This checklist is for provisioned 10YPP Consultants who have been fully trained and have access to WebFM, K2 and the 10YPP Planner. The form acts as a guide through the 10YPP process and aligns to the specifications and Ministry operational practice. In practice, steps may be combined, or the order in which you do the work may differ from that shown below.

**All training manuals, forms and checklists referenced here are available online at**

<http://education.govt.nz/school/property-and-transport/suppliers/10ypp/10ypp-tools-and-resources/>

## Desktop Condition Assessment

A workshop using existing data and knowledge to provide a virtual assessment of the condition of the assets and the works required.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Check** | **Comments/Actions** |
| 1 | Review the *10YPP Specification Document;* and *CA Introduction Training Manual* if required |  |  |
| 2 | Download the most recent CA reports from MPlan |  |  |
| 3 | Access and review K2 data and site plans – available from the Property Portal, your Property Advisor or school |  |  |
| 4 | Ask your Property Advisor about any buildings on the Ministry’s central weathertightness database, or with known structural issues |  |  |
| 5 | Obtain a copy of any outstanding BWOF Work Requirement Notices from the school |  |  |
| 6 | Arrange date and time to conduct the Desktop CA with the school. Invite participants (may include Principal, Executive Officer, Caretaker or other staff and relevant trades people) |  |  |
| 7 | Download and send a copy of the *CA School Briefing Letter* to the school prior to meeting with them |  |  |
| 8 | Download the *Desktop CA Questionnaire* for use when you meet the school |  |  |
| 9 | If relevant trades people are not at the meeting, contact them to pre-assess any on-going maintenance problems |  |  |
| 10 | Review the *10YPP Specification Document;* and *CA Introduction Training Manual* if required |  |  |

## Physical Condition Assessment

A detailed inspection of the school property.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Check** | **Comments/Actions** |
| 11 | Engage specialists and review the process and intended outcomes with them |  |  |
| 12 | Ensure specialist reports are on the Ministry template, are signed by the specialist, and completed for all blocks. |  |  |
| 13 | Prepare a list of common unit cost rates for items like carpet replacements, re-painting, roof replacements, ablution refurbishments suited to the local area |  |  |
| 14 | Ensure you have copies of the data entry forms and minor items forms for use in the physical assessment |  |  |

## Add the Condition Assessment data to MPlan

#### Strategic Impacts

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Check** | **Comments/Actions** |
| 15 | Have all the strategic impacts been updated? That is, noted as complete, adjusted into the current period, or deleted if no longer required?  *There should be no start dates prior to the current 5YA year.* |  |  |
| 16 | Are the five mandatory specialist reports uploaded as individual Strategic Impacts? |  |  |

**Maintenance Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Check** | **Comments/Actions** |
| 17 | Has the appropriate maintenance standard been assigned to each building and site (and do they reflect any strategic impacts)? |  |  |
| 18 | Do any buildings with a maintenance standard D (mothball) have a corresponding strategic impact to explain why the D standard? |  |  |

**Condition Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Check** | **Comments/Actions** |
| 19 | Has the Minor Items Form been completed and provided to school? |  |  |
| 20 | Are the Condition Assessment Priorities correctly coded? |  |  |
| 21 | Have old WTP and EQW works been removed or archived from the Condition Survey data? |  |  |
| 22 | Have required WTP and EQW works been updated to reflect the start year, the scope and the budget? |  |  |
| 23 | Do the work descriptions give enough detail to understand the scope of works? |  |  |
| 24 | Have all the work items been reviewed to ensure there are no upgrades, additions or ILE works included in the condition assessment?  *For example adding hot water or upgrading a switchboard* |  |  |
| 25 | Have you checked that there are no minor maintenance or day-to-day maintenance items included in the condition assessment? *For example, gutter cleaning or building wash-downs* |  |  |
| 26 | Have ‘job type’ codes been correctly applied?  *CYC or PRO for all painting works, CAP, EQW or WTP for all other works* |  |  |
| 27 | Do the ‘trades’ match the ‘job types’?  *E.g. Painting – CYC/PRO* |  |  |
| 28 | Do the ‘sub-elements’ match the ‘trades’?  *E.g. Electrical systems - electrician* |  |  |
| 29 | Have priority codes (P1-5) been correctly applied? |  |  |
| 30 | Are all works in the condition assessment $5000 or over?  *If not, these should be removed from the condition assessment* |  |  |
| 31 | Produce and download the three required Condition Assessment reports.  *Strategic Impacts, Capital Maintenance (all job types CAP, WEP, EQW) , Cyclical Maintenance (all job types CYC and PRO)* |  |  |
| 32 | Have you self-checked your work using the Pivot Table methods? |  |  |