Inspection Template: BWOF

QUEENSTOWN LAKES DISTRICT COUNCIL

General Information

Listed below are the inspection elements and prompts within each element. Please note that not all elements will be relevant for your project. The inspection will remain 'in progress' until all elements within the inspection type are completed and passed, and this may require multiple inspections.

For the inspection to take place, please ensure that you have your BWOF folder on site.

1. Compliance Schedule

1.1 Current BWOF	- Select any Offence committed under BA s108(5) - List repairs required - NTF considered for non compliance - BWOF displayed in a public area - BWOF is accurate and not misleading - BWOF supplied to TA - Current CS on site
1.2 Compliance Schedule Records	- Information onsite with IQP records and last inspections - Identify the system and the required inspections have been completed - where this is kept - how it is managed - is content correct - List non compliance items and actions required to rectify
SS1. Automatic Fire suppression	- List any repairs required - IQP - Fire Supression Type - Has gas flood fire suppression system - Has water sprinkler system
SS2. Emergency warning systems	- Manual alarm with manual call points - Clear access to manual call points - Interfaced with - Photos showing sample of system - Warning system status - IQP - Emergency Warning
SS3. Doors and windows	**3.1 Automatic Doors** - Number and position of doors - IQP - Has automatic revolving doors - Has automatic sliding doors **3.2 Access controlled doors** - Number and position of doors - Doors are clear of obstructions - Doors not barred - IQP - Has delayed egress - Has key pad access - Has proximity sensor access - Has swipe card access

BWOF – Rev 1	**3.3 Interfaced fire, smoke doors or windows** • Number and position of doors and windows • Interfaced fire, smoke doors or windows status • List any repairs required • IQP • Has electromagnetic door holders
SS4. Emergency lighting	• Areas covered are within the safe or open path • IQP
SS5. Escape route pressurisation	• System interfaced or mechanical • List any repairs required • IQP • Has corridor pressurisation systems • Has stairwell pressurisation systems
SS6. Riser mains	• Location identified • IQP • Has charged risers (wet) • Has dry risers
SS7. Automatic back-flow preventers	• Location(s) identified • Model and Serial number listed • List any repairs required • IQP • Double checked valve assemblies • Has reduced pressure zone devices
SS8. Lifts Escalators Travelators	**SS8.1 Passenger carrying lifts** • Location(s) identified • Make listed • List any repairs required • IQP • Has accessibility platform lift • Has high speed lift in a commercial building
	SS8.2 Service lifts • Location(s) identified • Make listed • List any repairs required • IQP • Has dumb waiter • Has service lift • Has stage lift • Has vehicle stacking systems
	SS8.3 Escalators and moving walks • Location(s) identified • Make listed • List any repairs required • IQP • Has a moving horizontal walkway • Has escalator within a shopping mall

SS9. Ventilation or air conditioning	- System(s) identified - Kitchen extract type - Sprinklers in kitchen extract last cleaned - List any repairs required - IQP - Has air-handling system for smoke management - Has cooking extract - Has cooling towers and evaporative condensers - Has ducted ventilation or air conditioning systems - Has solid, liquid or gas-fired boilers systems - Has split air conditioning unit (introducing fresh air) - Has spray booth ventilation system - Has toilet extract systems (serving more than 3 facilities
SS10. Building maintenance units	- System(s) Identified - Movable gantry fixed to building for maintenance - Maintenance records on file - List any repairs required - IQP
SS11. Laboratory fume cupboards	- Location identified - Ducted fume cupboard for laboratory use - Extract system - List any repairs required - IQP
SS12. Audio loops	**SS12.1 Audio loops** - Confirm location - Signage in Place - List any repairs required - IQP **SS12.2 FM Radio and Transmissions systems** - Confirm location - Signage in Place - List any repairs required - IQP
SS13. Smoke control	**SS13.1 Mechanical smoke control** - Confirm location - List any repairs required - IQP - Has dedicated smoke control - Has dedicated smoke exhaust **SS13.2 Natural smoke control** - Confirm location - List any repairs required - IQP - Has smoke reservoir - Natural smoke ventilator automatically activated **SS13.3 Smoke curtains** - Confirm location - Signage in Place - List any repairs required - IQP

SS14. Emergency power	**SS14.1 Emergency power systems** • Confirm location • List any repairs required • IQP • Has SS 01 Power for sprinkler pressure boost pump • Has SS 04 Power for emergency lighting system • Has SS 08 Power to passenger lifts • Has SS 13 Power to a smoke clearance system
	SS14.2 Signs • Confirm location • List any repairs required • IQP • Has SS 02 How to operate a fire alarm call point • Has SS 03 Location of automatic door for accessibility • Has SS 08 Advice not to use the lift in the event of fire • Has SS 08 Indicate lift rated load in persons and kg • Has SS 08 Sign showing location of lift for accessibility • Has SS 12 International symbol for deafness
SS15. Other fire safety	**SS15.1 Evacuation communications** • Confirm location • List any repairs required • IQP • Has Emergency warning intercom system • Has intercom system for use by the Fire Service • Has PA system to facilitate staged evacuation
	SS15.2 Final exits • Confirm location(s) • Review adjacent building • List any repairs required • IQP • Has door between 2 buildings where either building is a safe place • Has exit door from the building to the street • Has exit gate between an enclosed yard of a building and the street
	SS15.3 Fire separations • Confirm location(s) • List any repairs required • IQP • Has fire door forming part of a fire separation • Has floor / ceiling separation of fire cells and safe paths • Has wall separation of fire cells and safe paths
	SS15.4 Evacuation Signs • Confirm location(s) • List any repairs required • IQP • Has directional sign / Has exit sign
	SS15.5 Smoke separations • Confirm location(s) • List any repairs required • IQP • Has smoke stop door • Has walls forming a protected path in a building

SS16. Cable cars	• Confirm location(s) • List any repairs required • IQP • Has cable car attached to or servicing a dwelling • Has ski chair lift (enclosed vehicle) and operates wholly or partially inside a building

17. Sign off	• Comment on the compliance
	• Record date any actions to be completed by
	• Select any required followup actions
	• Notice to Fix considered for non compliance
	    o Failed to supply TA with BWoF
	    o Failed to display BWoF
	    o Displayed false or misleading BWoF
	• Ensure invoice has been sent out
	• Update audit register