

SPECIFIED SYSTEMS CHECKLIST

This checklist should be used to identify specified systems within buildings in accordance with the Building Act 2004. Please identify specified systems by ticking appropriate boxes and to include maintenance and inspection requirements as provided by owner / designer.

Site Address: Fire Hazard Category FHC:
 Building Name: Purpose Group:
 Owners Name: Total Occupant Load:.....

Specified Systems Plan Attached? Yes No

	Specified Systems	Existing	Add	Alter	Remove	SS1-SS16 Form Attached
SS1	Automatic Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS2	Emergency Warning Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS3.1	Automatic Doors and Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS3.2	Access Controlled Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS3.3	Interfaced Fire or Smoke Doors or Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS4	Emergency Lighting Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS5	Escape Routes Pressurisation Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS6	Riser Mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS7	Auto Back-Flow Preventers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS8.1	Passenger Carrying Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS8.2	Service Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS8.3	Escalators and Moving Walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS9	Mechanical Ventilation / Air Con Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS10	Building Maintenance Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS11	Laboratory Fume Cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS12.1	Audio Loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS12.2	FM Radio Frequency Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS13.1	Mechanical Smoke Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS13.2	Natural Smoke Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS13.3	Smoke Curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS14.1	Emergency Power Systems for SS1 – 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS14.2	Signs for SS1 – 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS15.1	Systems for Communicating Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS15.2	Final Exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS15.3	Fire Separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS15.4	Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS15.5	Smoke Separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS16	Cable Cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY:

Compliance Schedule No: Building Consent No:
 Specified Systems Correct? Yes No If No, RFI Letter Sent? Yes No
 Processing Officer Name: Date:
 Admin System Updated by: Date:
 CCC: Compliance Schedule OK to Issue by: Date:

RECORDING, REPORTING AND MAINTENANCE PROCEDURE CHECKLIST

Recording, Reporting and Maintenance Procedures (RRMPs) are the instructions of how the Specified Systems in the building and on the Compliance Schedule are to be routinely inspected and maintained. They are required to be part of the Compliance Schedule for the building and part of the documentation for a Building Consent. See Section 7, 51 and 103 of the Building Act 2004.

This sheet is designed to help collate information for the RRMPs for the Specified Systems in the building making the issue of Compliance Schedule easier and avoiding future cost overruns for building owners.

These RRMPs will form the basis of the Compliance Schedule and the Building Warrant of Fitness regime with the purpose of giving guidance to an Independent Qualified Person/Licensed Building Practitioner who will be carrying out inspections on the systems.

Please tick the appropriate box to indicate what standard is going to be used to install the Specified System. If a standard has not been used for the installation, for example if an alternative solution is proposed, a specifically designed solution will be needed to satisfy the RRMP requirement.

For some systems where a standard is not applicable you can nominate the RRMPs as shown in the Compliance Schedule Handbook.

More information can be found at: www.building.govt.nz, <https://www.consumer.org.nz/> or www.building.govt.nz/building-code-compliance-documents#free-download

For advice on using this form, please contact the Duty Building Officer on 06 374 4080.

Specified System Covered by Compliance Schedule		Maintenance Requirements to	✓
1	Automatic Systems for Fire Suppression	NZS 4541	
		NZS 4515	
		Or a specifically designed solution	
2	Automatic or Manual Warning Systems for Fire or Other Dangers	NZS 4512 and specific requirements of F7/AS1	
		NZS 4541 as modified by Appendix B Acceptable Compliance C/AS1 – C/AS7, F7/AS1	
		Or a specifically designed solution	
3/1	Automatic Doors	NZS 4239	
		AS 4085	
		Or a specifically designed solution	
3/2	Access Control Doors	NZS 4239	
		Or a specifically designed solution	
3/3	Interfaced Fire or Smoke Doors or Windows	NZS/AS 1530	
		Or a specifically designed solution	
4	Emergency Lighting Systems	NZS/AS 2293 Parts 1, 2 and 3: 1995	
		Or a specifically designed solution	
5	Escape Route Pressurisation Systems	Or a specifically designed solution	
6	Riser Mains for Use by Fire Service	NZS 4510	
		Or a specifically designed solution	

Specified System Covered by Compliance Schedule		Maintenance Requirements to	✓
7	Automatic Backflow Preventers Connected to Potable Water Supply	AS/NZS 2845	
		Or a specifically designed solution	
8/1	Passenger Lifts	NZS 4332	
		NZS 4334	
		EN 81	
		Or a specifically designed solution	
8/2	Service Lifts	NZS4332	
		Compliance Schedule Handbook	
		EN 81	
		Or a specifically designed solution	
8/3	Escalators	AS/NZS 1735.8: 1986	
		Compliance Schedule Handbook	
		Or a specifically designed solution	
9	Mechanical Ventilation or Air Conditioning	NZS 4303	
		AS/NZS 1668	
		AS/NZS 3666	
		Or a specifically designed solution	
10	Building Maintenance Units	BS 6037.1	
		BS 6037.2	
		Or a specifically designed solution	
11	Laboratory Fume Cupboards	Compliance Schedule Handbook	
		NZS/AS 2243.8	
		Or a specifically designed solution	
12/1	Audio Loops	BS EN 60118-4:2006	
		Compliance Schedule Handbook	
		Or a specifically designed solution	
12/2	FM Radio Frequency Systems and Infrared Beam Transmitters	Compliance Schedule Handbook	
		Or a specifically designed solution	
13/1	Mechanical Smoke Control	Compliance Schedule Handbook	
		AS/NZS 1668 Part 1	
		Or a specifically designed solution	
13/2	Natural Smoke Control	Compliance Schedule Handbook	
		Or a specifically designed solution	
13/3	Smoke Curtains	Compliance Schedule Handbook	
		Or a specifically designed solution	
14/1	Emergency Power Systems for 1-13 above	NZS 6104	
		Or a specifically designed solution	
14/2	Signs also 15/4	Compliance Schedule Handbook	
		Or a specifically designed solution	
15/1	Systems for Spoken Information for Evacuation	NZS 4541	
		Or a specifically designed solution	
15/2	Final Exits	Compliance Schedule Handbook	
		Or a specifically designed solution	
15/3	Fire Separations	Compliance Schedule Handbook	
		Or a specifically designed solution	
15/4	Signs for Evacuation also 14/2	Compliance Schedule Handbook	
		Or a specifically designed solution	

Specified System Covered by Compliance Schedule		Maintenance Requirements to	✓
15/5	Smoke Separations	Compliance Schedule Handbook	
		Or a specifically designed solution	
16	Cable Cars	NZS 5270: 2005	
		Or a specifically designed solution	