

# Building a solution for your school

# TOOLKIT

for classrooms



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## About Us.

The Offsite Manufactured Buildings (OMB) Team delivers property solutions for the Ministry. As the name suggests, the spaces we provide are built away from the school in our supplier's factories.

### Our Buildings.

- ✓ Designed with flexibility in mind, supporting a range of teaching practices.
- ✓ Allow for future adaptability if teaching practices change or additional space is required.
- ✓ Suitable as temporary or long-term space solutions – our spaces are built to an exacting standard and are finished to the same level as a bespoke build.
- ✓ Of a sound structural and weathertightness solution, to code.
- ✓ Installed quickly with minimum disruption.
- ✓ Suitable for many different sites.
- ✓ Built in a factory, making the process quicker and safer than an onsite build.

***“Please accept our sincere thanks for all the work your team, under your guidance, have done with the new build of our classroom block. I cannot fault any of the contractors in any way.***

***We have been impressed with all aspects of the build and at the end of this process we have a wonderful classroom block ready for term 3. It has been a pleasure to have worked with everyone involved in this project.***

***The excitement has been high throughout the process of watching the site develop, the arrival of the modules to the completion of the project. Please pass on our thanks to all those involved.”***

- Mangatawhiri School

### The Team.

We provide a **Delivery Manager** employed by the Ministry to facilitate this project. They will work with you from inception through to completion and are the point of contact for this project.

Your **Property Advisor** (Ministry) remains your point of contact for all usual school related property issues throughout the life of this project. We receive our scope from and are introduced to the project by our Property Advisory colleagues.

Our **Suppliers** are engaged to deliver the works and will meet with you regularly for the delivery of your project.

**Construction Observers** are Ministry employees or contractors providing quality assurance (inspections) during both the factory build and installation works to ensure we provide you with a quality product.

The recipient **School**. Welcome to the team.

Managing the communications across our many team members can be challenging.



All initial communications with School Representatives via Ministry staff (Property Advisor and Delivery Manager) only please.



Emails relating to this project: 'cc' our Contract Coordinator [omb.hub@education.govt.nz](mailto:omb.hub@education.govt.nz) to help us support the progress.



# Your Solution. Delivered.

The need for a building is identified and approved

## PLANNING

Initial Site Visit + Follow Up Visits  
Site Investigation – Is factory built a suitable solution?  
Initial Work Order issued to our Supplier  
Services + 3 Waters Investigation

## DESIGN & PRICING

School + Supplier + Ministry agree project specifics  
Supplier submits design and pricing docs (PID)  
Project Team (Ministry) secures the funds  
Contract Works Order (CWO) Executed

## CONSTRUCTION PHASES

Factory  
Build  
6-8  
WEEKS

Council  
Consent

Building  
Delivery

Site Works  
3-6  
MONTHS

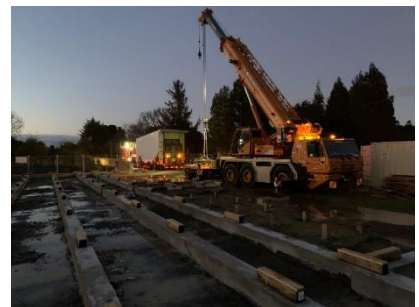
Council Approval – occupied by school

## PROJECT HANDOVER & CLOSE OUT

Defects Liability period commences  
Post Occupancy Evaluation



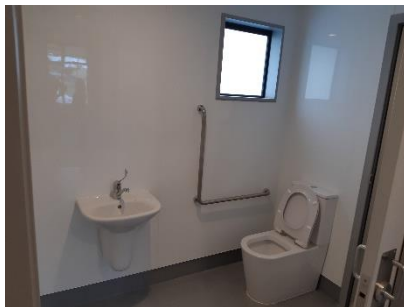
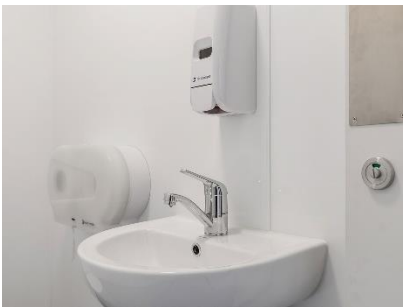
## Your Build. in Pictures.







# Features





## What's Included?

### Heating

A wall or ceiling mounted heat pump is provided to each classroom.

### Ventilation

Co2 sensors are installed for alerting of reduced air quality.

Electric winders are installed to windows.

### Sound

Acoustic wall lining and acoustic type ceiling tiles are installed as standard.

① Colour selections are available for the acoustic wall covering.

### Lighting

LED lighting systems throughout.

### Cabinetry

Per classroom generally:

a. 1 x Sink Bench

Provided as standard for Primary Schools. Intermediate/High Schools may elect to receive these in their build.

**Features**

- 900h x 2750w x 600d
- Lockable Doors.
- Hot water cylinder.
- Cabinetry is White Melteca, with recessed pulls.
- Formica top in a range of colour options, with stainless steel sink insert
- Vinyl under out to 1800mm depth from wall, and beyond length of bench by 600mm.
- Laminate upstand above the sink to 1500mm above floor level.

① Don't want the sink? We can provide 'Bench Only' instead. 900h x 2750w x 600d.

① We can also fabricate a lower height cabinet in discussion with the Property Advisor. This will be 700h x 2750w x 600d. (Custom).

b. 1 x Whiteboard cabinet

**Features**

- 2400mm x 2000mm x 400mm.
- Fixed to wall.
- Standard colour selection.
- Includes lock to whiteboard and lock to cupboards (2 door set).

### Floor Covering

Floor coverings are carpet tile, with vinyl to wet areas.

① A range of colour selections are available.



## Doors

All entry doors are glazed, double opening type 2 x 910mm.

Doors are provided with hold back latches and auto door closers as standard (adjusted on site to suit).

Sliding doors are not offered at this time.

## Storage

1 x Bag hook rack with 36 hooks including bracing, are provided per classroom.

- ① These are installed under the protective weather canopy on the front deck.
- ① Provided as standard for Primary Schools. Intermediate / High Schools may elect to receive these in their build.

## Power

8 x double power points, 4x CAT data points (1x ready for wireless access point) throughout each classroom are installed.

- ① 30amp Chrome book charging point can be installed upon early request, although use of a specific quality charging station is recommended for H&S reasons.

## Decks

Extent as shown on the plans, to the front elevation.

Handrails to all decking where required by code.

## Weather canopy

Extent as shown on the plans, to the front elevation.

## Accessibility Ramps

Most projects will require ramping to access the classrooms. We provide this.

## Accent cladding materials

- ① The four corners of the external timber cladding can be painted to colour match with the existing school, for permanent buildings. Or a colour of your choice.

## Metal Colours

Our buildings incorporate metal cladding, roofing, flashing and joinery. To take advantage of production and procurement opportunities we provide a standard metal colour. In the Colorsteel™ colour chart this is Sandstone Grey.

- ① We can colour match metal to existing school buildings only where those have historical or cultural significance.





## Frequently Asked Questions.

### What standards are they built to?

Our buildings are constructed to a high standard, with modern heating, cooling, lighting and air quality systems. They are weathertight and are designed to the latest standards, as outlined in the Building Code and the Ministry's Quality Learning Spaces guidelines.

### What options are available for my needs?

Our buildings come in a variety of sizes and configurations, from single teaching spaces to quads (4x teaching space). With no internal load-bearing walls, our buildings provide a flexible solution for a wide variety of uses, with adaptable use over time.

### How quickly will buildings be manufactured and delivered?

The timeframe from the initial planning phase through to delivery and installation on site depends on several factors, including the size and complexity of the project, the scope of the individual School, and the complexity of the physical site. Some schools also opt to receive delivery during school holidays, which can affect time frames. As a general guide, our aim is for a nine-month time frame from planning to building occupation, subject to specific conditions on site. A prompt decision on options and colours will help meet this timeframe.

### Can I adapt them to suit my school's colour scheme, both inside and out?

A range of paint colours are available for the four corners of the external timber cladding; the internal features including colour choices for acoustic panelling, bench tops, vinyl, and carpet tiles.

### What if my school site isn't suitable for these buildings?

Where our buildings are not feasible, other solutions will be explored by the Capital Works Team through other design and procurement processes.

### Where can I find more information?

Please speak with your Property Advisor or Delivery Manager.

### Can I extend the deck?

Additional decking or other school improvements are outside of this project scope however please discuss use of 5YA funds with your Property Advisor, as we may be able to incorporate requests into this work.

### Can I have a toilet be installed?

The Property Advisor will commission us with the additional scope if the building code or distance to the nearest toilets requires new toilets. We do have a number of excellent layout options for bathrooms and accessibility options that could be considered for greater 'needs' support.

### What storage options are available?

We include a bench unit and a whiteboard cabinet into this build, all incorporate storage and are provided with lockable doors. Each new (additional to current) space generates a Furniture & Equipment grant, which can be used to purchase from a wide range of multi-purpose furniture including storage options.



## Can brackets be put on the buildings so the School can retro-fit CCTV cameras without penetrating the external cladding?

We highly recommend that any requirements which require affixing to the Building (such as CCTV brackets) be discussed with your Delivery Manager and Property Advisor during the design – we are able to ensure these are integrated properly into the design and achieves the weathertightness warranty.

## Is a sink bench available in each teaching space?

One sink Bench is provided as standard for Primary Schools into each classroom. Intermediate or High Schools may elect to receive these in their build also if required.

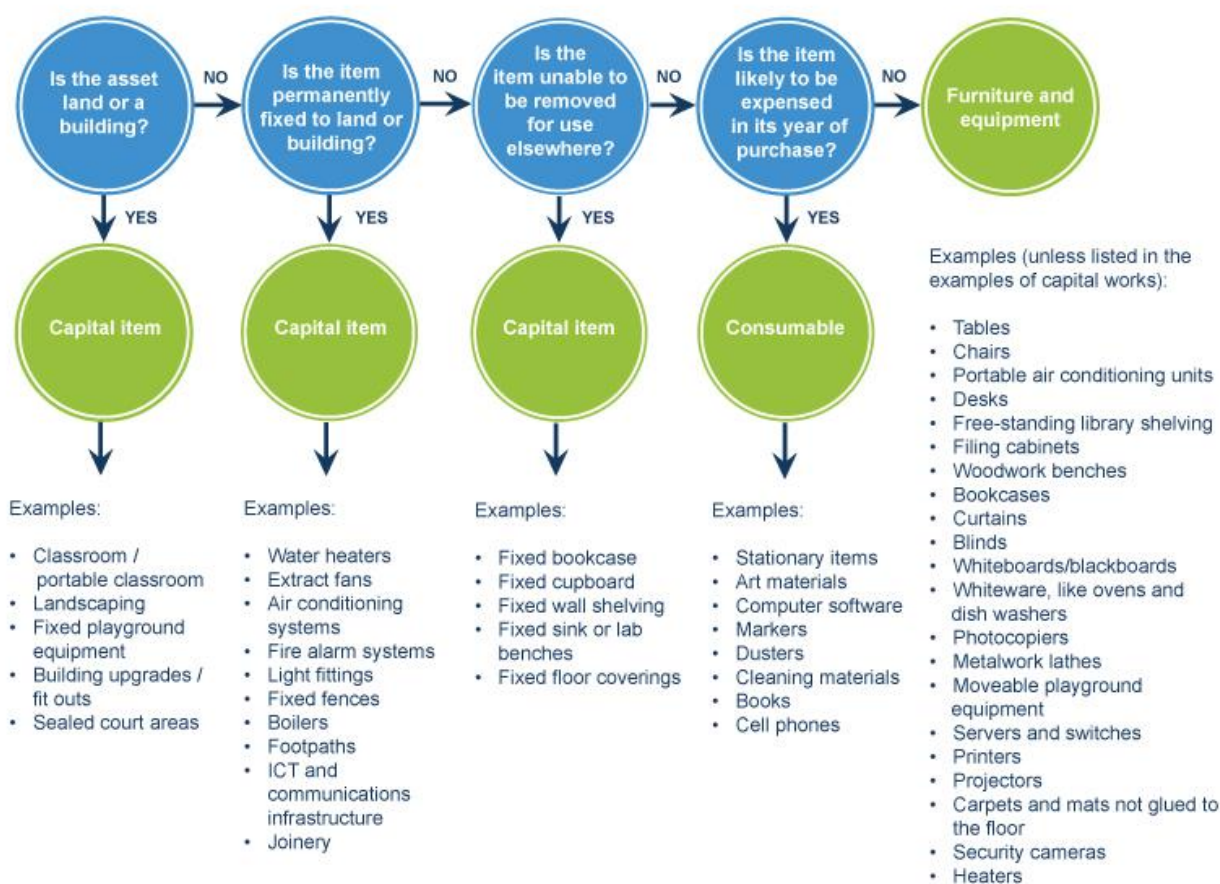
## Can a double be laid out in an L shape, i.e. at 90 degrees to each other?

The buildings can be laid on site in this layout, however, will not interconnect, except through potential exterior decking or paths. Proximity to existing buildings is important for fire engineering requirements.

## Blinds on windows

The Ministry funds Furniture and Equipment (F&E) separately to capital projects. Blinds are an F&E item, please refer to:

<http://www.education.govt.nz/school/funding-and-financials/funding/furniture-and-equipment-funding-for-schools/>





### **Can we link the decking to decking of existing to continue the all-around flow at the School?**

Generally, no. If the existing buildings are close enough this additional scope may be considered on a case-by-case basis. Any additional works not directly related to the standard building configuration would be school funded.

### **Where Learning Support Mods have been made to all other School buildings (tinted windows, special lightbulbs), will the MBs have those mods incorporated?**

Any specific learning support modifications do need careful consideration during the design phase. Funding (Special Needs Modifications or base funding) for this needs to be discussed with your Property Advisor to ensure they are accommodated in the delivery of your new building.



## Glossary of Terms

Acronym	Name	Description
CMP	Construction Management Plan	One of the documents required before the Ministry can issue the Site Possession Notice.
CO	Construction Observation	Or Construction Observer – this team ensures projects are built to MOE standards and guidelines.
CWO	Contract Work Order	Final and complete version of work order specific to a project.
DCWO	Draft Contract Work Order	Draft version of work order specific to a project.
DLP	Defects Liability Period	On projects pre 2022 the DLP is 12 months. Post Dec 2021 this is 6 months.
FN	Framework Notice	Formal form of communication regarding the Framework Agreement.
OMB	Offsite Manufactured Building	The description for factory produced buildings, either in whole or in part.
NTC	Notice to Contractor	Formal form of communication from Ministry to Supplier.
NTP	Notice to Principal	Formal form of communication from Supplier to Ministry.
PID	Project Initiation Document	Issued by the Supplier with all pricing and scope information specific to a project.
PRF	Price Response Form	Supplier document that makes up part of the PID submission – contains all pricing information (excel).
SAP	School Access Plan	One of the documents required before the Ministry can issue the Site Possession Notice.
SPC#	Staged Payment Claim	Supplier issues staged payment claims throughout the project, based on key milestones.
SPN	Site Possession Notice	Issued to the Supplier to confirm they can access the site. Only after CMP, SAP, SSSP and Building Consent has been approved.
SSSP	Site Specific Safety Plan	Provided by the Supplier specific to each project. One of the documents required before the Ministry can issue the Site Possession Notice.
TON	Take Over Notice	Issued once CCC achieved and O&M Manuals approved, formally accepts the project has achieved practical completion.



To The Ministry of  
Education ,

Thank you for giving us  
the money to build our  
new classroom. We were  
learning in the school  
library and now we have  
our own amazing space.  
We love it!

From Room 1 and 2  
Mangatawhiri School