Contents

Background & Strategic Context ........................................................................................................... 3
  Modulars 2.0 – A Flexible Property Solution .................................................................................... 3

Communications .................................................................................................................................... 4
  School Communications .................................................................................................................... 4
  Emails .................................................................................................................................................. 4

Modular Process .................................................................................................................................... 5

MB2.0 Detail & Configuration ................................................................................................................. 6
  Single MB ........................................................................................................................................... 6
  Double MB ......................................................................................................................................... 7
  Triple MB .......................................................................................................................................... 8
  Quad MB ............................................................................................................................................ 9
  Potential Pod Placement Examples .................................................................................................... 10

Standard Items ....................................................................................................................................... 11

Point Options ......................................................................................................................................... 12

Roles and Responsibilities ..................................................................................................................... 18
  Property Advisor ............................................................................................................................... 18
  Programme Manager – Modular Building ........................................................................................... 18
  Delivery Manager .............................................................................................................................. 18
  Senior Delivery Manager ................................................................................................................... 18
  Construction Observer - Modular ....................................................................................................... 18
  Project Accountant ............................................................................................................................ 18
  Modular Building Contract Coordinator ............................................................................................ 18
  Supplier ............................................................................................................................................... 18

Frequently Asked Questions ................................................................................................................ 19

Glossary of Terms ................................................................................................................................. 22
Background & Strategic Context

Modular Building was originally called the National Transportables Programme (NTP), however this led to some confusion and uncertainty for schools. As a result the programme of work was renamed Modular Building Programme.

Modular buildings are:

- built to exceed the minimum standard used for permanent school buildings, making them suitable as temporary or long-term space solutions.
- installed quickly with minimum disruption to your School.
- suitable for many different sites.
- built in a factory, making the process quicker and safer than an onsite build.

Modulars 2.0 – A Flexible Property Solution

The Ministry has responded to feedback from the sector through the development of a new Modular design that is better suited to your School’s specific needs. The new 2.0 design offers greater flexibility during the initial design phase, as well as future adaptability if teaching practices change or additional space is required.

All Modulars are structurally sound and fit for purpose. They will ensure schools continue to have access to quality learning spaces that provide greater flexibility and the technology to encourage and inspire student learning.
Communications

School Communications

All communications with School Representatives must be via Ministry staff only. Suppliers should not be making direct contact with schools unless where requested by the Ministry Representative.

Property Advisor - initial scoping and introducing the DM to the School.

Delivery Manager - introduces the supplier to the School and controls all communication with the school for the project through to practical completion of the project.

Construction Observer - point of contact with the School during any remediation works, if required during the defects liability period.

Emails

All emails relating to modular projects should be copied to the Modular Building Contract Coordinator at modular.building@education.govt.nz for filing and information purposes.
Modular Process

NOTE: When possible, some phases may occur concurrently
MB2.0 Detail & Configuration

Single MB  
(indicative layout only)

83m²  base building size
12m²  1 single pod
95m²  total
Plus decking
Refer to standard items

Floor Plan including 1 x single pod
Single rear facing door only provided when required
Double MB
(indicative layout only)

166m²  base building size

24m²   2 single or 1 double pod

190m²  total

Plus decking

Refer to standard items

Floor plan including potential 2 x single pod location

Single rear facing door only provided when required
**Triple MB**  
*(indicative layout only)*

249m²  base building size

36m²  3 single or 1 single / 1 double pod

285m²  total

Plus decking

Refer to standard items

---

**Floor plan including potential 1 x single and 1 x double pod location**

Single rear facing door only provided when required
Quad MB
(indicative layout only)

332m² base building size
48m² 4 single or 2 double or 2 single / 1 double pod
380m² total
Plus decking
Refer to standard items

Floor plan including potential 2 x single and 1 x double pod location
Single rear facing door only provided when required
Potential Pod Placement Examples

Single pods 12m² each.
Double pods 25m² each.
Internal areas defined as breakouts.
Potential for toilets, accessible toilets or universal bathroom.
Standard Items

- Bench with cupboard or sink bench, per project (1x with each teaching space). These can be located to suit the School’s requirements.
  - Single Modular receives one bench (sink or cupboard).
  - Double Modular receives one sink bench and one cupboard unit.
  - Triple Modular receives one sink bench and two cupboard units.
  - Quad Modular Receives one sink bench and three cupboard units.
- Door options to front and rear. Eg. a double has 2x front door sets. Doors are single hung door with glazed single panel as required for fire egress. These can be changed under variation / points.
- Heat pumps to each teaching space, located to suit within the building for functionality.
- Acoustic wall lining, and other ceiling acoustic features to meet Ministry requirements.
- LED lighting systems throughout.
- Floor coverings are pre selected carpet tile options and vinyls to wet areas, to suit the School’s requirements. Note the use of extensive vinyl may impact acoustic performance.
- Colour selections available to recipient School, regarding carpet, acoustic lining and accent cladding materials.
- Deck covered to ‘most of’ the front (high-side) elevation. This deck is 2.5m deep and has an awning covering along its entire length.
- Most projects will require either ramping and/or steps to access the modular teaching spaces.
- Handrails to all decking, where required. Potential for steps in lieu of handrails, to suit the School’s requirements.
- Co2 sensor – for alerting air quality for improved learning environment.
- Windows to have manual actuators where not easily accessible. All awning hung windows have stays. Under external awnings, sliding windows can be considered as a variation.
- Pods to suit (1x Single, 2x Double, 3x Triple…). Note these can be double pods, to suit the School’s requirements.
- If the modular buildings are replacing existing teaching spaces, then project will likely replace all features ‘like for like’. Any variations, reduction or additional items to be discussed at project outset.
- Cultural consideration made for the location of bathrooms, benches and other materials, and will be adapted to suit the School’s requirements.
Point Options

Some modular building projects come with a number of points (in lieu of value) for standard factory supplied options. Each option is defined by the School solely in discussion with the Ministry Delivery Manager.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Porcelain Whiteboard</td>
<td>2400mm x 1200mm. Wall mounted with pen rail. Recommended for Primary School classes. Price per item.</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Whiteboard Cabinet</td>
<td>Cupboards with sliding whiteboards. 2400w x 2000h x 400d. Standard colour selection. Choice includes lock to whiteboard and lock to cupboards (2 door set). Price per item.</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>Whiteboard Cabinet</td>
<td>Cupboards with sliding whiteboards. 3600w x 2000h x 400d. Standard colour selection. Choice includes lock to whiteboard and lock to cupboards (2 door set). Price per item.</td>
<td>28</td>
</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Art Bench</td>
<td>900h x 2750w x 600d. Joinery to have recessed pulls. Interior cabinetry is Melteca. Bench top is Formica. Price per item.</td>
<td>16</td>
</tr>
<tr>
<td>5.</td>
<td>Art Bench</td>
<td>700h x 2750w x 600d. Joinery to have recessed pulls. Interior cabinetry is Melteca. Bench top is Formica. Price per item.</td>
<td>16</td>
</tr>
<tr>
<td>6.</td>
<td>Sink Bench</td>
<td>900h x 2750w x 600d. Formica top with stainless steel sink insert. Cabinetry is Melteca. Includes hot water cylinder. Price per item.</td>
<td>28</td>
</tr>
<tr>
<td>7.</td>
<td>Sink Bench</td>
<td>700h x 2750w x 600d. Formica top with stainless steel sink insert. Cabinetry is Melteca. Includes hot water cylinder. Price per item.</td>
<td>28</td>
</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
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<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td><strong>Internal Partition Wall (1/3)</strong>&lt;br&gt;Internal partition wall (1/3) on module joint at high side.&lt;br&gt;Approx. 2450mm long.</td>
<td>20</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td><strong>Internal Partition Wall (Half)</strong>&lt;br&gt;Internal partition wall (half) on module joint at high side.&lt;br&gt;Approx. 3700mm long.</td>
<td>28</td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td><strong>Internal Glass Door</strong>&lt;br&gt;Internal glass door at low side.&lt;br&gt;Approx. 3450mm long.&lt;br&gt;Excludes wall.</td>
<td>40</td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td><strong>Internal Partition Wall (1/3)</strong>&lt;br&gt;Internal partition wall (1/3) on module joint at low side.&lt;br&gt;Approx. 2450mm long.</td>
<td>20</td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td><strong>Internal Partition Wall (Half)</strong>&lt;br&gt;Internal partition wall (half) on module joint at low side.&lt;br&gt;Approx. 3700mm long.</td>
<td>28</td>
</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>13.</td>
<td>Internal Glass Door</td>
<td>Internal glass door at high side. Approx. 3450mm long. Excludes wall.</td>
<td>40</td>
</tr>
<tr>
<td>14.</td>
<td>Internal Fixed Glazing (W6)</td>
<td>Fixed window at breakout internal wall. 900w x 1600h.</td>
<td>8</td>
</tr>
<tr>
<td>15.</td>
<td>Door to Replace Window</td>
<td>Double Door (D2). Double opening door. 200w x 2100h. (D2 in lieu of W2).</td>
<td>8</td>
</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>17.</td>
<td>Additional Deck Module</td>
<td>Timber frame and decking. Excludes foundation. Approx. 3600w x 2500w.</td>
<td>24</td>
</tr>
<tr>
<td>19.</td>
<td>Additional Canopy Module (Front)</td>
<td>Front canopy module. Approx. 3600w x 3000d.</td>
<td>32</td>
</tr>
<tr>
<td>20.</td>
<td>Additional Canopy Module (Rear)</td>
<td>Rear canopy module. Approx. 3600w x 3000d.</td>
<td>32</td>
</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
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<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>21.</td>
<td>Bag / Coat Hook</td>
<td>Three rail system with 32 bag hooks.</td>
<td>8</td>
</tr>
<tr>
<td>22.</td>
<td>Accessible Toilet &amp; Store</td>
<td>Accessible toilet and store instead of standard breakout.</td>
<td>124</td>
</tr>
<tr>
<td>23.</td>
<td>Accessible Toilet &amp; WC</td>
<td>Accessible toilet and standard toilet instead of standard breakout.</td>
<td>152</td>
</tr>
<tr>
<td>24.</td>
<td>3 Pan Toilet</td>
<td>Three standard toilets instead of standard breakout.</td>
<td>160</td>
</tr>
</tbody>
</table>

**Note – Sliding Doors**
At this time the Modular Programme has highlighted a number of concerns regarding the weight and travel of sliding doors that can create additional hazards in Modular Buildings. In addition, sliding doors do not meet the requirements for fire egress under relevant building code requirements.
Roles and Responsibilities

Property Advisor
Responsible for producing the initial scoping documents, coordinating first site meeting, introducing the Delivery Manager to the School, and initial handover of existing asset information including any known health and safety items. Ensuring future property plans include any maintenance activities identified in the operation and maintenance manuals.

Programme Manager – Modular Building
The Programme Manager for Modular Building is the Ministry Representative under the NTP Framework Agreement. They have final approval of all invoices, variations, communication and any other documentation relating to Modular Building projects.

Delivery Manager
Responsible for individual project delivery. The Delivery Manager should be conversant with the relevant Supplier Framework Agreement. Works with the Contract Coordinator to ensure all project controls are kept up to date, scope is managed, PID is reviewed and value for money is achieved. At practical completion, the DM will review the Operation and Maintenance Manual, and coordinate the handover of the project back to IAS and the School for operational requirements. This will include how to use the new asset, any health and safety matters and maintenance requirements.

Senior Delivery Manager
Responsible for regional delivery. Works with the Senior Contracts Advisor and Suppliers to ensure projects are scoped correctly for delivery.

Construction Observer - Modular
The Ministry has a team of Construction Observers who carry out inspections in factory and on site throughout the life cycle of a project to ensure Ministry policies and guidelines are complied with. Responsible for coordination and close out of defects during the defects liability period (12 months).

Project Accountant
All financial reviews, reporting, and sign offs for modular projects are the responsibility of the Project Accountant.

Modular Building Contract Coordinator
The Modular Building Contract Coordinator is the coordinator on all modular building projects. They are responsible for maintaining, controlling and filing project documentation and communications.

Supplier
Responsible for managing the delivery of the site specific design management, achieving all regulatory requirements, working with the Delivery Manager to produce the appropriate technical scope and production of modular units within the factory, on site delivery and close out of any defects in a timely manner.
Frequently Asked Questions

What standards are they built to?
The Modulars are built to a high standard, with modern heating, cooling, lighting and air quality systems. They are weathertight and are designed to the latest standards, as outlined in the Building Code and the Ministry’s Quality Learning Spaces guidelines.

What options are available for my needs?
The Modulars come in a variety of sizes and configurations, from smaller single teaching spaces to large quads (4x teaching space). They can easily be adapted with toilets or wet areas, breakout spaces or quiet rooms. With no internal load-bearing walls, Modulars provide a flexible solution for a wide variety of uses, with adaptable use over time.

How quickly will buildings be manufactured and delivered?
The time frame from the initial planning phase through to delivery and installation on site depends on a number of factors, including the size and complexity of the project, the needs of the individual School, and the complexity of the physical site. Some schools also opt to receive delivery during school holidays, which can affect time frames. However, as a general guide, our aim is for a nine month time frame from planning to building occupation, subject to specific conditions on site. A prompt decision on options and colours by the school will aid a prompt process.

What other features do the Modular Buildings have?
As well as being built to meet or exceed all relevant Building Code standards, the buildings can also be customised with covered decking and outside learning areas, bag storage, adaptable teaching spaces, including whiteboards and cabinetry. You can also adapt the space with toilets (including high needs facilities), and breakout areas.

Can I adapt them to suit my school’s colour scheme, both inside and out?
A range of colours are available for the parts of the external cladding and internal features including acoustic panelling, carpet tiles and furniture.

What if my school site isn’t suitable for Modulars?
Where modular buildings are not feasible, other solutions will be explored by the Capital Works Team through other design and procurement processes.

Where can I find more information?
Please speak with your Property Advisor or Delivery Manager.

Can I make changes to the building, put a door in later, or extend the deck?
It is extremely important that no changes occur to the building during its warranty period and ensuring weathertightness issues are not created. However changes during the design phase can be considered following discussion with your Property Advisor. This is to assure use and long term quality and maintenance considerations have been considered, along with funding for these changes is available.

Can I have an extra pod?
Extra pod/breakouts can be made available, these need to be funded from your allocated points or via working with your Property Advisor to source funding.
Can I have a toilet be installed in a bathroom pod?
Toilets can be installed however is not contained in the standard option. Talk to your Delivery Manager or Property Advisor regarding this if required. We do have a number of options for bathrooms and accessibility options that could be considered for greater ‘needs’ support.

What storage options are available, the whiteboard cupboards are not enough, can I get extra cupboards or fit out my building as a library?
Additional whiteboard cabinets and benches can be provided to assist storage requirements. If you are relocating existing storage into your new Modular Building, your Delivery Manager and Property Advisor can assist you with that. All additional equipment needs to be funded from your allocated points or via working with your Property Advisor to source funding.

All my furniture is built in in my current teaching space (being replaced) - do I get FF&E grant?
Fittings can be relocated, and depending upon the requirements for this new Modular Building your School may also be eligible for additional FF&E funding. Please discuss this with your Property Advisor.

Colour schemes, what options are there?
Our Delivery Managers and building suppliers have colour options to present to the School. These have options for carpet accents, vinyl and wall coverings that ensure compliance to the Ministry’s design guidelines whilst retaining some options for the School.

For a temporary buildings what changes can be made?
The Ministry has a standard specification for Modular Buildings used for Temporary Teaching Spaces. There are very limited options for change due to the need for these buildings to be available to other Schools in the network, in this standard configuration.

What changes can be made to ensure the new building ‘fits in’ with existing buildings on site?
Indeed that is possible however only to a very limited degree. This ensures efficiency in production and bulk purchasing opportunities.

Can brackets be put on the buildings so the School can retro-fit CCTV cameras without penetrating the external cladding?
Note install of brackets that penetrate the external cladding or roofing may void warranties and create a weathertightness concern. We highly suggest any CCTV requirements, that require affixing to the Building, be discussed with your Delivery Manager and Property Advisor during the design. Brackets and potential assistance with pre-cabling can be taken into consideration in the construction phase.

Is there a 2-storey option, including lift?
Whilst a two storey option does not currently exist, the Ministry has a continuous innovation process in place for the Modular Build Programme including expansion of building types, whilst ensuring design guideline and specification compliance. This includes all accessibility requirements.

Is a sink bench available in each teaching space?
At this time the Ministry will supply a modular teaching space with one sink bench, and a static art bench for each additional modular teaching space. If additional sink benches are required for a ‘cellular teaching environment’ or other school pedagogy requirement, then these can be funded from your allocated points or via working with your Property Advisor to source funding.
Blinds on windows

The Ministry funds FF&E separately to capital projects. Blinds are a FF&E item, please refer to: http://www.education.govt.nz/school/funding-and-financials/funding/furniture-and-equipment-funding-for-schools/

Can a double be laid out in an L shape, i.e. two singles at 90 degrees to each other?

The buildings can be laid on site in this layout, however will not interconnect, except through potential exterior decking or paths. Proximity to existing buildings is important for fire engineering requirements.

Can we link the decking to decking of existing to continue the all-around flow at the School?

This is possible, and should be discussed with your Delivery Manager and Property Advisor during the design phase. Any additional works not directly related to the standard building configuration, can be funded from your allocated points or via working with your Property Advisor to source funding.

Where Learning Support Mods have been made to all other School buildings (tinted windows, special lightbulbs), will the MBs have those mods incorporated?

Any specific learning support modifications do need careful consideration during the design phase. Funding (Special Needs Modifications or base funding) for this needs to be discussed with your Property Advisor to ensure they are accommodated in the delivery of your Modular building.

Can we have sliding doors instead of swing (internally)?

At this time the Modular Programme has highlighted a number of concerns regarding the weight and travel of sliding doors that can create additional hazards in Modular Buildings. In addition sliding doors do not meet the requirements for fire egress under relevant building code requirements.
# Glossary of Terms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP</td>
<td>Construction Management Plan</td>
<td>One of the documents required before the Ministry can issue the Site Possession Notice.</td>
</tr>
<tr>
<td>CO</td>
<td>Construction Observation</td>
<td>Or Construction Observer – this team ensures projects are built to MOE standards and guidelines.</td>
</tr>
<tr>
<td>CWO</td>
<td>Contract Work Order</td>
<td>Final and complete version of work order specific to a project.</td>
</tr>
<tr>
<td>DCWO</td>
<td>Draft Contract Work Order</td>
<td>Draft version of work order specific to a project.</td>
</tr>
<tr>
<td>DLP</td>
<td>Defects Liability Period</td>
<td>On MB1.0 projects the DLP was 6 months, meaning the supplier is liable for any defects during this period. On new MB projects the DLP is 12 months.</td>
</tr>
<tr>
<td>FN</td>
<td>Framework Notice</td>
<td>Formal form of communication regarding the Framework Agreement.</td>
</tr>
<tr>
<td>MB</td>
<td>Modular Building</td>
<td></td>
</tr>
<tr>
<td>NTC</td>
<td>Notice to Contractor</td>
<td>Formal form of communication from Ministry to Supplier.</td>
</tr>
<tr>
<td>NTP</td>
<td>Notice to Principal</td>
<td>Formal form of communication from Supplier to Ministry.</td>
</tr>
<tr>
<td>NTP</td>
<td>National Transportables Programme</td>
<td></td>
</tr>
<tr>
<td>PID</td>
<td>Project Initiation Document</td>
<td>Issued by the Supplier with all pricing and scope information specific to a project.</td>
</tr>
<tr>
<td>PRF</td>
<td>Project Request Form</td>
<td>Ministry document from IAS requesting a project for a school.</td>
</tr>
<tr>
<td>PRF</td>
<td>Price Response Form</td>
<td>Supplier document that makes up part of the PID submission – contains all pricing information (excel).</td>
</tr>
<tr>
<td>SAP</td>
<td>School Access Plan</td>
<td>One of the documents required before the Ministry can issue the Site Possession Notice.</td>
</tr>
<tr>
<td>SPC#</td>
<td>Staged Payment Claim</td>
<td>Supplier issues staged payment claims throughout the project, based on key milestones.</td>
</tr>
<tr>
<td>SPN</td>
<td>Site Possession Notice</td>
<td>Issued to the Supplier to confirm they can access the site. Only after CMP, SAP, SSSP and Building Consent has been approved.</td>
</tr>
<tr>
<td>SSSP</td>
<td>Site Specific Safety Plan</td>
<td>Provided by the Supplier specific to each project. One of the documents required before the Ministry can issue the Site Possession Notice.</td>
</tr>
<tr>
<td>TON</td>
<td>Take Over Notice</td>
<td>Issued once CCC achieved and O&amp;M Manuals approved, formally accepts the project has achieved practical completion.</td>
</tr>
</tbody>
</table>