



Radio NZ House - 155 The Terrace Wellington 155 The Terrace Wellington, 6011



Asbestos Management Plan

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The Wellington Company Asset Management Limited

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Related Documents

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Table of Contents

1 Glossary.....4

2 Introduction6

2.1 Purpose.....6

2.2 Outline.....6

2.3 Objective7

3 Asbestos Management Plan8

3.1 Responsibilities8

3.2 Damaged ACMs / Emergency Procedures.....9

3.3 Asbestos Containing Materials11

3.4 Staff Awareness and Training.....11

3.5 Health Monitoring.....11

3.6 Monitoring and Inspection.....11

3.7 Works and Visitor Protocols.....12

3.8 Refurbishment or Demolition Works12

3.9 Asbestos Works and Removals.....12

4 Asbestos Register14

4.1 Introduction14

4.2 Photographic ACM Summary15

4.3 Asbestos Register37

4.4 No Access Gained40

4.5 Site Plans44

Appendix 1: Asbestos Containing Material Inspection Record.....61

Appendix 2: Asbestos Permit to Work Proforma.....64

Appendix 3: Non-Asbestos Register65

Appendix 4: Supplementary Information.....70

1 Glossary

Term	Definition
ACM	Asbestos Containing Material
Air Monitoring	Using static pumps to sample air for respirable asbestos fibres. At least 480L air collected over a time averaged 8-hour period
Management Survey	A non-intrusive survey designed to locate ACMs within the project scope. All buildings built prior to 2000 must have a survey conducted
AMP	Asbestos Management Plan
Demolition and Refurbishment Survey	A survey that must be conducted prior to any demolition or refurbishment. This is fully intrusive which will result in damage to building materials
Workplace PCBU	A PCBU who manages or controls a work place
ACD	Asbestos containing dust or debris
Competent person	A person who has the knowledge, experience, skills and qualifications to carry out a particular task under the asbestos regulations 2016
Competency requirements of assessors	Required to provide evidence through training and experience, the knowledge and skills of relevant asbestos industry practice, and who holds a certificate in relation to a training course specified by WorkSafe NZ for asbestos assessor work, IP404 Air Monitoring, Clearance Inspections & Reoccupation Following the Removal of Asbestos, or a tertiary qualification in occupational health and safety, occupational hygiene, science or environmental health.
Class A Licence	May remove any amount of friable and bonded ACM or ACD
Friable	Able to be crushed, pulverised, reduced to a powder by hand pressure. E.g. pipe lagging, thermal insulation, sprayed coatings, paper, dust, cracked or damaged fibreboard
Class B Licence	May remove any amount of non-friable / bonded ACM
Non-Friable / Bonded	Bound within a matrix e.g. Reinforced plastic, bitumen, resins, cement in good condition.
Non-Licence	Up to 10m ² of non-friable ACM over the whole of the project
Notice to WorkSafe NZ	WorkSafe NZ must be notified 5 days before asbestos removal work is carried out. This does not apply to non-licenced work
Readily accessible in relation to a document	Means that the document is capable of being accessed without difficulty in hard copy, electronic form, or other form
Below trace level	Means, in air, an average concentration over any 8-hour period of less than 0.01 respirable asbestos fibres per millilitre of air - this is the limit of detection.
Airborne contamination standard for asbestos	Is an average concentration over any 8-hour period of 0.1 respirable asbestos fibres per millilitre of air
Notifiable incident fibre count	Recorded respirable asbestos fibre levels at an asbestos removal area being at or above 0.02 fibres per millilitre of air

Term	Definition
S / S001	Sample – a sample of a suspected material that was taken during a survey and analysed to return a positive or negative result for asbestos.
X / X001	Cross reference Sample – An item that is of similar appearance to an already sampled material and analysis results of the paired sample number represent these items.
P / P001	Presumed Asbestos – An item that has been known to contain asbestos but was not able to be sampled either due to inaccessibility, or to avoid damaging the integrity of an item. All presumed items must be treated as containing asbestos.
SP / SP001	Strongly Presumed – An item is known to consistently contain asbestos
VS / VS001	Visually Similar – An item appears visually similar to another material
PS / PS001	Previously Sampled – a sample potentially taken from a third-party survey report
NAG	No Access Gained – Areas marked as NAG were unable to be accessed during surveying. These areas will need to be re-inspected.
NAD	No Asbestos Detected – During sample analysis, no asbestos fibres were found to be present. Alternatively, no suspect items were found during the survey.
Manage	Eliminate or minimise the risks of exposure to asbestos fibres by putting control measures in place and review the control measures periodically as set out within this management plan.
Label	Indicating where asbestos containing materials are in a workplace. The PCBU must indicate where assumed materials are in a way that complies with the requirements of any safe work instrument. Generally, by applying an asbestos sticker label either on the material or in the immediate vicinity. Other methods of indicating asbestos materials are present include; asbestos records, asbestos management plans, colour-coded labels, signs within entranceways, identifying locations on site plans, and strong site inductions
Encapsulating	To encapsulate a material, apply an encapsulating agent which soaks through the asbestos containing material and then hardens to stop the release of fibres.
Sealing	Apply a material such as paint to seal and lock in any asbestos fibres.

2 Introduction

The Wellington Company Asset Management Limited has a duty under the Health and Safety at Work (Asbestos) Regulations 2016 Section 13 to prepare and maintain an asbestos management plan. This applies if asbestos, or Asbestos Containing Materials (ACMs), are identified at a workplace, or are likely to be present at a workplace. To achieve this, a written Asbestos Management Plan (AMP) must be prepared, maintained and kept up to date.

This AMP includes information about; the identification of asbestos or ACMs at the premises, decisions, and reasons for those decisions, about the management of the risk arising from asbestos at the workplace, procedures for detailing incidents or emergencies involving asbestos or ACM at the workplace, the workers who carry out work involving asbestos, including; information and training that has been, and will be, provided to staff or contracted workers, roles and responsibilities of staff and contracted workers. The AMP also includes any health monitoring that has been or will need to be undertaken.

A copy of this asbestos management plan is to be readily accessible to any authorised person who intends to carry out work at any workplace within the premises.

2.1 Purpose

The purpose of the AMP is to meet all legal duties as it relates specifically to the presence of asbestos on The Wellington Company Asset Management Limited properties. The AMP is a working document designed to effectively aid staff in managing and minimising asbestos-related health risks that may be posed to personnel working on or visiting the premises. The AMP is to be read in conjunction with the site map, and site asbestos register where the known presence of asbestos or ACM is highlighted.

2.2 Outline

This Asbestos Management Plan sets out the actions taken within Radio NZ House - 155 The Terrace Wellington, 155 The Terrace Wellington to manage ACMs in accordance with the Health and Safety at Work Act 2015, The Health and Safety at Work (Asbestos) Regulations 2016 and the Approved Code of Practice issued by WorkSafe NZ.

To ensure The Wellington Company Asset Management Limited staff and others working on the premises do not disturb ACMs, and to prevent potential exposure, the following asbestos management procedures are in place:

- A system to ensure ACMs are identifiable through appropriate labelling and/or colour coding;
- Provision of asbestos awareness training to relevant employees and third parties as deemed necessary (including the keeping of appropriate training records);
- To periodically inspect ACMs on a regular basis as specified within the asbestos register appendix 4 of this plan;
- Periodically review this AMP, this must be performed at least every five years;
- Provide access to the AMP and supporting documentation including the asbestos register to contractors carrying out maintenance or construction works (this includes IT contractors, electricians, builders and plumbers) prior to the commencement of works;
- Ensure, where necessary, a refurbishment or demolition survey is undertaken prior to any building requiring any refurbishment or construction works; and

- Seek advice and guidance from suitably qualified, experienced and competent persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring).

2.3 Objective

The long-term goal is for The Wellington Company Asset Management Limited to have an asbestos-free workplace. In the interim the objective is to manage asbestos hazards based on the identification, assessment, prioritisation of risk and control of asbestos and activities at the site.

The objective of this AMP is to ensure that as far as possible, no persons whether employed, visiting or contracted to conduct work at the premises are exposed to the risk of the inhalation of airborne asbestos fibres. In addition, it is essential that all staff, contractors, tenants and visitors be fully informed of the control strategies that have been established and the factual health consequences of exposure to airborne asbestos fibres.

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3 Asbestos Management Plan

3.1 Responsibilities

The Health and Safety at Work (Asbestos) Regulations 2016 and the Management and Removal of Asbestos Approved Code of Practice (ACoP), stipulates that the Person Conducting a Business or Undertaking (PCBU) and who manages or controls a workplace, is responsible for ensuring that asbestos on the premises is managed and that any work involving asbestos is completed safely.

3.1.1 Duty Holder

The Wellington Company Asset Management Limited has appointed [s 9(2)(a)] as the Duty Holder responsible for oversight of all asbestos related matters with assistance from the Lead Officer. In carrying out their duties, the Duty Holder is responsible for:

- Developing and monitoring this asbestos management plan;
- Communicating with building users, contractors and management on issues related to ACM / ACD in buildings;
- Implementation of the plan such as establishing document controls, Asbestos Management process audits, and communication with key stakeholders;
- Ensuring contractor compliance: special conditions in work specifications, including permits for work (Refer appendix 2) and the provision of safe operating procedures;
- Managing the building inspection program and subsequent re-inspections; and
- Ensuring a full refurbishment and demolition survey is conducted when required to identify any unknown asbestos in order that this can be removed before any refurbishment or demolition work commences in its location.

3.1.2 Site Responsible Persons

The following members of staff have been nominated to be responsible for managing asbestos in their respective areas of the premises.

- | | | |
|----|---------------|----------------|
| 1) | [s 9(2)(a)] | - Lead Officer |
| 2) | [s 9(2)(a)] | - Deputy |

The Lead Officer, who is assisted by their Deputy, is responsible for the following:

- Communicating information about asbestos to employees and tenants as required;
- Ensuring any work conducted involving asbestos is completed safely and in accordance with current legislation;
- Outlining decisions and reasons for the decisions, about the management of the risk arising from asbestos in the workplace;
- Detailing incidents or emergencies involving asbestos or ACMs in the workplace;
- Ensuring regular periodic inspections are conducted by a qualified appointed Asbestos Consultant;
- Reviewing the Asbestos Register and ensuring the management plan is kept up to date;
- Liaising with specialist Asbestos Consultants and Contractors; and
- Monitoring the action plan and emergency procedures

3.1.3 Workers, Contractors, Tenants and Visitors:

All employees, contractors, tenants and visitors are expected to also abide by the Health and Safety at Work Act 2015. It is expected that they will;

- Comply with instructions given for their own safety and health and that of others generally;
- Comply with all work procedures and instructions related to asbestos;
- Co-operate with supervisors and managers in their fulfilment of legislative obligations;
- Take care of their own safety and health and that of others, and abide by their duty of care provided for in the legislation;
- Report any perceived safety or health risk immediately to their supervisor and/or the company Health and Safety Advisor;
- Wear and maintain in good order all protective clothing and apparatus provided by the manager or supervisor for personal protection and maintain same in good order; and
- Ensure all equipment is in good working order.

3.2 Damaged ACMs / Emergency Procedures

3.2.1 Damaged ACMs

Where asbestos containing materials (ACMs) have been damaged, or damaged materials suspected of deterioration are identified, the Lead Officer/Duty Holder will instigate the emergency procedure below:

- Remove all personnel from the area until an assessment can be made by a certified assessor;
- Secure the area affected ensuring no access is permitted (signage will be displayed and barriers erected where appropriate);
- Review the impact on operational procedures i.e. if a work space is affected, alternative working arrangements would need to be implemented. Personnel should not enter areas where possible contamination of asbestos has occurred without the use of personal protective equipment (PPE) or respiratory equipment (RPE) and without adequate training in the use of PPE / RPE.
- Maintain controlled access to the area until such time as formal clearance has been confirmed; and
- Maintain good communication with all employees and other relevant parties, providing necessary updates regarding the clean-up and clearance process.

3.2.2 Reoccupying a space where Asbestos has been disturbed/removed

Where works have been involved in the disturbance or removal of ACM, the Lead Officer will ensure that no one reoccupies a room or area where the removal has occurred until:

- A visual inspection has been undertaken by a qualified Asbestos Assessor and a Clearance Certificate has been issued;
- Atmospheric monitoring and swab samples as necessary have been undertaken and associated reports show no evidence of airborne asbestos fibres;
- Procedures developed to ensure ACMs are not disturbed by ongoing operations/works;
- A Clearance Certificate is clearly displayed;
- Incident reporting process is instigated; and
- WorkSafe NZ notification of exposure to asbestos of workers.

EMERGENCY RESPONSE PROCEDURE – ASBESTOS DISTURBANCE

In the event that an activity causes the accidental disturbance of asbestos materials (i.e. an unplanned disturbance), the following steps should be followed:

	Step	Position Holder	Action
Asbestos Containing Material disturbed	1	Management Emergency Response Lead	Remove personnel from areas considered to be at risk in relation to asbestos exposure. Move to Step 2.
Remove Personnel from Area	2	Management Emergency Response Lead	Access to the area should be controlled and sign posted to prevent unauthorised persons entering the disturbance area. Inform appropriate personnel. Move to Step 3.
Restrict Access and Inform Staff	3	Management Emergency Response Lead	The air handling system should be shut-off and/or temporarily modified to prevent the distribution of fibres from the area to other areas in the building (if relevant). Move to Step 4.
Shut down Air Conditioning	4	Management Emergency Response Lead. Licensed Assessor Certified Asbestos Removal Contractor	Contact Building Management to organise an Asbestos Consultant to confirm the presence of ACM and to advise on appropriate control strategies. Background asbestos air monitoring is recommended to ascertain levels of potential exposure. Following advice from the Licensed Asbestos Assessor, engage a Certified Asbestos Removal Contractor to undertake asbestos clean-up works. Remediation/Removal works must adhere to the following legislation: <ul style="list-style-type: none"> • New Zealand Health and Safety at Work Act 2015; • New Zealand Health and Safety at Work (Asbestos) Regulations 2016; and • Management and Removal of Asbestos – Approved Code of Practice 2016 Move to Step 5.
Contact Licensed Asbestos Assessor			Asbestos fibre air monitoring may be required outside the area of the asbestos contamination whilst clean-up works are being conducted to monitor airborne asbestos fibre concentrations (where applicable). Move to Step 6.
Inspect / Clearance / Monitoring	5	Licensed Asbestos Assessor	Asbestos fibre air monitoring may be required outside the area of the asbestos contamination whilst clean-up works are being conducted to monitor airborne asbestos fibre concentrations (where applicable). Move to Step 6.
Reoccupation	6	Management Emergency Response Lead Asbestos Assessor	After remediation works have been completed, assessment of the asbestos fibre levels should be conducted in the affected area to ensure levels remain at an acceptable level (i.e. <0.01 fibres/mL). Only when the asbestos level is acceptable and the remediation works have been conducted to a satisfactory standard, including a clearance certificate issued, should personnel be allowed to reoccupy the affected area. Incident reporting procedures instigated WorkSafe NZ notified of exposure to asbestos of workers.
Incident Report & Report Exposure			

3.3 Asbestos Containing Materials

Areas of the premises which have known asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the Asbestos Register is attached to this document (refer appendix 4). Controls for specific high-risk areas identified are included later in this plan at Section 4 (Control measures for specific areas identified).

Where ACMs have been identified, the Lead Officer will ensure that the materials are capable of being identified visually by all staff, visitors and contractors by clearly indicating in a way that complies with the requirements of any applicable safe work instrument.

3.4 Staff Awareness and Training

All staff working around or likely to come into contact with ACMs are to be provided with relevant information on:

- Types and location of ACMs (via the Asbestos Register and Plan)
- The visual means of identifying ACM's (labels/colour coding)
- How to avoid risks from asbestos (e.g. not disturbing)
- How to report concerns about ACMs (e.g. refer to the Health and Safety at Work (Asbestos) Regulations).

3.5 Health Monitoring

The duty to provide health monitoring is a shared duty between relevant PCBUs engaged in the management and removal of asbestos materials. In terms of asbestos-related work, the PCBU engaging the workers to conduct the asbestos-related work may have the most influence and control to provide health monitoring to its workers.

Workers carrying out ongoing asbestos-related work or unlicensed asbestos removal work, that are at risk of exposure to airborne asbestos when doing that work must be provided with Health Monitoring. (Refer Section 16 of the Removal and Management of Asbestos Approved Code of Practice).

3.5.1 Components of Health Monitoring

Unless a medical practitioner recommends another type of health monitoring, the health monitoring must include:

- a physical examination
 - this should emphasise the respiratory system, and lung function test (FEV1 and FVC)
- the worker's demographic, medical and occupational history
- records of the worker's personal exposure to asbestos, for example:
 - relevant risk assessment reports
 - air monitoring results
 - Investigation reports if the airborne contamination standard for asbestos was exceeded.

3.6 Monitoring and Inspection

The Wellington Company Asset Management Limited will ensure formal visual inspections of all known ACMs are carried out periodically as stipulated by the Health and Safety at Work (Asbestos) Regulations 2016.

Details of such inspections should be recorded using the Asbestos Containing Material Inspection Record (refer Appendix 1).

Any change in condition of ACMs must be noted in the Asbestos Register. The Asbestos Register is therefore a 'living document' which reflects the current condition of ACMs at any given time.

Formal visual inspections of retained ACMs will be conducted on at least an annual basis, by a Competent Person qualified to the internationally recognised BOHS IP402 certification level. All other periodic inspections stipulated will be undertaken by persons responsible as stated above.

Any damaged or deteriorated ACMs found will be reported according to the procedures detailed earlier in this plan.

3.7 Works and Visitor Protocols

3.7.1 Contractors

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate Safe Work Method Statement is produced. This includes the Permit-to-Work procedures detailed in Appendix 2 being duly authorised and implemented.

3.7.2 Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

3.8 Refurbishment or Demolition Works

Where the Wellington Company Asset Management Limited commissions any construction works involving an upgrade, refurbishment or demolition work, a refurbishment or demolition survey will be undertaken. The purpose of this survey is to locate and describe all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the WorkSafe NZ guidance.

Where necessary, the Duty Holder will seek further advice and guidance.

3.9 Asbestos Works and Removals

The Lead Officer will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Health and Safety at Work (Asbestos) Regulations 2016. The Approved Code of Practice and guidance issued by WorkSafe NZ can be found at: [WorkSafe Publications & Resources](#).

Control measures required to carry out the work safely must be detailed in the method statement provided by the contractor.

Where ACMs are to be removed, enclosed, encapsulated or sealed, the Duty Holder must be contacted prior to any such works taking place and provided with a copy of the contractor's method statement or Asbestos Removal Control Plan. Once the method has been thoroughly checked for compliance with legislation the Duty Holder in conjunction with the Site Manager will approve for the work to proceed.

The site asbestos register must be updated accordingly following completion of the asbestos related works if this work changes the condition of any ACMs.

Where further guidance in relation to the Health and Safety at Work (Asbestos) Regulations are required, the engagement of a qualified asbestos consultant should be considered.

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4 Asbestos Register

4.1 Introduction

This section outlines specific recommended control measures and reasons for decisions adopted by The Wellington Company Asset Management Limited to address management of ACMs on the premises. The information in this section has been extrapolated from the survey report reference **W-00197**.

Section 4.2 – **Photographic ACM Summary** – providing a summarised photographic register of the ACMs at the site, with recommendations and comments as required. Details of materials sampled at the site and found to not contain asbestos are provided in Appendix 3.



Section 4.3 – **Asbestos Register** - providing a full list of all ACMs at the site including a material assessment score. The recommendations made and material scores may change over time. The register is therefore a 'living document' that should be reviewed and updated regularly by a competent person as described previously in this plan.

Section 4.4 – **No Access Gained** – providing a list of areas that were not accessed at the time of surveying and should therefore be presumed to contain asbestos or ACMs until inspected.



Section 4.5 – **Site Plans** – providing drawings indicating the locations of the materials listed in the register, and the extents of ACMs identified.

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4.2 Photographic ACM Summary

Location	Radio NZ House - 155 The Terrace Wellington, 11th Floor, 001, Entrance Foyer		Sample Number	1 (S)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High	11	
		Recommendation	Remove		
Comments:					
Remediation Comments:					


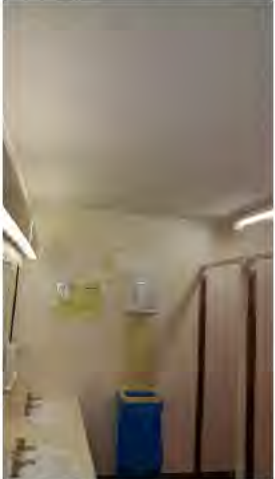
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Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 001, Entrance Foyer		Sample Number	3 (S)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High		11
		Recommendation	Remove		
Comments:					
Remediation Comments:					



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Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 001, Entrance Foyer		Sample Number	4 (S)	
		Item / Position	Textured ceiling		
		Material:	Textured Coating		
		Extent	50m2		
		Product Type	Asbestos reinforced composites etc.	1	
		Condition	High damage		
		Surface Treatment	Unsealed		
		Asbestos Type	Amosite / Crocidolite / Chrysotile		
		Material Assessment	High		
		Recommendation	Remove		
Comments:					
Remediation Comments:	Tiny fragment of fibre cement found in sample				

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Location	Radio NZ House - 155 The Terrace Wellington, 4th Floor, 005, Toilet		Sample Number	13 (S)		
		Item / Position	Textured ceiling			
		Material:	Textured Coating			
		Extent	40m2			
		Product Type	Asbestos reinforced composites etc.	1		
		Condition	Low damage	1		
		Surface Treatment	Partially unsealed	2		
		Asbestos Type	Chrysotile	1		
		Material Assessment	Low	5		
		Recommendation	Manage and Label			
Comments:						
Remediation Comments:						



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Location	Radio NZ House - 155 The Terrace Wellington, 10th Floor, 005, Entrance Foyer		Sample Number	14 (S)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	Good condition	0	
		Surface Treatment	Surface sealed	1	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	Low	6	
		Recommendation	Remove		
		Comments:			
Remediation Comments:					

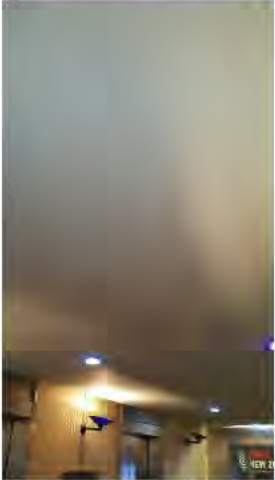

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Location	Radio NZ House - 155 The Terrace Wellington, Ground Floor, 005, Entrance Foyer		Sample Number	15 (S)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High	11	
		Recommendation	Remove		
Comments:					
Remediation Comments:					

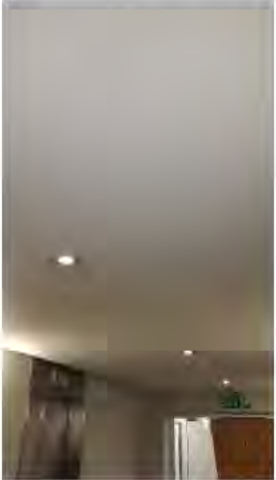
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Location	Radio NZ House - 155 The Terrace Wellington, 12th Floor, 037, Entrance Foyer		Sample Number	3 (X)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High		11
		Recommendation	Remove		
Comments:					
Remediation Comments:					



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Location	Radio NZ House - 155 The Terrace Wellington, 2nd Floor, 045, Entrance Foyer		Sample Number	3 (X)		
		Item / Position	Insulation board			
		Material:	Insulating Board			
		Extent	50m2			
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2		
		Condition	High damage	3		
		Surface Treatment	Unsealed	3		
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3		
		Material Assessment	High		11	
		Recommendation	Remove			
Comments:						
Remediation Comments:						



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Location	Radio NZ House - 155 The Terrace Wellington, 3rd Floor, 044, Entrance Foyer		Sample Number	3 (X)		
		Item / Position	Insulation board			
		Material:	Insulating Board			
		Extent	50m2			
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2		
		Condition	High damage	3		
		Surface Treatment	Unsealed	3		
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3		
		Material Assessment	High		11	
		Recommendation	Remove			
Comments:						
Remediation Comments:						



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Location	Radio NZ House - 155 The Terrace Wellington, 4th Floor, 043, Entrance Foyer		Sample Number	3 (X)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High	11	
		Recommendation	Remove		
Comments:					
Remediation Comments:					



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Location	Radio NZ House - 155 The Terrace Wellington, 6th Floor, 041, Entrance Foyer		Sample Number	3 (X)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High	11	
		Recommendation	Remove		
Comments:					
Remediation Comments:					



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Location	Radio NZ House - 155 The Terrace Wellington, 7th Floor, 040, Entrance Foyer		Sample Number	3 (X)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High		11
		Recommendation	Remove		
		Comments:			
Remediation Comments:					



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Location	Radio NZ House - 155 The Terrace Wellington, 8th Floor, 039, Entrance Foyer		Sample Number	3 (X)	
		Item / Position	Insulation board		
		Material:	Insulating Board		
		Extent	50m2		
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3	
		Material Assessment	High	11	
		Recommendation	Remove		
Comments:					
Remediation Comments:					



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Location	Radio NZ House - 155 The Terrace Wellington, 9th Floor, 038, Entrance Foyer		Sample Number	3 (X)		
		Item / Position	Insulation board			
		Material:	Insulating Board			
		Extent	50m2			
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2		
		Condition	High damage	3		
		Surface Treatment	Unsealed	3		
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3		
		Material Assessment	High	11		
		Recommendation	Remove			
Comments:						
Remediation Comments:						



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Location	Radio NZ House - 155 The Terrace Wellington, Basement, 032, Basement		Sample Number	1 (P)	
		Item / Position	Cement tile - based from prior tiles on level 1 balcony.		
		Material:	Cement Product		
		Extent	3m2		
		Product Type	Asbestos reinforced composites etc.	1	
		Condition	Good condition		
		Surface Treatment	Unsealed		
		Asbestos Type	Presumed Asbestos		
		Material Assessment	Medium		
		Recommendation	Remove		
		Comments:			
Remediation Comments:					



Released under the Official Information Act 1982

Location	Radio NZ House - 155 The Terrace Wellington, Ground Floor, 053, External South Cement Wall		Sample Number	2 (P)	
		Item / Position	Cement cladding		
		Material:	Cement Product		
		Extent	100m2		
		Product Type	Asbestos reinforced composites etc.	1	
		Condition	Good condition		0
		Surface Treatment	Unsealed		3
		Asbestos Type	Presumed Asbestos		3
		Material Assessment	Medium		7
		Recommendation	Manage		
Comments:					
Remediation Comments:					



Released under the Official Information Act 1982

Location	Radio NZ House - 155 The Terrace Wellington, 13th Floor, 005, Plant Room		Sample Number	3 (P)		
		Item / Position	Cement cladding - Prior reports indicate positive for asbestos			
		Material:	Cement Product			
		Extent	1600m2			
		Product Type	Asbestos reinforced composites etc.	1		
		Condition	Low damage	1		
		Surface Treatment	Unsealed	3		
		Asbestos Type	Crocidolite	3		
		Material Assessment	Medium	8		
		Recommendation	Manage and Label			
Comments:						
Remediation Comments:						



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Location	Radio NZ House - 155 The Terrace Wellington, 5th Floor, 042, Entrance Foyer		Sample Number	126089 (PS)		
		Item / Position	Insulation board			
		Material:	Insulating Board			
		Extent	50m2			
		Product Type	AIB, Millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2		
		Condition	High damage	3		
		Surface Treatment	Unsealed	3		
		Asbestos Type	Amosite / Crocidolite / Chrysotile	3		
		Material Assessment	High		11	
		Recommendation	Remove			
		Comments:				
Remediation Comments:						



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Location	Radio NZ House - 155 The Terrace Wellington, Ground Floor, 052, Balcony		Sample Number	51811 (PS)	
		Item / Position	Cement soffits		
		Material:	Cement Product		
		Extent	200m2		
		Product Type	Asbestos reinforced composites etc.	1	
		Condition	Good condition		
		Surface Treatment	Surface sealed		
		Asbestos Type	Amosite / Crocidolite / Chrysotile		
		Material Assessment	Low		
		Recommendation	Manage		
Comments:					
Remediation Comments:					


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Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 046, Balcony		Sample Number	51811 (PS)	
		Item / Position	Cement soffits		
		Material:	Cement Product		
		Extent	200m2		
		Product Type	Asbestos reinforced composites etc.	1	
		Condition	Good condition		
		Surface Treatment	Surface sealed		
		Asbestos Type	Amosite / Crocidolite / Chrysotile		
		Material Assessment	Low		
		Recommendation	Manage		
Comments:					
Remediation Comments:					

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Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 050, Riser		Sample Number	85173 (PS)	
		Item / Position	Cement pipe		
		Material:	Cement Product		
		Extent	60lin m		
		Product Type	Asbestos reinforced composites etc.	1	
		Condition	Good condition		
		Surface Treatment	Unsealed		
		Asbestos Type	Amosite / Chrysotile		
		Material Assessment	Low		
		Recommendation	Manage		
Comments:					
Remediation Comments:					

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Location	Radio NZ House - 155 The Terrace Wellington, 4th Floor, 005, Toilet		Sample Number	85173 (PS)	
	No close-up photo available	Item / Position	Sprayed Coating		
		Material:	Sprayed Coating		
		Extent	50m2		
		Product Type	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.	3	
		Condition	High damage	3	
		Surface Treatment	Unsealed	3	
		Asbestos Type	Amosite	2	
		Material Assessment	High	11	
		Recommendation	Remove		
Comments:	A previous survey indicated sprayed coating in the riser behind the toilet wall.				
Remediation Comments:	Inspect prior to maintenance or works.				

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4.3 Asbestos Register

Radio NZ House - 155 The Terrace Wellington									
Floor	Area / Room	Material	Extent	Condition	Surface Treatment	Sample Number	Asbestos Type	Material Score	Recommended Action
11th Floor	001 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	S001	Amosite / Crocidolite / Chrysotile	11	Remove
1st Floor	001 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	S003	Amosite / Crocidolite / Chrysotile	11	Remove
1st Floor	001 / Entrance Foyer	Textured ceiling - Textured Coating	50m2	High damage	Unsealed	S004	Amosite / Crocidolite / Chrysotile	10	Remove
4th Floor	005 / Toilet	Textured ceiling - Textured Coating	40m2	Low damage	Partially unsealed	S013	Chrysotile	5	Manage and Label
10th Floor	005 / Entrance Foyer	Insulation board - Insulating Board	50m2	Good condition	Surface sealed	S014	Amosite / Crocidolite / Chrysotile	6	Remove
Ground Floor	005 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	S015	Amosite / Crocidolite / Chrysotile	11	Remove
12th Floor	037 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
2nd Floor	045 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
3rd Floor	044 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
4th Floor	043 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
6th Floor	041 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
7th Floor	040 / Entrance	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite	11	Remove




Radio NZ House - 155 The Terrace Wellington									
Floor	Area / Room	Material	Extent	Condition	Surface Treatment	Sample Number	Asbestos Type	Material Score	Recommended Action
	Foyer						/ Chrysotile		
8th Floor	039 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
9th Floor	038 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	X003	Amosite / Crocidolite / Chrysotile	11	Remove
Basement	032 / Basement	Cement tile - Cement Product	3m2	Good condition	Unsealed	P001	Presumed Asbestos	7	Remove
Ground Floor	053 / External South Cement Wall	Cement cladding - Cement Product	100m2	Good condition	Unsealed	P002	Presumed Asbestos	7	Manage
13th Floor	005 / Plant Room	Cement cladding - Cement Product	1600m2	Low damage	Unsealed	P003	Crocidolite	8	Manage and Label
5th Floor	042 / Entrance Foyer	Insulation board - Insulating Board	50m2	High damage	Unsealed	PS1260 89	Amosite / Crocidolite / Chrysotile	11	Remove
Ground Floor	052 / Balcony	Cement soffits - Cement Product	200m2	Good condition	Surface sealed	PS5181 1	Amosite / Crocidolite / Chrysotile	5	Manage
1st Floor	046 / Balcony	Cement soffits - Cement Product	200m2	Good condition	Surface sealed	PS5181 1	Amosite / Crocidolite / Chrysotile	5	Manage
1st Floor	050 / Riser	Cement pipe - Cement Product	60lin m	Good condition	Unsealed	PS8517 3	Amosite / Chrysotile	6	Manage
4th Floor	005 / Toilet	Sprayed Coating - Sprayed Coating	50m2	High damage	Unsealed	PS8517 3	Amosite	11	Remove

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low




The Material Score is calculated using an internationally recognised algorithm. This provides an indication of the potential for the ACM to release fibres if not disturbed. The algorithm used provides a rating of between 1 and 12 as detailed in the table.

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4.4 No Access Gained

Radio NZ House - 155 The Terrace Wellington								
Floor	Area / Room	Location Accessed	Reason for No Access Inaccessible Areas / General Room Comment	Material Type and Description	Sample Number	Asbestos Type	Recommended Action	Photo
Ground Floor	047 / Lift A	No					No access - Re-visit required	
Ground Floor	048 / Lift B	No					No access - Re-visit required	
Ground Floor	049 / Lift C	No					No access - Re-visit required	




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Radio NZ House - 155 The Terrace Wellington								
Floor	Area / Room	Location Accessed	Reason for No Access Inaccessible Areas / General Room Comment	Material Type and Description	Sample Number	Asbestos Type	Recommended Action	Photo
Ground Floor	050 / Lift D	No					No access - Re-visit required	
Ground Floor	051 / Lift E	No					No access - Re-visit required	
Basement	033 / Lower Ground Meeting Room	No					No access - Re-visit required	

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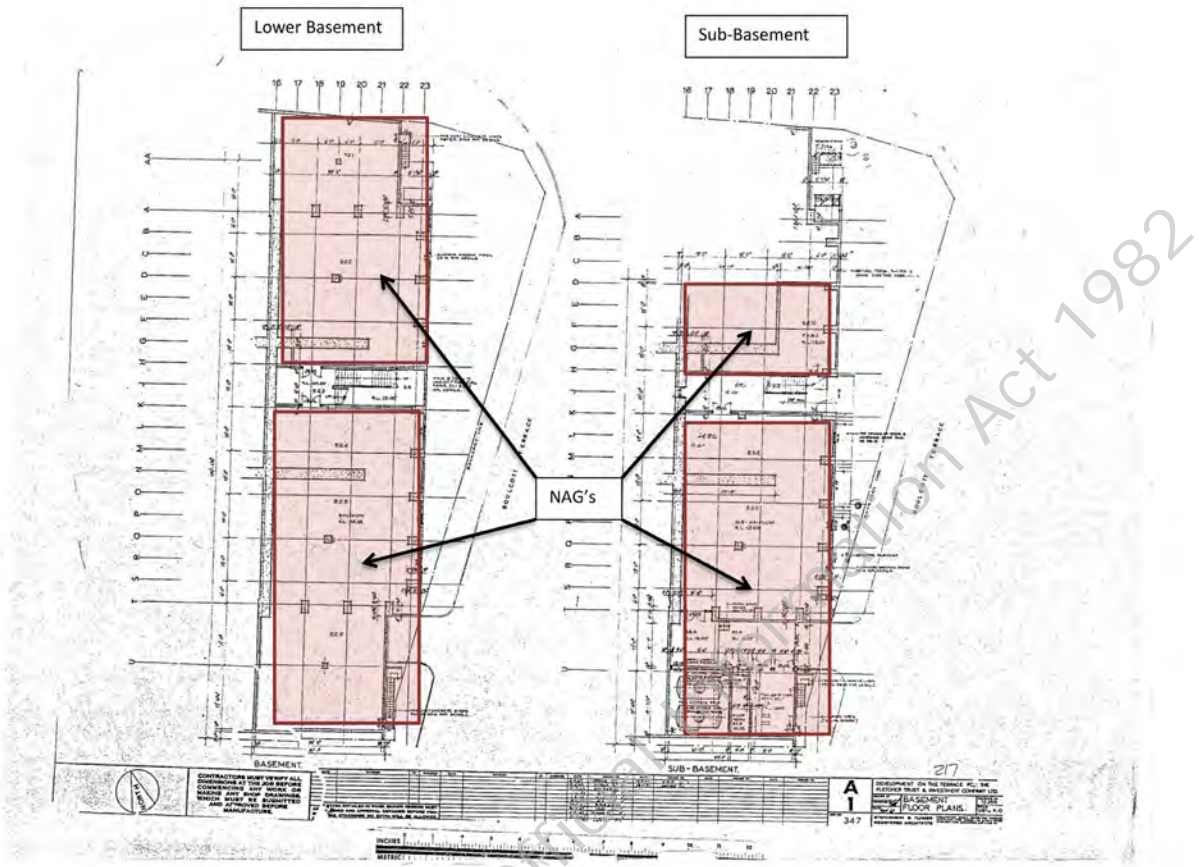
Radio NZ House - 155 The Terrace Wellington								
Floor	Area / Room	Location Accessed	Reason for No Access Inaccessible Areas / General Room Comment	Material Type and Description	Sample Number	Asbestos Type	Recommended Action	Photo
Basement	034 / Pump Room	No					No access - Re-visit required	
Basement	035 / Rubbish Room	No					No access - Re-visit required	
13th Floor	036 / Roof	No					No access - Re-visit required	

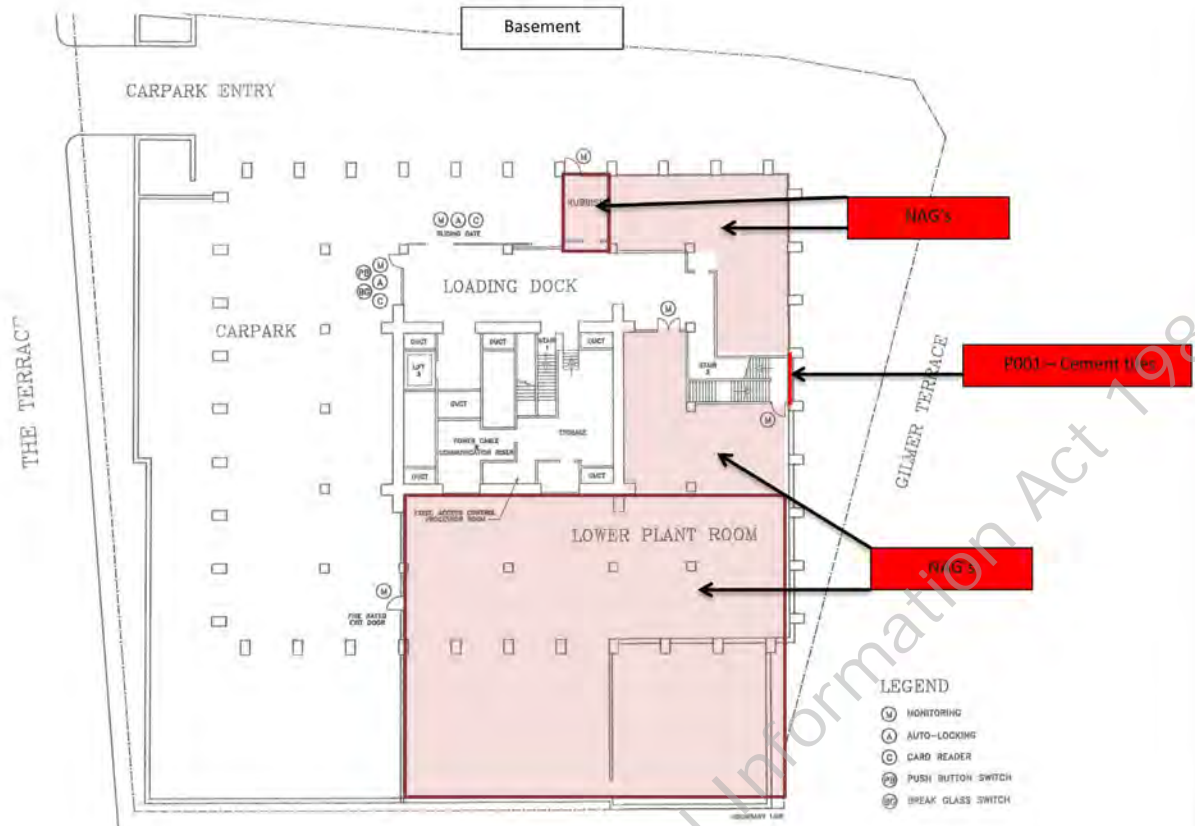
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Radio NZ House - 155 The Terrace Wellington								
Floor	Area / Room	Location Accessed	Reason for No Access Inaccessible Areas / General Room Comment	Material Type and Description	Sample Number	Asbestos Type	Recommended Action	Photo
14th Floor	036 / Roof	No					No access - Re-visit required	
Sub Basement	031 / Basement	No					No access - Re-visit required	
-3	030 / Basement	No					No access - Re-visit required	

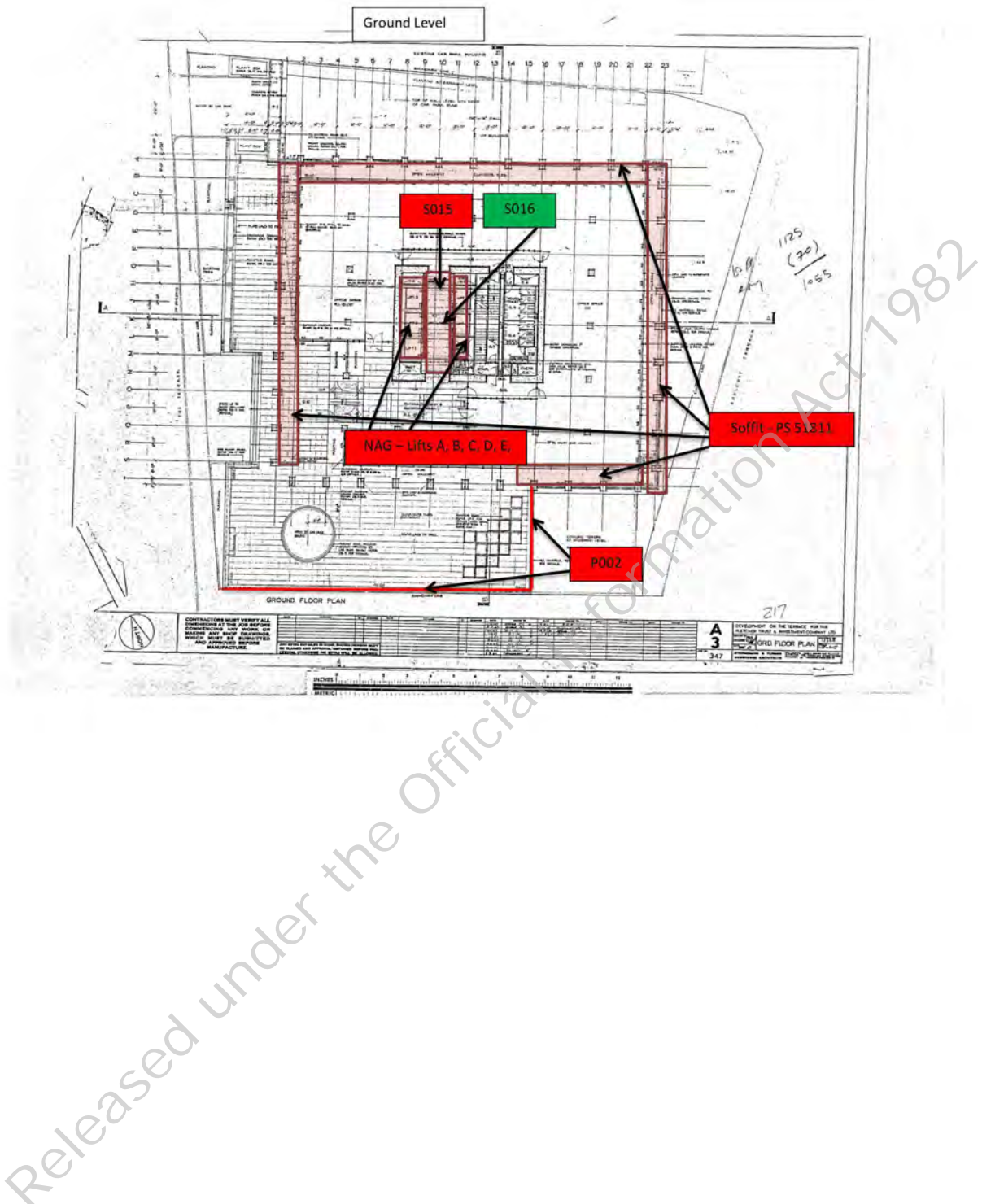
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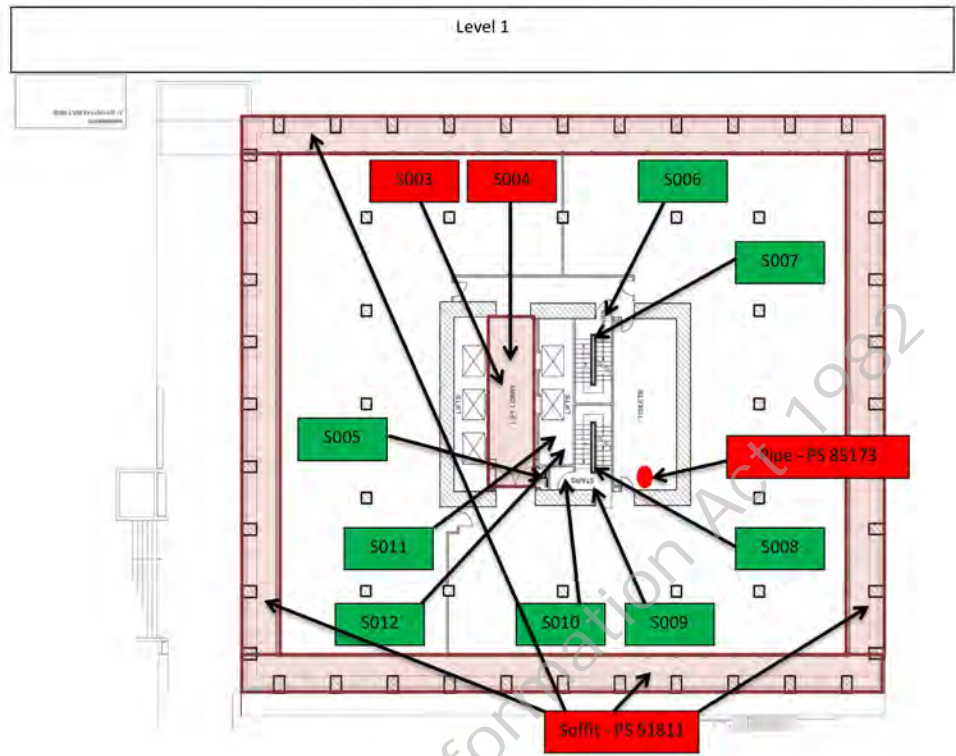
4.5 Site Plans





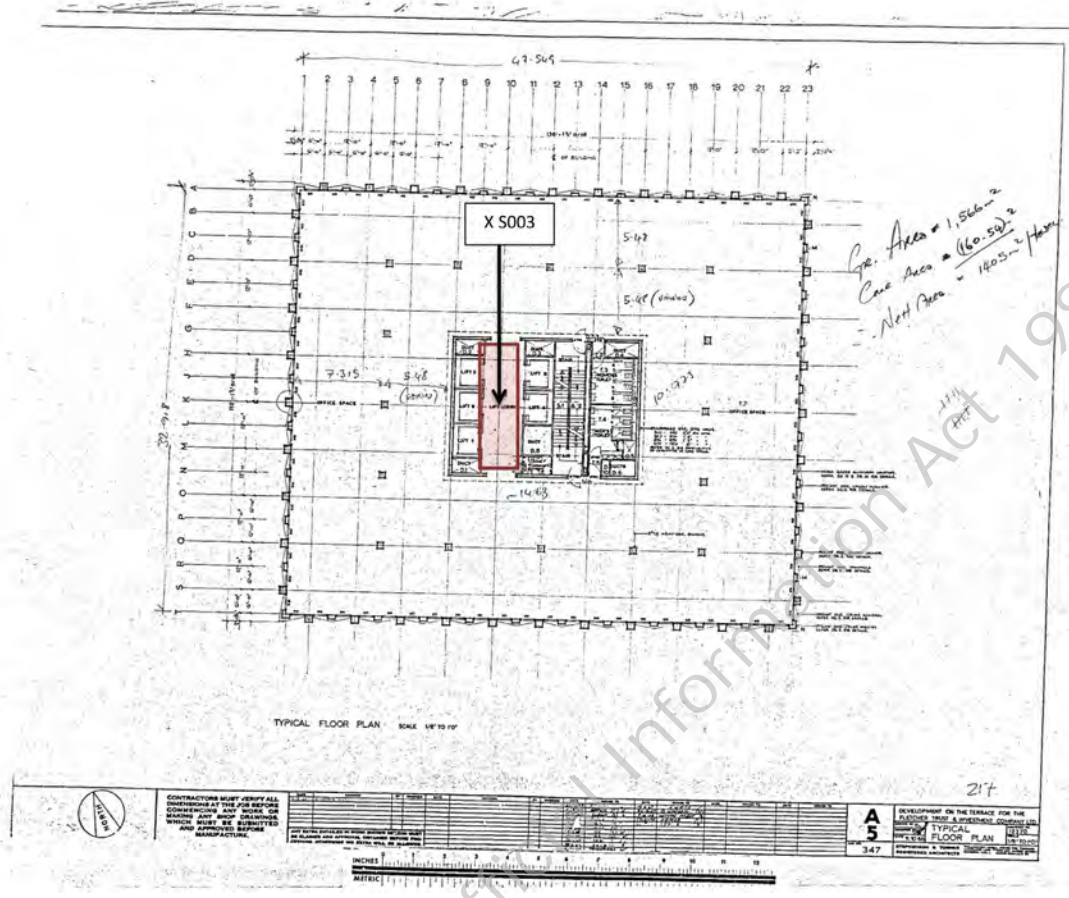
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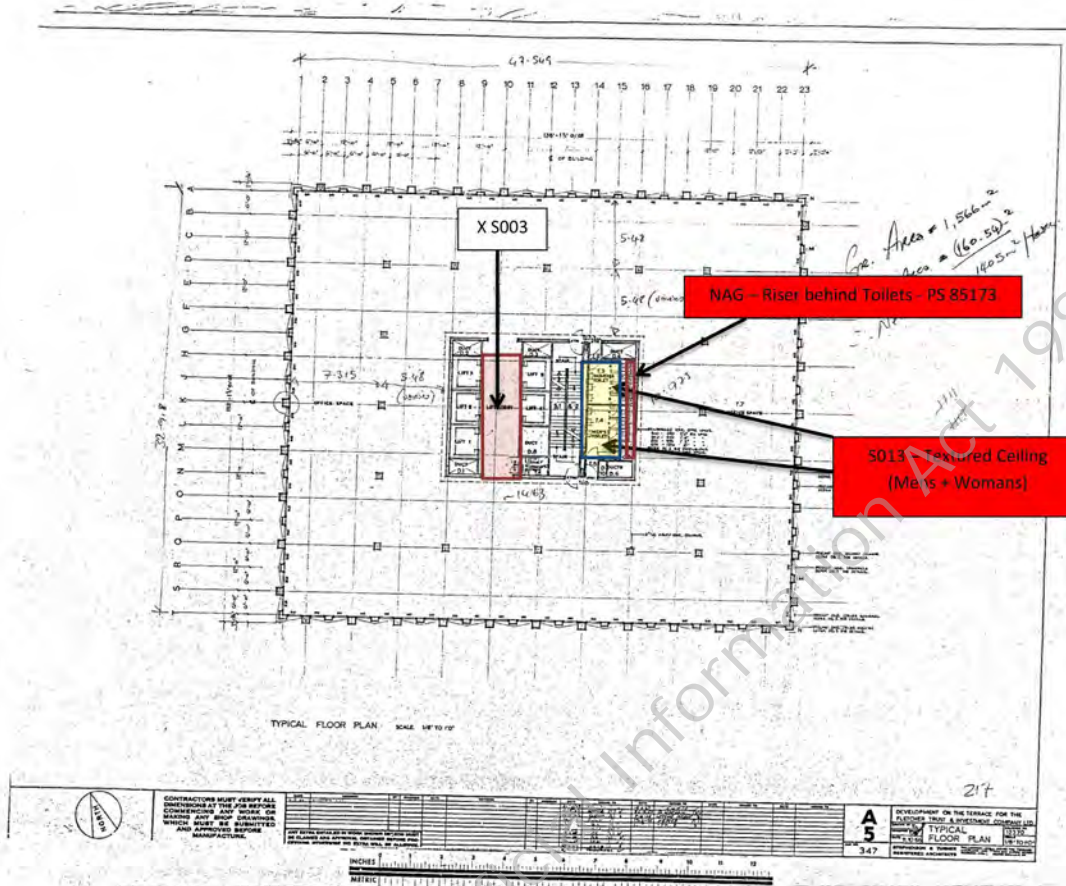


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Level 2

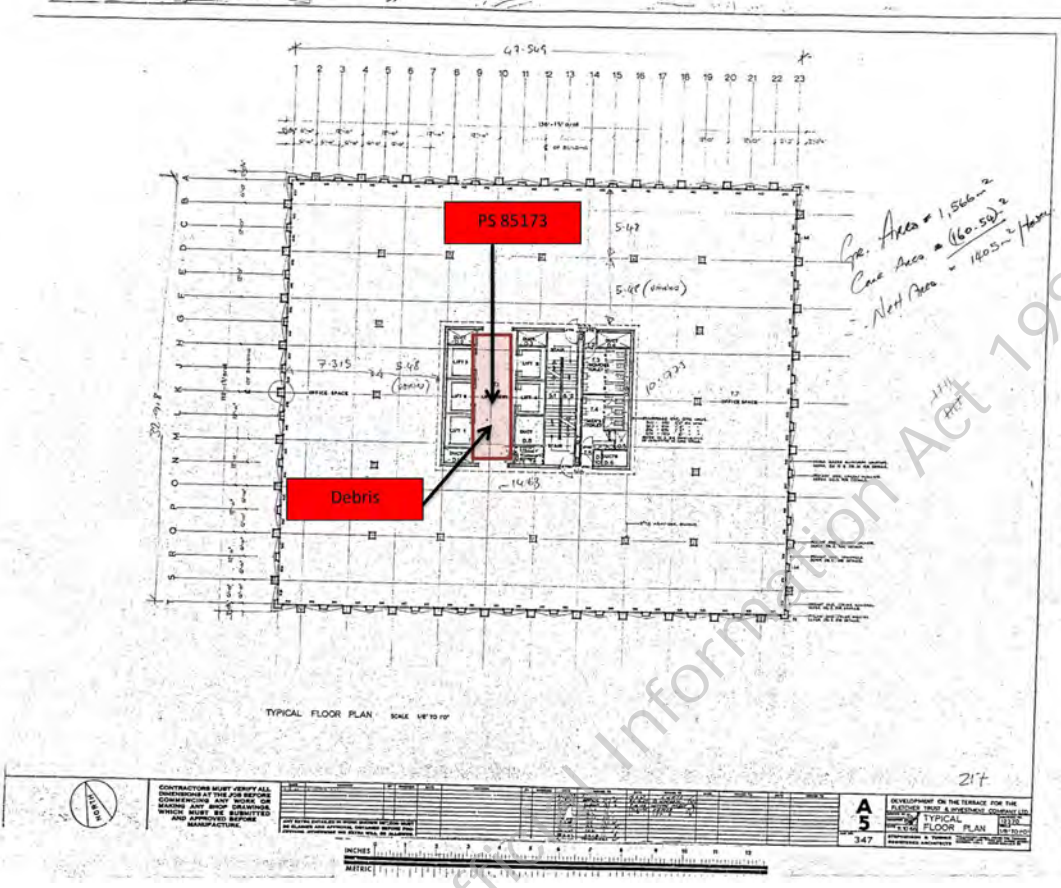


Level 4



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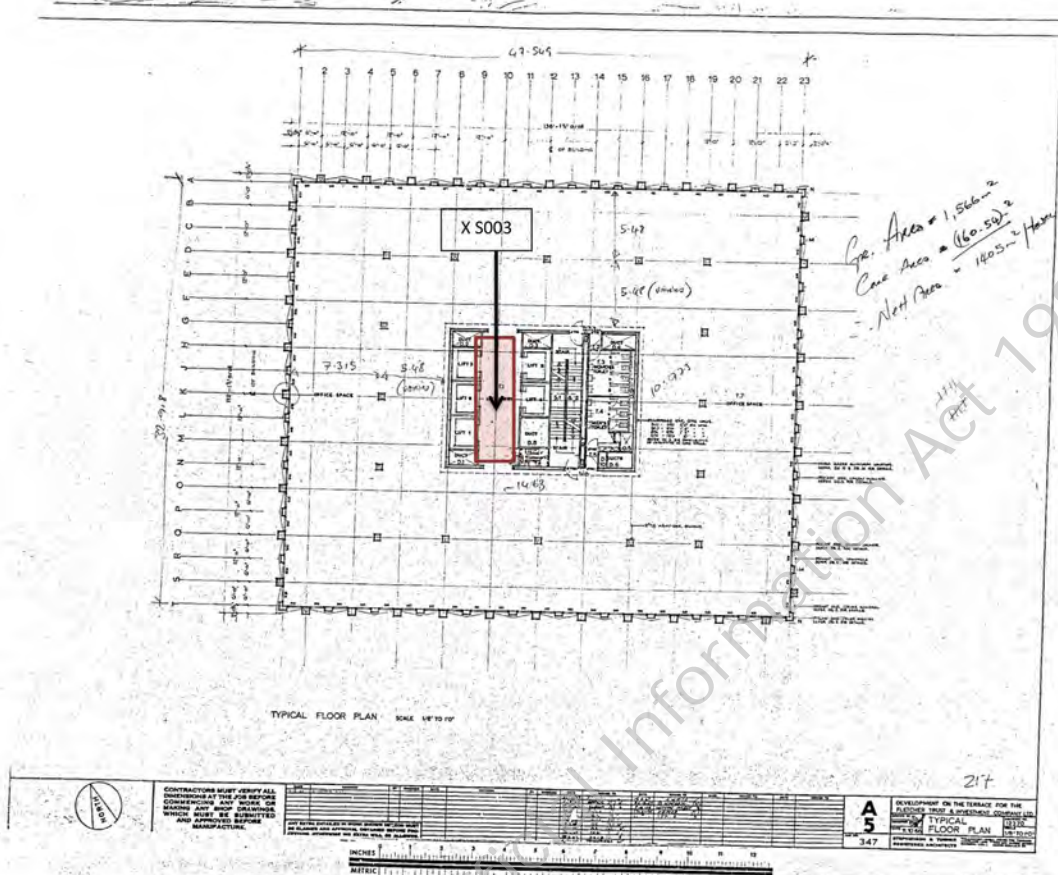
Level 5



*Gr. Area = 1,566.2
Case Area = (60.54)²
Net Area = 1405.2 Hm*

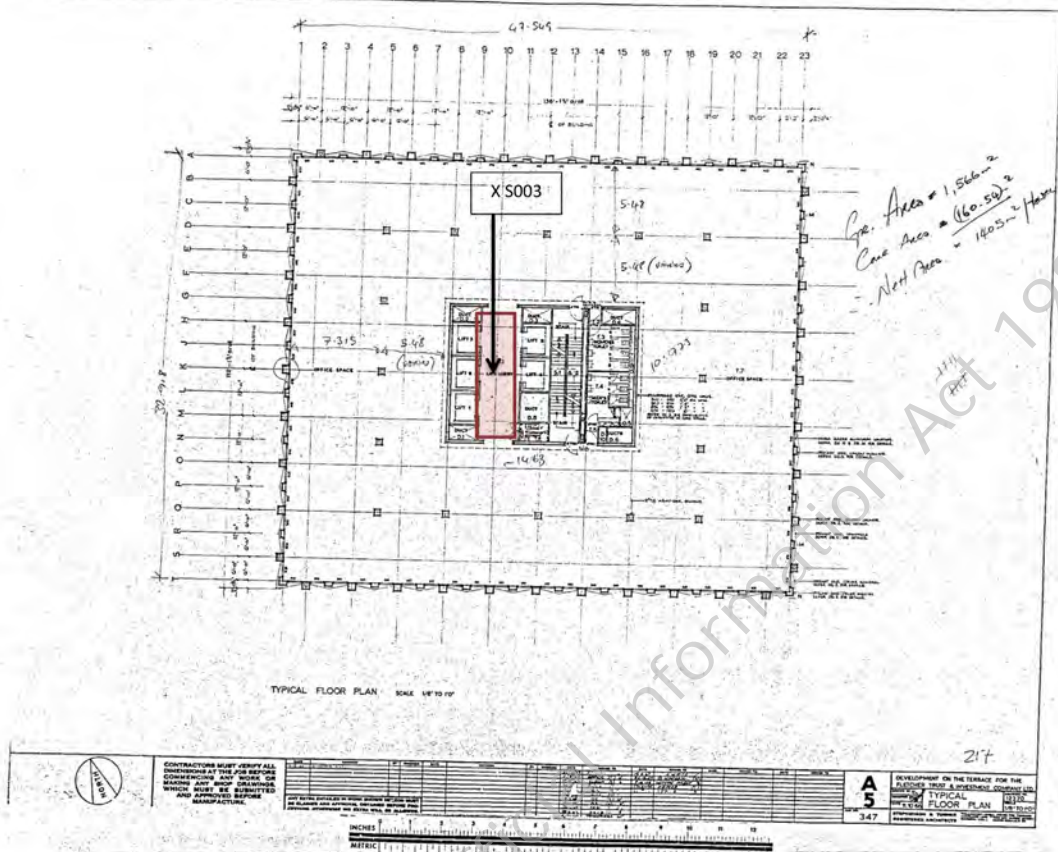
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Level 6

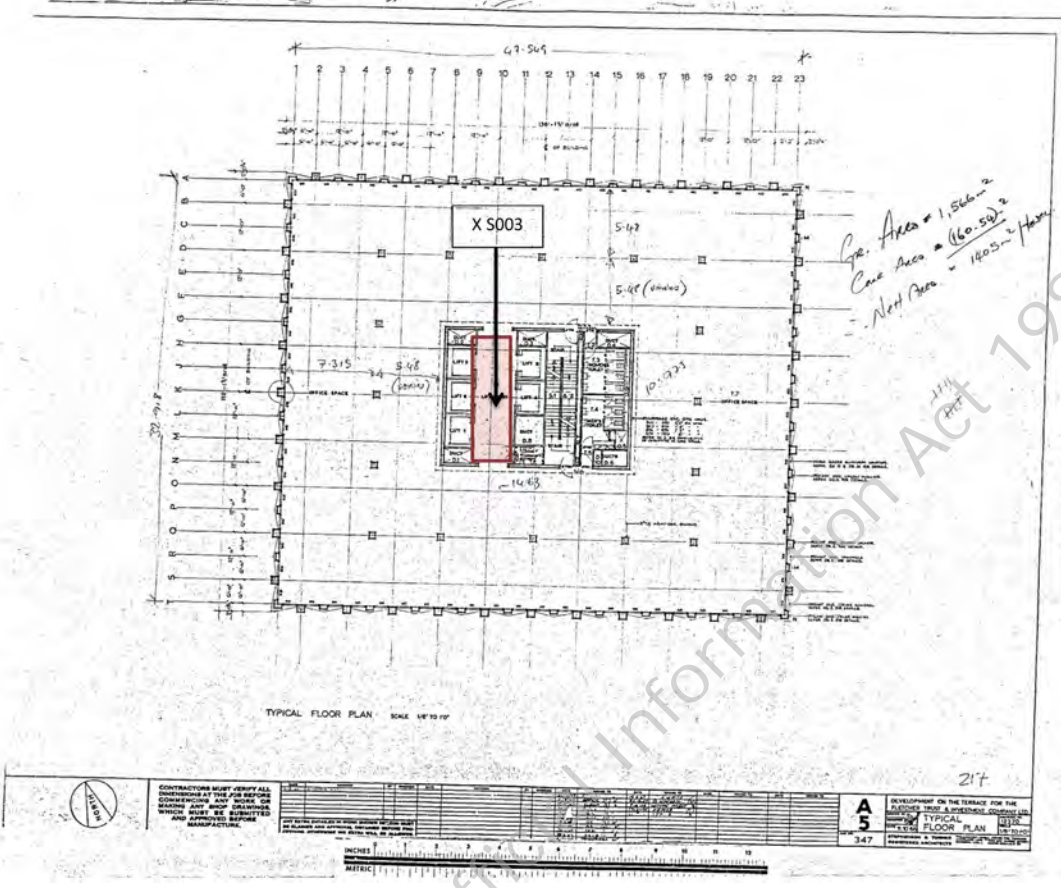


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Level 7

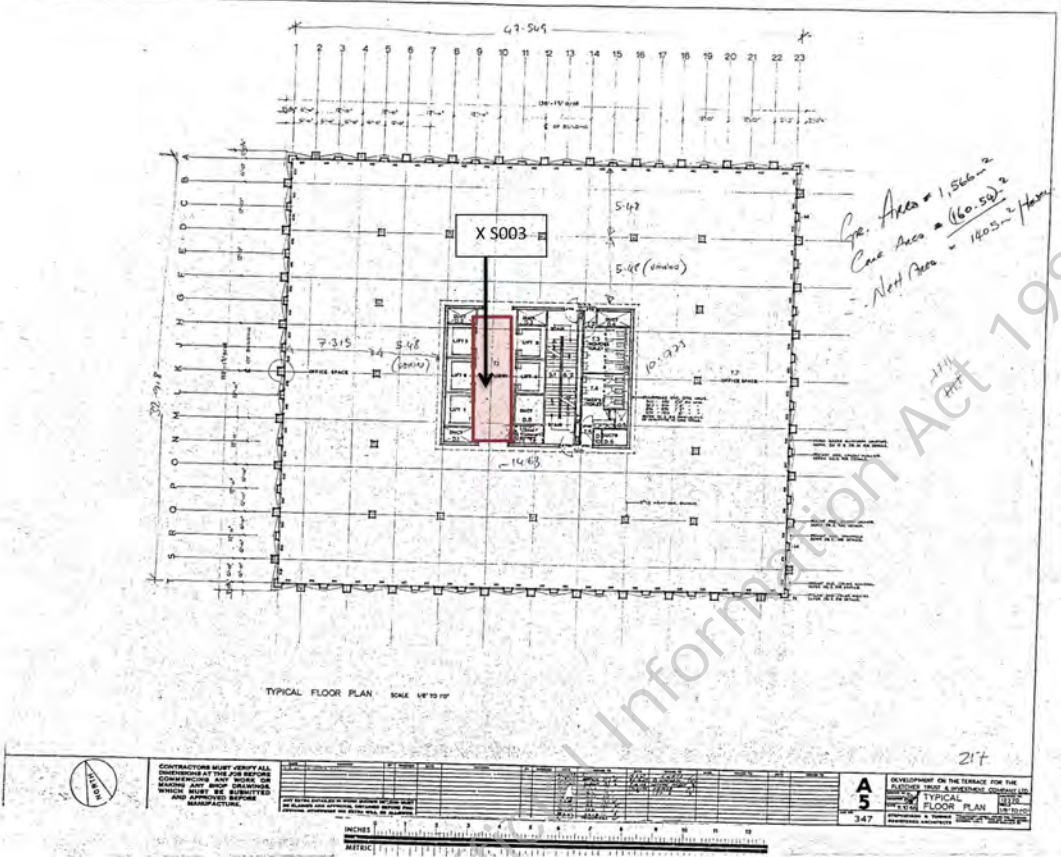


Level 8

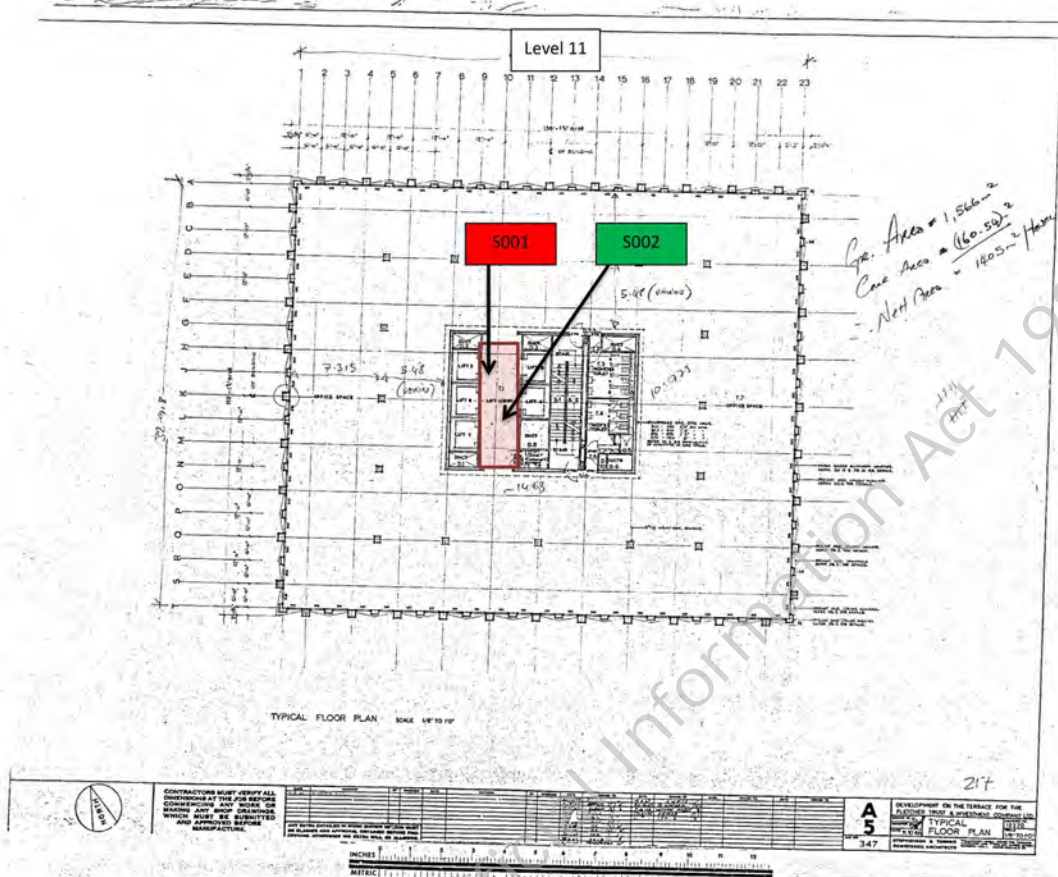


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Level 9

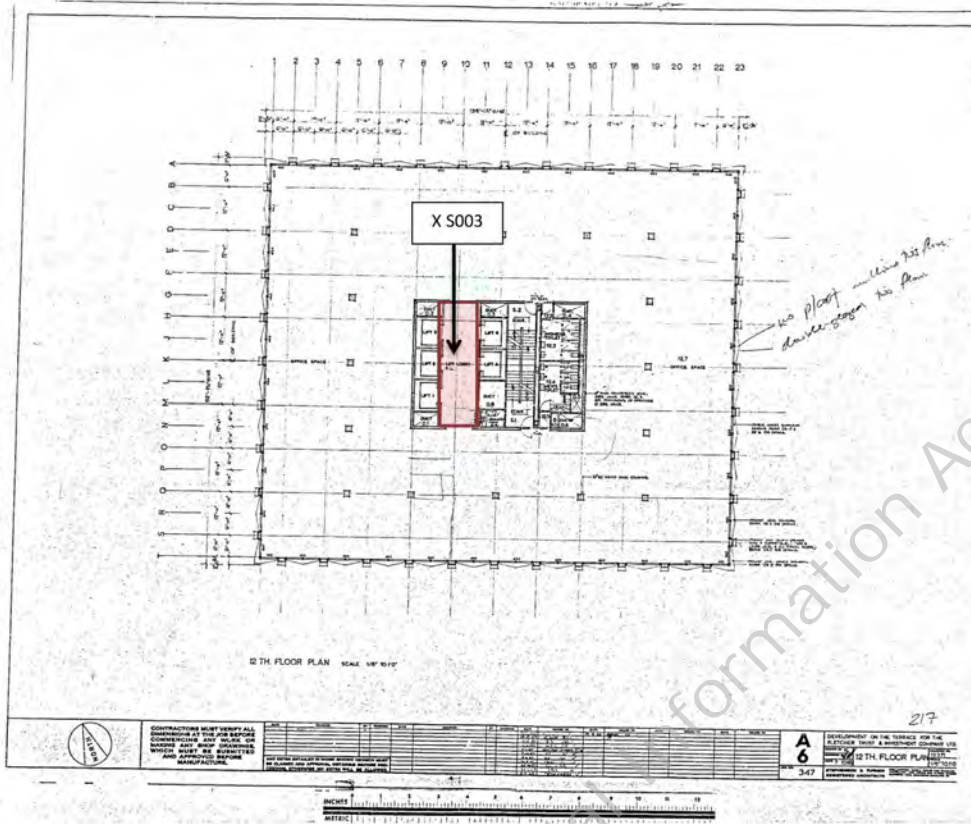


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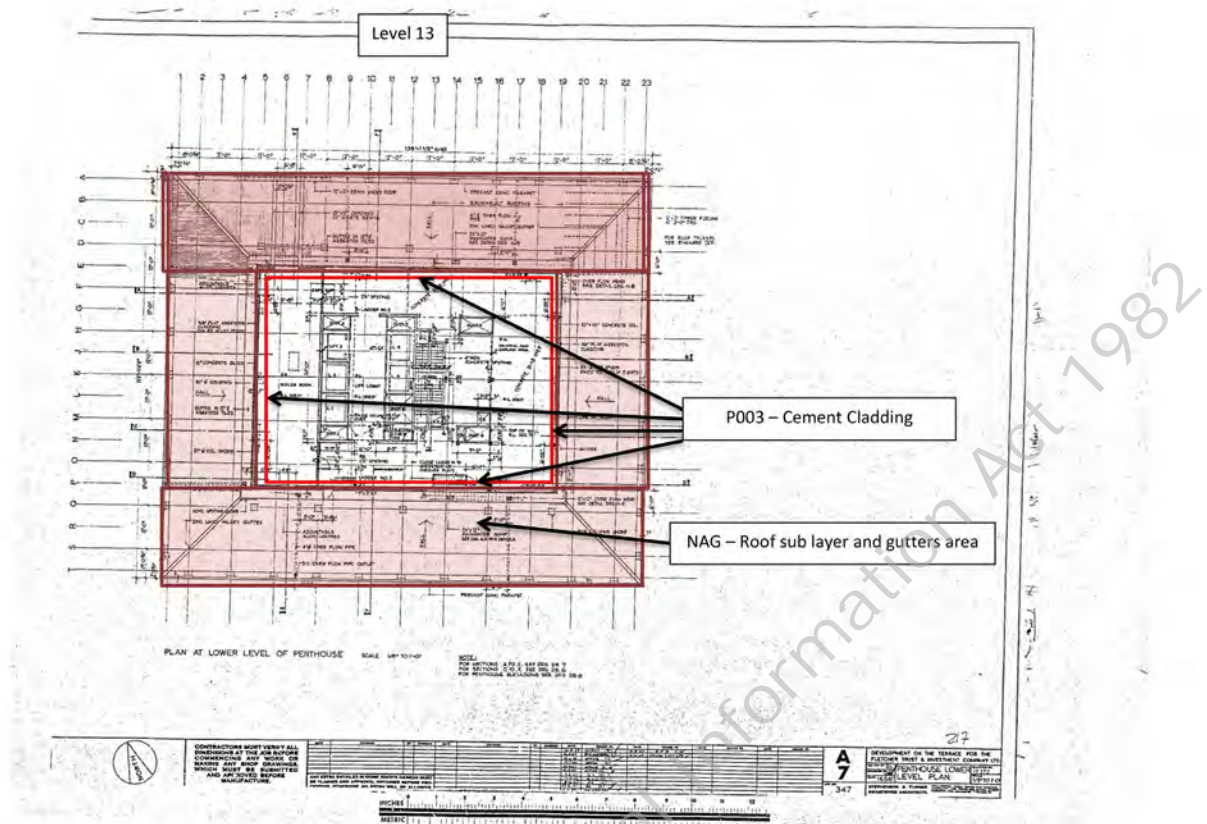


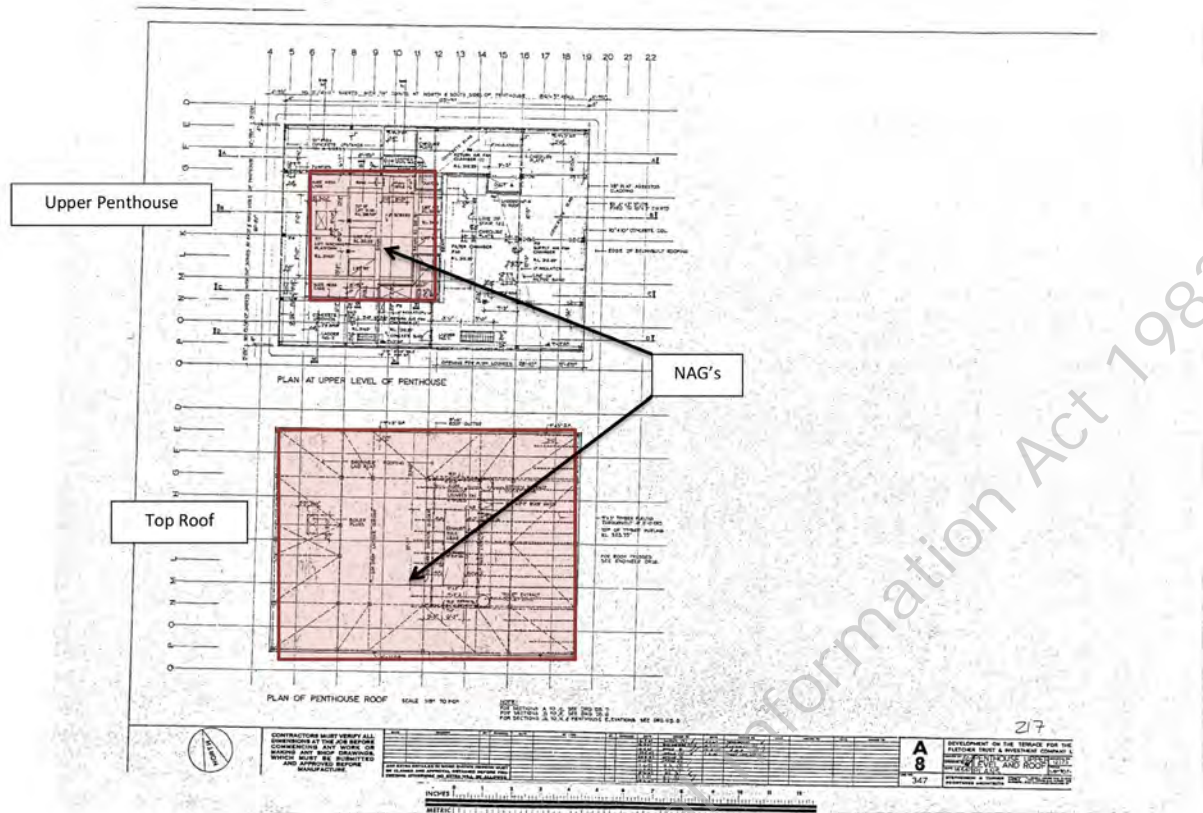
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Level 12



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Appendix 1: Asbestos Containing Material Inspection Record

Location		Date of Inspection	
Inspection By (signature)		Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference.
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing / damaged asbestos labels / stickers
- Where the condition is determined as either Medium or High, the emergency procedure needs to be instigated.

Condition Key:

Good Condition: No visible damage; review at next inspection date	Low Damage: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration
Medium Damage: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure	High Damage: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

Radio NZ House - 155 The Terrace Wellington

LOCATION OF ACM	ACM DESCRIPTION	CONDITION	INSPECTION COMMENTS
11th Floor 001 / Entrance Foyer	Insulation board - Insulating Board	High damage	
1st Floor 001 / Entrance Foyer	Insulation board - Insulating Board	High damage	
1st Floor 001 / Entrance Foyer	Textured ceiling - Textured Coating	High damage	
4th Floor 005 / Toilet	Textured ceiling - Textured Coating	Low damage	

Radio NZ House - 155 The Terrace Wellington

LOCATION OF ACM	ACM DESCRIPTION	CONDITION	INSPECTION COMMENTS
10th Floor 005 / Entrance Foyer	Insulation board - Insulating Board	Good condition	
Ground Floor 005 / Entrance Foyer	Insulation board - Insulating Board	High damage	
12th Floor 037 / Entrance Foyer	Insulation board - Insulating Board	High damage	
2nd Floor 045 / Entrance Foyer	Insulation board - Insulating Board	High damage	
3rd Floor 044 / Entrance Foyer	Insulation board - Insulating Board	High damage	
4th Floor 043 / Entrance Foyer	Insulation board - Insulating Board	High damage	
6th Floor 041 / Entrance Foyer	Insulation board - Insulating Board	High damage	
7th Floor 040 / Entrance Foyer	Insulation board - Insulating Board	High damage	
8th Floor 039 / Entrance Foyer	Insulation board - Insulating Board	High damage	
9th Floor 038 / Entrance Foyer	Insulation board - Insulating Board	High damage	
Basement 032 / Basement	Cement tile - Cement Product	Good condition	
Ground Floor 053 / External South Cement Wall	Cement cladding - Cement Product	Good condition	
13th Floor 005 / Plant Room	Cement cladding - Cement Product	Low damage	
5th Floor 042 / Entrance Foyer	Insulation board - Insulating Board	High damage	
Ground Floor 052 / Balcony	Cement soffits - Cement Product	Good condition	

Radio NZ House - 155 The Terrace Wellington

LOCATION OF ACM	ACM DESCRIPTION	CONDITION	INSPECTION COMMENTS
1st Floor 046 / Balcony	Cement soffits - Cement Product	Good condition	
1st Floor 050 / Riser	Cement pipe - Cement Product	Good condition	
4th Floor 005 / Toilet	Sprayed Coating - Sprayed Coating	High damage	



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Appendix 2: Asbestos Permit to Work Proforma



Permit to Work Issuing Instructions. The permit to work is to be used when work is to be conducted on or near any asbestos containing materials.


Section One: Permit Details			
Permit Number: <i>to be issued by Lead Officer</i>		Date:	
Start Time:		Finish Time:	
Location:			
Contractor Name:			
Contractor Company:			
Contact Details:			
Description of Work:			
Section Two: Working near or on Asbestos Containing Material (ACM)			
2.1 Has the correct PPE/RPE been allocated to the task by the contractor?			
2.2 Has a Safe Work Method Statement (SWMS) been prepared for the work?			
Section Three: Compliance and Competency			
3.1 Contractor competency to carry out work near ACMs has been verified?			
3.2 Work planned is in accordance with the requirements of the Health and Safety at Work (Asbestos) Regulations 2016 and Sections 10-18 of the Management and Removal of Asbestos Approved Code of Practice?			
3.3 Has Lead Officer been informed of the work?			
Section Four: Designated Approver Authorisation			
Signature:		Date:	
Full Name of permit issuer:			
Section 5: Staff / Contractor Acknowledgement.			
I confirm that the information above is correct and all steps and measures described have been undertaken.			
Signature:		Date:	
Name:			

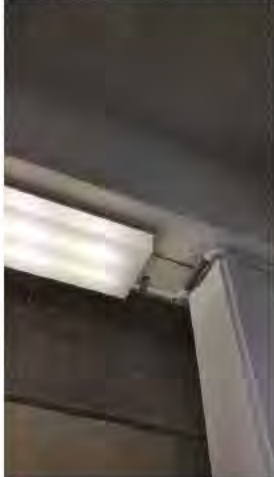

Appendix 3: Non-Asbestos Register



Location	Radio NZ House - 155 The Terrace Wellington, 11th Floor, 001, Entrance Foyer		Sample Number	2 (S)
		Item / Position	Textured ceiling - Applied to cement board	
		Material:	Textured Coating	
		Extent	50m2	
		Product Type	N/A	N/A
		Condition	N/A	N/A
		Surface Treatment	N/A	N/A
		Asbestos Type	NAD	N/A
		Material Assessment	N/A	0
		Recommendation	No further action required	
		Comments:		

Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 001, Entrance Foyer		Sample Number	5 (S)
		Item / Position	Electrical switch board	
		Material:	PVC / Reinforced Plastics	
		Extent	1m2	
		Product Type	N/A	N/A
		Condition	N/A	N/A
		Surface Treatment	N/A	N/A
		Asbestos Type	NAD	N/A
		Material Assessment	N/A	0
		Recommendation	No further action required	
		Comments:		



Location		Radio NZ House - 155 The Terrace Wellington, 1st Floor, 002, Stairwell North		Sample Number	6 (S)
		Item / Position	Door		
		Material:	Insulation		
		Extent	3m2		
		Product Type	N/A	N/A	
		Condition	N/A	N/A	
		Surface Treatment	N/A	N/A	
		Asbestos Type	NAD	N/A	
		Material Assessment	N/A	0	
		Recommendation	No further action required		
		Comments:			



Location		Radio NZ House - 155 The Terrace Wellington, 1st Floor, 002, Stairwell North		Sample Number	7 (S)
		Item / Position	Textured ceiling		
		Material:	Sprayed Coating		
		Extent	50m2		
		Product Type	N/A	N/A	
		Condition	N/A	N/A	
		Surface Treatment	N/A	N/A	
		Asbestos Type	NAD	N/A	
		Material Assessment	N/A	0	
		Recommendation	No further action required		
		Comments:			

Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 003, Stairwell South		Sample Number	8 (S)
 	Item / Position	Textured ceiling		
	Material:	Sprayed Coating		
	Extent	50		
	Product Type	N/A	N/A	
	Condition	N/A	N/A	
	Surface Treatment	N/A	N/A	
	Asbestos Type	NAD	N/A	
	Material Assessment	N/A	0	
	Recommendation	No further action required		
	Comments:			

Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 003, Stairwell South		Sample Number	9 (S)
 	Item / Position	Vinyl flooring		
	Material:	Vinyl Products		
	Extent	2.5m2		
	Product Type	N/A	N/A	
	Condition	N/A	N/A	
	Surface Treatment	N/A	N/A	
	Asbestos Type	NAD	N/A	
	Material Assessment	N/A	0	
	Recommendation	No further action required		
	Comments:			

Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 004, Cleaners Room		Sample Number	10 (S)
 	Item / Position	Vinyl flooring		
	Material:	Vinyl Products		
	Extent	2m2		
	Product Type	N/A	N/A	
	Condition	N/A	N/A	
	Surface Treatment	N/A	N/A	
	Asbestos Type	NAD	N/A	
	Material Assessment	N/A	0	
	Recommendation	No further action required		
	Comments:			

Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 005, Duct		Sample Number	11 (S)
 	Item / Position	Lagging (insulation) - Small pipe		
	Material:	Insulated pipework / services		
	Extent	150lin m		
	Product Type	N/A	N/A	
	Condition	N/A	N/A	
	Surface Treatment	N/A	N/A	
	Asbestos Type	NAD	N/A	
	Material Assessment	N/A	0	
	Recommendation	No further action required		
	Comments:			

Location	Radio NZ House - 155 The Terrace Wellington, 1st Floor, 005, Duct		Sample Number	12 (S)
 	Item / Position	Lagging (insulation) - Large pipe x2		
	Material:	Insulated pipework / services		
	Extent	300lin m		
	Product Type	N/A	N/A	
	Condition	N/A	N/A	
	Surface Treatment	N/A	N/A	
	Asbestos Type	NAD	N/A	
	Material Assessment	N/A	0	
	Recommendation	No further action required		
	Comments:			

Location	Radio NZ House - 155 The Terrace Wellington, Ground Floor, 005, Entrance Foyer		Sample Number	16 (S)
 	Item / Position	Textured ceiling		
	Material:	Textured Coating		
	Extent	50m2		
	Product Type	N/A	N/A	
	Condition	N/A	N/A	
	Surface Treatment	N/A	N/A	
	Asbestos Type	NAD	N/A	
	Material Assessment	N/A	0	
	Recommendation	No further action required		
	Comments:			

Appendix 4: Supplementary Information

Released under the Official Information Act 1982