

## WRP Guide # 1

# Information for Weathertightness Remediation Initiation and Reviews

This guide aims to provide the Ministry's Property Advisors, Delivery Managers and Project Managers with the information requirements to initiate a remediation project and to facilitate a review relating to weathertightness remediation.

For buildings typically built or modified from 1994 onwards, and other existing buildings with weathertightness issues, reviews will typically be required at the following key stages:

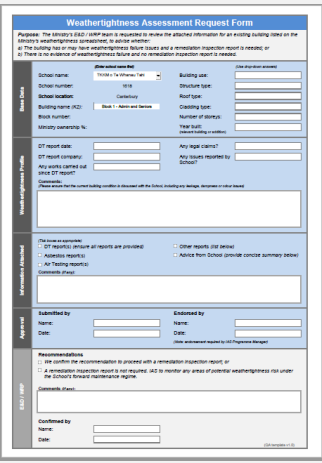
Stage	Notes
1. Initial desktop assessment	Internal Ministry activity
2. Remediation Inspection Report	Involves a building surveyor
3. Design and documentation	Involves a design team

The associated information requirements for each of these stages are provided in the tables overleaf.

## 1. Initial Assessment Stage (desk-top)

The information gathering and initial assessment stages will confirm whether or not a remediation inspection report is required for each individual building.

**WRF (blue) Form**



The form is titled 'Weathertightness Assessment Request Form'. It includes sections for:
 

- Building Information:** School name, School location, Building name, Block number, and other details.
- Assessment Details:** DT report date, DT report company, and other relevant information.
- Signatures:** Fields for 'Submitted by' and 'Endorsed by' with name and date.
- Recommendations:** A section for providing advice on the building's condition.

A completed Weathertightness Assessment Request (WRF) Form is needed to initiate the review process for each building, along with supporting information as listed in the table below:

The form must include up to date information on the building's current condition, including:

- any deterioration on the weathertightness problems and damage
- any repairs that have been carried out to address some/all of the weathertightness failures or damage identified
- the latest advice on the building's condition by the school, Property Advisor and/or Delivery Manager

The form has drop-down tabs with all Ministry Blocks pre-loaded for easy use.

Relevant Initial Assessment building information will need to be sourced for each building, both for the initial desk-top review and later on for the Building Surveyor and if the need for remediation works are confirmed, the design team. A list of important existing building information is provided as follows:

Item No.	Existing Building Information
a.	Any destructive testing (DT) report(s), ensuring that all report editions including appendices are provided
b.	Any relevant air testing reports that have been undertaken

Item No.	Existing Building Information
c.	Other Initial Assessment building condition reports where relevant and available, such as for asbestos containing materials
d.	Summary updates from the school on the building's current condition, including: <ul style="list-style-type: none"> <li>any deterioration on the weathertightness problems and damage</li> <li>any repairs that have been carried out to address some/all of the weathertightness failures or damage identified</li> <li>anything else relevant to the building's weathertightness including the present cladding condition, spouting condition etc</li> </ul>
e.	In the absence of other information, site photo images of the existing building with accompanying notes
f.	Access links to architectural floor plans, sections and elevations of the building to clearly indicate the architectural form and external envelope composition – if not provided within the DT report

If the initial assessment determines that further investigation is necessary, the next step will be a Remediation Inspection Report to identify the actual weathertightness failures and propose a likely scope of work based on the Ministry's Weathertightness Remediation and Regulatory Strategy (*the WT Remediation Strategy*).

## 2. Remediation Inspection Stage

The objective of this stage is to identify the weathertightness failure(s) that caused the consequential damage, to enable the onward documentation of remedial works. Risk of *imminent failure* will also be identified where relevant (as defined in the *WT Remediation Strategy*). The required output is a completed Remediation Inspection Report that contains a likely scope of remedial works and an order of magnitude budget.

WRP Guide #2 provides the Ministry's project personnel and external building surveyors with the objectives of the Remediation Inspection Report stage, including the tools and process for undertaking the report which is reviewed by the Ministry's Weathertightness Review Panel (WRP).

Note: WRP Guide #2 can be downloaded at: <https://www.education.govt.nz/school/property-and-transport/suppliers/weathertightness-remediation/>

## 3. Design and Documentation Stage

The objective of this stage is to ensure the design solutions address all the weathertightness failures and proposed remediation work as identified in the Remediation Inspection Report.

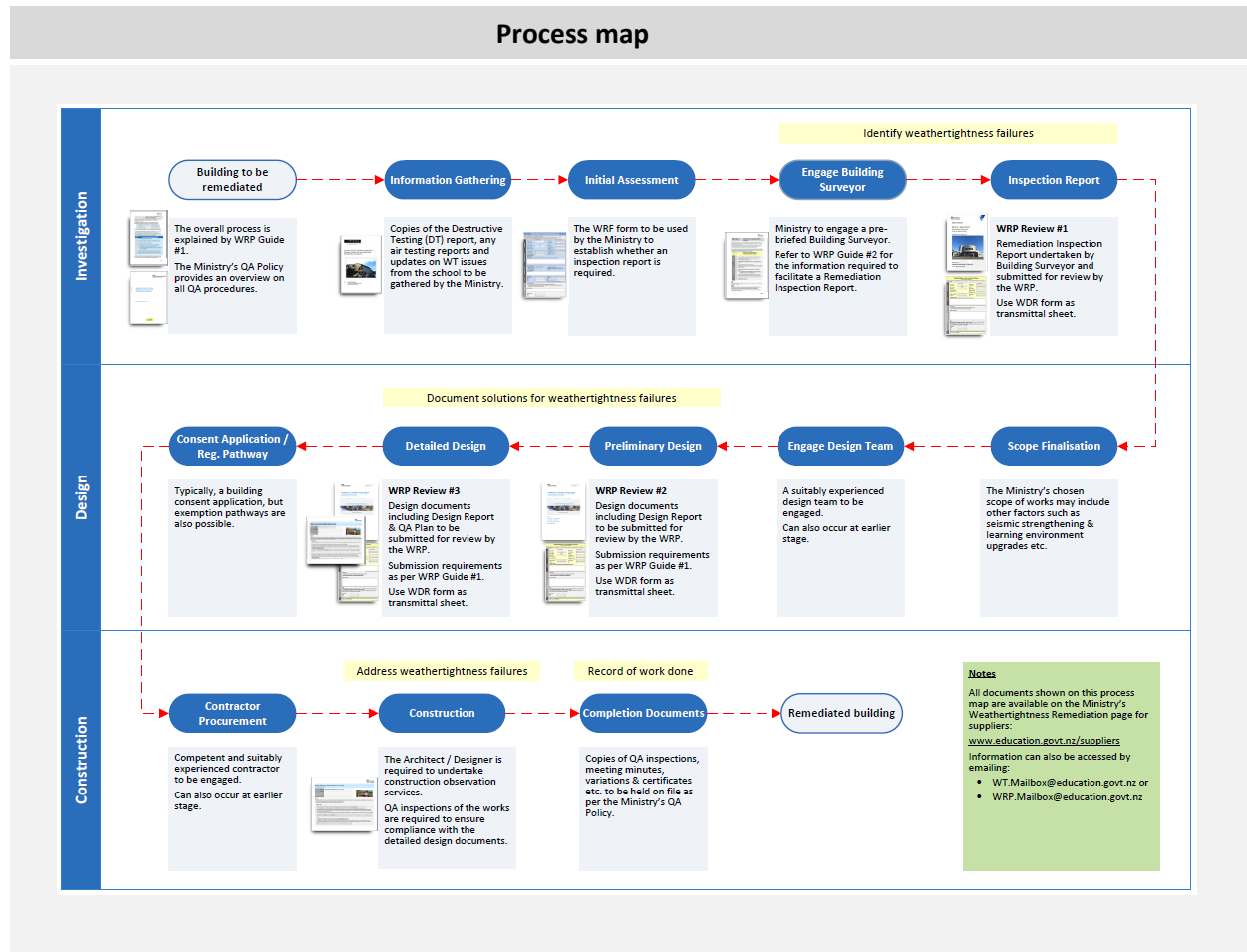
WRP Guide #3 provides the Ministry's Property Advisors, Delivery Managers and external design professionals with the documentation requirements to facilitate a weathertightness remediation design review. Reviews are required and undertaken by the WRP at the Preliminary and Detailed Design stages with documentation for each in accordance with the information sections below.

Note: WRP Guide #3 can be downloaded at: <https://www.education.govt.nz/school/property-and-transport/suppliers/weathertightness-remediation/>

## Summary

The Ministry's overall processes for remediating existing buildings with weathertightness issues are captured in the single process map shown below that can be accessed through the toolbox under:

<https://www.education.govt.nz/school/property-and-transport/suppliers/weathertightness-remediation/>



## Sending project information for review

Send completed sets of documents to the following address ensuring that pdf pages have been collated, merged and clearly labelled, and with an overall file size that does not exceed 15MB:

[WRP.Mailbox@education.govt.nz](mailto:WRP.Mailbox@education.govt.nz)

Once packages have been sent to the Ministry's review team, these will be screened for completeness. If information or documents are not complete, the package may be returned.

The following approximate timeframe allowances should be made for individual building reviews:

- WT Assessment Request Forms and information package: 1 - 2 weeks
- Remediation Inspection Reports: 2 - 3 weeks
- Preliminary Design Packages for a single building: 3 – 4 weeks
- Detailed Design package for a single building: 3 – 4 weeks

## Queries

Any question on process or submission requirements can be forwarded to the review coordinator at

[WRP.Mailbox@education.govt.nz](mailto:WRP.Mailbox@education.govt.nz).