

# SITE AUDIT REPORT

## BWOF SITE AUDIT

16 March 2018ac

### Rehslew Investments Ltd

C/O Loafers Lodge  
160 Adelaide Rd  
Mt Cook  
Wellington 6021

Dear Sir/Madam

### Service Request Type: Building Warrant of Fitness

**SR Number: 25792**

### Property Situated at: 158 ADELAIDE ROAD

As you are aware we recently undertook a site audit to review the annual building warrant of fitness process and associated documentation. In conjunction with this, the specified systems listed in the current compliance schedule were checked with what was actually installed in the building.

There were no major changes required to the compliance schedule following the audit inspection but where possible the compliance schedule has been updated to comply with recent Building Act Amendments in respect of detailed information. However, there were some issues noted while at site.

The Specified System Access Control has recently been installed without a Building Consent. The Building Act states that a Building Consent must be sought before undertaking any Building Work, especially on a Specified System. A Notice to Fix has been issued for this, and the Specified System will not be added to the Compliance Schedule until this is resolved.

During the audit we noted items stored in the egress route. There must be no items stored in an egress route that could obstruct the fire exit or combust in an emergency. Please ensure that these items are removed. We also noted fire/smoke doors wedged open. Fire/smoke doors are installed for the purpose of prohibiting the spread of fire or smoke. A fire/smoke door that is wedged open will not be able to complete the job it is installed to do and will adversely affect their fire resistance function. If you require these doors to be opened for the purposes of your business, it is recommended you engage your IQP for investigation into installing magnetic hold-open devices. Some of these devices are already present in the building, so could be a good option.

**Please Note:** Any form 12a Certificate supplied by the Independent Qualified Person (IQP) for the next annual BWoF renewal, will not be accepted if they are completed in accordance with any former Acts or previous Compliance Schedules issued for your building. Please make anyone that completes part of the BWoF process aware of this fact and it is recommended that you provide a copy of the latest Compliance Schedule attached to this outcome to all those involved in the BWoF process.

Please contact me if you would like to discuss this matter.

Yours sincerely

**Darrell Nichol**

Compliance Officer

Wellington City Council

Phone:

Email: **Darrell.Nichol@wcc.govt.nz**

**Attached:**      **Compliance Schedule**  
                     **Audit Report**  
                     **Invoice**

Site Audit	Status	Notes
BWoF displayed in a prominent position	Pass	BWoF was not displayed as required by Building Act Section 108 - expired Darrell Nichol - 16/03/2018 1:25 p.m.
Exit routes are clear	Pass	Exit routes were all clear at time of inspection Darrell Nichol - 16/03/2018 1:25 p.m.
Final exits and access control	Pass	Free egress available. Access control installed Darrell Nichol - 16/03/2018 1:25 p.m.
Test records/log book complete and up-to-date	Pass	Managed by owner/tenant and IQP Darrell Nichol - 16/03/2018 1:25 p.m.
Passive fire protection features considered in IQP inspections	Pass	Yes. Requirement of the compliance schedule Darrell Nichol - 16/03/2018 1:25 p.m.
Alarm panel status	Pass	Fire alarm panel status normal Darrell Nichol - 16/03/2018 1:25 p.m.

General Information	Status	Notes
Owner details that will be displayed on the Compliance Schedule are correct	Pass	Owner details confirmed as correct Darrell Nichol - 16/03/2018 2:15 p.m.
Has the building information been identified that will be displayed on the Compliance Schedule	Pass	Building information details confirmed at the inspection Darrell Nichol - 16/03/2018 2:15 p.m.
Status outcome	Compliance Schedule Changes Required	Amended compliance schedule to be created Darrell Nichol - 16/03/2018 2:15 p.m.

Amended Compliance Schedule	Status	Notes
Updated Compliance Schedule has been created	Pass	Revised compliance schedule created based on site inspection information Darrell Nichol - 16/03/2018 3:23 p.m.
Status outcome	Closed	Revised compliance schedule issued Darrell Nichol - 16/03/2018 3:23 p.m.

Building Information						
Status	Description	Usage	Level Known As	FHC	Level Number	Occupancy
N	Accommodation	07-SA (Sleeping Accommodation)	Ground to 4th floor	1	0-4	81
N	Accommodation	07-SA (Sleeping Accommodation)	Ground floor	1	0	4
N	Retail (vacant)	04-CM (Crowd Medium)	Ground floor	2	0	0

Specified Systems				
Status	Compliance Specified Systems	Description & Location	Comments	Make/Model
Existing	9.1 Mechanical Ventilation or Air Conditioning Systems			
Existing	6.5 Dry Riser			
Existing	9.5 Kitchen/laundry/bathroom extract systems			
Existing	2.2 Automatic fire alarm (thermal detection)			
Existing	3.3 Electromagnetic held-open type released on fire alarm			
Existing	4.2 Emergency lighting systems			
Existing	8.1 Passenger carrying lifts			
Existing	13.3 Extract system - general			
Existing	14.3 Signs for systems			
Existing	15.4 Final exits			
Existing	15.5 Fire separations			
Existing	15.3 Signs for communicating information intended to facilitate evacuation			
Existing	15.6 Smoke separations			

Specified Systems - Back Flow Prevention	
<b>Status</b>	
<b>Specified System</b>	7.11 Fire riser main
<b>Description &amp; Location</b>	(SR171504) 20 mm Wilkins 950 s/n 339325 in riser main charge pipe - currently closed off due to riser main joint leaks. An annual test certificate is still required.

Process History	Date	Authorised	Comments
Notice to Audit issued	7/03/2018	Piki Collins	
Audit Notice Confirmed	15/03/2018	nichol3d	
Site Audit Undertaken: Fail	16/03/2018	nichol3d	
Site Audit Undertaken: Pass	16/03/2018	nichol3d	
Audit Outcome: Compliance Schedule Changes Required	16/03/2018	nichol3d	Amended compliance schedule to be created
Amended CS Required	16/03/2018	nichol3d	
Closed	16/03/2018	nichol3d	Revised compliance schedule issued

Statement of Completion	
<p>This document provides an overview of the site audit process, the site audit has been completed and the Wellington City Council has updated the records for the Building Warrant of Fitness (BWoF) in line with the Building Act 2004.</p> <p>The information above under <b>Specified Systems</b> shows what has been Removed, Added or is Existing as part of the site audit and if you have any back flow prevention devices within your building and we have the information on file they are detailed above under <b>Back Flow Prevention</b>.</p> <p><b>Attached:</b> Compliance Schedule for SR: 25792</p>	
<b>Signed on behalf of the Council:</b>	<b>Date:</b>
Darrell Nichol	16 March 2018