

| Food Preparation G3,E3,B2 Cont. | | | | | Comments (reasons for decisions) |
|---------------------------------|---|---|---|-----|----------------------------------|
| 11 | Has space & power been provided for refrigerator or ventilation for food safe? | P | F | N/A | |
| 12 | Energy source as specified for cooking & refrigeration appliances | P | F | N/A | |
| 13 | Impervious, easily cleaned wall finishes been provided as per approved plans & specifications? | P | F | N/A | |
| 14 | Confirmation received from RDC Health Inspectors of their approval. | P | F | N/A | |
| Laundry G2,E3,B2 | | | | | Comments (reasons for decisions) |
| 15 | Are laundering facilities provided as per approved plans & specification? | P | F | N/A | |
| 16 | Does the laundry tub installed meet minimum capacity or dimensions? <i>G2/AS1, cl 1.0.2 A laundry tub shall: a) Have a capacity to spill-level of no less than 35 litres, and, b) Be capable of fully containing a solid cylinder of 400 mm diameter and 200 mm depth.</i> | P | F | N/A | |
| 17 | Have service connections been provided? <i>A min of a cold water supply provided for tub or cold water and electric power supply to a washing machine?</i> | P | F | N/A | |
| 18 | Is the laundry tub securely fixed? | P | F | N/A | |
| 19 | Is the laundry tub correctly trapped? | P | F | N/A | |
| 20 | Has splash protection been provided to floor and wall linings? <i>E3/AS1 cl 3.1.1 'Floors' & 3.1.2 'Walls'. Floor and Wall linings and finishes must satisfy the performance for impervious and easily cleaned surfaces in areas exposed to water splash.</i> | P | F | N/A | |
| Wet areas/ WC G1,E3,B2 | | | | | Comments (reasons for decisions) |
| 21 | Has the specified waterproofing membrane been applied in accordance with the manufacturer's specifications? <i>Ensure the specified waterproof membrane has been applied in accordance with the manufacturer's technical specification. If required ensure applicator provides a Producer Statement - Construction (PS3)</i> | P | F | N/A | |
| 22 | Are joints in impervious surfaces as detailed? <i>Jointing of impervious surfaces as specified i.e. PVC jointer, flexible sealant etc.</i> | P | F | N/A | |
| 23 | Has flexible sealant been provided at the floor/wall junction of the tiled floor? <i>Refer E3.2(C)'Buildings shall be constructed to avoid the likelihood of damage to building elements being caused by the use of water'.</i> | P | F | N/A | |
| 24 | Safety glazing as specified for shower screens, doors & windows clearly labeled. <i>NZS 4223 Part 3</i> | P | F | N/A | |
| 25 | Does wall extend horizontally 300 mm each side beyond urinal & 1500 mm above floor? | P | F | N/A | |
| 26 | Has provision been made to contain accidental overflow been provided? | P | F | N/A | |
| 27 | Has hot water been tempered to 45° for early childhood centres, schools, old people's homes, institutions for people with psychiatric or physical disabilities, hospitals, and 55° for all other buildings? <i>Record actual temperature readings:</i> | P | F | N/A | |
| 28 | Unrestricted water temperature at sinks, tub and dishwashers may require other than PVC traps and wastes. | P | F | N/A | |

| Ventilation G4,E3,B2 | | | | | Comments (reasons for decisions) |
|-----------------------|---|---|---|-----|----------------------------------|
| 29 | Are openings providing natural ventilation to occupied space in accordance with the approved plans & specification? <i>Refer, G4, Clause 1.2 'Natural Ventilation'.</i> | P | F | N/A | |
| 30 | Is the mechanical ventilation provided for extracting moisture & other contaminants in accordance with the approved specification? <i>Refer, G4, Clause 1.3 'Mechanical Ventilation'</i> | P | F | N/A | |
| 31 | Is mechanical ventilation operational & ducted to outside air? <i>Request PS 3 & 4 if necessary</i> | P | F | N/A | |
| 32 | Has appropriate mechanical ventilation been provided to all internal laundries, bathrooms, WC's | P | F | N/A | |
| Insulation H1 | | | | | Comments (reasons for decisions) |
| 33 | Is the ceiling insulation installed correctly & as per the approved plans & specification? <i>If the insulation installed differs from that approved, ensure that the substitution complies & obtain written confirmation from the owner that they have approved the substitution.</i> | P | F | N/A | |
| 34 | Is the ceiling insulation clearance around light fittings appropriate for the type of fitting? | P | F | N/A | |
| 35 | Is subfloor insulation protection provided? <i>Subfloor insulation in exposed locations such as under raised floor of a pole house may require protection.</i> | P | F | N/A | |
| Glazing F2,B2 | | | | | Comments (reasons for decisions) |
| 36 | Are window sizes as per approved plans and specifications? <i>If not request amended plans.</i> | P | F | N/A | |
| 37 | Is at least 50% of the glazed area provided for natural light clear glazed? <i>If this is marginal awareness of the outside may be provided via another space - ensure clear glazing is provided between 900mm & 2.0 m from FFL. ref. G7 Fig 4.</i> | P | F | N/A | |
| 38 | Does glazing comply with NZS 4223 Part 3? <i>Check that all glazing within 2 m of floor level is of appropriate size and that safety glass is clearly labeled.</i> | P | F | N/A | |
| Water Supplies G12,B2 | | | | | Comments (reasons for decisions) |
| 39 | Are seismic restraints fitted to the Hotwater storage cylinder? | P | F | N/A | |
| 40 | Is HWC vent protected against frost | P | F | N/A | |
| 41 | Is HWC drain to the exterior | P | F | N/A | |
| 42 | Is the HWC open vented to the exterior / or TPRV fitted | P | F | N/A | |
| 43 | Has an isolating valve been fitted? | P | F | N/A | |
| 44 | Has a cold water expansion valve been fitted | P | F | N/A | |
| 45 | Has a means of control been put in place to limit water temperature at sanitary fixtures <i>E.g tempering valve</i> | P | F | N/A | |
| 46 | Has a safe tray been installed under the HWC that drains to the outside | P | F | N/A | |
| 47 | Confirm that water temperature of water in storage cylinder is >60°C. | P | F | N/A | |
| 48 | Backflow prevention provided in accordance with design/ risk profile (<i>commissioning certificate requested</i>) | P | F | N/A | |

| Plumbing & Drainage G13,B2 | | | | | Comments (reasons for decisions) |
|----------------------------------|--|---|---|-----|----------------------------------|
| 49 | Are all discharge wastes correctly sized & vented & terminate outside the building clear of openings? Are birds & vermin prevented from entering the vent pipe? | P | F | N/A | |
| 50 | The ORG is 150mm below lowest fixture overflow level and 75 mm above finished ground levels | P | F | N/A | |
| 51 | Are waste pipe penetrations sealed in the gully | P | F | N/A | |
| 52 | Are upper floor fixtures & appliances discharging to the drainage system in an appropriate manner? | P | F | N/A | |
| 53 | Are drains correctly vented? <i>Ensure all branch drain 10m or > are vented.</i> | P | F | N/A | |
| 54 | Are all AAV's accessible | | | | |
| 55 | Have all WC pans been securely fixed & sealed? | P | F | N/A | |
| 56 | Have all bench tops, vanities baths been sealed to stop water penetration? | P | F | N/A | |
| 57 | Have all shower cubicles been sealed to stop water leaking? <i>Run shower & check corners</i> | P | F | N/A | |
| Grease Trap G13,B2 | | | | | Comments (reasons for decisions) |
| 58 | Has the grease trap been installed & operational in accordance with consent? | P | F | N/A | |
| 59 | Confirmation required from RDC Pollution Control of their approval. | P | F | N/A | |
| Effluent Disposal Systems G13,B2 | | | | | Comments (reasons for decisions) |
| 60 | Has the system been installed as per the approved consent? | P | F | N/A | |
| 61 | Has a producer statement (construction review) been supplied from the installer or designer? <i>If so are they a recognized author?</i> | P | F | N/A | |
| 62 | If required, have measures been put in place to isolate the effluent disposal area. <i>Measures to keep stock off the disposal area. ref to the approved design in the consent documents.</i> | P | F | N/A | |
| Stormwater E1,G13,B2 | | | | | Comments (reasons for decisions) |
| 63 | Are downpipes fixed correctly | P | F | N/A | |
| 64 | Have spreaders been fitted, if required, to downpipes. | P | F | N/A | |
| 65 | Overflows fitted to rainheads and internal gutters (<i>1.5 times the size of down pipe</i>) | P | F | N/A | |
| 66 | Stormwater to an approved outfall? | P | F | N/A | |
| 67 | All hardstand areas have stormwater control to prevent run off to adjacent sites? (<i>check formation of cess pit – Pollution Control check?</i>) | P | F | N/A | |

| Stairs / Landings / Handrails D1,F4,B2 | | | | | Comments (reasons for decisions) |
|--|---|---|---|-----|----------------------------------|
| 68 | Have complying handrails been installed as per consent documentation. <i>Ensure handrail provided is graspable & are provided in accordance with the approved plans & specification</i> | P | F | N/A | |
| 69 | Have light switches been provided for the stairway lighting? <i>Light switches shall be provided at the top & bottom of each stairway.</i> | P | F | N/A | |
| 70 | Does the slip resistance comply both interior and exterior <i>Slip resistance shall be provided for all walking surfaces such as decks, patios & steps on the approach to the main entrance of the building.</i> | P | F | N/A | |
| 71 | Do the stairway type, tread & rise comply with the approved plans & specifications? Ensure all treads & risers for exterior private steps & stairs comply with main private stairway. | P | F | N/A | |
| 72 | Have contrasting nosings been fitted? | P | F | N/A | |
| 73 | Have closed risers been fitted to accessible stairs? | P | F | N/A | |
| 74 | Barrier installed to all areas where there is a fall height of 1.000 or more can occur from the floor or opening in the exterior envelope of the building, or a change in level. <i>If yes a barrier is required. Ref NZBC C1 F4-1100mm</i> | P | F | N/A | |
| Fire Philosophy C1-6 | | | | | Comments (reasons for decisions) |
| | Are dead ends & open path travel distances correct? | P | F | N/A | |
| 76 | Does floor slip resistance comply on safe travel paths? | P | F | N/A | |
| 77 | Are exit doors easily opened from the inside (not lockable)? | P | F | N/A | |
| 78 | All FFR to walls and ceiling completed to BC requirements | P | F | N/A | |
| 79 | Was an existing sprinkler system affected by new works? | P | F | N/A | |
| 80 | Are all fire collars, dampers, flush boxes etc installed? | | | | |
| 81 | Are number of exits & escape routes correct & as shown in the consent documentation? | P | F | N/A | |
| 82 | Do all smoke & fire doors have the appropriate seals & tags fitted? | P | F | N/A | |
| 83 | Do doors open in direction of escape where necessary? | P | F | N/A | |
| 84 | Is escape route(s) width & height correct? | P | F | N/A | |
| 85 | Are all signs visible? Does signage directed route lead to a safe place? | P | F | N/A | |
| 86 | Is there emergency light in place with backup power supply? | P | F | N/A | |
| 87 | Is location of call points / smoke detectors as indicated on approved consent documents? | P | F | N/A | |
| 88 | Are escape route(s) free of obstructions? | P | F | N/A | |
| 89 | Is the fire service vehicle access Adequate? <i>3.8m width, 4m height to within 18m of outside of building</i> | P | F | N/A | |
| 90 | Is fire riser main located as per the approved consent? Access for fire vehicle within 18m | P | F | N/A | |

| Exterior E2,B2 | | | | | Comments (reasons for decisions) |
|-------------------------|--|---|---|-----|----------------------------------|
| 91 | Exterior envelope complete and weatherproof | P | F | N/A | |
| 92 | Elevations match consented documents | P | F | N/A | |
| 93 | Flashings complete and sealed | P | F | N/A | |
| 94 | Wet area/ kitchen vents terminate at exterior | P | F | N/A | |
| 95 | Ground/ paving heights | P | F | N/A | |
| 96 | Weep/ ventilation holes | P | F | N/A | |
| 97 | Exterior decorating | P | F | N/A | |
| 98 | Weathering of penetrations | P | F | N/A | |
| 99 | Wall cladding fixings/ soakers/ scribes | P | F | N/A | |
| 100 | Construction of decks/barriers/timber treatment / thresholds | P | F | N/A | |
| 101 | Sub floor access/ ponding/insulation/ ventilation | P | F | N/A | |
| 102 | Exterior cladding materials as specified | P | F | N/A | |
| 103 | No additional clear plastic roof lights in roof? | P | F | N/A | |
| 104 | Roof cladding/ flashing fixings/ roof penetrations | P | F | N/A | |
| 105 | Landscaping completed? | P | F | N/A | |
| 106 | Retaining walls constructed? Will surface water cause a nuisance as defined by E1? | P | F | N/A | |
| 107 | Safety from falling | P | F | N/A | |
| D.A.P D1,G1,G2,G3,G5,B2 | | | | | Comments (reasons for decisions) |
| 108 | Toilet (separate) Floor dimension of 1600mm width and 1900mm length, transfer space on accessible side of toilet is 800mm, grabrail is L shaped and capable of sustaining weight of an adult, vertical and horizontal leg between 600mm–700mm fixed at 700mm. Height of toilet pan is 460mm–and 450mm to centre from side wall, situated 700–750mm from back wall. Urinal has no step and grabrail fixed at 1200mm above floor – non-slip surface. | P | F | N/A | |
| 109 | Shower (separate) A wet area of 1200mm x 1200mm with no lip, plus grabrails, shower rose fixed to slide rail, a fixed seat, 800x450, which is hinged or securely fixed to the wall 450–550 above floor level, the shower control lever action can be reached from seating position – Non-slip surface. | P | F | N/A | |
| 110 | Toilet/Shower (combined) Floor area has minimum dimension 2100 x 1900mm with amenities the same as for separate toilet and shower listed above. | P | F | N/A | |
| 111 | Handbasin Underside clearance of 675mm, lever or capsten taps, mirror with lower edge no higher than 900mm above floor | P | F | N/A | |
| 112 | Capsten Taps Hot water tap shall be placed to the left of the cold water tap. | P | F | N/A | |
| 113 | Controls Window latches, door handles, light switches fixed between 900mm and 1200mm from floor, socket outlets fixed 500mm–1200mm above floor and 500mm from corner. | P | F | N/A | |

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| 114 | Food Preparation Applies only to camping grounds and 'accessible' accommodation units in 'communal residential' buildings built since 1992, kitchen bench/sink has knee clearance of 675mm. | P | F | N/A | |
| 115 | Laundering Applies only to camping grounds, facilities are accessible and usable. | P | F | N/A | |
| 116 | Interior of Accommodation Units/Cabins/Tourist Flats Must have circulating space of 1500mm, telephone beside the bed with wheelchair access of 800mm min width by bed. A guest with a disability must be able to reach tea/coffee making facilities, curtain pull cords, wardrobe rail, extra bedding and heating controls. | P | F | N/A | |
| 117 | Accessible Route From street boundary and carpark to public and communal spaces, accessible accommodation unit. | P | F | N/A | |
| 118 | Carparks Level even surface with minimum width of 3500mm adjacent to reception/office/restaurant identified by ISA sign (on ground or additional if required) | P | F | N/A | |
| 119 | A footpath becomes a ramp at >1:20 | P | F | N/A | |
| 120 | Footpaths & Ramps Have a minimum 1200mm clear width have level or lowered kerbs on accessible route no slope greater than 1:12 between amenities (internal and external). Ramps to have extended handrails <u>both sides</u> | P | F | N/A | |
| 121 | Entrances Gradient no greater than 1:12 with 1200mm level landing area at door. | P | F | N/A | |
| 122 | Stairs Have a 900mm minimum clear width and have extended handrails on <u>both sides</u> . Nosings shall be easily identifiable with contrasting tactile surfaces. risers are closed | P | F | N/A | |
| 123 | Doors No threshold upstand greater than 20mm, external and internal have a min clear opening of 760mm, lever handles with minimum opening tension, toilet/shower hinged doors open out with grabrail for closing. | P | F | N/A | |
| 124 | Reception Counters There should be an area no higher than 775mm where guests can sign the register. This may be part of the counter. | P | F | N/A | |
| 125 | Corridors Minimum width of 1200mm on accessible route | P | F | N/A | |
| 126 | Lifts On access route and internal dimensions are 1400mm x 1400mm sq, door has 900mm clear opening width, call and control buttons have raised/indented designations. | P | F | N/A | |

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| 127 | Lifts cont.... <ul style="list-style-type: none"> Audible signals. Visual signals. <i>(Audible / visual signals to be provided)</i> Raised tactile shall be provided, if audible not available. Lift door portals colour contrast to surrounds. | P | F | N/A | |
| 128 | Surfaces Stable, firm and non-slip under all reasonable conditions (ground and floor) | P | F | N/A | |
| 129 | Signage Including location of accessible accommodation, lifts and shower/toilet facilities. | P | F | N/A | |
| 130 | Alerting Devices Both audible and visual shall be provided on accessible routes and accommodation | P | F | N/A | |
| Damage Deposit | | | | | Comments (reasons for decisions) |
| 131 | Is footpath and/or kerb damaged? | P | F | N/A | |
| 132 | Can damage deposit be refunded? <i>If no, take photographs for evidence</i> | P | F | N/A | |
| Crossing Deposit | | | | | Comments (reasons for decisions) |
| 133 | Is crossing formed in accordance with RDC requirements? | P | F | N/A | |
| 134 | Can crossing deposit be refunded? <i>If no, take photographs for evidence</i> | P | F | N/A | |
| Overhead Power Lines G9 | | | | | Comments (reasons for decisions) |
| 135 | Overhead power lines have correct clearance to building elements | P | F | N/A | |
| PHOTOGRAPHS (compulsory) | | | | | Comments (reasons for decisions) |
| 136 | Photographs taken of all exterior elevations! | P | F | N/A | |
| Producer Statements (Ps)/Statement of Compliance (SOC)/Documentation (D) | | | | | Comments (reasons for decisions) |
| 137 | Energy Certificate for Electrical work | P | F | N/A | |
| 138 | Energy Certificate for Gas work | P | F | N/A | |
| Exterior Plaster: | | | | | |
| 139 | Installers | P | F | N/A | |
| 140 | Product/System manufacturer | P | F | N/A | |
| Plumbing: | | | | | |
| 141 | Pressure Tests | P | F | N/A | |
| Drainage | | | | | |
| 142 | As built plan provided? | P | F | N/A | |
| Tiles/Tanking: | | | | | |
| 143 | Installers | P | F | N/A | |
| 144 | Product Manufacturer (Warranty) | P | F | N/A | |
| Structural (including precast elements) | | | | | |
| 145 | Construction | P | F | N/A | |
| 146 | PS4 – Construction Review | P | F | N/A | |
| Geotechnical: | | | | | |
| 147 | Construction | P | F | N/A | |
| 148 | PS4 – Construction Review | P | F | N/A | |

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|--------------------------|---|---|---|-----|---|
| ST Ratings: | | | | | |
| 149 | Construction | P | F | N/A | |
| 150 | PS4 – Construction Review | P | F | N/A | |
| Glazing: | | | | | |
| 151 | Technical Literature Statement required confirming compliance with NZS 4223 | P | F | N/A | |
| Shelving/Racking: | | | | | |
| 152 | Fixing compliance | P | F | N/A | |
| Certificates: | | | | | |
| 153 | HSNO Certificates received? | P | F | N/A | |
| Fire Design: | | | | | |
| 154 | PS4 – Construction Review | P | F | N/A | |
| Other | | | | | |
| 155 | | P | F | N/A | |
| Other | | | | | |
| 156 | | P | F | N/A | |
| NOTICES: | | | | | |
| 157 | Have all NTF and Instruction Sheets been complied with? | P | F | N/A | |
| FAILED INSPECTION | | | | | Comments (reasons for decisions) |
| 158 | Is this building included under Section 362a (are intended to be open to members of the public or are being used by members of the public and comprise all or part of the building) | P | F | N/A | |
| 159 | Has a C.O.P.U. under section 363 been applied for or is in place? | P | F | N/A | |
| 160 | Can this building be used if the owner/owner's agent applied for a C.O.P.U.? | P | F | N/A | |
| 161 | Instruct (written) owner/owner's agent to apply for and have granted a C.O.P.U. prior to building use. | P | F | N/A | |

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|---|---|---|---|-----|--|--|
| COMPLIANCE SCHEDULE REQUIREMENTS | | | | | No specified systems (✓) No need to complete this section | |
| COMPLIANCE SCHEDULES Supporting documentation for installation / alteration or review of Specified Systems | | | | | Comments (reasons for decisions) | |
| Automatic systems for fire suppression | | | | | | |
| SS1 | Construction SOC | P | F | N/A | | |
| SS1 | Construction Review (Sprinkler system certifier) | P | F | N/A | | |
| Automatic or manual warning systems | | | | | | |
| SS2 | Construction SOC | P | F | N/A | | |
| SS2 | Construction Review (Independent inspection body) | P | F | N/A | | |
| Electromagnetic or automatic doors and windows (circle) SS3/1 Automatic doors SS3/2 Access controlled doors SS3/3 Interfaced fire or smoke doors or windows | | | | | | |
| SS3 | Construction SOC | P | F | N/A | | |
| Emergency lighting systems | | | | | | |
| SS4 | Construction SOC | P | F | N/A | | |

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|---|---|---|---|-----|
| Escape route pressurization systems | | | | |
| SS5 | Construction SOC | P | F | N/A |
| SS5 | Construction Review (Independent inspection body) | P | F | N/A |
| Riser mains for use by Fires Services | | | | |
| SS6 | Construction SOC | P | F | N/A |
| SS6 | Construction Review (Sprinkler system certifier) | P | F | N/A |
| Automatic backflow preventer connected to potable water supplies | | | | |
| SS7 | Construction SOC and test certification | P | F | N/A |
| SS7 | Location plan required for appending to CS | P | F | N/A |
| Lifts, escalators, travelators (circle) SS8/1 Passenger carrying lifts SS8/2 Service lifts SS8/3 Escalators and moving walks | | | | |
| SS8 | Construction SOC | P | F | N/A |
| Mechanical ventilation or air conditioning | | | | |
| SS9 | Construction SOC | P | F | N/A |
| Building maintenance units | | | | |
| SS10 | Construction SOC | P | F | N/A |
| Laboratory fume cupboards | | | | |
| SS11 | Construction SOC | P | F | N/A |
| Audio loops or other assistive listening devices (circle) SS12/1 Audio loops SS12/2 FM radio frequency systems and infrared beam transmission systems | | | | |
| SS12 | Construction SOC | P | F | N/A |
| Smoke control systems (circle) SS13/1 Mechanical smoke control SS13/2 Natural smoke control SS13/3 Smoke curtains | | | | |
| SS13 | Construction SOC | P | F | N/A |
| Emergency power systems (circle) SS14/1 Emergency power systems SS14/2 Signs in relation to any SS1-13 | | | | |
| SS14 | Construction SOC | P | F | N/A |
| Other fire safety systems or features (circle) SS15/1 Systems for communicating spoke information to facilitate evacuation SS15/2 Final exits SS15/3 Fire separations SS15/4 Signs for communicating information SS15/5 Smoke separations | | | | |
| SS15 | Construction SOC | P | F | N/A |
| Cable cars | | | | |
| SS16 | Construction SOC | P | F | N/A |