

WRP Guide # 2

Remediation Inspection Reports for Building Surveyors

This guide provides the Ministry's project personnel and external building surveyors with the objectives of the Remediation Inspection Report stage, including the existing building information required and the tools and process for undertaking the report and having this reviewed by the Weathertightness Review Panel (WRP).

Information required to facilitate a Remediation Inspection Report

It is important that building surveyors are provided with a standard set of documents to ensure uniformity of approach for the services and consistency with the required report.

The set of documents listed below includes key reference information that identifies the objectives and required outcomes of the programme. Other Project specific documents will relate to individual buildings listed on the Ministry's weathertightness central database.

Category	Item no.	Existing Building Information
Reference	1.	The Weathertightness Remediation and Regulatory Strategy document
	2.	The Weathertightness Remediation Inspection Report template and accompanying technical briefing note
Project or Building specific	3.	Any DT report(s), ensuring that all report editions including appendices are provided
	4.	Any relevant air testing reports that have been undertaken
	5.	Other Initial Assessment building condition reports where relevant and available, such as for asbestos containing materials
	6.	Summary updates from the school on the building's current condition, including: <ul style="list-style-type: none"> 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 anything else relevant to the building's weathertightness including the present cladding condition, spouting condition etc
	7.	In the absence of other information, site photo images of the existing building with accompanying notes
	8.	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
	9.	An aerial image or location plan of the building at the school (using the Ministry's Block number/ name) – if this is not provided within the DT report

Note

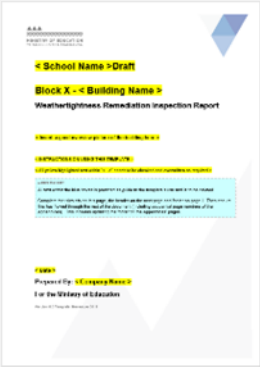
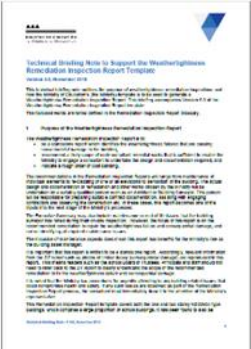

Procurement processes for engaging a building surveyor (such as enquiry and form of contract) are not covered in this guide.

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.

It is important that all available existing building information (see table on front page) is sourced to enable Building Surveyors to quote for, and undertake a Remediation Inspection Report. Missing information might result in delayed or more costly reports.

Other tools for preparing a Remediation Inspection (RI) Report include the Ministry's current report template, the associated Technical Briefing Note and the Model report example as depicted below and available in the following toolbox: <https://www.education.govt.nz/school/property-and-transport/suppliers/weathertightness-remediation/>

RI Report Template	Technical Briefing Note	Model Report Example
		

The required deliverable from the Remediation Inspection stage is summarised as follows:

Deliverable

A completed Remediation Inspection Report using the Ministry's current template and prepared in accordance with the associated technical briefing note.

Note: where no existing Destructive Testing (DT) is available, further investigations are often required including destructive testing to provide a sufficient level of detail within the Remediation Inspection Report.

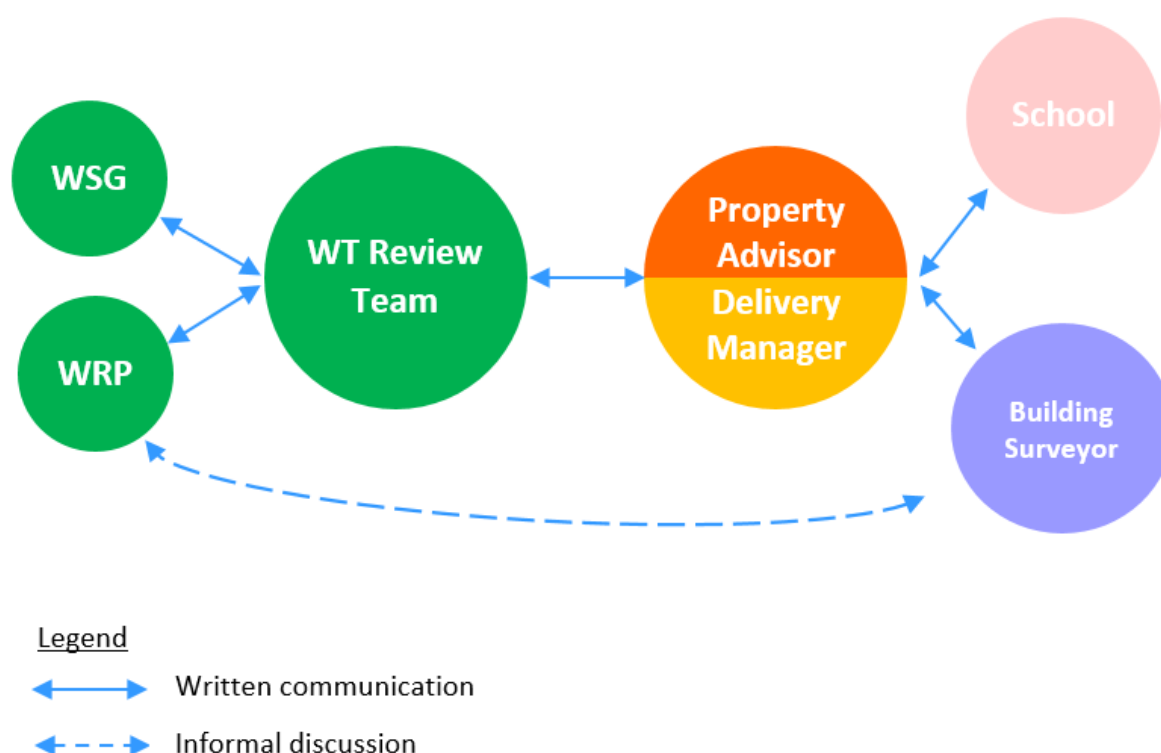
Communications for document reviews

It is a requirement that Property Advisors and Delivery Managers liaise directly with the Ministry's Weathertightness review team and vice versa as depicted in the communication chart below. All written communications should flow between these two main points of contact.

Design teams, project managers and building surveyors should channel all written communications through the Ministry's assigned Property Advisor or Delivery Manager. It is permissible for copies of emails to flow both ways between building surveyors/ design teams and the Weathertightness review team to avoid any potential delays.

The Property Advisor or Delivery Manager will be responsible for communications with schools.

The Ministry's weathertightness review team will coordinate reviews utilising its Weathertightness Review Panel (WRP) and if necessary, obtain further technical or strategic support from the Weathertightness Strategy Group (WSG).



Queries

Any questions in connection with processes for procuring or funding of Remediation Inspection reports should be directed to the Ministry's Weathertightness Programme Manager.

Technical queries on the documents listed above can be forwarded to the WRP coordinator at WRP.mailbox@education.govt.nz.