

# **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 any existing, new, or altered specified system.

Full explanations can be obtained from the Ministry of Business, Innovation and Employment web site [www.building.govt.nz](http://www.building.govt.nz).

A Compliance Schedule Handbook can be downloaded from <https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/>

## **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
  - SS3/1 Automatic doors
  - SS3/2 Access controlled doors
  - SS3/3 Interfaced fire or smoke 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
  - SS8/1 Passenger carrying lifts
  - SS8/2 Service lifts
  - SS8/3 Escalators & moving walkways
- SS 9 Mechanical ventilation or air conditioning systems
- SS 10 Building maintenance units providing access to exterior and interior walls of buildings of mechanical design
- SS 11 Laboratory fume cupboards
- SS 12 Audio loops or other assistive listening systems
  - SS12/1 Audio Loops
  - SS12/2 FM radio frequency systems & infrared beam transmission systems
- SS 13 Smoke control systems
  - SS13/1 Mechanical smoke control
  - SS13/2 Natural smoke control
  - SS13/3 Smoke curtains
- SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any of SS1 to SS13
  - SS14/1 Emergency power systems relating to a system of feature specified in any of clauses 1-13
  - SS14/2 Signs relating to a system of feature specified in any of clauses 1-13
- SS 15 Other fire safety systems or features (systems for communicating information intended to facilitate evacuation, final exits, fire separations, signs, smoke separations)
  - SS15/1 Systems to communicate spoken information intended to facilitate evacuation
  - SS15/2 Final exits
  - SS15/3 Fire separations
  - SS15/4 Signs for communicating information to facilitate evacuation
  - SS15/5 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.



# 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 - <b>Compliance Schedule number:</b> _____		<b>OR</b>	<input type="checkbox"/> New C/Schedule	
<b>Building name [known as]:</b> _____			<b>Consent No. [if applicable]:</b> _____	
<b>Street address of property:</b> _____				
<b>Building owner(s):</b> _____				
<b>Current use related to risk groups:</b> [tick if applicable]	<input type="checkbox"/> SH	<input type="checkbox"/> SM	<input type="checkbox"/> SI	<input type="checkbox"/> CA
			<input type="checkbox"/> WB	<input type="checkbox"/> WS
				<input type="checkbox"/> VP
<b>Current, lawfully established use:</b> _____				
<b>Occupant load:</b> _____	<b>Fire hazard category:</b> _____			<b>First year constructed:</b> _____
<b>Physical location where compliance schedule will be kept:</b> _____				
<b>Attachments</b> <input checked="" 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"/> The building's fire design is required and attached to this document [if applicable]. <input type="checkbox"/> A specified system floor plan clearly showing the location and type of all specified systems in the building.				
<b>Signed:</b> by or on behalf of owner(s) _____ Date: ____ / ____ / ____  Name: _____ Profession: _____ Contact Ph: _____				

### SECTION B: FOR COUNCIL USE ONLY (to be completed by processing officer)

ORDER	OFFICERS NAME	DATE PROCESSED	APPROVAL
1. Programmed by			
2. Processing officer			<input type="checkbox"/> OK to produce draft CS
3. Schedule draft prepared by			3 copies – owner, field record, CS [digital]
4. Prep for issue of CCC & CS: [to be completed by Compliance Officer] <div> <input type="checkbox"/> BSO has ok'd CCC             <input type="checkbox"/> Checked amended plans have not altered systems specified on this document, if applicable – updated SS details obtained, changes marked.             <input type="checkbox"/> Producer statements and all required info related to specified systems have been provided - confirmed all specified systems are operational.             <input type="checkbox"/> Signed below:           </div>			
5. Ok to prepare final C/Schedule			
6. Final C/Schedule generated			C/Sched to be issued with CCC



# SPECIFIED SYSTEM DETAILS

FORM T-27.S1

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:	Item of
-----------------------------------	---------

Type:	<div>Exists   Altered   New   Remove</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
Location(s) within building/site:	
Performance Standard(s):	
Inspection Requirements:	
Maintenance Requirements	
Persons Responsible for Inspections:	
Reporting:	

**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 [building@gdc.govt.nz](mailto:building@gdc.govt.nz))

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