

Commercial Inspection Checklist – CPU

Address: _____ Building Consent No.: _____

Tradesperson: _____ Tradesperson: _____

Reg.No.: _____ Contact Details: _____ Reg. No.: _____ Contact Details: _____

Date: _____ Time: _____

Staged/Partial Inspection: _____ of _____

Item to be inspected for compliance: with the Building Act 2004, NZBC & Approved Documents Complies with approved plans & specifications	Outcome ¹			Details of Inspection & Comments: Comments must be made for: 1. Non-complying Items 2. Items/work deviates from approved documents 3. Detail alternative solution & how compliance achieved
	Pass	N/A	Fail	
Stamped approved plans and specification on site?				Yes / No
Conditions of consent / site instructions read?				Yes / No
Conditions of consent actioned				
Barriers / Hoardings in place?				
Dustproof dividing wall required?		Yes / No		
Appropriate Site Safe Signage in place?				
Sanitary Services operational?				Specify in notes:
All previous inspections / re-inspections passed?				
Electrical certificate of compliance provided?				
Gas certificate of compliance provided?				
Producer Statements as specified on building consent conditions provided?				
Certified Accredited Fire Alarm Approval (if available)		Yes / No		
Does building require a Compliance Schedule		Yes / No		
Does existing compliance schedule require amending?		Yes / No		
Specified systems as per application form?		Yes / No		
Special PPE required for this site (as detailed on hazard board)?		Yes / No		Specify: Adequate footwear / eye protection / dust mask Other:
Interior				
Spread of Flame Index (SFI) checked				
Smoke Developed Index (SDI) checked				
Fire Safety Precautions				
Fire doors labeled & installed as per fire report?				
Smoke control doors labeled & installed as per fire report?				
Door closers fitted & operational?				
Hold open devices fitted & operational?				
Doors open in direction of flow?				
Auto door failsafe facility operational				
Signage completed? Callpoint, Fire Door, Smoke Control Door, Fire exit, Extinguisher etc)				
Shafts fire rated & stopped?				
Fire collars fitted?				
Dampers fitted?				
Riser mains & signage				
Accessible Facilities				
Car parks				
Parking signs				
Ramps				
Thresholds				

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	Pass	N/A	Fail	
Building accessible sign				
Access routes				
Glass manifestation				
WC/shower signs				
WC/shower				
Wash Hand Basins & Taps				
Grabrails & seats				
Door width / opens outward				
Visual warning				
Hearing loop				
Window Opening Restrictors (windows lower than 760mm from floor)				
Ground floor windows				
Upper level windows				
Stairs				
Handrail/s fitted(both sides on accessible route)				
Balustrade barrier				
Head room (2m min.)				
Branded safety glazing identified				
Closed treads for accessible stairs				
Min. tread, max. rise				
Interior Balconies				
Barriers (min. 1100mm high, gaps < 100mm)				
Barrier stability				
Bathroom				
Ventilation				
Male/female/all gender door signs displayed				
Toilet Cubicle/s				
Ventilation				
Male/female/all gender door signs displayed				
Ceiling Space				
Access to space provided min. 600 x 500mm				
Insulation away from downlights & flues				
Fan vent ducts connected				
Vehicle Crossing				
Crossing completed				
Swimming Pool/Spa Pool				
Pool inspection completed				

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Specified Systems

Street Address: _____

Building Consent No.: _____

Applicants Name: _____

Date: _____

The specified systems for the building are as follows: (tick system present)

Added	Removed	Existing	
..	SS 1 Automatic systems for fire suppression (for example, Sprinkler systems)
..	SS 2 Automatic and manual emergency warning systems Fire Alarm Type: _____
..	SS 3 Electromagnetic or automatic doors or windows .. SS 3 / 1: Automatic doors .. SS 3 / 2: Access controlled doors .. SS 3 / 3: Interfaced fire or smoke doors or windows
..	SS 4 Emergency lighting systems
..	SS 5 Escape route pressurisation systems
..	SS 6 Riser mains
..	SS 7 Automatic back-flow preventers
..	SS 8 Lifts, escalators, or travelators or other systems for moving people or goods within building .. SS 8 / 1: Passenger carrying lifts .. SS 8 / 2: Service Lifts .. SS 8 / 3: Escalators and moving walks
..	SS 9 Mechanical ventilation or air conditioning systems
..	SS 10 Building maintenance units
..	SS 11 Laboratory fume cupboards
..	SS 12 Audio loops or other assistive listening systems .. SS 12 / 1: Audio loops .. SS 12 / 2: FM radio frequency systems and infrared beam transmission systems
..	SS 13 Smoke control systems .. SS 13 / 1: Mechanical smoke control .. SS 13 / 2: Natural smoke control .. SS 13 / 3: Smoke curtains
..	SS 14 Emergency power systems for, or signs relating to, a system or feature specified in any clauses.1-13 .. SS 14 / 1: Emergency power systems .. SS 14 / 2: Signs
..	SS 15 Other fire safety systems and features .. SS 15 / 1: Systems for communicating spoken information intended to facilitate evacuation .. SS 15 / 2: Final exits .. SS 15 / 3: Fire separations .. SS 15 / 4: Signs for communicating information intended to facilitate evacuation .. SS 15 / 5: Smoke separations
	Purpose Group: _____ Maximum Occupants: _____ Highest fire hazard category for building use: FHC _____

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New Compliance Schedule required	Yes / No	Existing Compliance Schedule requires amending	Yes / No
Officer:		Signed:	

¹ Pass = Compliance with approved plans & documentation, N/A = Not applicable to this project, Fail = Non-compliance with approved plans & documentation