

Property News

Information for schools and project managers

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Stay informed

Property Updates web page

Find out about important updates to property policy, process and systems on our Property Updates page:

www.education.govt.nz/updates/

Property News

To subscribe to this newsletter or for any further information, please email property.news@education.govt.nz

School Property Procurement Templates Refresh

School Property Procurement Templates cover the sourcing of professional construction services and contract works. For school property procurement, the Ministry and school boards of trustees must apply the Ministry procurement framework.

These templates have been refreshed and the updates are effective 29 August 2017.

Changes include:

- Approach to market templates (RFQ, ROI, RFP and RFT) have had Word document formatting issues resolved and smart fields added (e.g. Procurement Title entered first time; auto-populates throughout document).
- Weighted attribute evaluation (open tender templates): allowance has been made for some flexibility to vary evaluation criteria weightings within set parameters in exceptional circumstances.
- Contract Works health and safety requirements have been refined
- Contract Works RFT includes a Major Works Contract Tags Form for procurements of \$500k or more (Major Works contract). For procurements of less than \$500k (Medium Works contract), only tags relating to drawings and specification may be considered.

Current templates can be found on the Ministry website.

- [School property procurement templates and guides](#)

All feedback or questions can be emailed to

EIS.Procurement@education.govt.nz

New process for Ministry checking of weathertightness and durability design requirements

All construction works on school buildings must meet the Building Code and Ministry design standards for 'weathertightness and durability design'.

The review process has changed. As of 01 September, 2017, external project managers will need to follow the process outlined on the Ministry website.

- [Weathertightness and durability design for school buildings](#)

New DQLS Guideline published

A new Designing Quality Learning Spaces (DQLS) guideline has been published – Indoor Air Quality and Thermal Comfort. It replaces the Ministry's two separate 2007 DQLS guidelines Indoor Air Quality and Heating and Insulation.

The new guideline provides comprehensive information on designing for quality indoor environments and sets minimum standards for air quality, indoor thermal comfort and the ability for users to control their learning spaces locally. There is also a non-technical two page overview that summarises aims and key concepts of the guideline.

We encourage project teams to use the guideline from now. The requirements of the new guideline become mandatory for all projects from 1 January 2018.

The updated guideline and overview can be found on the Ministry website:

- [New DQLS Guideline & Overview](#)

Fire and Emergency New Zealand (FENZ)

As a result of the recent establishment of FENZ (Fire and Emergency New Zealand) on 1 July 2017.

The following changes should be noted:

- Right to enter: There are increased rights for FENZ to inspect buildings, although access has always been part of the Memorandum of Understanding with New Zealand Fire Service.
- New infringement regime: There are new penalties under the FENZ bill so it is important that schools are aware of the requirements.
- False alarms: FENZ will not be charging for false alarms, but penalties do apply for maliciously or knowingly giving a false alarm for fire. Repeated false alarms result in lost education time and may cause a complacent response from staff and students when a real event occurs. Schools should remain committed to reducing repeated false alarms.

For further advice on any of the above, please talk to your local fire station.

- [Fire and Emergency New Zealand](#)

Sleepovers in schools

An update has been made to the Fire Safety Guidance for sleepovers. This tells you how to manage a third-party agreement with community groups who want to use your school hall or classrooms for a sleepover.

This update includes a requirement to notify local Fire Commanders of the event, and other necessary safeguarding against fires such as safe paths to exits, smoke alarms and maximum numbers per space when no sprinkler system is installed.

For further information, please refer to the Ministry website:

- [Sleepovers in Schools](#)

Fire Safety Design – Calculating Separation Distances update

There have been some recent changes to the way that separation distances between buildings are to be calculated.

The changes are set out in an Addendum to the Ministry's fire policy and outline the shift to the Enclosing Rectangle Method (ERM) approach for calculating separation distances.

The guidelines in the Addendum are effective from July 2017
[Details of the full policy are available here](#)

Updated process for Ministry-led Major Construction Works Contracts

There is a new process for the initiation, drafting, compiling and storing of Ministry-led Major Construction Works contracts.

The aim is to reduce time and effort currently being spent, and to clarify the key roles and responsibilities of internal and external parties. All Ministry-led Major Construction Works contracts initiated after 1 August 2017 will need to follow the new contracting process.

Over the next six months, the Ministry is reviewing processes for Contract Variations, Consultancy Agreements as well as Medium and Minor Works Construction Contracts.

If you're unsure if your Major Construction Works contract is being led by the Ministry, please contact your Property Advisor.

Download the new process and supporting documentation from the Ministry website:

- [Contracts for construction works and professional services](#)

Asbestos update

Guidance around the management of asbestos has been updated, for more information please see the Ministry website.

- [Asbestos Management](#)

School keys

Losing keys is a common problem for schools. We advise schools to have a register of all keys with the names of who has them and keep the number of keys issued to a minimum.

The School Building Insurance Programme covers (up to \$50,000) replacement keys for state schools when there has been a sudden loss of them including theft. The building insurance will cover the like for like cost of replacement for the buildings that are insured.

If a school finds itself in a situation where they need to replace their locks and keys, we do recommend considering a change to an electronic swipe card system, which means a lost swipe card can be deactivated and you don't have to change any locks. Any upgrade to this system would need to be topped up by the schools' 5YA funding.

We strongly advise that you work with your schools to make sure they have a security risk management plan in place, which involves identifying security risks at the school and planning how to reduce these risks.

Further Information can be found on the Ministry website:

- [Key management at schools](#)

Compliance Schedules

It has been identified that some Councils are issuing new or amended Compliance Schedules directly to the applicant who applied for the Building Consents, usually the Project Manager (PM) or the Architect.

If you are a PM or an Architect and you are being sent these in relation to state schools, can you please send a copy to Argest our Facility Compliance Managers. It is important that this information is provided to them so they are aware of updated Compliance Schedules. This is to ensure that any new systems are being checked so that a Building of Warrant of Fitness can be successfully issued.

If the new system is a sprinkler or fire alarm, it is important that the independent Code of Compliance is also sent to Argest. This is so Argest can ensure required monthly inspections on the fire protection systems are being undertaken.

Argest contacts for this are:

- Donna Vandersyp: dvandersyp@argest.com
- Rob Wilson: Rwilson@argest.com

If you have any questions please contact:

- Rob Wilson: rob.wilson@education.govt.nz

How to search for "10YPP" on Education.govt.nz

We are aware of issues relating to the website search functionality not bringing up any results for 10YPP. We are working with the Business Systems team to address this. In the meantime, there is a temporary workaround.

If you search "10YPP" or "Ten Year Property Plan" on www.education.govt.nz you will currently get a message saying "sorry, your search query did not return any results".

By searching '10' or YPP you will get the correct results or you can find all 10YPP content on the Ministry website:

- [10 Year Property Plan](#)

Please raise any questions or concerns with EIS or the Ministry Web Services team.

- EIS.webservices@education.govt.nz or web.services@education.govt.nz

Property Maintenance Grant (PMG) 2018 rates

The PMG will increase by 1.3% in 2018. The PMG for 2018 shown on your 2018 Indicative Ops Grant Notice will not show this increase.

Your 2018 indicative PMG amount will be available to view on the EIS External Portal at the end of November. The table below shows the increase for each component of the grant.

Component	Per	2017	2018
General	m ²	\$6.52	\$6.60
Exterior painting	m ²	\$2.34	\$2.37
Swimming pool	m ³	\$7.32	\$7.41
Grounds	Hectare	\$943.19	\$955.45
Minor Capital*	m ²	\$1.51	\$1.53

*Not applicable to Integrated Schools

Previous issues of Property News

For previous issues, check our newsletter page here:

- www.education.govt.nz/property-news/