

Compliance Schedule Details:

SS 9 – Mechanical Ventilation or Air Conditioning Systems

Please provide the following information with your Building Consent Application - Form 2

(If you need help to complete this form, consult the system provider or an IQP who is registered for the system above)

Applicant Name:

Site Address:

Existing Compliance Schedule Number(s): (if applicable)

Building Name:

Installation provider: (if known)

Risk / Purpose group:

Fire Hazard Category:

Total Occupant Load:

SPECIFIED SYSTEM DESCRIPTION (address those items that apply)

Specified systems:

☐ Existing ☐ New ☐ Modified ☐ Removed

Type:

- ☐ Toilet extract system servicing multiple facilities
- ☐ Ducted ventilation or air conditioning system
- ☐ 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
- ☐ Cooling-water system incorporating one or more cooling towers or evaporative condensers
- ☐ Air-handling system required to function in smoke management or smoke clearance mode during a fire
- ☐ System incorporating one or more solid liquid or gas-fired boilers
- ☐ System containing one or more electric heating elements mounted in air handling units or ducts located outside the occupied space
- ☐ Split air conditioning unit that introduces fresh air into the building
- ☐ Dust extract system in a building that is not part of the building
- ☐ Other: [specify]

Location Plan for specified systems and records is attached: ☐ YES ☐ NO

No.	Equipment location	Make (Main components)	Model
1			
2			
3			
4			
5			

If needed continue the list on another sheet of paper

STANDARDS (address those items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific Standard(s) / document.

Performance / installation:

- ☐ NZS 4303, Year:
- ☐ AS/NZS 3666, Year:
- ☐ AS 1668, Year:
- ☐ AS 1851, Year:
- ☐ Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
- ☐ Other:

Continue on the next page

Inspections and Maintenance: <i>Systems Hygiene</i>	<input type="checkbox"/> AS/NZS 3666.2, Year: <input type="checkbox"/> Other: <input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<i>Chemical control</i>	<input type="checkbox"/> AS/NZS 3666.3, Table 3.2, Year: <input type="checkbox"/> Compliance Schedule Handbook, pg 40 <input type="checkbox"/> Other: <input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<i>Fire and Smoke Control</i>	<input type="checkbox"/> AS 1851, Year: <input type="checkbox"/> Other: <input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
INSPECTIONS, MAINTENANCE AND REPORTING (address those items that apply)	
Minimum inspection and maintenance procedures:	Regular inspection and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/document to ensure effective operation and preservation of any inbuilt safety features.
Inspection frequency and responsibility:	Depending on the type of installation and its performance standard/document: <input type="checkbox"/> Specifically designed solutions: by IQP only <input type="checkbox"/> Standard /other document: <input type="checkbox"/> Weekly: by IQP <input type="checkbox"/> Monthly: by IQP <input type="checkbox"/> Annually: by IQP
Inspections & Maintenance: <i>Weekly/ Monthly Inspections</i> <i>Monthly/ Annual Inspections</i> <i>Chemical Control</i>	In addition to the maintenance required by the applicable standard selected, particular attention will be given to systems incorporating cooling towers or evaporative condensers, in case organisms such as <i>Legionella</i> are present. Monthly and annual inspections will be carried out as per the applicable standard / document selected. However, where appropriate any additional inspections or maintenance activities required to ensure that a system continues to operate properly will be included with inspection and maintenance procedures. <input type="checkbox"/> For cooling towers and evaporative condensers with automatic chemical dosing: Bacteriological tests: Compliance Schedule Handbook, Table 1, Pg 40 <input type="checkbox"/> For cooling towers and evaporative condensers without automatic chemical dosing: Weekly dip-slide tests. If dip-slide tests have a result greater than 10 ⁵ cfu / ml, control strategies in AS/NZS 3666.3 Table 3.2 must be implemented.
Reporting:	The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the On-Site Log Book, which will remain on the premises with the most recent compliance schedule, and as a minimum include: <ul style="list-style-type: none"> • Details of any inspection, test or preventative maintenance carried out, including dates, works undertaken, faults found, remedies applied and the person who performed the work. • Form 12A provided annually by the IQP.