

Recording, Reporting, and Maintenance Procedure Checklist

Recording, Reporting, and Maintenance Procedures (RRMP's) are the instructions of how the specified systems in the building and on the Compliance Schedule are to be routinely inspected and maintained. They are required to be part of the Compliance Schedule for the building and part of the documentation for a building consent. See Building Act 2004 Sec 7, 51 and 103.

This sheet is designed to help collate information for the RRMP's for the specified systems in the building making the issue of Compliance Schedule easier and avoiding future cost overruns for building owners.

These RRMP's will form the basis of the Compliance Schedule and the building warrant of fitness regime with the purpose of giving guidance to an Independently Qualified Person/Licensed Building Practitioner who will be carrying out inspections on the systems.

Please tick the appropriate box to indicate what standard is going to be used to install the Specified System. If a standard has not been used for the installation, for example if an alternative solution is proposed, a specifically designed solution will be needed to satisfy the RRMP requirement.

For some systems where a standard is not applicable you can nominate the RRMP's as shown in the Compliance Schedule Handbook.

More information can be found at www.dbh.govt.nz, www.consumerbuild.org.nz, <http://www.dbh.govt.nz/building-code-compliance-documents#free-download>

For advice on using this form please contact the duty building inspector.

Specified System Covered by Compliance Schedule		Maintenance Requirements	✓
1	Automatic Systems for Fire Suppression	To NZS 4541: 2007	
		To NZS4515	
		To AS1851	
		Or a specifically designed solution	
2	Automatic or Manual Warning Systems for Fire or Other Dangers	To NZS 4512 and specific requirements of F7/AS1	
		To NZS 4541 as modified by Appendix D Acceptable solution C/AS1 F7/AS1	
		To AS 1851	
		Or a specifically designed solution	
3/1	Automatic Doors	To NZS 4239 and C/AS1 Part 3	
		To AS 4085 and C/AS1 Part 3	
		To AS 4290 and C/AS1 Part3	
		Or a specifically designed solution	
3/2	Access Control Doors	To NZS 4239 and C/AS1 Part 3	
		To AS 4085 and C/AS1 Part 3	
		To AS 4290 and C/AS1 Part3	
		Compliance Schedule Handbook	
		Or a specifically designed solution	
3/3	Interfaced Fire or Smoke Doors or Windows	To AS4178	
		Or a specifically designed solution	
4	Emergency Lighting Systems	To AS 2293 Parts 1,2&3	
		To NZS6742: 1971	
		Or a specifically designed solution	
5	Escape Route Pressurisation Systems	To AS 1851.	
		Or a specifically designed solution	
6	Riser Mains for Use by Fire Service	To NZS4510	
		Or a specifically designed solution	
7	Automatic Backflow Preventers Connected to Potable Water Supply	To AS/NZS2845 section 4, 9, 10 or 11	
		Or a specifically designed solution	

8/1	Passenger Lifts	To NZS4332	
		To EN 81	
		Or a specifically designed solution	
8/2	Service Lifts	Compliance Schedule Handbook	
		To EN 81	
		Or a specifically designed solution	
8/3	Escalators	Compliance Schedule Handbook	
		Or a specifically designed solution	
9	Mechanical Ventilation or Air Conditioning	To NZS 4303	
		To AS 1668	
		To AS1851	
		To NZ S3666 Parts 1 and 2	
		Or a specifically designed solution	
10	Building Maintenance Units	To BS 6037.1	
		To BS 6037.2	
		Or a specifically designed solution	
11	Laboratory Fume Cupboards	Compliance Schedule Handbook	
		Or a specifically designed solution	
12/1	Audio Loops	Compliance Schedule Handbook	
		Or a specifically designed solution	
12/2	FM radio Frequency Systems and Infrared Beam Transmitters	Compliance Schedule Handbook	
		Or a specifically designed solution	
13/1	Mechanical Smoke Control	Compliance Schedule Handbook	
		To AS/NZS 1668 Part1	
		Or a specifically designed solution	
13/2	Natural Smoke Control	Compliance Schedule Handbook	
		Or a specifically designed solution	
13/3	Smoke Curtains	Compliance Schedule Handbook	
		Or a specifically designed solution	
14/1	Emergency Power Systems for 1-13 above	To NZS 6104	
		Or a specifically designed solution	
14/2	Signs also 15/4.	To Compliance Schedule Handbook	
		Or a specifically designed solution	
15/1	Systems for Spoken Information for Evacuation	To NZS 4541	
		To AS1851	
		Or a specifically designed solution	
15/2	Final Exits	To Compliance Schedule Handbook	
		Or a specifically designed solution	
15/3	Fire Separations	To Compliance Schedule Handbook	
		Or a specifically designed solution	
15/4	Signs for Evacuation also 14/2.	To Compliance Schedule Handbook	
		Or a specifically designed solution	
15/5	Smoke Separations	To Compliance Schedule Handbook	
		Or a specifically designed solution	
16	Cable Cars	NZS5270: 2005	
		Or a specifically designed solution	