

## WRP Guide # 3

# Design Review Requirements for Architects and Designers

This guide provides the Ministry's project personnel and external design professionals with the documentation requirements to facilitate a weathertightness remediation design review. Reviews are required at the Preliminary and Detailed Design stages with documentation for each in accordance with the information provided below.

The key requirements for preparing design and documentation sets include:

- Clearly identifying the as-existing arrangement and the full scope of proposed building works on the drawings
- Conveying a clear 'story' through the use of concise and legible notated drawings/diagrams.
- Making sure that drawings are clear and legible when read at A3 size.

## Preliminary Design 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. This can also include any Ministry approved additional or alternative work as a result of developing the scope, providing such works are explained in the accompanying Design Report and align with the Ministry's Weathertightness Remediation and Regulatory Strategy.

Deliverables required for this stage are detailed in the table below:

Item no.	Preliminary Design deliverables
a.	A preliminary design report using the Ministry's Design Report template to clearly present the proposed remedial works solutions, additions, deletions or variations to the Remediation Inspection Report remediation scope, and related means of compliance with the building code
b.	General arrangement drawings that include: <ul style="list-style-type: none"> <li>• site and building location plans at 1:500 scale for an A1 sheet or 1:1000 for an A3 sheet</li> <li>• floor plans or part-floor plans at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>• sections at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>• elevations at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>• roof plans at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>• separate 'existing/demolition' and 'proposed' drawings for floor plans, sections, elevations, and roof plans to clearly show extent of building work type, with drawing annotation specific to each building work type</li> <li>• drawing notation to be in 2.5mm text as a minimum size for an A1 sheet or 1.25mm text minimum for an A3 sheet</li> </ul>
c.	Ensure that the 'as-existing' and 'as-proposed' situations are clearly shown on the drawings Where possible, embed contextual photos of the existing building into the drawing set as these are very useful for helping reviewers to understand the building

Item no.	Preliminary Design deliverables
d.	Outline specification notes describing all elements, products and/or materials
e.	<p>When submitting revised documentation for resubmission, please ensure that:</p> <ul style="list-style-type: none"> <li>a document is provided with specific responses to each of the reviewer's comments, including reference to new or amended information by sheet/detail, sheet/drawing or similar for drawings and by page/section, page/paragraph for text documents</li> <li>drawing changes are clearly clouded</li> <li>text changes are clearly identified</li> </ul>

## Detailed Design Stage

The objective of this stage is to ensure the design solutions from Preliminary Design stage have been developed and detailed to address all the weathertightness failures and proposed remediation work as identified in the Remediation Inspection Report. As with preliminary design stage, this can also include any Ministry approved additional or alternative work as a result of developing the scope, providing such works are explained in the accompanying Design Report and align with the Ministry's Weathertightness Remediation and Regulatory Strategy.

Deliverables required for this stage are as follows:

Item no.	Detailed Design deliverables
a.	A detailed design report using the Ministry's Design Report template to clearly present the recommended remedial works solutions, additions, deletions or variations to the Preliminary Design remediation scope, means of compliance with the building code and construction phase QA procedures
b.	<p>General arrangement drawings that include:</p> <ul style="list-style-type: none"> <li>site and building location plans at 1:500 scale for an A1 sheet or 1:1000 for an A3 sheet</li> <li>floor plans or part-floor plans at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>sections at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>elevations at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>roof plans at 1:50 scale for an A1 sheet or 1:100 for an A3 sheet</li> <li>separate 'existing/demolition' and 'proposed' drawings for floor plans, sections, elevations, and roof plans to clearly show extent of building work type, with drawing annotation specific to each building work type.</li> <li>drawing notation in 2.5mm text as a minimum size for an A1 sheet or 1.25mm text minimum for an A3 sheet</li> </ul>
c.	Building envelope joinery details at a minimum 1:2 scale for an A1 sheet or 1:5 for an A3 sheet
d.	Building envelope flashings (including services penetrations), junctions, changes of plane and assembly details at a minimum 1:5 or 1:2 scale as appropriate for clarity for an A1 sheet or 1:10 and 1:5 for an A3 sheet
e.	Building envelope general details at minimum 1:5 scale for an A1 sheet or 1:10 for an A3 sheet

Item no.	Detailed Design deliverables
f.	All details must be clearly cross referenced on the general arrangement drawings
g.	Annotated 3D views of complex flashing junctions to help reviewers and contractors understand the configuration, particularly where there are complex roof forms that are difficult to understand in regular 2D plans and elevations
h	Project-specific specification describing all elements, products and/or materials, and with all selections recorded. Ensure that when using specification templates that all redundant and irrelevant paragraphs, clauses, instructions, selections and the like are deleted.
i	A completed Project Specific Quality Assurance Plan using the Ministry's template, to provide a breakdown of the key work stages and required inspection points for elements or items of work within these stages
j.	Provide sufficient specification, construction detailing and referencing of manufacturer's technical literature to provide contractors with clear and adequate guidance on construction requirements for code compliant construction
k.	When submitting revised documentation for resubmission, please ensure that: <ul style="list-style-type: none"> <li>a document is provided with specific responses to each of the reviewer's comments, including reference to new or amended information by sheet/detail, sheet/drawing or similar for drawings and by page/section, page/paragraph for text documents</li> <li>drawing changes are clearly clouded</li> <li>text changes are clearly identified</li> </ul>

## Useful Tools

Other tools for preparing the documentation sets include the Ministry's current Design Report Template, the Site Specific QA Template, Site Specific QA Model example and example Drawing Sets are available in the following toolbox: <https://www.education.govt.nz/school/property-and-transports/suppliers/weathertightness-remediation/>

## Sending project information for review

Completed sets of documents can be sent to the following address, but ensuring that pdf pages have been collated, merged and clearly labelled, and with an overall file size that does not exceed 15MB per email: [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:

- Preliminary Design Packages for a single building: 2 - 3 weeks
- Detailed Design package for a single building: 2 - 3 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).

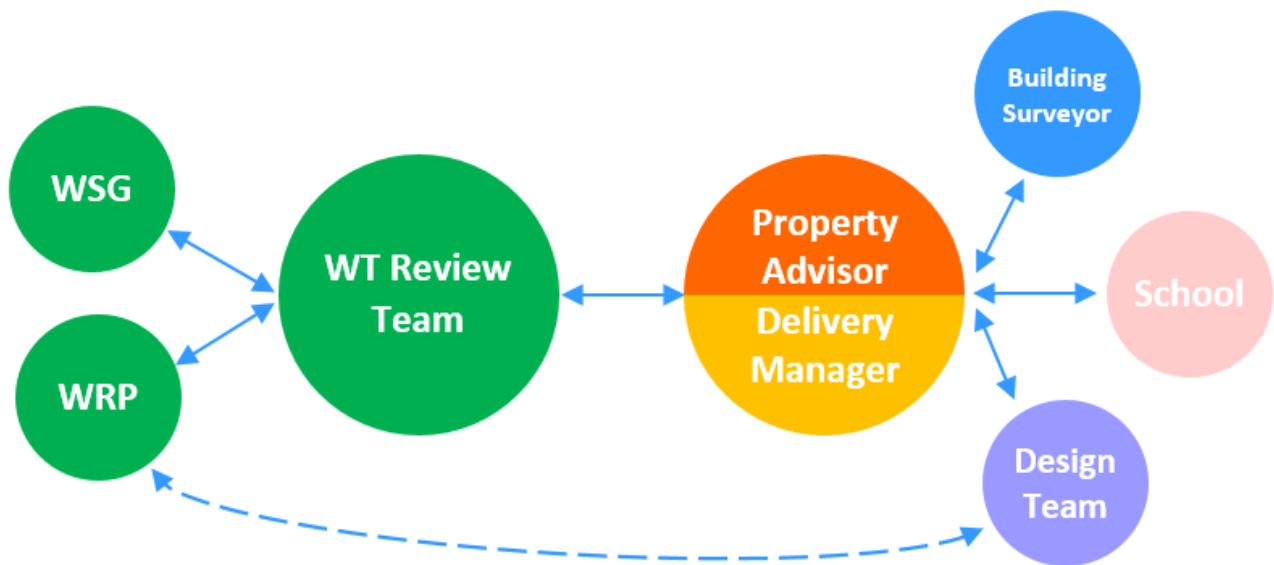
## Communications for design reviews

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.



WRP reviewers may on occasion speak directly with design team members to either seek clarification on specific points with the documentation set and/ or provide an advance overview of their review comments.

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

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



### Legend

-  Written communication
-  Informal discussion