

Introduction to Building Compliance & Building Warrant of Fitness (BWOF)

Catholic Diocese Schools of Christchurch

1 Background to the Building Warrant of Fitness (BWoF)

The requirement for a Building Warrant of Fitness (BWoF) evolves from the 1992 Building Act. The purpose of a BWoF is to ensure that life safety features of buildings are inspected and tested continue to perform, to the performance standards they were originally installed to.

2 What is a Compliance Schedule?

A compliance schedule is a document issued by the territorial authority (council) for buildings containing specified systems. The compliance schedule lists the specified systems, their performance standards and includes the Maintenance procedure performance standard, inspection frequency and who is required to complete the annual inspection.

Inspection and maintenance reports, including log books and test certificates, relating to the compliance schedule are required to be kept on site for at least two years.

3 What is a Specified System?

Specified systems are systems or features that contribute to the proper functioning of a building e.g.: emergency lighting, exit signs etc. Specified systems require ongoing inspection and maintenance to ensure they function as required, because if they fail to operate properly, they have the potential to adversely affect health or life safety.

A list of the specified systems and features as per the compliance schedule are site specific. The systems detailed in section 7 and 8 are a guide as to what is commonly in use across the Catholic schools in the Diocese of Christchurch.

4 What does the BWoF demonstrate?

The BWoF is a building owner's signed statement that the requirements of the compliance schedule have been fully met for the previous 12 months. It certifies that the inspection, maintenance and reporting procedures in the compliance schedule have been fully complied with.

The BWoF requires the building owner (The Roman Catholic Bishop of Christchurch) to maintain a record of testing, inspection and servicing completed in the manual. As agent, Opus will obtain an annual Certificate of Compliance (Form 12A) for each of the specified systems and features on the compliance schedule from the contractors involved and provide some of our own.

A BWoF is required to be submitted by a building owner, or their authorised agent (Opus), and to the territorial authority on an annual basis.

A copy of the BWoF must be displayed within a public area of the building.

5 Who does the testing, inspections and maintenance?

Contractors or technicians who are qualified to maintain and service the specified systems listed on the compliance schedule carry out the maintenance and testing, (e.g.: Chubb, SGS). The contractors engaged at present are listed in section 10.

6 What is an IQP?

An Independently Qualified Person (IQP), is a person recognised as a specialist in their field, who has been approved by the South Island IQP Registration Panel as qualified to inspect, maintain and report on the selected specified systems.

The building owner or agent needs to ensure that the contractors engaged to complete the servicing and maintenance have an IQP to carry out the required inspections of each specified system as listed on the compliance schedule.

7 Maintenance Inspection and Testing Requirements

To ensure all systems applicable to the building are tested, inspected and/or serviced on a regular basis, the building owner has engaged Opus to ensure the maintenance contracts with registered IQP service providers are implemented for the following specified systems:

- SS 2 Automatic or manual emergency warning systems for fire or other dangers
- SS 4 Emergency lighting systems
- SS 7 Automatic back-flow preventers
- SS 8-1 Passenger-carrying lifts
- SS 9 Mechanical ventilation or air conditioning systems
- SS 11 Laboratory fume cupboards

The maintenance contract also includes provision to supply a Certificate of Compliance (Form 12A). This form is used as verification that the inspection and maintenance procedures under the compliance schedule have been carried out. They are issued by each IQP who undertook inspection or maintenance of the building's specified systems.

8 Owner's Inspections and Maintenance Requirements

On behalf of the building owner, their nominated representative (i.e. The Principal, a staff member, or caretaker) required to complete regular monthly inspections as per the Compliance Schedule and keep records of these for the following "passive" features:

- SS 14-2 Signs
- SS 15-B Final exits
- SS 15-B Final exits – Daily
- SS 15-C Fire separations
- SS 15-D Signs for communicating information intended to facilitate evacuation
- SS 15-E Smoke Separations

Details of these are in the 'Owner' check sheets included in the manual. They describe the various visual inspections that are required to be completed at prescribed intervals.

Prior to the anniversary of the BWoF, our IQP's will inspect the listed 'Owner' features and audit all records.

IMPORTANT REQUIREMENT – To support the issue of a BWoF (Form 12) and the issue of the related Certificate of Compliance (Form 12A), there must be complete records of all required checks, inspection, testing and maintenance servicing.

9 Alarm Activations

The following is to be completed by the Principal or designated staff member when there is a false activation of either the fire alarm or the security alarm.

Issue	Action
False fire alarm activation of MCP (manual call point) e.g. by student.	Call ADT 0800 111 238 to advise a false alarm and no emergency services required. Call Chubb 03 378 3000 to advise a false alarm and the fire alarm panel will need to be reset. This is answered 24/7 in Christchurch.
False security alarm activation	Call ADT 0800 111 238 to advise a false alarm and no emergency services required.

10 Summary

As a Principal or designated staff member, you must ensure that:

- 'Owner' inspections for the listed features are completed and recorded, and the appointed person conducting the 'Owner' inspections informs the owner or owner's representative of any required repairs or maintenance to be completed to maintain compliance with the Building Act 2004.
- All records relating to the compliance schedule and BWoF, are recorded and kept for two years in the manual provided, to be made available to the territorial authority if they wish to complete an audit of the building and associated records.
- There is a complete record of all required checks, inspection, testing and maintenance completed for each specified system or feature to support the issue of a BWoF (Form 12) and the issue of related Certificate of Compliance (Form 12A).

11 List of Contractors

List of contractors responsible to complete the specified systems maintenance and provide sign off for the Building Warrant of Fitness.

Specified System Description	Code	Contractor	Contact	Phone
Smoke detectors attached to the security system	SS 2	Cobalt	Service Manager	03 379 4772
Emergency Warning Systems	SS 2	Chubb	Service Manager	03 378 3000
Emergency Lighting Systems	SS 4	Chubb	Service Manager	03 378 3000
Automatic Backflow preventers	SS 7	Clyne & Bennie Jeff Evans Plumbing	Service Manager Office	03 366 3058 (CHC) 03 768 5801 (Greymouth)
Passenger Lifts	SS8/1	Kone Elevators on behalf of Vertrans	Service Manager	03 338 3900 09 480 5510
Mechanical Ventilation	SS 9	SGS AHI Carrier Beattie Air	Service Manager	03 344 4510 03 550 0720 03 379 4832
Signs	SS 14/2	Opus	Meryll Dyer	03 363 4965
Final Exits	SS 15/B			
Fire Separations	SS 15/C			
Signs intended to facilitate evacuation	SS 15/D			
Smoke Separations	SS 15/E		Ross Paterson (IQP)	03 546 3663

Should you require clarification or further information please contact:

Meryll Dyer

Opus International Consultants Limited

PO Box 1482
Christchurch 8140
Phone: +64 3 363 5400

Fax: +64 3 365 7858