

## Staff Inspection Records

The Building Act requires that your school's staff – as representatives of the building owner – carry out inspections that are in addition to the inspections done by IQPs. These inspections are an essential part of your BWOFF process.

There are three types of staff inspections:

- A. Inspections that are carried out by your staff as required by the Building Act.
- B. Inspections/maintenance checks carried out by a contractor organised by your school.
- C. Inspections that are carried out by your staff for additional safety reasons.

There are three steps to the inspection process:

1. Carry out the physical inspections, instructions for which can be found in the following pages.
2. Sign below each month to confirm step one has been completed for all **Type A\*** Staff Inspections.
3. Confirm once a month via Argest's portal (<https://abc.argest.com>) that steps one and two have been completed for the previous calendar month.

\* **Type B and C** inspections (see page two for further information) are to be signed off separately on their respective instruction pages.

**By signing below, I confirm all Type A staff daily and monthly inspections required by the standard in the Compliance Schedule and the guidance in this manual have been completed for the respective month.**

Month 1	Month 2	Month 3	Month 4
Date: _____	Date: _____	Date: _____	Date: _____
Signed: _____	Signed: _____	Signed: _____	Signed: _____
Month 5	Month 6	Month 7	Month 8
Date: _____	Date: _____	Date: _____	Date: _____
Signed: _____	Signed: _____	Signed: _____	Signed: _____
Month 9	Month 10	Month 11	Month 12
Date: _____	Date: _____	Date: _____	Date: _____
Signed: _____	Signed: _____	Signed: _____	Signed: _____

**If any sign-offs are found to be blank during the Annual Survey of your school, this will be recorded as a missed inspection.**

**Missed inspections are a breach of the Building Act and may result in your school's next BWOFF being unable to be issued, along with infringements from council.**

## Specified Systems requiring school-organised inspections

Your school will have some, but not all, of the Specified Systems listed below. Refer to your latest Compliance Schedule for details of which systems your school has.

The Specified Systems that require staff/a school contractor to inspect are listed below, along with their frequency and what page inspection instructions can be found.

### Type A Inspections

*Inspections that are carried out by your staff as required by the Building Act.*

Number	Specified System Name	Inspection Frequency	Instruction Page	Sign Off Page
<b>SS2</b>	Fire alarms - <b>Type 1/b only</b>	Monthly	4	1
<b>SSWS</b>	Security System with Smokes	Monthly	5	1
<b>SS3/1</b>	Automatic doors	Monthly	6	1
<b>SS3/2</b>	Access control doors	Monthly	6	1
<b>SS3/3</b>	Interfaced fire or smoke doors or windows	Monthly	6	1
<b>SS4</b>	Emergency lighting – <b>Central battery type only</b>	Monthly	7	1
<b>SS14/2</b>	Signs relating to Specified Systems 1 to 13	Monthly	8	1
<b>SS15/2</b>	Final exits	Daily + monthly	9	1 + 10
<b>SS15/3</b>	Fire separations	Daily + monthly	9	1 + 10
<b>SS15/4</b>	Signs for facilitating evacuation	Monthly	8	1
<b>SS15/5</b>	Smoke separations	Daily + monthly	9	1 + 10

### Type B Inspections

*Inspections/maintenance that are carried out by a contractor appointed by your school.*

<b>SSWS</b>	Security System with Smokes	Six-monthly	11	11
<b>SS9</b>	Mechanical ventilation	Quarterly	12	12

### Type C Inspections

*Inspections that are carried out by your staff for additional safety reasons but that do not affect your BWOFF.*

<b>N/A</b>	Sawdust extracts	Quarterly	13	13
	Swimming pool safety barriers	Quarterly	14	14
	Access and facilities for people with disabilities	Six-monthly	15	15
	Fire hose reels, extinguishers and fire blankets	Monthly	16	16

## Frequently Asked Questions

### **Where can we get more copies of the staff inspection forms?**

A copy of the inspection forms can be found on the Argest portal (<https://abc.argest.com>) via the "General Forms and Letters" tab.

### **How long do the staff inspection forms need to be kept?**

Once completed, you are required to keep the staff inspection forms on file for two years, after which they can be disposed of.

### **How do we access the Argest portal?**

If you have lost/forgotten your login credentials – or wish to have the password reset – don't hesitate to get in touch with Argest on the contact details listed below.

### **Is training on how to carry out the inspections available?**

Yes, free, onsite training on how to complete your staff inspections is available to any staff member. We recommend a minimum of two people are able to complete each step of the inspection process to ensure cover in the event of staff absence. Please get in touch with Argest on the contact details below to request training.

### **Can the IQP (from Wormald, AHI, Dormakaba, etc.) sign the staff inspection forms?**

No. This part (section 5) of the School Building Systems and Features manual is for school-organised (staff inspections and school-contracted maintenance) only. IQP inspection forms can be found in section 7.

### **Fire hose reels and extinguishers are not part of our BWOFF; do they still need to be inspected?**

Even though they are not a Building Act Specified System, they still need to be inspected and tested monthly - and after any possible use or discharge - as per the Fire Safety and Evacuation of Buildings Regulations and NZ Standard 4503.

If you have any further questions, please do not hesitate to contact Argest on  
0800 ARGEST or [teammoe@argest.com](mailto:teammoe@argest.com)

# **SS2 Fire Alarm – Type 1/b only (e.g., school bells)**

## **Type A Inspection**

### **Monthly by school staff**

Fire alarm types 2, 3, 4, and over do not require staff inspections.

#### **Staff inspection instructions:**

1. Test the manual fire alarm system by operating the test switch or otherwise activating the system.
2. For systems with battery backup units, test the manual fire alarm on the battery power supply (mains turned off) for a minimum of one minute.
3. Check that the signal can be clearly heard throughout the building/s.
4. Check the batteries and battery cabinet for any signs of deterioration. Ensure that they are maintained in a clean and serviceable condition.
5. Visually check fire alarm manual call points and sounding devices and any visual warning devices for signs of deterioration or damage.
6. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
- 7. Sign and date on page one to confirm steps 1 to 6 have been completed.**

# **SS2 Security System with Smoke Detectors (SSWS)**

## Type A Inspection

### **Monthly by school staff**

The steps listed below may vary depending on your type of Security System. Please confirm with your security contractor if any additional steps are required.

#### **Staff inspection instructions:**

1. Check that the security system is operational and that no smoke or heat detectors have been isolated or disabled as viewed from the status menu of the keypad or other service records.
2. Visually inspect all smoke and heat detectors on the system for signs of damage, tampering, or removal.
3. Check that the sounders operate throughout all buildings protected by detectors connected to the security system.
4. Verify via a phone call with the security alarm monitoring company that a smoke alarm signal has been received.
5. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
6. **Sign and date on page one to confirm steps 1 to 5 have been completed.**

**SS3/1 Automatic Doors**  
**SS3/2 Access Control Doors**  
**SS3/3 Interfaced Fire or Smoke Doors or Windows**  
Type A Inspection  
**Monthly by school staff**

**Staff inspection instructions:**

1. Check fire doors for damage and remove any obstruction to the door opening.
2. Ensure door leaves or fire shutters close and latch automatically from any position and are not held open by obstacles, cabin hooks, or door wedges.
3. Ensure that double-acting doors and double-leaf doors stop with the leaves in line with the frame and that seals are in contact at the meeting stile and/or frame;
4. Ensure that sliding doors close with ease;
5. Ensure fire and smoke control door seals are intact and provide continuous contact when the door is shut;
6. Check that hardware is securely fixed (e.g., handles, closers, and catches);
7. Remove any unauthorised hardware, locks, etc., that would prevent the door from operating automatically;
8. Ensure doors in exit ways can be opened without keys to allow ready egress from the inside of the building at all times;
9. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
10. **Sign and date on page one to confirm steps 1 to 9 have been completed.**

# **SS4 Emergency Lighting Systems – Central battery type only**

## **Type A Inspection**

### **Monthly by school staff**

Most Emergency Lighting Systems installed since 1996 will not require staff inspections. If you are unsure if these inspections apply to your school, Argest or your Wormald IQP can advise.

#### **Staff inspection instructions:**

1. Test all emergency light fittings by operating the test switch located on the emergency lighting system control cabinet.
2. After 30 minutes of continuous operation, verify that all emergency lighting is operating satisfactorily before restoring normal power.
3. Check the batteries and battery cabinet for any sign of deterioration and ensure that they are maintained in a clean and serviceable condition.
4. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
5. **Sign and date on page one to confirm steps 1 to 4 have been completed.**

**SS14/2 Signs relating to Specified Systems 1 to 13**  
**SS15/4 Signs for facilitating evacuation**  
Type A Inspection  
**Monthly by school staff**

**Staff inspection instructions:**

1. Check all signs required by the Building Code or the Building Act are in their correct locations, are clearly visible, and are in good condition.
2. All lettering is clear and legible.
3. Fire alarm signage is adjacent to the manual call points.
4. Any illuminated 'EXIT' signs remain properly lit during regular operation.
5. Any disabled persons' facilities are clearly identified.
6. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
7. **Sign and date on page one to confirm steps 1 to 6 have been completed.**



**SS15/2 Final Exits**  
**SS15/3 Fire Separations**  
**SS15/5 Smoke Separations**  
Type A Inspection  
**Daily and monthly by school staff**

**Staff inspection instructions:**

1. Escape routes are kept clear of obstacles and hazards such as uneven flooring or insecure handrails at all times.
2. Exit doors open readily and are not locked, barred, or blocked so as to prevent occupants from leaving the building in the event of an emergency.
3. Smoke-control doors, fire doors, and associated fittings, including self-closing devices, are undamaged and operate correctly. The doors are not kept open by methods other than automatic release hold-open devices that are in good working order.
4. Sliding automatic doors fitted with emergency fail-safe systems operate as designed.
5. Stairwells and passageways, which are explicitly designed as means of escape from fire, are not used as places of storage or places where refuse is allowed to accumulate.
6. Flammable cleaning liquid or material or any other flammable such as liquid or material is not stored near or within any part of the building used as a means of escape from fire.
7. Fire separations show no sign of damage or deterioration, which could adversely affect their fire-resisting function, particularly with respect to closures and fire stopping.
8. No new surface coatings have been applied unless an independent qualified person has confirmed their fire properties as acceptable.
9. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
10. **Initial on the following page daily to confirm steps 1 to 9 have been completed. At the end of each month, also sign the monthly section on page one to confirm all daily inspections have been completed for the month.**

**Daily Inspections**

- SS15/2 Final Exits

- SS15/3 Fire Separations

- SS15/5 Smoke Separations

Initial each day following the inspection. Weekends and holidays can be marked with an 'X'.

Month: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

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Month: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Month: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Month: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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**Monthly Inspections**

Once an entire calendar month is completed above, date and sign on page one.

# SS2 Security System with Smoke Detectors (SSWS)

## Type B Inspection

### Six-monthly by school's security contractor

It is your school's responsibility to organise a contractor for this inspection.

#### Security contractor inspection instructions:

1. Inspect that all batteries have clean and tight terminals and do not show any signs of damage or swelling. Replace batteries if necessary.
2. Check that each control panel battery can supply sufficient current by applying a resistive load to discharge the battery at a current equal to the Ampere Hour rating as noted on the battery for 10 seconds and ensure the battery voltage does not drop below 80% of its nominal voltage (10 volts for a 12-volt battery). The charger shall be turned off during this test, or the battery may be disconnected from the charger.
3. Check that the sounders that would operate on activation of a smoke detector function correctly throughout all buildings protected by detectors connected to the security system.
4. Check the system configuration and associated wiring to ensure that all smoke and heat detectors are functional.
5. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
6. **Sign and date below to confirm steps 1 to 5 have been completed.**

Date: _____	Date: _____
Name: _____	Name: _____
Company name: _____	Company name: _____
Signed: _____	Signed: _____

# Type B Inspection

## Quarterly by appropriately qualified person

Argest recommends that the preventative and responsive maintenance inspections be carried out by a Heating, Ventilation, and Air Conditioning (HVAC) contractor of your school's choosing to ensure the effective operation and preservation of these systems. However, you may use a school staff member if they are appropriately qualified.

**Preventative and responsive maintenance inspection instructions:**

1. Carry out preventative and responsive maintenance according to the standard listed on your Compliance Schedule. How this is done will depend on the type of system/s you have; your HVAC contractor can advise.
2. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
3. **Sign and date below to confirm steps 1 and 2 have been completed.**

Date: _____ Name: _____ Company name: _____ Signed: _____	Date: _____ Name: _____ Company name: _____ Signed: _____
Date: _____ Name: _____ Company name: _____ Signed: _____	Date: _____ Name: _____ Company name: _____ Signed: _____

# Sawdust Extract Systems

## Type C Inspection

### Quarterly by school staff

**Staff inspection instructions:**

- 1. Inspect and maintain the sawdust extraction system at the beginning of each term in accordance with the manufacturers' instructions to ensure the system operates safely and correctly.
- 2. Check filters are not dirty, damp, or otherwise obstructed.
- 3. Ensure ducting is not blocked and is fully secured.
- 4. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
- 5. **Sign and date below to confirm steps 1 to 4 have been completed.**

Date: _____ Signed: _____	Date: _____ Signed: _____
Date: _____ Signed: _____	Date: _____ Signed: _____

# Safety Barriers and Swimming Pool Fencing

## Type C Inspection

### Quarterly by school staff

Where people could fall one metre or more from an opening in the external envelope (e.g., the roof, wall, or floor of a building or from a sudden change of level within or associated with a building), a safety barrier shall be provided.

Swimming pools having a depth of water exceeding 400mm shall be constructed with a safety barrier to restrict access to the pool or the immediate pool area by children less than six years of age.

**Staff inspection instructions:**

1. The barrier is structurally sound and has not become damaged or corroded.
2. No materials, rubbish, vegetation, or other objects are located near the barrier so as to permit the barrier to be climbed by a child under the age of six.
3. Automatic closers on gates and doors effectively return to the closed position and operate the latching device when the gate or door is opened no wider than 150mm and then released.
4. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
5. **Sign and date below to confirm steps 1 to 4 have been completed.**

Date: _____	Date: _____
Signed: _____	Signed: _____
Date: _____	Date: _____
Signed: _____	Signed: _____

# Access and Facilities for People with Disabilities

## Type C Inspection

### Six-monthly by school staff

Inspection is to be completed at the start of Term 1 and Term 3.

#### Staff inspection instructions:

1. Ensure that the routes from the street level or car park to the entrances for people with disabilities are kept clear of obstacles and hazards at all times.
2. Ensure that manoeuvring spaces on accessible routes, car parks, and toilet facilities are maintained at all times.
3. Check that door hardware, grab-rails, and handrails are adequate and in good repair.
4. Check that the lighting operates.
5. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
6. **Sign and date below to confirm steps 1 to 5 have been completed.**

Date: _____	Date: _____
Signed: _____	Signed: _____

# Fire Hose Reels, Extinguishers and Fire Blankets

## Type C Inspection

### Monthly by school staff

Also known as Hand Held Fire Fighting Equipment (HOFFE).

**Staff inspection instructions:**

1. Ensure all HOFFE operating instructions are clear and legible
2. Check signs indicating the locations and position of all HOFFE are clean and easily visible.
3. Check all cabinets, access, etc, open easily and the hose reels are free of obstructions
4. Check the hose reels and cabinets are clean and undamaged
5. Check that all HOFFE have not been tampered with and are ready for use
6. Test that the water supply to the hoses remains pressurized, in that water flows through the reel and out the nozzle when the nozzle is opened.
7. Check that the Fire Hose Reel is turned off and that the pressure is released from the hose before the hose nozzle is closed.
8. Record all defects on the Defects Register (found on page 17) and immediately arrange repairs as required.
9. **Sign and date below to confirm steps 1 to 8 have been completed.**

Date: _____	Date: _____	Date: _____	Date: _____
Signed: _____	Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____	Date: _____
Signed: _____	Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____	Date: _____
Signed: _____	Signed: _____	Signed: _____	Signed: _____



## Defects Register

All repair work is to be carried out by an appropriately qualified person.

Date: _____	System name: _____
Defect description: _____	
_____	
_____	
Action taken: _____	
_____	
_____	
Entered by: _____	Completed by: _____

Date: _____	System name: _____
Defect description: _____	
_____	
_____	
Action taken: _____	
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_____	
Entered by: _____	Completed by: _____

Date: _____	System name: _____
Defect description: _____	
_____	
_____	
Action taken: _____	
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_____	
Entered by: _____	Completed by: _____

## Defects Register (cont.)

All repair work is to be carried out by an appropriately qualified person.

Date: _____	System name: _____
Defect description: _____	
_____	
_____	
Action taken: _____	
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_____	
Entered by: _____	Completed by: _____

Date: _____	System name: _____
Defect description: _____	
_____	
_____	
Action taken: _____	
_____	
_____	
Entered by: _____	Completed by: _____

Date: _____	System name: _____
Defect description: _____	
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_____	
Action taken: _____	
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_____	
Entered by: _____	Completed by: _____

## Defects Register (cont.)

All repair work is to be carried out by an appropriately qualified person.

Date: _____	System name: _____
Defect description: _____	
_____	
_____	
Action taken: _____	
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_____	
Entered by: _____	Completed by: _____

Date: _____	System name: _____
Defect description: _____	
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Action taken: _____	
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Entered by: _____	Completed by: _____

Date: _____	System name: _____
Defect description: _____	
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Action taken: _____	
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_____	
Entered by: _____	Completed by: _____

**Additional copies of the defects pages can be printed if required.**

Revised 25 Jan 2024