

WRP Guide # 2

Information for Briefing Building Surveyors

The purpose of this guide is to provide a list of standard documents that are required in order to adequately brief a building surveyor in connection with obtaining a fee proposal for, or undertaking, 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.	Information required to facilitate a Remediation Inspection Report
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 air testing reports that have been undertaken
	5.	Other base-building 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 try and address some/all of the weathertightness failures or damage identified
	7.	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
	8.	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

Note

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

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.