



TS-27, TS-27.1, TS-27.2 Compliance Schedules for New Buildings and Existing Buildings

BCA AIM

To ensure that buildings requiring compliance schedules are identified, and proposed schedules are correctly assessed for compliance with the provisions of the New Zealand Building Code.

ROLES AND RESPONSIBILITIES

- **Building Manager**

Responsible for ensuring Building Officers have the technical competence to identify whether a building requires a compliance schedule, and to assess whether the proposed maintenance, inspection and reporting schedule for each specified system that is to accompany the building design is appropriate to satisfy the provisions of the Building Code.

- **Building Officer**


Responsible for assessing whether a building requires a compliance schedule, and whether the proposed maintenance, inspection and reporting schedule for each specified system is appropriate to satisfy the provisions of the Building Code.

- **Administration Officer**


Responsible for administering any compliance schedule administration functions.

BACKGROUND

1. New buildings with specified systems. This procedure should also be used for a building that has undergone alteration and prior to the alteration has not had a compliance schedule, but as a result of building work is deemed to require a compliance schedule.
2. Independent qualified persons (IQPs) may carry out the checking, inspection and reporting of specified systems until 30 November 2009. The BCA will need to ensure that the Independent Qualified Persons (IQPs) are on the list of IQPs approved to undertake such work. This list is known as the South Island IQP Register and is administered by Timaru District Council.
3. Building Act 2004 sections 100-105 and Building Regulations 2005/32: Schedule 1: Specified Systems and Buildings Amendment Regulations 2005 Section 3.
4. Section 100(1) requires that a compliance schedule be issued for any building not used wholly as a single household unit if it has any specified system (as listed in the Regulations).
5. Section 100(2) requires that a compliance schedule be issued for buildings (**including** a building used wholly as a single household unit) if it has a cable car attached, or is serviced by a cable car. This requirement does not come into effect until 31 March 2008.
6. A compliance schedule lists all the specified systems within a building that are required to be regularly maintained and inspected to ensure the continued safe and healthy operation of the building. Specified systems are listed in the Building Regulations 2005/32: Schedule 1 and Buildings Amendment Regulations 2005 Section 3. (examples of specified systems include sprinklers, fire alarms, lifts, and mechanical ventilation systems).
7. A compliance schedule is required to state the:

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- specified systems that are in the building
- performance standards for the specified systems within the building
- inspection, maintenance and reporting procedure to be followed by an independent qualified person/licensed building practitioner in respect to each specified system and if applicable the specified systems that relate to :

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- Means of escape from fire
- Safety barriers
- Means of access, and facilities for use by persons with disabilities that meet the requirements of Section 118
- Hand held hose reels for fire fighting
- Signs that are required by the Building Code or Section 120

Note: The licensed building practitioners provision does not come into effect until 30 November 2009.

8. It is mandatory that the owner of a building that requires a compliance schedule obtain one. A new Compliance Schedule shall be issued in conjunction with the Code Compliance Certificate.
9. The BCA may charge for the issue of the compliance schedule.
10. The compliance schedule will generally be retained in the building identified on the Building Warrant of Fitness, and is required to be available for inspection by any person who has the right to inspect the building under the Act.

PROCEDURE

1 DOES THE APPLICATION INVOLVE A CABLE CAR?

- 1.1 If the building consent application involves a cable car, the Building Officer will require the applicant to formally nominate who is responsible for maintaining and inspecting this system. If the applicant is responsible, a compliance schedule will be required on issue of the code compliance certificate.
- 1.2 The Building Officer should ensure the maintenance, inspection and reporting schedule for the cable car properly addresses the interface between other properties affected by the installation. Issues like ensuring the licensed building practitioner/independent qualified person has rights of access to all related properties to enable maintenance/inspection/reporting functions will need particular attention.

Note: There was no requirement to obtain a compliance schedule for cable cars prior to the Building Act 2004. However, the Act requires that all cable cars (including existing cable cars) have a compliance schedule. Existing cable cars have until 31 March 2008 to have a compliance schedule. Regulations pertaining to compliance schedule applications involving cable cars will be provided as it becomes available.


2 ASSESS SPECIFIED SYSTEM AND INSPECTION, MAINTENANCE AND REPORTING SCHEDULES

- 2.1 The Building Officer is required to assess whether there are other specified systems associated with the application. This may be determined from the Building Consent application. If there are no specified systems, processing should resume in accordance with TS-19.
- 2.2 When all specified systems are identified, the Building Officer should assess whether the maintenance, inspection and reporting schedule for each specified system is appropriate, or further information is required.

3 PREPARE COMPLIANCE SCHEDULE FOR ISSUE

- 3.1 When all outstanding information is obtained and the Building Officer is satisfied that the maintenance, inspection and reporting procedures for each specified system are adequate to ensure the building will remain safe for people to enter and occupy, the compliance schedule may be prepared for issue.

4 RECHECK OF CONSENT DOCUMENTATION

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- 4.1 After receiving a request to issue a code compliance certificate, the Building Officer will review the job card and the consent file to determine whether there have been any amendments to the building consent that would affect the issuing of the compliance schedule that was prepared during processing.
- 4.2 If any amendments have occurred that affect the compliance schedule, the Administration Officer will need to alter the compliance schedule accordingly.

5 ISSUE COMPLIANCE SCHEDULE

- 5.1 When satisfied that the compliance schedule is correct, the Building Manager will approve it for issue. This will be issued to the building owner in conjunction with the code compliance certificate.
- 5.2 The building owner should be advised of their responsibilities in relation to fulfilling compliance schedule requirements.
- 5.3 The date that the compliance schedule is issued to the owner is recorded on the job card.

NOTES