

GUIDANCE NOTES FOR BUILDINGS THAT CONTAIN SPECIFIED SYSTEMS

The following information is intended to provide guidance as to what information needs to be supplied on the Schedule of Specified Systems sheet which needs to accompany applications that involve the addition or alteration of any specified system.

Full explanations can be obtained from the Department of Building and Housing (DBH) web site www.dbh.govt.nz. A Compliance Schedule Handbook produced by the DBH can be downloaded from www.dbh.govt.nz/userfiles/file/publications/building/building-act/compliance-schedule-handbook.pdf

1. What is a Specified System?

Specified systems or features for buildings specified in Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 and include the following:

- SS 1 Automatic systems for fire suppression
- SS 2 Automatic or manual emergency warning systems for fire or other dangers
- SS 3 Electromagnetic or automatic doors or windows
- SS 4 Emergency lighting systems
- SS 5 Escape route pressurisation systems
- SS 6 Riser mains for use by fire services
- SS 7 Automatic back-flow preventers connected to a potable water supply
- SS 8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings
- SS 9 Mechanical ventilation or air conditioning systems
- SS 10 Building maintenance units providing access to exterior and interior walls of buildings
- SS 11 Laboratory fume cupboards
- SS 12 Audio loops or other assistive listening systems
- SS 13 Smoke control systems
- SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any of SS1 to SS13
- SS 15 Other fire safety systems or features (systems for communicating information intended to facilitate evacuation, final exits, fire separations, signs, smoke separations)
- SS 99 Cable cars (including to residential dwelling)

2. What is the Location?

Identifies what parts of the building the feature or system covers or is located in as the case may be.

3. What are the performance standards?

Identifies what standard the system or feature is to meet in order to meet the requirements of the New Zealand Building Code. These may be a specific approved standard, an acceptable solution or specifically designed for the feature or system in question.

4. What are the maintenance requirements?

This identifies what preventative and responsive maintenance is required to be taken and what standard, acceptable solution or specific requirements this maintenance must comply with.

5. Who are the persons responsible for inspections?

These are the persons who are qualified and approved to undertake the inspections required.

6. What are the reporting requirements?

This specifies what records are to be kept on the premises in relation to the specified systems and features contained in the building.

On the following page is an example of what the specified system details should look like when filled in.

SPECIFIED SYSTEM DETAILS

To be completed by applicant/agent with full details when any building incorporates a specified system as detailed in Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005
 PLEASE COMPLETE FOR EACH INDIVIDUAL SYSTEM INCORPORATED INTO THE BUILDING

Building name or street address: 123 Main Street, Gisborne Item 1 of 6

Type: Type 6 Fire Alarm	Enter Alarm Year Renews <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Location(s) within building/site: Workshop, block 2 west wing	
Performance Standard(s):	In accordance with NZS 4541:2003 In accordance with NZS 4515:2003
Inspection Requirements:	Automatic systems for fire suppression require regular inspection and testing to ensure the systems will operate as required by the performance standards in the event of a fire <i>Example</i>
Maintenance Requirements	Planned preventative maintenance and responsive maintenance should be carried out in accordance with NZS 4541:2003 and NZS 4515:2003 to ensure the system will operate as required in the event of a fire <i>Example</i>
Persons Responsible for Inspections:	All inspections shall be undertaken by independent qualified persons/licensed building practitioners
Reporting:	Records shall be maintained and kept on the premises indicating: i) Date of inspection ii) Type of inspection iii) Any repairs or maintenance found to be required iv) Action taken to repair or maintain the system v) The system inspected complies with the requirements of the compliance schedule vi) Name of person undertaking inspection Records are to be maintained for a period of 2 years

PLEASE COPY ADDITIONAL SHEETS (if necessary)
 OR PROVIDE THE INFORMATION FOR EACH ADDITIONAL SYSTEM AS AN ATTACHMENT
 (An electronic copy of this form is available - please email your request for an electronic form T-27.s1 to mesgan@tdc.govt.nz)

SPECIFIED SYSTEM DETAILS

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Building name or street address: 123 Main Street, Gisborne Item 2 of 6

Type: Means of escape from fire	Enter Alarm Year Renews <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Location(s) within building/site: Through entire building	
Performance Standard(s):	In accordance with C2 of the New Zealand Building Code
Inspection Requirements:	The means of escape require regular inspection to ensure that the passive and active features of the means of escape continue to perform as designed for safe evacuation <i>Example</i>
Maintenance Requirements	Planned preventative maintenance and responsive maintenance of means of escape shall be maintained at all times in a safe condition with particular attention to freedom from obstruction and other storage of combustibles, adequacy of handrails, proper operation of fire and smoke control doors and ease of opening any doors leading into the escape route at the final exit <i>Example</i>
Persons Responsible for Inspections:	Continuous inspections by owner Maintenance shall be undertaken by owner Annual inspections shall be undertaken by an Independent Qualified Person or Licensed Building Practitioner
Reporting:	Records shall be maintained and kept on the premises indicating: i) Date of inspection ii) Type of inspection iii) Any repairs or maintenance found to be required iv) Action taken to repair or maintain the system v) The system inspected complies with the requirements of the compliance schedule vi) Name of person undertaking inspection Records are to be maintained for a period of 2 years

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Form T-27.s1 - Schedule of Specified Systems

Details for Compliance Schedule



SECTION A: TO BE COMPLETED BY APPLICANT (with ALL non single residential buildings or commercial building projects)

<input type="checkbox"/> Existing C/Schedule - Compliance Schedule number: _____					OR	<input type="checkbox"/> New C/Schedule								
Building name [known as]: _____						Consent No [if applicable]: _____								
Street address of property: _____														
Building owner(s): _____														
Current use related to crowd activities: [circle applicable]														
CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID
Current, Lawfully Established Use: _____														
Occupant Load: _____			Fire Hazard Category: _____				First year constructed: _____							
Physical location where compliance schedule will be kept: _____														
Attachments <input type="checkbox"/> Attached are: _____ [total number] of <i>Specified System Details</i> forms. Please attach a separate form for each system contained in the building. <input type="checkbox"/> A copy of the building's fire design is required and attached to this document [if applicable].														
Signed: by or on behalf of owner(s) _____						Date: ____ / ____ / ____								
Name: _____			Profession: _____			Contact Ph: _____								

SECTION B: FOR COUNCIL USE ONLY (to be completed by Processing Inspector)

Documents/information required prior to CCC

Preparation for issue of CCC and Compliance Schedule:

- Checked amended plans have not altered systems specified on this document, if applicable – updated SS details obtained, changes marked.
- Producer Statements and all required info listed above are attached to this form.

OFFICER ORDER	OFFICERS NAME	DATE PROCESSED	APPROVAL
Programmed by			
Processing Inspector			<input type="checkbox"/> OK to produce draft CS
C/Schedule Drafted by (see note 1)			EDRMS No. _____
Building Inspector (Final)			<input type="checkbox"/> OK to prepare C/Schedule
C/Schedule Issuing Clerk (see note 2)			C/Sched to be issued with CCC

NOTE 1: On approval of Consent, draft Compliance Schedule to owner, copy to field record envelope

NOTE 2: On approval of CCC, Compliance Schedule and CS statement to owner, copy to BWOFF file

SPECIFIED SYSTEM DETAILS

FORM T-27.S1

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PLEASE COMPLETE FOR EACH INDIVIDUAL SYSTEM INCORPORATED INTO THE BUILDING.

Building [name or street address:	Item of
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Type:	Exists <input type="checkbox"/> Altered <input type="checkbox"/> New <input type="checkbox"/> Remove <input type="checkbox"/>
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Location(s) within building/site:

Performance Standard(s):	_____ _____ _____
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Inspection Requirements:	_____ _____ _____ _____
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Maintenance Requirements	_____ _____ _____ _____
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Persons Responsible for Inspections:	_____ _____ _____ _____
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Reporting:	_____ _____ _____ _____ _____ _____ _____
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Building [name or street address:	Item of
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Type:	Exists <input type="checkbox"/> Altered <input type="checkbox"/> New <input type="checkbox"/> Remove <input type="checkbox"/>
-------	---

Location(s) within building/site:

Performance Standard(s):	_____ _____ _____
--------------------------	-------------------------

Inspection Requirements:	_____ _____ _____ _____
--------------------------	----------------------------------

Maintenance Requirements	_____ _____ _____ _____
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Persons Responsible for Inspections:	_____ _____ _____ _____
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Reporting:	_____ _____ _____ _____ _____ _____ _____
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PLEASE COMPLETE FOR EACH INDIVIDUAL SYSTEM INCORPORATED INTO THE BUILDING.

Building [name or street address:	Item of
-----------------------------------	---------

Type:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">Exists</td> <td style="text-align: center; font-size: small;">Altered</td> <td style="text-align: center; font-size: small;">New</td> <td style="text-align: center; font-size: small;">Remove</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Exists	Altered	New	Remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exists	Altered	New	Remove						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Location(s) within building/site:

Performance Standard(s):	

Inspection Requirements:	

Maintenance Requirements	

Persons Responsible for Inspections:	

Reporting:	

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