

WRP Guide # 1

Information for Weathertightness Remediation Reviews

This guide aims to provide the Ministry's Property Advisors, Delivery Managers and external design professionals with the information requirements 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 assessment	Internal Ministry activity
2. Remediation Inspection Report	Involves external consultants
3. Design and documentation	Involves external consultants

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

1. Initial Assessment Stage

The information gathering and initial assessment stages will confirm whether or not a remediation inspection report is required for each individual building. A completed Weathertightness Assessment Request Form is needed to initiate the review process for each building, along with supporting information as listed in the following table:

Item No.	Initial Assessment
a.	<p>A Weathertightness Assessment Request Form is to be completed by the Property Advisor or Delivery Manager as relevant, and be supported by the Weathertightness Programme Manager.</p> <p>The form must include up to date information on the building's current condition, including:</p> <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
b.	Any DT report(s), ensuring that all report editions including appendices are provided
c.	Any air testing reports that have been undertaken
d.	Other base-building condition reports where relevant and available, such as for asbestos

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. Requirements as follows:

Item no.	Remediation Inspection Report
a.	<p>A completed remediation inspection report using the Ministry's current template and prepared in accordance with the associated technical briefing note.</p> <p><u>Note:</u> where no existing Destructive Testing (DT) is available, further investigations may be required to provide a sufficient level of detail within the remediation inspection report.</p>

3. Design and Documentation Stage

The objective of this stage is to ensure the design solutions for remediation address the weathertightness failures raised in the inspection reports and follow the requirements as set out in the *WT Remediation Strategy*.

The key advice for compiling the information package is to ensure that wherever possible:

- The package covers the existing built environment, proposed new works and the driving design strategies.
- A clear 'story' is conveyed through the use of concise notated drawings/diagrams.

Deliverables required for the relevant design stages are as follows:

Item no.	Preliminary Design
a.	<p>Architectural drawings should be dimensioned and include contextual information that clearly shows the existing and proposed arrangement. 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.</p> <p>Key requirements are as follows:</p> <ul style="list-style-type: none"> • Provide outline general arrangement drawings that include: <ul style="list-style-type: none"> ○ site and building location plans at 1:100 scale ○ floor plans or part-floor plans at 1:50 scale ○ sections at 1:50 scale ○ elevations at 1:50 scale ○ roof plans at 1:50 scale • drawing notation to be in 2.5mm text as a minimum size <p>When submitting revised drawings for resubmission, please ensure that changes are clearly clouded</p>
b.	Outline specification notes
c.	A preliminary design report using the Ministry's Design Report template to clearly present the recommended remedial works solutions and means of compliance.

Item no.	Detailed Design
a.	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
b.	Detailed general arrangement drawings that include: <ul style="list-style-type: none"> • site and building location plans at 1:100 scale • floor plans or part-floor plans at 1:50 scale • sections at 1:50 scale • elevations at 1:50 scale • roof plans at 1:50 scale • drawing notation in 2.5mm text as a minimum size
c.	Building envelope details at minimum 1:5 scale
d.	For the proposed works, large scale details for all flashings, junctions, changes of plane and assembly details at 1:5, or 1:2 scale as appropriate, and clearly cross referenced to the general arrangement drawings. Joinery details are preferred at 1:2 scale
e.	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
f.	Flashing details of any services penetrations through the external envelope
g.	Project-specific specification
h.	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
i.	A detailed design report using the Ministry's Design Report template to clearly present the recommended remedial works solutions, means of compliance and construction phase QA procedures
j.	When providing a specific response to reviewer queries, please ensure that the details of where new or revised details can be found are clearly referenced in the response e.g. changes to drawings clearly clouded

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

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: 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.

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 appraisals utilising its Weathertightness Review Panel (WRP) and if necessary, obtain further technical or strategic support from the Weathertightness Strategy Group (WSG).

