

## 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 <a href="mailto:bwof@rotorualc.nz">bwof@rotorualc.nz</a> – 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	

CSM 01 Version 19 05/12/2023

Page 1 of 21 ID 19871903

List of approved specified systems included in the building consent											
Site address											
Building consent nu known)	ımber (if										
Building name											
Building total occup	oancy			Building activity	CS	CL	СО	CM	SC	SD	SA
					SR □	SH	WL	WM	WH	WF	IA
Current, lawfully es	stablished use			Risk group	SH	SM	SI 🗆	CA	WB □	WS	VP
Key to type of com schedule	pliance		Existing building with compliance schedule - amended compliance schedule - Please enter WOF#								
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		Cont	Contact Person								
		Phone Number									
		Ema	mail Address								
Location were the E is kept	BWOF manual										
The Compliance Scheduler S					system	ns and	comply	with t	he perf	orman	ce
Definition of terms:	Added	buildi time,		A new system or feature is being installed in to a new or existing building or a compliance schedule is being issued for the first time, for an existing building which has specified systems installed it							
	Altered			or feature is sulting in a							
	Removed			or feature is n an amend							
	Extended		A system or feature is being extended into areas not previously covered resulting in an amendment to the existing compliance schedule								

## 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.

CSM 01 Version 19 05/12/2023

Document Set ID: 19871903 Version: 33, Version Date: 23/07/2025 Page 2 of 21

ID 19871903

SS 1 Automatic s	systems for fir	e su	ppress	ion			
<ul> <li>□ Not Applicable This application will not contain any Automatic systems for fire suppression</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>							
Completely new system:		Syst	em is to	be modified	by	(select as required)	
☐ New system not being extended	ended	□ Alt	ered	$\square$ Added		☐ Extended ☐ Removed	
Location(s) of system:	Location(s) of system:						
Type and (if known) make	Type and (if known) make:						
□ Interconnected with another SS item: (e.g. SS2 automatic fire alarm)							
Commercial type automatic fire sprinkler system to be installed? ☐ Yes ☐ No							
Performance standards: (	select an option)	Mair	ntenanc	e procedures	s: (s	select an option)	
□ NZS 4541:2020 □ NZS	4541:2013	□ N2	ZS 4541	:2020 Part 1	2,	Clause 12.3 to 12.4	
□ NZS 4541:2007 □ NZS	4541:2003					<mark>03/ 1996/ 1</mark> 987 Part 12	
□ NZS 4541:1996 □ NZS □ NZS 4541 1987	4541:1987	tl		of the Inspection		e standard will also be maintenance and	
☐ Other (please state)		□ O	ther <i>(ple</i>	ease state)			
Residential type automatic fire sprinkler system to be installed?							
Performance standards: (	select an option)	Maintenance procedures: (select an option)					
□ NZS 4515:2009		□ N2	ZS 4515	:2009	Р	art 8	
□ NZS 4515:2003		□ NZS4515:2003 Part 8				art 8	
□ NZS 4515:1995		□ NZS4515:1995 Part 8			art 8		
□ NZS 4517:2010		□ NZS 4517:2010 Appendix K			ppendix K		
☐ Other (please state)		□ Other (please state)					
Gaseous fire extinguishing s	system to be insta	lled?				□ Yes □ No	
Performance standards: (	select an option)	Maintenance procedures: (select an option)					
☐ FPANZ Code of Practice fo Suppression Systems usin 14520.1:2009		☐ AS 1851:2012 Section 7 (Amendment 1 Nov 2016) ☐ ISO 14520 - 1:2023 Part 9					
☐ Other (please state)		☐ Other (please state)					
Ansul foam suppression syst	tem to be installed	l?				□ Yes □ No	
Performance standards: (	select an option)	Mair	ntenanc	e procedures	s: (s	select an option)	
□ NFPA 17A:2017 Standard Extinguishing Systems	for Wet Chemical	☐ AS 1851:2012 Section 7					
□ Other ( <i>please state</i> )			□ Other ( <i>please state</i> )				
Inspection procedures							
Frequency of inspections:	Monthly		Annual	ly		Bi-Annually	
Maintained & inspected by:	IQP		IQP			Sprinkler System Certifier	

SS 2 Automatic or emergencies		geno	cy warning systems	for fire or other			
□ Not Applicable	This application w	ill not	contain any Automatic o	r manual emergency warning			
systems for fire or  Applies This Sy	other emergencies stem is to be insta	s alled,	altered/extended or rem	oved			
Completely new system:		Syst	em is to be modified by	y: (select as required)			
☐ New system not being extended	ended	□ Alt	tered   Added	☐ Extended ☐ Removed			
System description:							
	□ Type 2 manual fire alarm system □ Type 3 automatic fire alarm system						
☐ Type 4 automatic fire alar	•		· ·	atic fire alarm system			
☐ Security system enhanced	with fire/smoke of	letect					
$\hfill\square$ Domestic smoke detector	installed into indu	strial/	commercial/Motel type b	puildings			
Location(s): Please specify	where the <u>Emerge</u>	ncy W	<u>'arning System</u> is to be ir	nstalled, altered or extended			
Type and (if known) make	):						
☐ Interconnected with and	other SS item: (e	.g. SS	\$1 automatic fire sprinkle	er system)			
Standard Type Fire Alarm							
Performance standards: (	select an option)	Mair	ntenance procedures:	(select an option)			
□ NZS 4512:2021 □ NZS	4512: 2010	□ NZ	ZS 4512: <mark>2021 / 2010 / 2</mark>	003 /1997 / 1994 / Part 6			
□ NZS 4512:2003 □ NZS	4512:1997		ZS 4512: 1981 – Part 4 <mark>7</mark>				
□ NZS 4512:1994 □ NZS	4512:1981	performance standard will also be the year of the Inspection, maintenance and reporting.					
□ NZS 4561:1973			2S 4561:1973 Appendix				
☐ Other (please state)			☐ Other (please state)				
Frequency of inspections:		Monthly Annually					
Maintained and inspected	by:		Independent qualified Independent qualified person				
Security system for fire ,H2	<b>S</b> or other hazard	warni	ng systems or	□ Yes □ No			
Domestic smoke detectors		□ Yes □ N					
Are they to be interconnected	ed?			□ Yes □ No			
Performance standards: (	select an option)	Mair	ntenance procedures:	(select an option)			
Interconnected domestic sm	oke detectors	☐ Visual check per month by owner to inspect smoke					
□ NZS 4514: 2002		detectors have not been isolated, damaged or removed.  All smoke or heat detectors checked 6 monthly by an					
□ NZS 4514: 2009		appropriate Security Service engineer to ensure they are					
□ NZS 4514: 2021			orking, with the entire sy	-			
CO/H2S Detectors			aintenance procedure foi	all NZS4514 standards)			
		_ ^	C/NZC 2006 2:2011 D				
□ AS 1668.2: 2012 (CO)			☐ AS/NZS 3666.2:2011 - Part 2: Operation and maintenance, Section 2 Operation and Maintenance				
$\square$ Specific design solution (H2S) – (supply)			☐ Specify (please state)				
Inspection procedures							
Frequency of inspections:	Monthly		Six Monthly	Annually			
Maintained & inspected by:	By Owner		IQP	IQP			
		_					

Page 4 of 21 ID 19871903

SS 3/1 Automatic of	doors					
<ul><li>☐ Not Applicable</li><li>☐ Applies This Sy</li></ul>	This application wastem is to be insta					
Completely new system:		System	is to be modifie	ed by: (sele	ct as required)	
$\hfill\square$ New system not being ext	ended	□ Altered	d □ Added	□ Exten	ded □ Removed	
System description:  ☐ Automatic sliding doors ☐ Powered doors for pedestrian access and egress ☐ Automatic revolving doors  Location(s): Please specify where the Auto doors are to be installed, altered or extended						
Type and (if known) make:						
☐ Interconnected with and	other SS item: (e	.g. SS2 au	tomatic fire alarn	n)		
Performance standards: (	select an option)	Mainten	ance procedure	s: (select a	n option)	
□ NZS 4239:1993 Automation assemblies.	sliding door	□ NZS 4239:1993 Appendix A				
☐ AS 4085:1992 Automatic sassemblies.	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 Desi installation of revolving do		□ AS/NZS 4290:1995 Appendix B				
		☐ 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 (please state)		□ Other (	(please state)			
Inspection procedures (sele	ect an option)					
Frequency of inspections:	Daily (When in us type buildings)	se Crowd	Monthly for all ot	her uses	Annually	
Maintained & inspected by:	☐ Independent person		☐ Independen person	·	Independent qualified person	
	☐ Suitably Qualified		☐ Suitably Qua	антеа		

SS 3/2 Access Con	trol Doors						
<ul><li>☐ Not Applicable</li><li>☐ Applies This Sy</li></ul>	This application will stem is to be instal					'S	
Completely new system:		System	ı is t	o be modifie	d by: (se	lect as	required)
☐ New system not being ext	ended	□ Altere	ed	$\square$ Added	□ Exte	ended	☐ Removed
System description:  ☐ Automatic sliding doors  ☐ Automatic revolving doors	•						
Location(s): Please specify	where the <u>access co</u>	ntrol doc	o <u>rs</u> ar	e to be installe	ed, altered	d or ext	ended
Type and (if known) make	<b>:</b>						
☐ Interconnected with and	other SS item: (e.g	g. SS2 au	toma	tic fire alarm)			
Performance standards: (	select an option)	Mainte	nanc	e procedure	s: (select	an opti	on)
□ AS/NZS IEC 60839:2019 Alarm and electronic security systems  Part 11-1: Electronic access control systems - System and components requirements  Part 11-2: Electronic access control systems - Application guidelines.		□ AS/NZS IEC 60839.11.2:2019 Section 10 & 11					
☐ Specifically, designed solu	tion (Supply)	☐ Specify (please state)					
□ Other <i>(please state)</i>		☐ 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)					
Inspection procedures							
Frequency of inspections:	Daily (When in use Crowd type buildings)		Mon	thly for all oth	ner uses	Annua	illy
Maintained & inspected by:	<ul><li>Independent qualified person</li><li>Suitably Qualified Person</li></ul>			Independent operson Suitably Quali Person			endent ied person

SS 3/3 Interfaced	SS 3/3 Interfaced fire or smoke doors or windows					
□ <b>Not Applicable</b> windows	This application w	vill not cont	ain any Interfaced fire or s	moke doors or		
	stem is to be inst	alled, alter	red/extended or removed			
Completely new system:		System	is to be modified by: (se	lect as required)		
☐ New system not being ext	ended	□ Altered	d □ Added □ Exte	ended   Removed		
System description:  ☐ Automatic sliding doors ☐ Powered doors for pedestrian access and egress ☐ Automatic revolving doors						
<b>Location(s):</b> Please specify where the <u>Interfaced fire or smoke doors or windows</u> are to be installed, altered or extended						
Type and (if known) make	e:					
☐ Interconnected with and	other SS item: (e	.g. SS2 au	tomatic fire alarm)			
Performance standards: (	select an option)	Mainten	ance procedures: (select	an option)		
□ NZS 4520:2010 (Fire-resi	stant doorsets)	□ NZS 4	512:2010 Part 6 or □ NZS	4512:2021 Part 6		
☐ AS 2220: 1989 (Emergene intercommunication system		□ AS222	0:1989 Section 5			
☐ AS 4178:1994 (Electroma holders)	gnetic door	☐ AS 4178:1994 Section 4				
☐ C/AS2 Acceptable Solution for Buildings other than Risk Group SH, 1st Edition (original version), Effective 27th June 2019, Part 3, sub clauses 3.15.1, 3.15.9 and 3.15.10		☐ Compliance Schedule Handbook, Amendment 3, 14 February 2014, Part 2: Content Guide, SS3/3 Interfaced fire or smoke doors or windows, Inspections B.3 – B.8				
☐ Specifically designed solut	tion <i>(Supply)</i>	☐ Specify (please state)				
☐ Other (please state)		□ Other (please state)				
Inspection procedures						
Frequency of inspections:	Daily (When in u type buildings)	se Crowd	Monthly for all other uses	Annually		
Maintained & inspected by:	☐ Independent person	qualified	☐ Independent qualified person	Independent qualified person		
	□ Suitably Qua Person	lified	☐ Suitably Qualified Person			
	lighting syste					
<ul> <li>□ Not Applicable This application will not contain any Emergency lighting systems</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>						
Completely new system: System is to be modified by: (select as required)						
☐ New system not being ext	ended	□ Altered	d □ Added □ Exte	ended   Removed		
<b>Location(s):</b> Please specify Refer to marked up floor pla		ncy lightin	g are to be installed, altere	d or extended (e.g.		
Type and (if known) make:						

☐ Interconnected with an	other SS item: (e	.g. SS2 automat	ic fire alarm)		
Performance standards: (	select an option)	Maintenance	procedures: (sele	ect an opti	on)
□ AS/NZS 2293.1,3:2018		☐ AS/NZS 2293	3:2.2019 Part 2		
□ AS 2293.1,3:2005			3:2.1995 Part 2 <i>(A</i>	Applies to 2	2005 and 1995
☐ AS/NZS 2293.1,3:1995		standards)			
□ NZS 6742 (older systems 1971 to 1995)	installed between	□ NZS 6742 19	971 Clause 8		
☐ F6/AS1 Visibility in Escape (Amendment 4 Effective 1		□ F6/AS1 clau or	se 1.8.2 for gene	rator eme	ergency power
		□ F6/AS1 clau systems	se 1.8.3 for centr	al battery	or single point
$\square$ Other (please state)		☐ Other ( <i>please</i>	e state)		
Inspection procedures					
Frequency of inspections:	6-monthly or		Annually		
Maintained & inspected by:	☐ Independent	qualified person	Independent qualified person		
	☐ Suitably qual	ified person			
SS 5 Escape rou	te pressurisati	ion systems			
<ul><li>☐ Not Applicable</li><li>☐ Applies This Sy</li></ul>	This application wastem is to be insta	ill not contain an alled, altered/ex	y Escape route protented or removed	essurisatio d	n systems
Completely new system:		System is to b	pe modified by: (	select as i	required)
☐ New system not being ext	ended	□ Altered □	Added   Ex	xtended	□ Removed
Location(s): Please specify marked up floor plan)	where the escape	route pressurisat	tion system is to be	e located.	(e.g. Refer to
Type and (if known) make	9:				
☐ Interconnected with and	other SS item: (e	.g. SS2 automati	ic fire alarm)		
Performance standards: (	select an option)	Maintenance	procedures: (sele	ect an opti	on)
□ AS/NZS 1668.1:1998		□ AS 1851:200	)5 (original version		
□ AS/NZS 1668.1.2015		□ AS 1851:200	)5 (original version	)	
□ Other ( <i>please state</i> )		□ Other (please state)			
Inspection procedures					
Frequency of inspections:	6-monthly or		Annually		
Maintained & inspected by:	Independent qua	lified person	Independent qualified person		

SS 6 Riser mains for use I						
<ul> <li>□ Not Applicable This application will not contain any Riser mains for use by fire services</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>						
Completely new system:	System is to be modified by: (select as required)					
☐ New system not being extended	☐ Altered ☐ Added ☐ Extended ☐ Removed					
<b>Location(s):</b> Please specify where the R	iser main/s are to be located. (e.g. Refer to marked up floor plan)					
Type and (if known) make:						
☐ Interconnected with another SS ite	em: □ Yes □ No (list)					
Performance standards: (select an op	tion) Maintenance procedures: (select an option)					
□ NZS 4510:2022	☐ NZS 4510:2022 section 10					
□ NZS 4510:2008	□ NZS 4510:2008/ 1998/ 1978 Section 9					
□ NZS 4510:1998	The year of the performance standard will also be the year of the Inspection, maintenance and reporting.					
□ NZS 4510:1978	year of the Inspection, maintenance and reporting.					
☐ Other ( <i>please state</i> )	☐ Other ( <i>please state</i> )					
Inspection procedures						
Frequency of inspections: Annually						
Maintained & inspected by: Independe	nt qualified person					
SS 7 Automatic hack flow	r proventore composted to a potable water comply					
	tion will not contain any Automatic back-flow preventers					
connected to a potable water s  Applies This System is to b	tion will not contain any Automatic back-flow preventers upply be installed, altered/extended or removed					
Completely new system:	System is to be modified by: (select as required)					
☐ New system - not being changed	☐ Altered ☐ Added ☐ Extended ☐ Removed					
<b>Location(s):</b> Please specify where any/a floor plan)	all backflow preventers are to be located. (e.g. Refer to marked up					
Type and (if known) make:						
Performance standards: (select an op	tion) Maintenance procedures: (select an option)					
□ AS/NZS 2845.1:1998	□ NZ Industry Std Field testing and maintenance					
☐ AS/NZS 3500.1:2021 section 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 Protectio Agency "Cross Contamination Control Manual".						
	☐ Manufacturers manual / procedures Full inspections and maintenance procedures in accordance with the details on page 28 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook,					

□ Other (please state)		□ Other (please state)				
Inspection procedures						
Frequency of inspections:	Annually	nnually				
Maintained & inspected by:	Independent qual	lified person				
•						
	tone tone allet					
SS 8 Lifts, escalators, travellators, or other systems for moving people or goods within buildings						
	systems for moving people or goods within buildings					
Completely new system:		System is to be modified by: (select as required)				
$\hfill\square$ New system - not being ch	nanged	□ Altered □ Added □ Extended □ Removed				
<b>Location(s):</b> Please specify where any/all systems for moving people or goods within buildings are to be located. (e.g. Refer to marked up floor plan)						
Type and (if known) make:						
☐ Interconnected with the	automatic fire a	larm □ Yes □ No				
☐ <b>FENZ</b> (Fire and Emergency	NZ) Lift Control	□ Yes □ No				
SS8/1 Passenger a	and goods lift/	s to be installed				
Performance standards: (	select an option)	Maintenance procedures: (select an option)				
☐ EN 81-20: 2014 ☐ 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				
□ NZS 4332:1997 (Non-dom and goods lift) - modified b Amendment 7 (2017)		□ NZS 4223:1997 Part 4 Tests				
□ NZS 4334:2012		□ NZS 4334:2012 Appendix A				
		□ Inspections and maintenance procedures carried out in accordance with the requirements of the checklist on pages 29 - 32 in the Ministry of Business, Innovation and Employment Compliance Schedule Handbook, Amendment 3 Click here				
☐ Code mark ( <i>please state</i> )		☐ Code mark (please state declaration requirements)				
☐ Other (please state)		□ Other <i>(please state)</i>				
SS8/2 Platform lif	ts and low-spe	eed lift/s to be installed				
Performance standards: (	select an option)	Maintenance procedures: (select an option)				
☐ NZS 4334:2012 – original	version	☐ Appendix A of NZS 4334:2012				
		☐ 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> )		□ Other (please state)				
SS8/3 Escala	ators and moving wa	lk/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			
☐ 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			
CC 0 Marala		to a constitute of a constitute	-			
		air conditioning system				
□ Not Application Systems	• •	I not contain any Mechanical ve	_			
□ Applies	This System is to be instal	led, altered/extended or remo	ved			
Completely new sys		System is to be modified I				
☐ New system - not I	being changed	☐ Altered ☐ Added	□ Extended □ Removed			
	<b>Location(s):</b> 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:						
☐ Toilet extract syste	em servicing multiple facilit	ies				
☐ Ducted ventilation	or air conditioning system					
☐ Spray booth ventila	ation system where the boo	oth forms all or part of the bui	lding			
		tial air pressure in a hospital c ceutical manufacturing plant	pperating theatre, medical			
☐ Cooling-water system	em incorporating one or m	ore cooling towers or evapora	tive condensers			
☐ Air-handling syster	n required to function in sr	moke management or smoke o	clearance mode during a fire			
☐ System incorporati	ng one or more solid liquid	l or gas-fired boilers				
	☐ System containing one or more electric heating elements mounted in air handling units or ducts located outside the occupied space					
☐ Split air conditionir	ng unit that introduces fres	h air into the building				
☐ Dust extract syster	m in a building that is not p	part of the building				
☐ Other: [specify]						
□ Interconnected w	vith another SS item: (e (	s. SS2 automatic fire alarm)				

SS9/1 Mechanical Ventilation or Air Conditioning Systems Lives Live						
Performance standards: (	select an option)	Maintenance	e procedures: (select an option)			
□ NZS 4303:1990 (Mechanic	•	-	☐ AS/NZS 3666.2:2011 Part 2			
☐ AS 1668.2:2002 (Air-con	•	1	66.2:2011 Part 2			
☐ AS 1668.2:2012 (Air-con	,	•	66.2:2011 Part 2			
☐ AS/NZS 1668.1:2015 (fire control)	e & smoke	□ AS1851 20	12 Amendment 1 Nov 2016			
☐ AS/NZS 3666.2:2011 (Air	-handling	□ AS/NZS 36	666.2:2011 - Section 2			
system – microbial contro	I)		666.2:2011 - Section 2			
☐ NZS4302:1987 (Air condit	tioning)					
$\square$ Other (please state)		☐ Other (plea	se state)			
Inspection procedures						
Frequency of inspections:	3 monthly or		Annually			
Maintained & inspected by:	Independent qua	lified person	Independent qualified person			
	I					
SS 10 Building main of buildings	tenance units	providing ac	cess to exterior and interior walls			
□ Not Applicable	This application wil	I not contain any	Building maintenance units providing			
			tended or removed			
	vacenn is to be made					
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): Please specify up floor plan)	where the building	maintenance un	its are to be located. (e.g. Refer to marked			
Type and (if known) make	e:					
Performance standards: (	select an option)	Maintenance procedures: (select an option)				
□ BS 6037.2:2020		☐ BS 6037.2:2020 Section 23				
☐ BS 6037.1:2017 (Suspend equipment - historic stds 1		☐ BS 6037.1:2017 Section 20 for suspended access equipment				
☐ BS 6037.2:2004 ( <i>Travellir gantries</i> )	ng ladders and	☐ BS 6037.2:2004 Section 22				
☐ Other (please state)		☐ Other (please	e state)			
Inspection procedures						
Frequency of inspections:	3 monthly or		Annually			
		lified person	·			
Maintained & inspected by:	Independent qua	·	Independent qualified person			
SS11 Laboratory fume cupboards						
<ul> <li>□ Not Applicable This application will not contain any laboratory fume cupboards</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>						

 $\square$  Altered

CSM 01 Version 19 05/12/2023 □ Added

**System is to be modified by:** (select as required)

☐ Extended

☐ Removed

Document Set ID: 19871903 Version: 33, Version Date: 23/07/2025

**Completely new system:** 

□ New system - not being changed

Location(s): Please show where the laboratory fume cupboard is to be located within the building.					
Type and (if known) make:					
Performance standards: (		Maintenance proc	cedures: (select an option)		
☐ AS/NZS 2243.8:2014 (Due cupboard systems	cted fume	☐ AS/NZS 2243.8:2	2014, Section 5		
□ AS/NZS 2243.1:2005 (Local ventilation systems - fume hoods and plenums)		□ AS/NZS 2243.1:2005 Section 3.3			
☐ Other ( <i>please state</i> )		☐ Other ( <i>please sta</i>	te)		
Inspection procedures					
Frequency of inspections:	Monthly or		Annually		
Maintained & inspected by:	☐ Independent☐ Suitably qual	qualified person	Independent qualified person		
	, .				
SS 12 Audio loops	or other assi	stive listening sy	ystems		
□ Not Applicable systems □ Applies This Sy		rill not contain any au	dio loops or other assistive listening		
Completely new system:	stem is to be mist	T	nodified by: (select as required)		
☐ New system - not being cl	nanged	☐ Altered ☐ Add			
<b>Location(s):</b> Please specify systems are to be located. (e			o loops or other assistive listening		
Type and (if known) make	2:				
Performance standards: (	select an option)	Maintenance proc	edures: (select an option)		
☐ AS 60118.4:2007 ( <i>Audio I</i>		☐ <i>(Supply manufact</i> ☐ AS 1851:2005 S	manufacturers requirements) :2005 Section 9		
☐ Specific design to meet Ap 4121:2001	ppendix H, NZS	with the details o Business, Innova	maintenance procedures in accordance n pages 45 – 44 in the Ministry of tion and Employment Compliance ook, Amendment 3 <u>Click here</u> .		
$\square$ Other ( <i>please state</i> )		☐ Other (please sta	state)		
Inspection procedures					
Frequency of inspections: 6 monthly or			Annually		
		nt qualified person alified person	Independent qualified person		
	. , 100	·			
SS 13 Smoke conf	trol systems				
<ul> <li>□ Not Applicable This application will not contain any smoke control systems</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>					

Completely new system:  ☐ New system - not being cha	anged	System is to be modified by: (select as required)  □ Altered □ Added □ Extended □ Removed					
- New system - not being the	□ Aitereu	□ Aut		.ended 🗆 Kemoved			
<b>Location(s):</b> 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 anot	ther SS item: (e	.g. SS2 auto	matic fire	e alarm)			
0040/4 N I I I		•					
•	Smoke Contro				□ Yes □ No		
<b>Performance standards:</b> (se	elect an option)	Maintena	nce proc	edures: (selec	t an option)		
☐ AS/NZS 1668.1.2015 Fire a control in ventilation system		□ AS 1851	:2015 Se	ection 4.14			
☐ 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				Independent qualified person		
	□ Suitably qua	alified					
SS13/2 Natural Smo	ke Control			I	□ Yes □ No		
Performance standards: (Se	elect an option)	Maintena	nce proc	edures: (selec	t an option)		
☐ AS/NZS 1668.1.2015 Fire a control in ventilation system		☐ AS 1851:2015 Section 4.14					
☐ Other ( <i>please state</i> )		□ Other ( <i>please state</i> )					
Inspection procedures							
Frequency of inspections:	Monthly or			Annually			
Maintained & inspected by:	□ Independer	nt qualified p	erson	Independent of	qualified person		
	☐ Suitably qua	alified perso	n				
SS13/3 Smoke Curta	ains			I	□ Yes □ No		
Performance standards: (select an option) Maintenance procedures: (select an option)					t an option)		
□ EN 12101.1:2005	☐ EN 12101.1:2005 Section 8						
□ Other (please state) □ Other (please				ease state)			
Frequency of inspections:	6 monthly or			Annually			
Maintained & inspected by:		nt qualified p		Independent of	qualified person		
☐ Suitably qualified person							

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 This application will not contain any Emergency power systems for, or signs relating to, a system or feature						
□ <b>Applies</b> This Sy	stem is to be insta	alled, altered/e	xtended	d or removed			
Completely new system: System is to be modified by: (select as required)					s required)		
$\hfill\square$ New system - not being cl	nanged	☐ Altered	□ Adde	d   Extended	☐ Removed		
<b>Location(s):</b> Please specify relating to, a system or feature					for, or signs		
Type and (if known) make	):						
SS 14/1 Emergency	power system	1			□ Yes □ No		
System description: Emerge	ncy power system	s required for t	he follo	wing;			
□ an engine alternator set for a sprinkler system pressure boost pump, □ uninterruptible power supply for an emergency lighting system, □ an engine alternator set for provisions of electrical supply to passenger lifts or □ an engine alternator set for provision of electrical supply to a smoke clearance system □ other (please state)							
Performance standards: (	select an option)	Maintenance	proce	dures: (select an op	tion)		
□ NZS 6104:1981		□ NZS 6104:	1981	Part 8			
☐ Specifically designed emer supply	□ Specifically designed emergency power supply □ (please supply)						
$\square$ Other ( <i>please state</i> )	$\Box$ Other (please state) $\Box$ Other (please state)						
Inspection procedures							
Frequency of inspections:	Monthly or			Annually			
Maintained & inspected by:	□ Independent	qualified perso	n	Independent qualifi	ed person		
	☐ Suitably qual	ified person					

Page 15 of 21 ID 19871903

SS14/2 signs rela	iting to a system or featur	e specified in any of SS 1 to SS 13
<b>System description:</b> Signs relating to:	Performance standards: (select an option)	Maintenance procedures: (select an option)
☐ SS1 Automatic Systems for fire suppressant	☐ F8/AS1 Acceptable Solution for F8 (for max storage height of 3m)	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
□ SS2 Automatic or manual warning system	<ul> <li>□ Manual call point – how to operate – F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017</li> <li>□ Manual call point – NZS 4512:2021 appendix F,</li> <li>□ Manual call point – NZS 4512:2010 Appendix E</li> <li>□ Manual call point – NZS 4512:2003 Appendix E</li> <li>□ Manual call point – NZS 4512:1997 Appendix B</li> <li>□ Manual call point – NZS 4512:1994 Appendix B</li> <li>□ Manual call point – NZS 4512:1981 Appendix B</li> </ul>	<ul> <li>□ Maintenance shall be carried out in accordance with the nominated performance &amp; inspection standard of the associated systems.</li> <li>□ Ensure signs remain correctly positioned, legible &amp; replaced immediately should they be missing</li> </ul>
☐ SS3.1 Automatic door/s	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS3.2 Access control door/s	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 6	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS3.3  Interface fire or smoke doors or windows	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.2	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
□ SS6 Riser main	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.5	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
☐ SS8.1 Passenger carrying lift	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.3, 6.0, 7.3	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing
□ SS8.2 Service lifts	☐ F8/AS1 Acceptable Solution for F8 Signs 2nd Edition, Amendment 4, Effective 1 January 2017, Clause 5.3,	☐ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing

	6	5.0, 7.3					
☐ SS8.3 Escalators and moving walks	fo A J	8/AS1 Acceptable or F8 Signs 2nd Ec amendment 4, Effe anuary 2017, Clau	dition, le ective 1		Ensure signs remain correctly positioned, legible & replaced immediately should they be missing		
□ SS12.1 Audio loop	fo A	8/AS1 Acceptable Solution r F8 Signs 2nd Edition, mendment 4, Effective 1 nuary 2017, Clause 6		legi	□ Ensure signs remain correctly positioned, legible & replaced immediately should they be missing		
☐ SS12.2  FM radio & infrared beam transmission systems	fo A	or F8 Signs 2nd Ed	Signs 2nd Edition, ment 4, Effective 1		Ensure signs remain correctly positioned, legible & replaced immediately should they be missing		
Inspection procedure	s						
Frequency of inspection	ns:	Monthly (where illu	uminated)		Annually		
Maintained & inspected by:	t	☐ Independent q☐ Suitably qualif	•		Independent qualified person		
SS 15/1 System	m fo	or communicati	ng spok	en inf	formation to facilitate evacuation		
		This application willitate evacuation System is to be inst			y systems for communicating spoken ended or removed		
Completely new sys	tem:		System	is to be	e modified by: (select as required)		
			☐ Altered		Added □ Extended □ Removed		
<b>Location(s):</b> Location Refer to marked up floo			municating	spoker	n information to facilitate evacuation (e.g.		
Type and (if known)	mak	œ:					
Performance standa	rds:	(select an option)	Mainten	ance p	rocedures: (select an option)		
☐ AS 1670.4:2004 (sound and intercom systems for emergencies)			□ AS167	51670.4:2004 section 6			
□ NZS 4512:2021 (Fire in buildings)	e det	ection and alarms		□ NZS 4512:2021 Part 6			
□ NZS 4512: historic standards 1981, 1994,		□ NZS 4512 1981, 1994, 1997, 2003 & 2010 Part 6					
1997, 2003 & 2010 (Please indicate in other)			The year of the performance standard will also be the year of the Inspection, maintenance and reporting				
☐ Other (please state)			□ Other	(please	state)		
Inspection procedure	es						
Frequency of inspection	ns:	Monthly or			Annually		
Maintained & inspected	d by:	☐ Independent☐ Suitably qual			Independent qualified person		

SS 15/2 Final exi	t doors					
<ul> <li>□ Not Applicable This application will not contain any final exit doors</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>						
Completely new system	Completely new system: System is to be modified by: (select as required)					
☐ New system - not being	g changed	□ Altered	□ Added	☐ Extended	□ Removed	
Location(s): Location of	Location(s): Location of all final exit doors. (e.g. Refer to marked up floor plan)					
Type and (if known) ma	ake:					
Performance standards	s: (select an optio	n) Maintena	nce procedures	s: (select an op	tion)	
□ NZBC C/AS2 Amendme sub clauses 3.12 & 3.15	5	with the Busines	ons and mainter details on page s, Innovation an e Handbook, Am	s 49 - 50 in the d Employment	Compliance	
	□ NZBC Clause C4 version date 10 April 2012 sub clauses C4.3, C4.4, C4.5 □ Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, Part 1, Regulation 5, sub clause 1 a-d					
☐ Other ( <i>please state</i> )		□ Other (p	olease state)			
Inspection procedures						
Frequency of inspections:	Daily (When in ubuildings)	use Crowd type	Monthly for all	other uses	Annually	
Maintained & inspected by:	☐ Independent person		☐ Independer person	•	Independent qualified person	
	☐ Suitably qua			alified person		
	arations prote					
	application will non is to be installed	•	•	-	ans of escape	
Completely new syster	n:	-	be modified by	: (select as req	uired)	
☐ New system - not being	g changed	☐ Altered ☐	□ Added □	Extended	Removed	
<b>Location(s):</b> Location of plan)	all fire separations	s protecting a n	neans of escape.	(e.g. Refer to r	marked up floor	
Type and (if known) make:						
Performance standards option)	Performance standards: (select an option)  Maintenance procedures: (select an option)					
☐ C/AS2 Acceptable Solution, Amendment 3, 2 Nov 2023 Part 2 & 4 sub clauses 2.3, 4.3, 4.4, 4.5 ☐ 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	2010 Section 7			
☐ Specific design						
☐ Other ( <i>please state</i> )		☐ Other <i>(pleas</i>	e state)			
Inspection procedures						

Frequency of inspections:	Daily (When in use buildings)	Crowd type	Monthly for all other uses		Annually		
Maintained & inspected	□ IQP		□ IQ	P	Independent		
by:	☐ Suitably qualified	l person	□ Su	itably qualified person	qualified person		
CC 45 /4 C'							
SS 15/4 Signs							
	application will not on is to be installed, a	-	_	r removed			
Completely new syster	1:	System is	to be	e modified by: (select as	required)		
☐ New system - not bein	g changed	□ Altered		Added	□ Removed		
Location(s): specify loca	tion of all signs. (e.g.	. Refer to ma	rked ı	up floor plan)			
Type and make:							
Performance standards (select an option)	: Maintenance p	rocedures:	(selec	t an option)			
□ NZBC F8/AS1 Amendment 4, 1 Jan 20 sub clauses 4.1, 4.2, 4 4.4 (non illuminated signs).	correct type,						
□ NZBC F8/AS1 Amendment 4, 1 Jan 20 sub clauses 4.1, 4.2, 4 4.4, 4.5.1, 4.5.2, 4.5.3 (illuminated signs).	17, type, present 3, unobstructed	☐ Illuminated signs shall be inspected to ensure they are of the correct type, present in the right locations, legible, clearly visible, unobstructed and illuminated.					
□ NZBC F8/AS1 Amendment 4, 1 Jan 20 sub clauses 4.1, 4.2, 4 4.4, 4.5.4) (photoiluminescent signs).	type, present						
☐ AS/NZS 2293.1:2005 Emergency evacuation lighting for buildings - Part 3: Emergency escape luminaires and exit signs, (Amendme 2, 2014)	buildings - In 2012)	□ AS/NZS 2293.2:1995 – Part 2: Emergency evacuation lighting for buildings - Inspection and maintenance (Amendment 3 – December 2012)					
□ AS/NZS 2293.3:2018 Emergency lighting ar exit signs for buildings Part 3: Emergency luminaires and exit signs (Amendment 1, May 2021)	d Part 2: Routi	□ AS/NZS 2293.2:2019 Emergency lighting and exit signs for buildings. Part 2: Routine service and maintenance (Effective 9 April 2019)					
☐ Other ( <i>please state</i> )	☐ Other (please	state)					
Inspection procedures							
Frequency of inspections	Monthly (where	illuminated)		Annually			

Maintained & inspected by:	<u> </u>			Independent qualified person		
	_					
SS 15/5 Smoke sep	arations					
<ul> <li>□ Not Applicable This application will not contain any smoke separations protecting a means of escape</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>						
Completely new system:		System is to be	e modified by: (	select as required)		
☐ New system - not being c	nanged	☐ Altered ☐	Added □ E	xtended   Removed		
Location(s): specify location	n of all smoke sepa	rations. (e.g. Refe	er to marked up f	loor plan)		
Type and (if known) make	e:					
<b>Performance standards:</b> (select an option)						
□ EN 12101.1:2005		□ BS EN 12101:	2005 Section 8 N	laintenance		
☐ C/AS2 Acceptable Solution Buildings other than Risk 1st Edition, Amendment 2nd November 2023, Def Smoke Separation, page	4, Part 2: Conte	ook, Amendment 3, 14 ent Guide, SS15/5 ons B.3 to B.17 AS				
□ 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, 1 February 2014, Part 2: Content Guide, SS15/5 Smoke separations, Inspections B.3 to B.17 AS 1851:2012 Section 17						
☐ Other (please state) ☐ Other (please state)						
Inspection procedures						
Frequency of inspections:	Daily (When in us	e Crowd Monthly	for all other	Annually		

uses

□ Independent

person

qualified person

☐ Suitably qualified

Independent qualified

person

type buildings)

person

person

☐ Independent qualified

☐ Suitably qualified

Document Set ID: 19871903 Version: 33, Version Date: 23/07/2025

Maintained and inspected

by:

SS 16 Cable cars						
<ul> <li>□ Not Applicable This application has no cable cars</li> <li>□ Applies This System is to be installed, altered/extended or removed</li> </ul>						
Completely new system: System is to be modified by: (select as required)						
☐ New system - not being cl	hanged	□ Altered □	Added	$\square$ Extended $\square$	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)						
checklist for reside  Model compliance s  Inspection and main				2005 Appendix C Maintenance residential cable-cars, Appendix D liance schedule for inspections and maintenance procedures for able cars as specified by Appendix C 5270:2005.		
☐ Other (please state) ☐ Other (please state)						
Inspection procedures						
Frequency of inspections:	6 Monthly or		Annually			
Maintained & inspected by:	•	independent qualified person				

Page 21 of 21 ID 19871903