

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 all consent documentation is available on site including all approved (stamped) documents, Building Consent (Form 5), Inspections and General Information.

0. Draft Compliance Schedule

1. Compliance Schedule

- Compliance Status
- Do the Specified Systems installed align with the Draft Compliance Schedule?
- Is a Minor Variation required to update the consented documentation to add/remove specified systems?
- Is the Draft Compliance Schedule and Fire Report available for the Specified Systems inspection?

1. Automatic Fire Suppression

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- System Type identified
 - Type 6 (Automatic fire sprinkler system with manual call points)
 - Type 7 (Automatic fire sprinkler with smoke detection and manual call points)
- List firm who has designed, installed and commissioned system
- Sprinkler system water or gas suppression
- General construction notes / pictures
 - Valve chain assembly / location
 - riser pipe
 - branch lines
 - pipe hangers
 - sprinkler heads (no dust covers or shielding e.g. racking systems, decorative bulkheads)
- Sprinkler systems completed and commissioned
- Automatic Fire Suppression Status
- Fire Suppression Type
- Has gas flood fire suppression system
- Has water sprinkler system

2. Emergency Warning Systems

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- Type: Make / Model
- System Type identified (more than one can be ticked)
 - Type 2 (Manual alarm with manual call points)
 - Type 3 (Automatic fire alarm activated by heat detection with manual call points)
 - Type 4 (Automatic fire alarm system with smoke detection and manual call points)
 - Type 5 (Enhanced smoke detection and alarm system with manual call points)
- Does the installation align with the location and consented design
- Identify the integrated systems
- Alarm panel in place and is working
- Check what the panel is interfaced with

	<ul style="list-style-type: none"> • Alarm sounders and call points in place • Manual call points in an easy accessible place • Mimic marker on ceiling if detector in ceiling space • Photos showing the above • Emergency warning systems status • Emergency Warning Type • SS1 Automatic systems for fire suppression • SS13/1 Mechanical Smoke Control • SS13/2 Natural Smoke Control • SS13/3 Smoke Curtain • SS3/1 Auto doors • SS3/2 Access controlled doors • SS3/3 Fire/smoke doors • SS5 Escape route pressurisation • SS8/1 Lifts • SS8/3 Escalator • SS9 Mechanical Ventilation
3. Doors and Windows	
3.1 Automatic doors	<ul style="list-style-type: none"> • Location: Describe location(s) • Does the installation align with the location and consented design • Doors commissioned • Are the doors interfaced • Automatic doors status • Has automatic revolving doors • Has automatic sliding doors
3.2 Access Controlled Doors	<ul style="list-style-type: none"> • Location: Describe location(s) • Does the installation align with the location and consented design • Doors clear of obstructions • Are the doors interfaced and release on power failure • Doors not locked • Doors not barred • Access controlled doors status • Has delayed egress • Has key pad access • Has proximity sensor access • Has swipe card access
3.3 Interfaced Fire, Smoke Doors or Windows	<ul style="list-style-type: none"> • Make/Model/Location • Does the installation align with the consented design • Doors installed as per the fire report • Labels identifying the door rating fitted • Door closers fitted and operational • Door seals fitted • Doors clear of obstructions • Doors not locked • Doors not barred • Interfaced fire, smoke doors or windows status • Has electromagnetic door holders

4. Emergency Lighting	
4. Emergency Lighting	<ul style="list-style-type: none"> • Emergency lighting system within safe or open path/change in level • Location: Describe type/location(s) • Does the installation align with the consented design • All the dust covers removed • Clear of obstructions • Emergency lighting status
5. Escape Route Pressurisation	
5. Escape Route Pressurisation	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • System commissioned and working • System interfaced or mechanical • Escape route pressurisation status • Has corridor pressurisation systems • Has stairwell pressurisation systems
6. Riser Mains	
6. Riser Mains	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • System charged or dry • Labelled Riser mains status • Has charged risers (wet) • Has dry risers
7. Automatic back-flow preventers	
7. Automatic Back-flow Preventers	<ul style="list-style-type: none"> • Does the installation align with the consented design • List make, model and location • Non potable water labelled • Correct type for hazard it is serving • Testable and accessible for maintenance • Test certificate attached • Automatic back-flow preventers status • Double checked valve assemblies • Has reduced pressure zone devices
8. Lifts Escalators Travelators	
8.1 Passenger Carrying Lifts	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Make / Model • Commissioned and in operation • Number of levels • Photo of maximum load • Passenger carrying lifts status • Has accessibility platform lift • Lifts Escalators Travelators
8.2 Service Lifts	<ul style="list-style-type: none"> • Describe locations(s) • Does the installation align with the location and consented design • Make / Model • Commissioned and in operation • Number of levels • Photo of maximum load

	<ul style="list-style-type: none"> • Service lifts status • Has dumb waiter • Has service lift • Has stage lift • Has vehicle stacking systems
8.3 Escalators and Moving Walks	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Make • Commissioned and in operation • Number of levels
9. Ventilation or air conditioning	
9. Ventilation or Air Conditioning	<ul style="list-style-type: none"> • Location: Describe location(s) • Does the installation align with the location and consented design • Fresh air supply system • Carbon monoxide extract system (carpark buildings) • Fire dampers in place • Ventilation or air conditioning status • 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)
10. Building Maintenance Units	
10. Building Maintenance Units	<ul style="list-style-type: none"> • Location: Describe location(s) • Does the installation align with the location and consented design • Identify the building maintenance units • e.g. gantry's, suspended access equipment, traveling ladders • Building maintenance units status
11. Laboratory Fume Cupboards	
11. Laboratory Fume Cupboards	<ul style="list-style-type: none"> • Location: Describe location(s) • Does the installation align with the location and consented design • Extract connected and vented to outside • Laboratory fume cupboards status
12. Audio Loops	
12.1 Audio Loops	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Signage in place
12.2 FM Radio and Transmissions Systems	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Signage in place • Make/Model • FM Radio and Transmissions systems status • 13/2 Infrared beam transmission system • 13/2 Wi-Fi based system • FM radio frequency system

13. Smoke Control	
13.1. Mechanical Smoke Control	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Signage in place • Mechanical smoke control status • Has dedicated smoke control • Has dedicated smoke exhaust
13.2 Natural Smoke Control	<ul style="list-style-type: none"> • Does the installation align with the location and consented design • To remove or control smoke using natural buoyancy methods • Signage in place • Natural smoke control status • Has smoke reservoir • Natural smoke ventilator automatically activated
13.3 Smoke Curtains	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Signage in place • Smoke curtains status
14. Emergency Power	
14.1 Emergency Power Systems	<ul style="list-style-type: none"> • Describe location(s) • Does the installation align with the location and consented design • Is the system connected to SS1, SS4, SS8 and SS13 • Has the generator been commissioned and is operating • Signage in place • Emergency power systems status • Has SS 01 Power for sprinkler pressure boost pump • Has SS 04 Power for emergency lighting system
15. Other Fire Safety	
15.1 Evacuation communications	<ul style="list-style-type: none"> • Does the installation align with the consented design • Communicating spoken information intended to facilitate evacuation completed • Forms part of a means of escape for SS1-SS6, SS9 and SS13 • Evacuation communications status
15.2 Final Exits	<ul style="list-style-type: none"> • Does the installation align with the location and consented design • Final exit doors and gates completed • Clear of obstructions • Final exits status
15.3 Fire Separations	<ul style="list-style-type: none"> • Location of the safe paths align with the location and consented design • Fire separations e.g. fire doors, walls, floors complete • All penetrations sealed, identifying tags fitted • Vision panels in place where required i.e. Entering shared means of escape or double swung doors on final exits • Passive fire specialist or installer • Fire separations status
15.4 Evacuation Signs	<ul style="list-style-type: none"> • Location of signs align with the location and consented design • Are the signs fitted • Part of the means of escape contained in systems 1-6, 9 and 13 • Evacuation signs status

15.5 Smoke Separations	<ul style="list-style-type: none"> • Location of signs align with the location and consented design • Are the labels fitted • Part of the means of escape contained in systems 1-6, 9 and 13 • Smoke separations status
16. Cable Cars	
16. Cable Cars	<ul style="list-style-type: none"> • Does the installation align with the location and consented design • Has the cable car been commissioned and is working • Cable car status