



16 September 2020

Nic Lane  
Via email: [fyi-request-13560-08c81867@requests.fyi.org.nz](mailto:fyi-request-13560-08c81867@requests.fyi.org.nz)

Dear Nic

**Response to official information request for information maintenance related to Gear Homestead**

I refer to your request for official information received on 21 August 2020 relating to Gear Homestead's cyclical maintenance plan.

We have processed your request under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

The information you requested is enclosed.

Regular preventative maintenance checks are carried out by Porirua City Council. Our contractors comply with the relevant programmed checks and inspections i.e. HVAC, security, pest control, external cleaning and wash-down programmes.

The Council also works closely with a Building Heritage Consultant to make sure any planned works don't compromise the heritage status of the building.

Also, as required by legislation — as per section 103 of the Building Act 2004, Compliance Schedule No. CS0019 — the Council carries out the following schedule of checks:

System/Sub System	Performance Standards	Inspection, Maintenance & Reporting Procedures
Final exits SS15/b.	NZBC C2 means of escape.	Inspection: Daily, by owner. Annually, by IQP. Ensure the final exit can be opened, is free of obstructions, not locked or barred and usable without the need for any key, or other security device. Any related override interface to be inspected and tested at the same time Maintenance: By owner. Responsive maintenance shall be carried out immediately where system or component of the system has failed which may result in the performance standard not being satisfied. Planned maintenance carried out in accordance with NZ Building Code. Records of all daily, monthly and annual inspections shall be kept. An annual IQP report to owner shall be appended to the Building Warrant of Fitness and 12A.

<b>System/Sub System</b>	<b>Performance Standards</b>	<b>Inspection, Maintenance &amp; Reporting Procedures</b>
Fire sprinkler system - 2007 New Installation - Alternative solution until cited in the code.	NZS 4541:2007 - automatic fire sprinkler system.	Inspection: Monthly by IQP. Maintenance: By IQP Testing: By IQP NZS 4541:2007 (Part 12) Maintenance as necessary to maintain system in working order.
Signs for systems SS14/2 that relate to one-or-more specified system(s) 1-13.	Signage shall be in accordance with F8/AS1.	Inspection: Annually by IQP Maintenance: By owner. Inspection frequency and remedial maintenance should be in accordance with the nominated performance and inspection standard of the associated system and to ensure signs remain correctly positioned and legible. Records of all monthly and annual inspections shall be kept. An annual IQP report to owner shall be appended to the Building Warrant of Fitness and 12A.
Signs SS 15/4 - Directing people to means of escape, to a place of safety, and where fitted. Illuminated exit signage.	NZBC F6 and F8.	Inspection: Monthly, by owner. Annually, by IQP. Maintenance: By owner. Maintenance: Signs should remain correctly positioned and legible. Defects on illuminated exit signage shall be repaired immediately. Records of all monthly and annual inspections shall be kept. An annual IQP report to owner shall be appended to the Building Warrant of Fitness and 12A.
Fire sprinkler system - 2007 new installation - Alternative solution until cited in the code.	NZS 4541:2007 - automatic fire sprinkler system.	Inspection: Monthly, by IQP. Maintenance: By IQP. Testing: By IQP. NZS 4541:2007 (Part 12). Maintenance: As necessary to maintain system is in working order.
Signs for systems SS14/2 that relate to one-or-more specified system(s) 1-13.	Signage shall be in accordance with F8/AS1.	Inspection: Annually, by IQP. Maintenance: By owner. Inspection frequency and remedial maintenance should be in accordance with the nominated performance and inspection standard of the associated system and to ensure signs remain correctly positioned and legible. Records of all monthly and annual inspections shall be kept. An annual IQP report to the owner shall be appended to the Building Warrant of Fitness and 12A.
Signs SS 15/4 - Directing people to a means of escape, to a place	NZBC F6 and F8.	Inspection: Monthly, by owner. Annually, by IQP.

System/Sub System	Performance Standards	Inspection, Maintenance & Reporting Procedures
of safety, and where fitted illuminated exit signage.		Maintenance: By owner. Maintenance: Signs should remain correctly positioned and legible. Defects on illuminated exit signage shall be repaired immediately. Records of all monthly and annual inspections shall be kept. An annual IQP report to owner shall be appended to the Building Warrant of Fitness and 12A.
Automatic fire alarm (thermal detection), Type 3.	Existing system NZS 4512:1997 - Fire alarm systems in buildings, or AS185.	Inspection: Monthly, by IQP. Testing: Monthly, by IQP. Surveying: Annually, by IQP. Maintenance: By IQP as necessary to maintain system is in working order. Relevant parts NZS 4512.
Other: BCA 0384/15.	Other: wheelchair platform lift.	Inspected: Annually by LBP. Maintenance: By IQP, in accordance with the manufacturer's or suppliers' recommendations. The period between maintenance and servicing checks shall not exceed 6-months. To designer's or manufacturer's instructions.

If you wish to discuss the content of the above reply with us, please feel free to contact Property Manager, Kelvin Irvine via email: [kelvin.irvine@porirua.govt.nz](mailto:kelvin.irvine@porirua.govt.nz) or phone: 04-237 5089.

Ngā mihi

Wendy Walker  
**Chief Executive**  
**Kaiwhakahaere Matua**

