☐ Not Applicable☐ Applies This Sy	This application wastem is to be insta				ns		
Completely new system:		System is to	be modifie	d by: (select as	required)		
☐ New system not being ext	ended	☐ Altered [□ Added	□ Extended	□ Removed		
Location(s): Please specify where the emergency lighting are to be installed, altered or extended (e.g. Refer to marked up floor plan)							
Type and (if known) make	e:						
☐ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)							
Performance standards: (select an option)	Maintenance	procedure	s: (select an opti	on)		
□ AS/NZS 2293:2018		□ AS/NZS 229	3:2.2019 Pa	art 2			
□ AS 2293:2005		☐ AS/NZS 2293:2.1995 Part 2 (Applies to 2005 and 1995 standards)					
☐ AS/NZS 2293:1995		□ NZS 6742 1971 Clause 8					
□ NZS 6742 (older systems 1971 to 1995)	installed between						
		☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 25 in the Ministry Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here					
☐ Other <i>(please state)</i>	☐ Other (<i>pleas</i>	se state)					
Inspection procedures							
Frequency of inspections:	6-monthly or	- Annually					
Maintained & inspected by:	□ Independent	qualified person	Independe	ent qualified pers	on		
	☐ Suitably quali	ified person					

SS 5 Escape rou	te pressurisati	ion systems				
 □ Not Applicable This application will not contain any Escape route pressurisation systems □ Applies This System is to be installed, altered/extended or removed 						
Completely new system:		System is to b	e modified by: (select as required)			
$\hfill\square$ New system not being ext	ended	☐ Altered ☐	I Added □ Extended □ Removed			
Location(s): Please specify marked up floor plan)	where the escape	route pressurisat	ion system is to be located. (e.g. Refer to			
Type and (if known) make	: :					
☐ Interconnected with and	other SS item: (e	.g. SS2 automati	ic fire alarm)			
Performance standards: (select an option)	Maintenance	procedures: (select an option)			
☐ AS/NZS 1668.1:1998 Part	8	□ AS 1851:201	2			
☐ AS/NZS 1668.1.2015 Part	8	(use AS 185	1:2005 for either AS/NZS 1668 standards)			
☐ Other (<i>please state</i>)		☐ Other (<i>please</i>	e state)			
Inspection procedures						
Frequency of inspections:	6-monthly or		Annually			
Maintained & inspected by:	Independent qualified person		Independent qualified person			
SS 6 Riser mains	for use by fir	e services				
☐ Not Applicable☐ Applies This Sy			y Riser mains for use by fire services cended or removed			
Completely new system:		System is to b	e modified by: (select as required)			
\square New system not being ext	ended	☐ Altered ☐	Added □ Extended □ Removed			
Location(s): Please specify	where the Riser m	ain/s are to be lo	cated. (e.g. Refer to marked up floor plan)			
Type and (if known) make	2 :					
☐ Interconnected with and	other SS item:	Yes □ No (list)				
Performance standards: (select an option)	Maintenance	procedures: (select an option)			
□ NZS 4510:2022		□ NZS 4510:20	22 section 10			
□ NZS 4510:2008			<mark>08/ 1998/ 1978</mark> Section 9			
□ NZS 4510:1998			he performance standard will also be the aspection, maintenance and reporting.			
□ NZS 4510:1978		□ AS 1851:200				
☐ Other (<i>please state</i>)		\Box Other (please				
Inspection procedures		_ carer (prease				
Frequency of inspections:	Annually					
	, uniddily					
Maintained & inspected by:	Independent qua					

SS 7 Automatic back-flow preventers connected to a potable water supply							
 Not Applicable This application will not contain any Automatic back-flow preventers connected to a potable water supply 							
□ Applies This Sy	□ Applies This System is to be installed, altered/extended or removed						
Completely new system:		System is to be modified by: (select as required)					
\square New system - not being cl	nanged	☐ Altered ☐ Added ☐ Extended ☐ Removed					
Location(s): Please specify where any/all backflow preventers are to be located. (e.g. Refer to marked up floor plan)							
Type and (if known) make:							
Performance standards: (select an option)	Maintenance procedures: (select an option)					
□ AS/NZS 2845.1:1998		□ NZ Industry Std Field testing and maintenance					
☐ AS/NZS 3500.1:2021 sect	ion 4	of testable devices September 2011 (use for AS/NZS 2845/3500)					
☐ AS/NZS 2845.1:2010		☐ AS/NZS 2845.3:2010 Section 2					
☐ AS/NZS 2845.1:2022		□ AS/NZS 2845.3:2022 Section 2					
☐ Unites States Environmental Protection Agency "Cross Contamination Control Manual".		☐ US EPA – Cross Contamination Control Manual Chapter 5.					
□ NZBC G12.3.2 Acceptable solution G12/AS1 Amendment 12:2019		□ NZ backflow testing standard 2011					
□ Other (please state)		☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 28 in the Ministry o Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here					
		□ Other <i>(please state)</i>					
Inspection procedures							
Frequency of inspections:	Annually						
Maintained & inspected by:	Independent qua	lified person					
· · · · · · · · · · · · · · · · · · ·	ators, travellat in buildings	tors, or other systems for moving people or					
		ill not contain any Lifts, escalators, travellators, or other within buildings alled, altered/extended or removed					
Completely new system:		System is to be modified by: (select as required)					
\square New system - not being cl	nanged	☐ Altered ☐ Added ☐ Extended ☐ Removed					
Location(s): Please specify located. (e.g. Refer to marke		ems for moving people or goods within buildings are to be					
Type and (if known) make	e:						
☐ Interconnected with the	automatic fire a	alarm					
☐ FENZ (Fire and Emergency	/ NZ) Lift Control	□ Yes □ No					

SS8/1 Passe	nger and goods lift/s	to be installed	□ Yes □ No			
Performance stand	ards: (select an option)	Maintenance procedures: (select an option)			
☐ EN 81-20: 2014 - Modified by D2/AS1 Amendment 7 (2017) ☐ Part 1 (Electric Lifts) ☐ Part 2 (Hydraulic Lifts) ☐ Part 40 (Stair lifts and inclined platforms)		☐ Inspections and tests carried out annually in accordance with EN 81-20, Annex C.1				
		☐ Inspections and maintenand in accordance with the requ on pages 29 - 32 in the Mir Innovation and Employmen Handbook, Amendment 3 <u>C</u>	uirements of the checklist nistry of Business, at Compliance Schedule			
□ NZS 4334:2012		□ NZS 4334:2012 Appendix A	A			
☐ AS 1735:1990 (lift: walks)	s, escalators and moving	□ AS 1735:1990				
☐ Other (<i>please state</i>	2)	☐ Other (please state)				
SS8/2 Platform lifts and low-speed lift/s to be installed □ Yes □ No						
Performance stand	ards: (select an option)	Maintenance procedures: (select an option)				
□ NZS 4334:2012 - r		☐ Appendix A of NZS 4334:2012				
Amendment 7 (2017)		☐ Inspections and maintenance procedures carried out in accordance with the requirements of the checklist on pages 33 - 35 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here				
☐ Other (<i>please state</i>	e)	\square Other (please state)				
SS8/3 Escala	ators and moving wal	k/s to be installed	□ Yes □ No			
Performance stand	ards: (select an option)	Maintenance procedures: (select an option)			
☐ EN 115.1:2008 as Amendment 7 (201		☐ BS EN 115.1: 2008 Clause 7.3				
□ NZS 4334:2012		□ NZS 4334:2012 Appendix A	A			
☐ Other (<i>please state</i>	2)	☐ Other (<i>please state</i>)				
Inspection procedur	es					
Frequency of inspections:	Annually	Maintained and inspected by:	Independent qualified person			

SS 9 Mechanical ventilation or a	air condition	ning systen	15				
 Not Applicable This application will systems 							
□ Applies This System is to be installed, altered/extended or removed							
Completely new system:	System is t	o be modified	by: (select as	required)			
\square New system - not being changed	☐ Altered	□ Added	☐ Extended	☐ Removed			
Location(s): Please specify where any/all Mechanical ventilation or air conditioning systems are to be located. (e.g. Refer to marked up ventilation plan/s)							
Type and (if known) make:							
System description:							
$\hfill\square$ Toilet extract system servicing multiple facilit	ies						
$\hfill\Box$ Ducted ventilation or air conditioning system							
\square Spray booth ventilation system where the booth forms all or part of the building							
☐ Air-handling system that maintains a differential air pressure in a hospital operating theatre, medical isolation room, quarantine facility or pharmaceutical manufacturing plant							
$\hfill\square$ Cooling-water system incorporating one or more cooling towers or evaporative condensers							
$\hfill\Box$ Air-handling system required to function in sr	noke manage	ment or smoke	clearance mod	e during a fire			
$\hfill\Box$ System incorporating one or more solid liquid	or gas-fired	boilers					
$\hfill \square$ System containing one or more electric heating outside the occupied space	ng elements r	nounted in air h	nandling units o	r ducts located			
$\hfill\Box$ Split air conditioning unit that introduces fres	h air into the	building					
$\hfill\Box$ Dust extract system in a building that is not $\mathfrak p$	art of the bu	lding					
☐ Other: [specify]							
☐ Interconnected with another SS item: (e.g	ı. SS2 automa	atic fire alarm)					
SS9/1 Mechanical Ventilation to	be installe	d		Yes □ No			
Performance standards: (select an option)	Maintenan	ce procedures	: (select an opt	ion)			
□ NZS 4303:1990 (Mechanical ventilation)	□ AS/NZS 3	666.2:2011 Par	t 2 (use this IN	1R for			
☐ AS 1668.2:2002 (Air-handling system)	NZS4303	or AS 1668 per	formance std u	nless SED)			
☐ AS 1668.2:2002 (Mechanical ventilation)							
☐ AS 1668.2:2012 (Mechanical ventilation)							
□ AS 1668.1:2015	□ AS/NZS 1	668.1:2015 (<i>Fil</i>	re and smoke c	ontrol only)			
□ Other (please state)	□ Other (ple	ease state)					

SS9/2 HVAC syste	m to be installe	ed	□ Yes □ No			
Performance standards:	(select an option)	Maintenance	e procedures: (select an option)			
☐ AS/NZS 1668.1:1998 (fire control)	and smoke	□ AS1851 20:	12 Amendment 1 Nov 2016			
☐ AS/NZS 1668.1.2015 (fire control)	and smoke	□ AS1851 20:	12 Amendment 1 Nov 2016			
☐ AS 1668.2:2002 (<i>Air cond</i> ☐ AS/NZS 3666.:2011(<i>Air-h</i>	- ,	□ AS/NZS 360	66.2:2011 - Part 2			
□ AS/NZS 3666.2:2011 (Air system – microbial contro	-handling	☐ AS/NZS 36	66.2:2011 - Part 2			
□ NZS4302:1987 (<i>Air condit</i> □ Other (<i>please state</i>)	ioning)	☐ AS/NZS 360☐ Other (plea	66.2:2011 - Part 2 se state)			
SS9/2 CO detection	n in enclosures	s used by ve	hicles			
Performance standards: (select an option)		Inspection and maintenance procedures: (select an option)				
□ AS 1668.2:2002		☐ AS 1668.2 Supplement 1-2002 Appendix M				
☐ Other (<i>please state</i>)		☐ Other (<i>please state</i>)				
Inspection procedures						
Frequency of inspections:	Monthly or		Annually			
Maintained & inspected by:	Independent quali	fied person	Independent qualified person			
SS9/2 Spray Boot	h?		□ Yes □ No			
Performance standards: (select an option)	Maintenance	e procedures: (select an option)			
☐ AS/NZS 4114:2003 Part 1 construction and testing.	: Design,	☐ AS/NZS 4114:2020 Section 5				
☐ Other (please state)		☐ Other (please state)				
Inspection procedures						
Frequency of inspections:	3 monthly or		Annually			
Maintained & inspected by:	Independent quali	fied person	Independent qualified person			

SS 10 Building maintenance units providing access to exterior and interior walls of buildings							
				ilding maintenance units providing			
□ Applies This Sy	stem is to be insta	alled, altered/ex	tende	led or removed			
Completely new system:		-		nodified by: (select as required)			
☐ New system - not being cl	nanged	□ Altered □] Add	ded □ Extended □ Removed			
Location(s): Please specify up floor plan)	where the building	maintenance un	nits ai	are to be located. (e.g. Refer to marked			
Type and (if known) make): -						
Performance standards: (select an option) Maintenance procedures: (select an option)							
□ BS 6037.2:2020		□ BS 6037.2:2	020 9	Section 23			
□ BS 6037.1:2017 (Suspend equipment - historic stds 1		☐ BS 6037.1:2 equipment	017 9	Section 20 for suspended access			
□ BS 6037.2:2004 (<i>Travellin gantries</i>)	ng ladders and	□ BS 6037.2:2	004 9	Section 22			
☐ Other (<i>please state</i>)		□ Other (<i>pleas</i>	e sta	ate)			
Inspection procedures							
Frequency of inspections:	3 monthly or		Ann	nnually			
Maintained & inspected by:	Independent qua	Independent qualified person		dependent qualified person			
SS11 Laboratory	fume cupboa	rds					
☐ Not Applicable☐ Applies This Sy	This application wastem is to be insta			boratory fume cupboards led or removed			
Completely new system:		System is to b	oe m	nodified by: (select as required)			
$\hfill\square$ New system - not being cl	nanged	☐ Altered ☐ Added ☐ Extended ☐ Removed					
Location(s): Please show w.	here the laboratory	/ fume cupboard	is to	o be located within the building.			
Type and (if known) make	:						
Performance standards: (select an option)	Maintenance	proc	cedures: (select an option)			
□ AS/NZS 2243.8:2014 (Due cupboard systems	cted fume	☐ AS/NZS 2243.8:2014, Section 5					
□ AS/NZS 2243.1:2005 (Local ventilation systems - fume hoods and plenums)		☐ AS/NZS 2243.1:2005 Section 3.3					
\Box Other (please state) \Box Other (please state)							
Inspection procedures							
Frequency of inspections:	Monthly or			Annually			
Maintained & inspected by:	□ Independent	qualified person		Independent qualified person			
	☐ Suitably qual	ified person					

SS 12 Audio loops or other assistive listening systems						
☐ Not Applicable T systems	his application w	vill not contain a	any au	dio loops or other assisti	ve listening	
	tem is to be inst	alled, altered/e	extende	ed or removed		
Completely new system:		System is to	be m	odified by: (select as r	required)	
☐ New system - not being cha	anged	□ Altered	□ Add	led □ Extended	☐ Removed	
Location(s): Please specify where within the building that the Audio loops or other assistive listening systems are to be located. (e.g. Refer to marked up floor plan)						
Type and (if known) make:						
Performance standards: (se	elect an option)	Maintenance	e proc	edures: (select an option	on)	
☐ AS 60118.4:2007 (<i>Audio loc</i>	ops)	☐ AS 60118:2	2007 A	s per manufacturers red	commendations	
☐ AS 1088.4:1987 (<i>Audio loop</i>	-	□ AS 1851:20				
☐ Specific design to meet Appendix H, NZS 4121:2001		☐ Inspections and maintenance procedures in accordance with the details on pages 45 – 44 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here.				
☐ Other (<i>please state</i>)		☐ Other (please state)				
Inspection procedures						
Frequency of inspections:	6 monthly or			Annually		
Maintained & inspected by:	•	nt qualified persal	son	Independent qualified person		
SS 13 Smoke contr	ol systems					
	his application w tem is to be inst		•	oke control systems ed or removed		
Completely new system:		System is to	be m	odified by: (select as r	equired)	
☐ New system - not being cha	☐ Altered ☐ Added ☐ Extended ☐ Removed					
Location(s): Please specify where within the building that the smoke control systems are to be located. (e.g. Refer to marked up floor plan)						
Type and (if known) make:						
□ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)						

SS13/1 Mechanical S	Smoke Contro	ol			□ Yes □ No	
Performance standards: (se	elect an option)	Maintena	nce proc	edures: (selec	t an option)	
☐ AS/NZS 1668.1:1998 Fire a control in ventilation system		□ AS 1851	:2012	Section 12		
☐ AS/NZS 1668.1.2015 Fire a control in ventilation system		□ AS 1851	:2015	Section 4.14		
☐ AS 1682.1:2012 Fire and sr ventilation systems	noke control in	□ AS 1682	.1:2012	Section 2.4		
☐ Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)		the Minis Employn Amendm	☐ In accordance with the details on pages 45 - 46 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here.			
☐ Other (<i>please state</i>)		□ Other (p	lease sta	te)		
Inspection procedures						
Frequency of inspections:	Monthly or		6 month	nly or	Annually	
Maintained and inspected by:	□ Independer person	nt qualified	Indeper person	ndent qualified	Independent qualified person	
	☐ Suitably qua person	alified				
SS13/2 Natural Smo				I	□ Yes □ No	
Performance standards: (se	elect an option)	Maintenance procedures: (select an option)				
☐ AS/NZS 1668.1:1998 Fire a control in ventilation system		□ AS 1851:2012 Section 13				
☐ AS/NZS 1668.1.2015 Fire a control in ventilation system		□ AS 1851:2015 Section 4.14 □ C/AS2.4.1.3 Natural cross ventilation				
☐ C/AS2 Natural cross ventilat		☐ In accordance with the details on pages 45 - 46 in				
		the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here.				
☐ Other (<i>please state</i>)		□ Other (p	lease sta	te)		
Inspection procedures						
Frequency of inspections:	Monthly or			Annually		
Maintained & inspected by:	•	nt qualified p		Independent qualified person		
SS13/3 Smoke Curta		alified perso	[]		□ Yes □ No	
Performance standards: (56		Maintena	nce proc	edures: (selec		
□ AS/NZS 1668.1:1998		☐ AS 1851		Section 18		
□ AS/NZS 1668.1.2015	(Use this	standar	d for AS/NZS 10	668)		
□ EN 12101.1:2005	□ EN 1210	1.1:2005	Section 8			
☐ Other (<i>please state</i>)		□ Other (p	lease sta	te)		
Frequency of inspections:	6 monthly or	1		Annually		
Maintained & inspected by:	☐ Independer	nt qualified p	erson	Independent of	qualified person	
	☐ Suitably qua	alified perso	n			

SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any of SS 1 to SS 13 above							
□ Not Applicable relating to, a syster	m or feature			ency power systems	s for, or signs		
☐ Applies This Sy	stem is to be insta	alled, altered/exte	nded o	or removed			
Completely new system:		System is to be	modi	fied by: (select as	required)		
$\hfill\square$ New system - not being cl	nanged	□ Altered □ A	Added	□ Extended	☐ Removed		
Location(s): Please specify where within the building that the emergency power systems for, or signs relating to, a system or feature are to be located. (e.g. Refer to marked up floor plan)							
Type and (if known) make:							
SS 14/1 Emergency power system							
System description: Emergency power systems required for the following;							
☐ an engine alternator set for	or a sprinkler syste	em pressure boost	pump	,			
☐ uninterruptible power sup	• •	•		,			
☐ an engine alternator set fo	or provisions of ele	ectrical supply to p	asseng	ger lifts or			
☐ an engine alternator set for	or provision of elec	trical supply to a s	smoke	clearance system			
\square other (please state)							
Performance standards: (select an option)	Maintenance pr	ocedu	ires: (select an opti	ion)		
□ NZS 6104:1981		□ NZS 6104:198	.04:1981 Part 8				
☐ Specifically designed emer supply	gency power	☐ As per manufacturers recommendations					
☐ Other (<i>please state</i>)		☐ Other (<i>please</i> s	state)				
Inspection procedures							
Frequency of inspections:	Monthly or		А	nnually			
Maintained & inspected by:	□ Independent	qualified person	Iı	ndependent qualifie	d person		
	│ □ Suitably qual	ified person					

SS14/2 signs	s relating to a system	or feature specified in any of SS 1 to SS 13 □ Yes □ No
System descripti	ion: Signs relating to:	
□ SS1	Automatic Systems for fire suppressant	 □ Sprinkler valve house □ Sprinkler stop valve □ Fire service inlet □ Storage height warning signs □ Aerosol warning signs □ Gas flood system (indicative of gas used and safety instructions
□ SS2	Automatic or manual warning system	☐ Manual call point – how to operate – F8/AS1 clause 5.1 ☐ Manual call point – NZS 4512:2021 Part 6
□ SS3.1	Automatic door/s	☐ Indicator sign – AS 4085:1992 clause 2.4.6 ☐ Emergency door release
□ SS3.2	Access control door/s	☐ Emergency door release ☐ Press to exit
□ SS3.3	Interface fire or smoke doors or windows	Fire or smoke door. Signage installed in accordance with F8/AS1 clause 5.2
□ SS4	Emergency lighting	Emergency lighting test switch
□ SS6	Riser main	 □ Dry riser □ Riser main located inside □ Fire hydrant this stair - NZBC F8/AS1 clause 5.5 (b-d) □ Fire hydrant this stair, outlets on () - F8/AS1 clause 5.5 (b-d)
□ SS8.1	Passenger carrying lift	 □ Do not use in the event of fire □ Occupancy load – NZBC F8/AS1 □ Emergency telephone – how to use □ This lift is fitted with "Fire and Emergency lift control"
□ SS8.2	Service lifts	☐ Load rating ☐ Goods lift only – passengers not permitted
□ SS8.3	Escalators and moving walks	Signs shall be displayed at the entrance to escalators or moving walks in accordance with F8/AS1 clause 7.5 • Small children must be held firmly by adults • Hold the handrail • Stand facing the direction of travel • Keep feet away from sides
□ SS10	Building maintenance units	Safety operating instructions
□ SS11	Laboratory fume cupboards	 □ Warning label – AS/NZS 2243.8:2014 clause 2.12 □ Identification labels – AS/NZS 2243.8:2014 clause 2.13 □ Safe operating instructions (manufacturers recommendations or specific design)

□ SS12.1	Audio loop	Assistive listening device symbol – NZBC F8/AS1 clause 6.				
□ SS12.2	FM radio & infrared beam transmission systems	Assistive listening device symbol – NZBC F8/AS1 clause				
□ SS13.2	Natural smoke control	Automatic opening door/shutter				
□ SS13.3	Smoke control	Do not enter (this must be displayed when smoke curtain is deployed)				
Performance standards: (select an option)		Maintenance procedures: (select an option)				
Refer to the nominated performance standard for the specified system, unless stated as F8/AS1 (Amendment 4, dated Jan 2017) in the 'signage' field of specified systems 1-13		Maintenance shall be carried out in accordance with the nominated performance & inspection standard of the associated systems, Signs must remain correctly positioned legible & replaced immediately should they be missing				
Inspection procedur	es					
Frequency of inspecti	ons: Monthly (where	illuminated)	Annually			
Maintained & inspecte by:	·	Independent qualified person				

SS 15/1 System for communicating spoken information to facilitate evacuation.						
□ Not Applicable information to facili	This application w	vill not contain an	y systems for communicating spoken			
			tended or removed			
Completely new system:		System is to b	e modified by: (select as required)			
☐ New system - not being cl	hanged	☐ Altered ☐	☐ Added ☐ Extended ☐ Removed			
Location(s): Location of the systems for communicating spoken information to facilitate evacuation (e.g. Refer to marked up floor plan)						
Type and (if known) make:						
Performance standards: (select an option)	Maintenance	procedures: (select an option)			
☐ AS 1670.4:2004 (sound are systems for emergencies)	nd intercom	□ AS1670.4:20	04 section 6			
☐ NZS 4512:2021 (Fire dete	ction and alarms	□ NZS 4512:20	021 Part 6			
in buildings)		□ NZS 4512 <u>19</u>	<mark>81, 1994, 1997, 2003 & 2010</mark> Part 6			
□ NZS 4512: historic standa 1997, 2003 & 2010 (Please other)			he performance standard will also be the nspection, maintenance and reporting			
☐ AS 2220.2:1989 (Intercon	nmunication	□ AS2220.2.19	☐ AS2220.2.1989 Appendix H			
systems within a building)		□ Other (<i>please state</i>)				
☐ Other (<i>please state</i>)						
Inspection procedures						
Frequency of inspections:	Monthly or		Annually			
Maintained & inspected by:	□ Independent	qualified person	Independent qualified person			
	☐ Suitably qual	ified person				
	_					
SS 15/2 Final exit of						
☐ Not Applicable☐ Applies This Sy	This application w stem is to be inst		y final exit doors tended or removed			
Completely new system:			pe modified by: (select as required)			
☐ New system - not being c	hanged	<u> </u>	Added □ Extended □ Removed			
Location(s): Location of all	Location(s): Location of all final exit doors. (e.g. Refer to marked up floor plan)					
Type and (if known) make	e:					
Performance standards: (select an option)	Maintenance	procedures: (select an option)			
□ NZBC C/AS2 Amendment sub clauses 3.12 & 3.15		with the deta Business, Inr	☐ Inspections and maintenance procedures in accordance with the details on pages 49 - 50 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here.			
□ NZBC Clause C4 version d 2012 sub clauses C4.3, C4		Evacuation I	ergency New Zealand (Fire Safety, Procedures, and Evacuation Schemes) 2018, Part 1, Regulation 5, sub clause 1			

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□ Other (<i>please state</i>)		□ Other (p	□ Other (please state)			
Inspection procedures						
Frequency of inspections:	Daily (When in use buildings)	e Crowd type	Monthly for all other uses	Annually		
Maintained & inspected by:	☐ Independent q person	ualified	☐ Independent qualified person	Independent qualified person		
	□ Suitably qualif	ied person	☐ Suitably qualified person			
SS 15/3 Fire sepa	arations protec	ting a mea	ns of escape			
	application will not n is to be installed,	-	ire separations protecting a me ded or removed	ans of escape		
Completely new system	n: S	ystem is to l	pe modified by: (select as req	uired)		
□ New system - not being	g changed \Box	Altered 🗆	☐ Added ☐ Extended ☐	Removed		
Location(s): Location of plan)	all fire separations p	protecting a m	neans of escape. (e.g. Refer to r	marked up floor		
Type and (if known) ma	ake:					
Performance standards option)	s: (select an M	Maintenance procedures: (select an option)				
☐ C/AS2 Acceptable Solo Amendment 3, 2 Nov 20 sub clauses 2.3, 4.3, 4.4,	23 Part 2 & 4	☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS15/3 Fire separations, Inspections B.4				
□ NZS 4520: 2010		NZS 4520: 2	010 Section 7			
☐ Specific design		Please state				
□ Other (please state)						
Inspection procedures						
Frequency of inspections:	Daily (When in use buildings)	e Crowd type	Monthly for all other uses	Annually		
Maintained & inspected by:	☐ IQP ☐ Suitably qualifie	ed person	☐ IQP ☐ Suitably qualified person	Independent qualified person		

SS 15/4 Signs						
	plication will not c					
☐ Applies This System is	to be installed, al	ltered/extended o	r removed			
Completely new system:		_		by: (select as required)		
☐ New system - not being ch	nanged	□ Altered □	Added	☐ Extended ☐ Removed		
Location(s): specify location	n of all signs. (e.g.	Refer to marked (up floor plai	n)		
Type and make:						
Performance standards: (select an option)	Maintenance pr	rocedures: (selec	ct an option)		
□ NZBC F8/AS1 Amendment 4, 1 Jan 2017, sub clauses 4.1, 4.2, 4.3, 4.4 (non	☐ Non-illuminated signs shall be inspected to ensure they are of the correct type, present in the right locations, legible, clearly visible and unobstructed					
illuminated signs). □ NZBC F8/AS1 Amendment 4, 1 Jan 2017,				ure they are of the correct typ ly visible, unobstructed and		
sub clauses 4.1, 4.2, 4.3, 4.4, 4.5.1, 4.5.2, 4.5.3) (illuminated signs).		gns shall be inspected to ensure they are of the correct type,				
□ NZBC F8/AS1 Amendment 4, 1 Jan 2017, sub clauses 4.1, 4.2, 4.3,	present in the illuminated.	right locations, le	gible, clear	ly visible, unobstructed and		
4.4, 4.5.4) (photoiluminescent signs) .				evacuation lighting for nendment 3 – December 201		
☐ AS/NZS 2293.1:2005 Emergency evacuation lighting for buildings – Part 3: Emergency escape luminaires and exit signs, (Amendment 2, 2014)		NZS 2293.2:2019 Emergency lighting and exit signs for buildings. Part Routine service and maintenance (Effective 9 April 2019)				
☐ AS/NZS 2293.3:2018 Emergency lighting and exit signs for buildings - Part 3: Emergency luminaires and exit signs (Amendment 1, May 2021)	□ Other <i>(please state)</i>					
□ Other						
Inspection procedures						
Frequency of inspections:	Monthly (where i	lluminated)	Annually			
Maintained & inspected by:	☐ Independent☐ Suitably gual	qualified person	Independe	ent qualified person		

SS 15/5 Smoke sep	arations						
Completely new system:		Systen	n is t	o be modified	d by: (select as i	required)
☐ New system - not being c	hanged	□ Alter	ed	\square Added	□ E:	xtended	☐ Removed
Location(s): specify location of all smoke separations. (e.g. Refer to marked up floor plan)							
Type and (if known) make:							
Performance standards: (select an option)							
□ EN 12101.1:2005		☐ BS EN 12101:2005 Section 8 Maintenance					
□ C/AS2 Acceptable Solution for Buildings other than Risk Group SH, 1st Edition, Amendment 3, Effective 2nd November 2023, Definitions, Smoke Separation, page 31.		☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS15/5 Smoke separations, Inspections B.3 to B.17 AS 1851:2012 Section 17					
☐ C/AS2 Acceptable Solution for Buildings other than Risk Group SH, 1st Edition, Amendment 3, Effective 2nd November 2023, C6.1.2 Smoke control doors.		□ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS15/5 Smoke separations, Inspections B.3 to B.17 AS 1851:2012 Section 17				SS15/5	
☐ Other (<i>please state</i>)		□ Othe	r <i>(ple</i>	ease state)			
Inspection procedures							
Frequency of inspections:	Daily (When in us type buildings)	e Crowd	Mon uses	thly for all othe	er	Annually	_
Maintained and inspected by:	☐ Independent of person☐ Suitably qualify person		☐ Independent qualified person☐ Suitably qualified person		Independ person	dent qualified	

SS 16 Cable cars						
 □ Not Applicable This application has no cable cars □ Applies This System is to be installed, altered/extended or removed 						
Completely new system:		System is to b	e modified	by: (select as	required)	
☐ New system - not being c	hanged	☐ Altered ☐	Added	☐ Extended	☐ Removed	
Location(s): specify location of all signs. (e.g. Refer to marked up floor plan)						
Type and (if known) make:						
Performance standards: (select an option)	Maintenance pr	rocedures: (sele	ect an option	1)		
□ NZS 5270:2005		□NZS 5270: 2005 Appendix C Maintenance checklist for residential cable-cars, Appendix D Model compliance schedule for inspections Inspection and maintenance procedures for residential cable cars as specified by Appendix C and D, NZS 5270:2005.				
□ Other (<i>please state</i>)		☐ Other (please	e state)			
Inspection procedures						
Frequency of inspections:	6 Monthly or	Annually				
Maintained & inspected by:	☐ Independent	qualified person Independent qualified person				