

# NZIA GIB TECHNICAL SERIES 2011

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NEW ZEALAND INSTITUTE OF  
ARCHITECTS  
INCORPORATED

# Brad Luke

**Director**

*Peddle Thorp*

*Auckland*



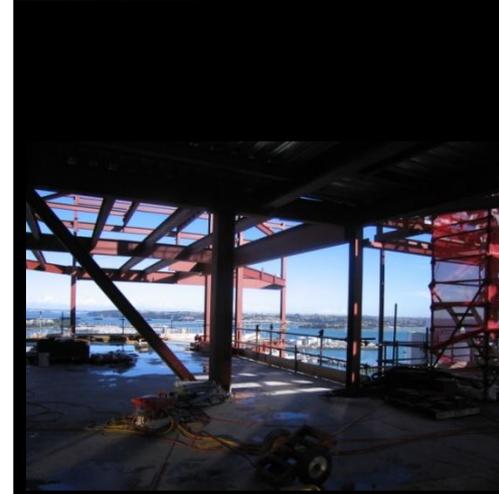
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# Site Observation and Practical Completion Preparation



# Introduction

- Architects Agreement for Services.
- Observation Work Plans.
- Auckland Council Quality Assurance Plans.
- Site Safety.
- Alternative Solution – Site Observation
- Robust Communication.
- Shop Drawing Review.
- Site Observation.
- Project Completion Inspections.
- Practical Completion Preparation.



# NZIA Practice Note PN2.102

## 7. Construction Phase Services

- Make sure that the owner understands you are not, and cannot be a guarantor of the builders performance.
- Be certain that the client understands his or her greatest protection against faulty work lies in the competency and integrity of the builder he or she approves.
- Avoid contractual language that might have the effect of making you responsible for the safety of personnel at the site

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Practice Notes



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# NZIA Practice Note PN2.102

## 7. Construction Phase Services. Cont

- Be careful that all of your dealings and those of any contract administration staff are through the builder, and not directly with subcontractors
- Do not inspect shop drawings in a manner that indicates approval for other than conforming to the design concept of the project and compliance in principle with the specifications and drawings prepared by you.
- Make sure that all instructions to the builder are confirmed in writing.

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Practice Notes



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# NZIA Agreement for Architect Services AAS 2011 1<sup>st</sup> Edition

## Schedule D7 Observation of the Contract Works

- *Observation is a critical part of the Architect's services, required to complement Site supervision undertaken on a continuous basis by the Contractor.*
- *The Client and Architect agree that the frequency and extent of observation shall be as selected below.*

NZIA Agreement for Architects Services  
AAS 2011 1<sup>st</sup> Edition



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## OL1 Intermittent Site Visits

Appropriate for smaller projects of a simple nature, being undertaken by an experienced Contractor who can be relied upon to:

- a) consistently deliver an acceptable standard of work, and
- b) deliver a producer statement at completion of the project

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## OL2 Periodic Site Visits

Appropriate for medium sized projects having limited levels of complexity, being undertaken by an experienced contractor who can be relied upon to:

a) consistently deliver the same standard of work that has been observed and commented on by the Architect and accepted by the Client, and deliver a producer statement at the conclusion of the project

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## OL3 Regular Site Visits

Appropriate for larger and / or more complex projects where:

- a) risk of noncompliance with contract documents must be controlled.
- b) finishing of a high standard is required.

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## Regular Site Visits

Regular Site visits including:

- Maintain regular contact with Client.
- Review and comment on samples of each work procedure proposed by the Contractor.
- Check selected materials and components supplied to Site or compliance with contract documents.
- Review representative samples of each critical work component prior to closing-in/finishing.
- Review and comment upon finished works as each critical work component is completed.

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## OL4 Constant Site Visits

Appropriate for major projects in terms of complexity and scale where :

- a) a risk of noncompliance with contract documents must be controlled,
- b) finishing of a high standard is required,
- c) it is critical to minimise the consequences of failure / noncompliance.

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## OL4 Constant Site Visits

Constant Site visits including:

- Maintain regular contact with Client.
- Maintain personnel on Site to continuously observe and monitor the works.
- The Architect's site representative may also be tasked with administration as carried out by the architect.

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## Architects Commission – Observation Phase

- Allocate appropriate staff for project.
- Understand and allow for construction period.
- Advise client of requirement for supporting consultants where required. i.e Bio-deterioration Consultant , Consultant Chemist.



## Observation Work Plans

- Obtain Contractor submissions and Contractor confirmation that work on site complies with Building Consent documents to achieve Code Compliance.
- Observation Requires a structured/quality assured approach to site observation.
- Structure specification to call for appropriate submissions.



## SPECIFICATION SECTION G4 – SUSPENDED TILE CEILINGS

The following work plan has been prepared to assist the Architect and the Contractor / Sub Contractor with the on-site observation for progressive submissions and inspections during the construction period.

### 1. DESIGN ITEMS / INTENT

- a) Alignment of primary rails.
- b) Neatness of mitre joints / junctions.
- c) Evenness of margin widths.
- d) Quality match to accepted prototype area.
- e) Colour consistency of componentry.
- f) Flatness / consistent level of underside of installed tiles.

### 2. OBSERVATION CHECK LIST / ITEMS

- a) Installation conditions (enclosure, drying out, humidity, etc.).
- b) Completion of in-ceiling services / outlet locations.
- c) Installation of in-ceiling baffles / service penetration sealing (acoustic / fire).
- d) Independent support of services.
- e) Type / security of hanger fixings to structure.
- f) Locations / type/adjustment of hangers.
- g) Unfixed tile packaging, labelling and correct storage.
- h) Placement of tiles in grid / splines.
- i) Delayed install and access tile (identification).
- j) Damaged / marked tiles.

### 3. OBSERVATION SCHEDULE

- a) Periodic - to suit progress on site (say weekly).
- b) Specific - visual mock up
  - prototype area
  - at start of installation (contractor to notify)
  - main rail setout with mullion and column locations
  - first tile installation (contractor to notify)
  - demonstrate demountability / removal of tiles
  - service access areas where tiles likely to be damaged.

### 4. SUBMISSIONS CHECK LIST

Refer attached.



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- a) Alignment of primary rails.
- b) Neatness of mitre joints / junctions.
- c) Evenness of margin widths.
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### 4. SUBMISSIONS CHECK LIST

Refer attached.



**SCHEDULE OF SUBMISSIONS - CHECKLIST****Contractor QA****Sub-Contractor**

Submit the following items in accordance with the specification requirements to the Architect within / by the time frames indicated, and subject to the Contractors Project Programme.

Trade Heading:

Specification Section:

**Suspended Tile Ceilings****G4**

Item	Specification Section/ Clause	Specified Time Frame	Date Required	Received	Reviewed	Updated
Specialist engineer's design certificate	G4/1120	Prior to work starting				
Acoustic performance certifications	G4/1150	With tender				
Contractor design submissions	G4/1510	With tender				
Technical data submissions	G4/1520	With alternative tendered products				
Manufacturer's product certification	G4/1530	Prior to work starting				
Samples / mock-ups	G4/1540	Minimum 6 weeks prior to approval				
Quality assurance plan	G4/1550	Progressively in stages as required				
Prototype areas	G4/1560	Minimum 4 weeks prior to approval				
ESD confirmations	G4/1570	Prior to tender acceptance				
ESD certification	G4/1580	Prior to Practical Completion				
Shop drawings	G4/1590	Progressively in stages as required				
Manufacturer's site compliance certification	G4/1610	Prior to Practical Completion				
Producer statements	G4/1620	Prior to Practical Completion				
Maintenance spares	G4/1630	Prior to Practical Completion				
Warranties	G4/1640	Prior to first progress payment				
Ceiling installers accreditations	G4/3070	Prior to work starting				

**Document type:** Practice note

**Title:** Building consents cladding/recladding

**Document no:** BLD-135-PN



## 1. Purpose

The purpose of this practice note is to ensure that claddings on buildings are appropriately designed for purpose and that building consents are not accepted to be lodged or approved without adequate information being provided by the designer/specifier.

It also introduces the requirement for adequate site record keeping which will need to be adopted. The practice note specifically identifies buildings outside the scope of E2/AS1 but the general requirements for adequate detailing and consent information is required for all building consents.

**Document type:** Practice note

**Title:** Building consents cladding/recladding

**Document no:** BLD-135-PN



## **Example of condition**

### **For all buildings that fall within the criteria above**

1. The installation of the cladding system is to be installed by suitably trained personal/tradesman and the work shall, during construction be appropriately reviewed in strict accordance with the quality assurance (QA) programme that forms part of this building consent.

Upon completion of the works, the owner or their agent shall provide Council with the completed QA forms covering the installation of the cladding including the interface with other components such as joinery.

Receipt and acceptance of the completed QA forms shall be provided to Auckland City Environments prior to the issue of the code compliance certificate.

## QA Plan- Construction Methodology

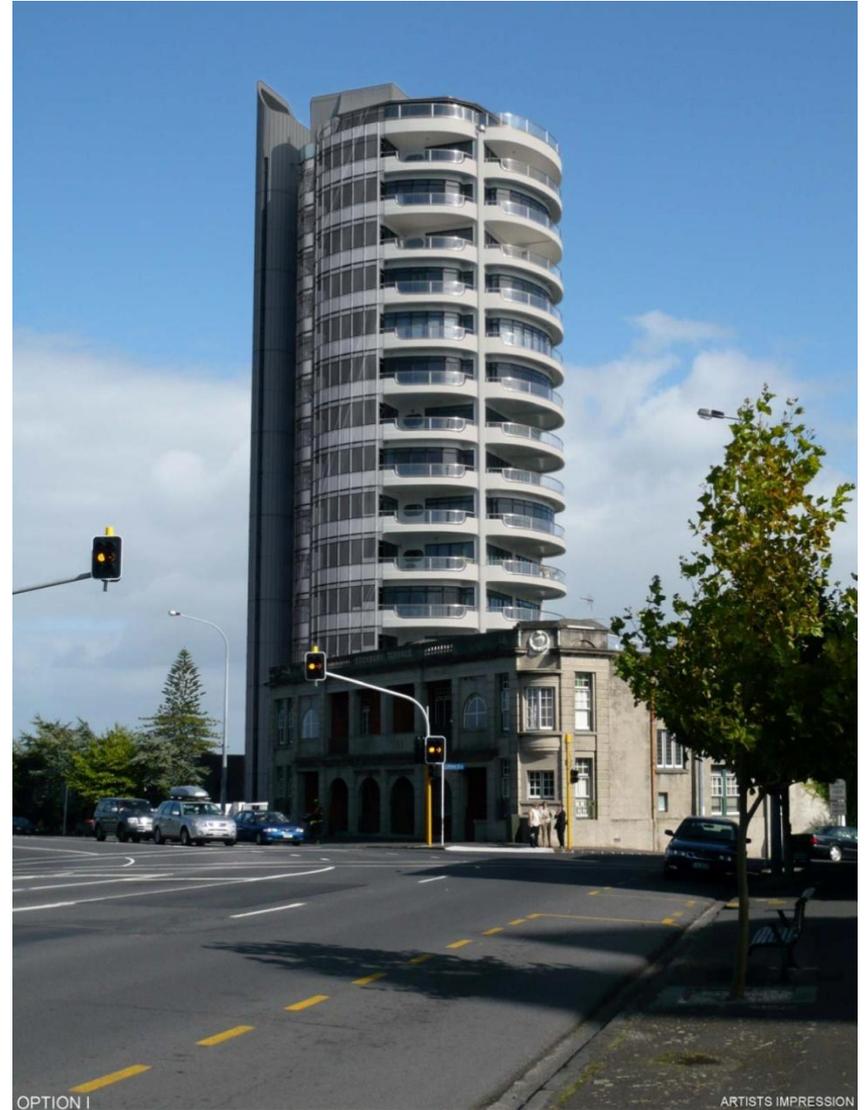
- Determine the Construction Methodology (likely to change)
- Communicate to Council a robust methodology of quality assurance.
- Council, Consultants and Contractor observe critical components.
- This document forms part of the consent and will be checked at by Council prior to issue of Code Compliance.
- Binds the applicant to a robust process.



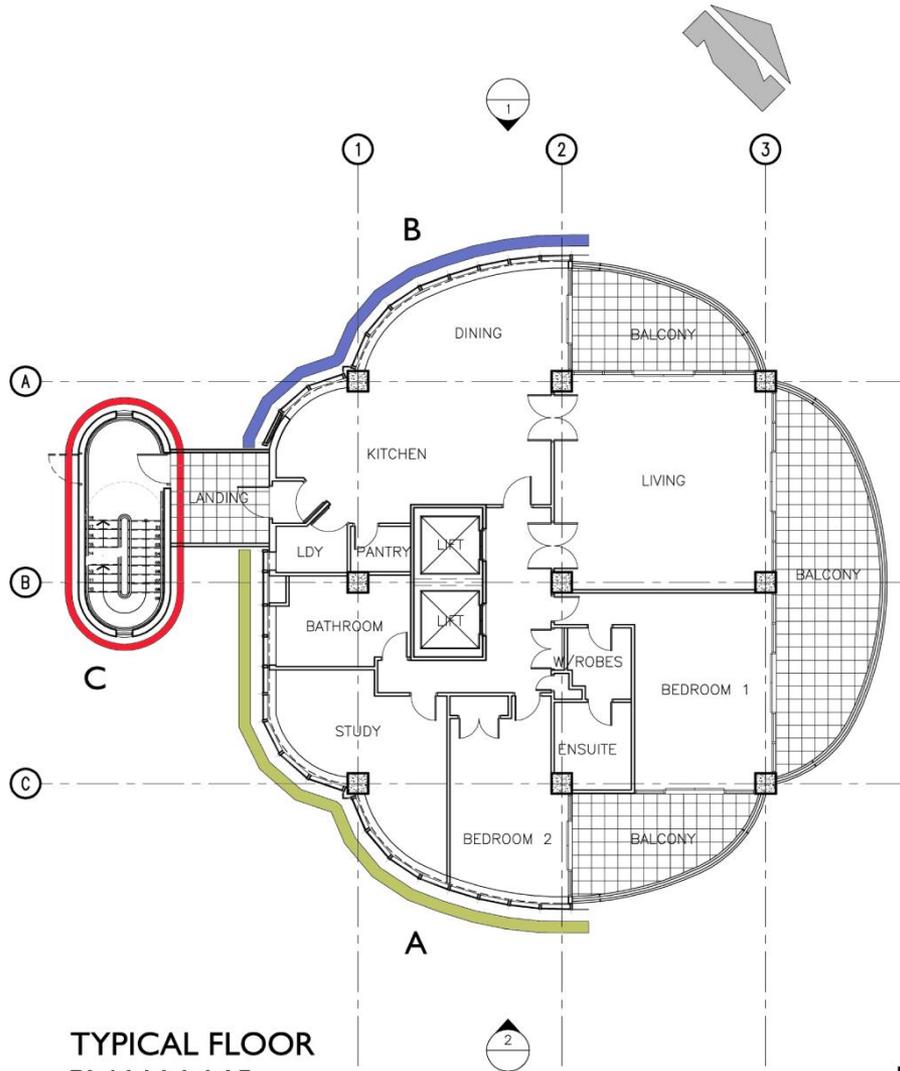
# Shangri la Apartments



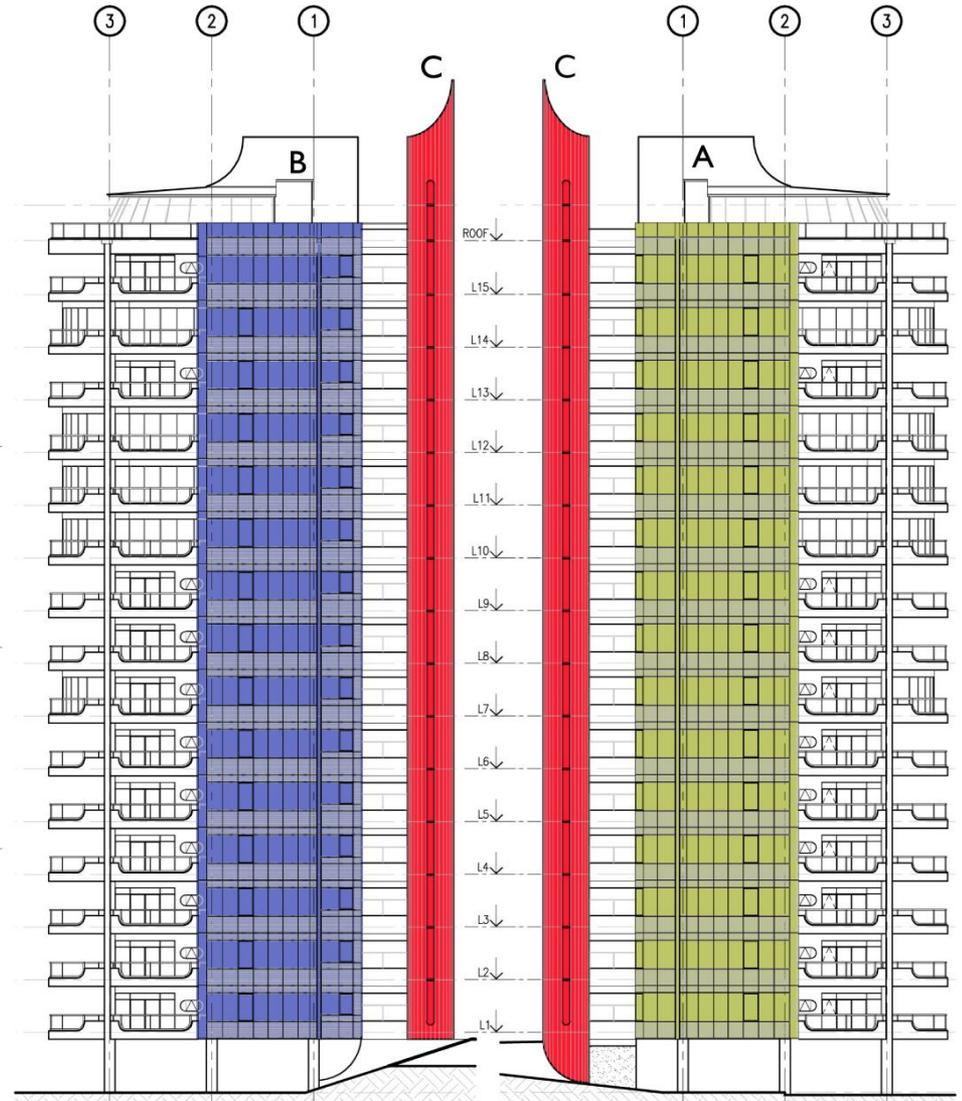
Existing



Proposed



TYPICAL FLOOR  
PLAN LI-L15



1 NORTH WEST ELEVATION

2 SOUTH EAST ELEVATION



**SHANGRI LA APARTMENTS**

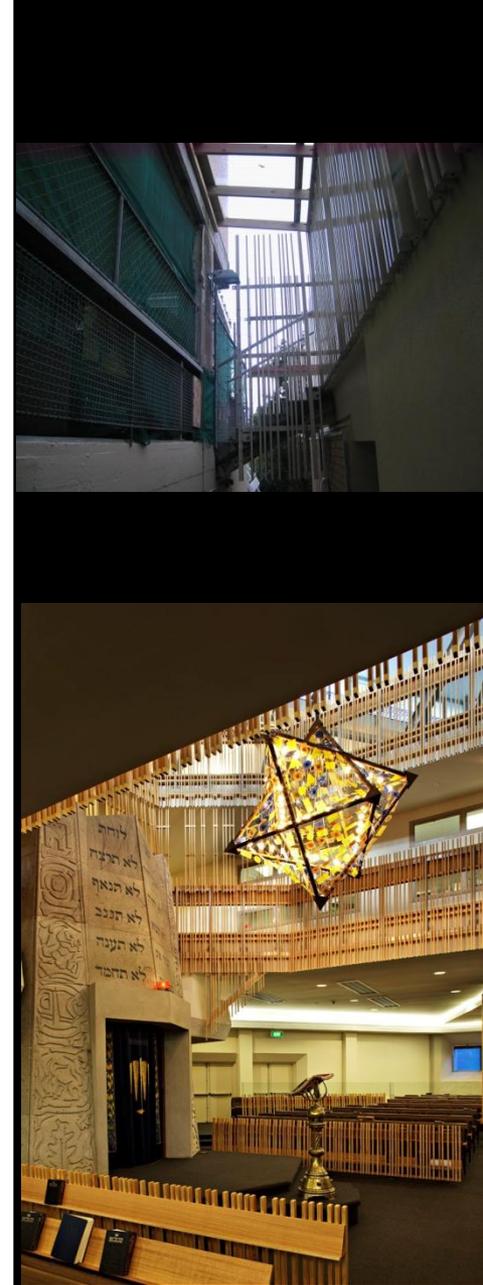
PROJECT NO: 09 02 1086

**QUALITY ASSURANCE FORM**

Zone C (Stair Tower)		Level					
ELEMENT:	Inspected by site Forman <small>Person in charge of doing the work to these components</small>		Observed by Consultant <small>Person in charge of observation of these components</small>		Confirmed as signed off by Council <small>Group items into the council inspection</small>		
		<small>Date completed</small>		<small>Date observed</small>	<small>One signoff per inspection</small>	<small>Date of inspection</small>	
	<small>Name</small>	<small>Date</small>	<small>Name</small>	<small>Date</small>	<small>Name</small>	<small>Date</small>	
<b>Remedial Inspection</b>					<small>Officer notes here that the total group of items in the inspection are correct</small>	<small>Date of last inspection for this inspection type</small>	
<b>STRUCTURE/FRAMING</b>							
All damaged timber replaced							
Structural Steel Upgrade Complete							
Lining reinstated to achieve fire rating							
<b>WINDOWS</b>							
Window System Installed							
Flashings Installed							
Rear Air Seals Installed							
<b>EXTERNAL CLADDING</b>							
Membrane Installed							
Cavity Batten Installed							
Cladding Installed							
Flashings Installed							
<b>GENERAL</b>							
Interior finishing trims installed							
Stair Balustrades Upgraded							
Stair Nosings Installed							

## Site Safety

- Request Safety plan from the Contractor
- Deal with health and safety issues as an agenda item at each site meeting
- As employer you are responsible for the personal safety of staff.
- Train and Equip staff correctly.
- Give practical training.
- Responsibility to advise of unsafe site conditions.
- Read site board – we advise that staff check with site managers prior to all site visits.







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②

WAITING ON MEASUREMENT



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## Robust Communication

- Do not visit site unless commissioned to.
- Track all communication.
- Copy relevant correspondence to affected parties.
- All dealings are to be with the main contractor. You may gain a better understanding of the issues by discussing the issues with the sub-contractor.
- Confirm all instructions in writing.
- Have robust in house systems for information and communication management.



ARCHITECT'S Q/A REGISTER

1749	14/02/08	STAM	FE	Q		APARTMENT SHOWER- SUPPORTS & DOOR PROPOSAL
1750	13/02/08	FCC	FE	A		APARTMENT 1305 (PREV 18) JOINERY DOORS UNDER STAIR
1751	13/02/08	FCC	BL	A		CQ 1829 RESPONSE
1752	14/02/08	FCC	FE	A		ACCESS PANEL - LIGHTS 15-03 RE CQ 1831
1753	14/02/08	FCC	FE	A		L11& 12 WET AREA DOOR FRAMES RE CQ 1830
1754	14/02/08	FCC	FE	A		APARTMENT 03 ELECTRICAL VOID KITCHEN- RE CQ 1834
1755	14/02/08	FCC	BL	A		CQ 1832 PASSENGER LIFT DIMENSION CHANGE
1756	14/02/08	FCC	FE	A		DETAILS FOR APARTMENT 1305 (PREV 18) JOINERY DOORS UNDER STAIR
1757	14/02/08	FCC	FE	A		LEVEL 13 APARTMENT 03 ELECTRICAL VOID KITCHEN- RE CQ 1834
1758	15/02/08	FCC	FE	A		PENTHOUSE QUERIES- RE CQ 1742
1759	15/02/08	FCC	FE	A		LEVEL 23 FLOOR PLAN CAD FILE AS REQUESTED
1760	15/02/08	FCC	AL	A		CQ1826 - CAR LIFT ROOF DETAIL
1761	15/02/08	FCC	AL	A		CQ1835, CQ1838 - GRID 1 CORNER CANOPY
1762	15/02/08	FCC	BL	A		CQ 1832 PASSENGER LIFT SIZE APPROVAL
1763	15/02/08	FCC	BL	A		ACOUSTIC INSULATION TO CEILINGS
1764	15/02/08	STAM	ML	A		VPR - level 23 ph 1, 2, & 3 ceiling colour change
1765	15/02/08	FCC	BL	A		CQ 1843 RENNAI HOT WATER UNIT FLUES
1766	15/02/07	FCC/STAM	FE	A		DISPLAY SUITE 1308 (NEW 1309) INSPECTION LIST
1767	18/02/08	FCC	FE	A		APARTMENT SHOWER- SUPPORT PROPOSAL
1768	18/02/08	FCC	AL	A		CQ1848 - BASEMENT DOOR UPDATES
1769	18/02/08	FCC	DB	A		PODIUM SLAB SETOUT DWG ISSUE
1770	19/02/08	fcc	db	a		KITCHEN APT 9 DEFECT LIST
1771	19/02/08	FCC	AL	A		DT11A AMENDED
1772	19/02/08	SOA	JC	A		LOBBY ENTRY ARTWORK WALL- REVISED FROM QA 1732 AS PER COMMENT
1773	19/02/08	STAM	AL	Q		LAUNDRY DUCT RELOCATION
1774	20-2-08	fcc	DB	A		2ND INSPECTION 1309 KITCHEN DEFECTS
1775	20/02/08	FCC/STAM	FE	A		DISPLAY SUITE 1308 (NEW 1309) 2ND INSPECTION LIST
1776	20/02/08	FCC	BL	A		13.09 (PREVIOUSLY 13.08) DISPLAY APARTMENT COMPLETION
1777	20/02/08	FCC	AL	A		CQ1847 - APARTMENT LOBBY AREA DETAILS
1778	20/02/08	FCC	FE	A		LEVEL 11&12 SPRINKLER SHOP DRAWINGS
1779	20/02/08	FCC	FE	A		APT 1305 LOWERED CEILING IN PANTRY CQ 1849
1780	20/02/08	FCC	FE	A		CEILING HEIGHTS TO L12 NORTH APARTMENTS (RE CQ 1841)
1781	20/02/08	FCC	FE	A		FLOOR PLANS FOR SURVEYOR
1782	21/02/08	STAM	FE	A		APARTMENT SHOWER- SUPPORTS & DOOR PROPOSAL
1783	21/02/08	FCC	BL	A		CQ 1859 GOODS LIFT CALL BUTTON
1784	21/02/08	FCC	BL	A		SC 3650 LOFT APARTMENTS E & F BATHROOM CEILING HEIGHTS
1785	21/02/08	FCC	FE	A		LEVEL 3 AND 4 FLOOR PLAN CAD FILES
1786	21/02/08	FCC	BL	A		CQ 1853 ROOF OVERFLOW LOCATIONS
1787	21/02/08	FCC	BL	A		CQ 1842 GLAZING TO PASSENGER LIFTS AND CANOPIES
1788	21/02/08	FCC	BL	A		CQ 1825 CARPARK LOCKERS
1789	22/02/08	ACC	BL	A		Revised Drawings for Street Interface RC
1790	22/02/08	fcc	DB	A		UPSTAND DETAILS TO PODIUM L5 DWG ISSUE
1791	25/02/08	FCC	BL	A		CQ 1866 PARAPET CAPPING SETOUT
1792	25/02/08	STAM	ML			AR - MEETING NOTES NO:09 - FFE inspection DISPLAY APT 07 & 08 Level 13
1793	25/02/08	FCC	BL	A		CQ 1860 AND 1870 SWANSON ST CANOPY
1794	25/02/08	FCC/HASTIES	FE	A		LEVEL 23 CAD FILE FOR MECHANICAL SHOP DRAWINGS
1795	26/02/08	FCC	FE	A		HEATED TOWEL RAIL/UNDERFLOOR HEATING/DEMISTERS RE CQ 1867
1796	27/02/08	FCC	BL	A		CEILING INSULATION.
1797	27/02/08	FCC	FE	A		DRAWING LIST CURRENT & DELETED DRAWINGS
1798	27/02/08	FCC/SPAK	BL	A		LOBBY BAR TIMBER
1799	27/02/08	FCC	FE	A		RCP DRAWINGS ISSUED FOR CORRIDOR LIGHTING DIMENSIONS
1800	28/02/08	NDY	AL	Q	NO	ACOUSTIC QUERY REGARDING BASEMENT LIFT
1801	28/02/08	FCC	FE	A		LEVEL 22 FRAMING SETOUT- SHAFTWALL
1802	28/02/08	STAM	ML	A		SH - MEETING NOTES NO:10 - FFE DISPLAY APT 07 & 08 Level 13
1803	28/02/08	FCC	AL	A		CQ1878 - LIFT LOBBY CHANNEL GLAZING DETAILS
1804	29/02/08	FCC	FE	A		RCP COODINATION- RESPONSE TO CQ 1818

## Shop Drawing Review

- Request shop drawings for critical items.
- Review drawings. **Do not approve.**
- Check for compliance with the appearance, general set out and order of size detailed in the Contract Documents
- Do not accept responsibility for dimensions, quantities, methods of manufacture or assembly.
- Return shop drawings with appropriate notes and accompany with and covering note stating limitations of review.



## Peddle Thorp – Shop Drawing Stamp

This Drawing has been REVIEWED by  
PEDDLE THORP AITKEN LIMITED  
and endorsed as follows.

- No amendments required by us.
- For amendment and re-submission of revised drawing. Work may proceed subject to the amendment noted.
- For amendment and re-submission of revised drawing for reviewing before proceeding with the work.

This REVIEW covers Design Intent and does not relieve the contractor of any Contractual Obligations including complying with the Drawings and Specifications and the setting out of the works.

By \_\_\_\_\_ Date \_\_\_\_\_

Shangri La

Project No: 09 02 1086

ARCHITECTS



QUESTION  
 ADVICE

No: 019

Date: 1 October 2010

From: Peddle Thorp Aitken LTD

To	Cc	Company	Abbr	Attention	Telephone	Email
		Shangri la Body Corporate	SBC	Bruce Gault	021 663 982	brucegault@mac.com
▶		Haydn & Rollett Construction	H&R	Brian Dippie Rod Mitchell	444 7379	bdippie@haydnrollett.co.nz
		Davis Langdon	DL	Simon Barnes	379 9903	sbarnes@davislangdon.co.nz
		BECA	Beca	Martin Wootton	300 9000	martin.wootton@beca.com
		Aurecon	A	Lana Duboka	520 7377	dubokal@ap.aurecon.com
▶		Thermosash Commercial Ltd	TCL	David Hayes Roger Davies Paul Ogilvy	444 4944	david.hayes@thermosash.co.nz
		About Body Corporate	ABC	Kim Churcher	623 0221	kim@aboutbodycorp.co.nz

Fax                      Mail                      ▶ Email                      Hand                      Total Pages: 1x A4                      + 4X A3

Originals will not be posted unless requested

RE: STAIR TOWER ALUM SHOP DRAWING REVIEW

Rod/Paul

Please find attached Thermosash shop drawings reviewed with comments and mark ups.

We are not able to approve the Shop Drawings as requested, but have instead reviewed the drawings.

The drawings have been examined for compliance with the appearance, general set out and order of size detailed in the Contract Documents. The Architect accepts no responsibility for dimensions, quantities, methods or manufacture or assembly or for completeness of the information shown.

Return of the documents as noted below is not an approval of structural adequacy, detailed dimensions, method of manufacture, statutory compliance, nor any contractual responsibility to the Contractor or user of these drawings. It does not relieve the sub-contractor of responsibility for the correctness of the shop drawings, site dimensions, and overall design, or for ensuring the work is performed in compliance with the Contract Documents. Nor can it be construed as authorising departure therefrom.

Regards

Peddle Thorp Aitken LTD

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 QA 019- STAIR TOWER ALUM SHOP DRAWING REVIEW.DOCX

# Site Observation













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PEDDLE THORP



7.1









CAN WE  
FIX IT?

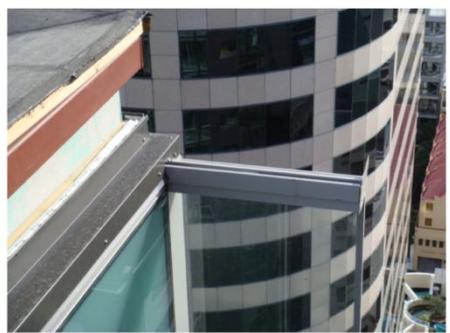
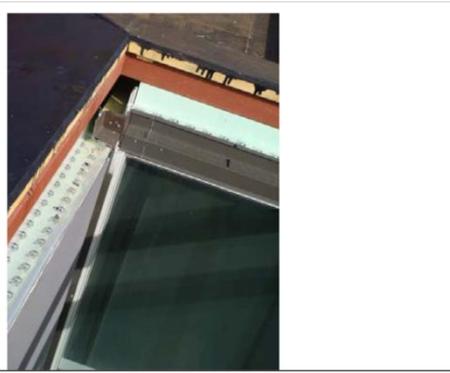


NO IT'S  
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**HONESTY**

*Even some builders have it*

	<p><b>Item 4. Typical Parapet/Curtain Wall Head.</b></p> <p>Thermosash to complete Head Flashing to voids and cantilever curtain wall in accordance with TCL DWG 563.</p> <p>Exposed timber behind parapet flashing to be covered with Aluband. Lap up RAB board.</p> <p>Repair Approx 40mm Dia Holes to mullions. Check all. Noted at GL 20 H. At 1m below roof level.</p> <p>Remove swarf from all cantilevered transoms. Examine, clean and determine if remedial action is required.</p>
	<p><b>Item 5. Typical Parapet</b></p> <p>Remove all ply primer to head flashings.</p> <p>Inspect all for rough workmanship at junctions, fixings and accuracy with regard to line and level. Holes not used for fixings require filling. Junctions at soakers rough.</p>
	<p><b>Item 6. Parapet Internal Corners</b></p> <p>Head flashing to window and overlaid system not in accordance with architectural drawings. (Some corners have a 45 deg junction). PTA/FCC and TCL to discuss options to achieve both architectural and waterproofing requirements.</p> <p>Return Panel fixing too high, could have been rotated 90deg to clear parapet flashing.</p> <p>Compromise will need to be reached ASAP.</p>

IF YOU DO NOT RECEIVE ALL PAGES PLEASE TELEPHONE OR FAX IMMEDIATELY

## Interface with Supporting Consultants

- Communicate regularly.
- Request to be copied in on all communication. Decisions made may affect you.
- Copy to consultants all relevant correspondence sent to the contractor or client.



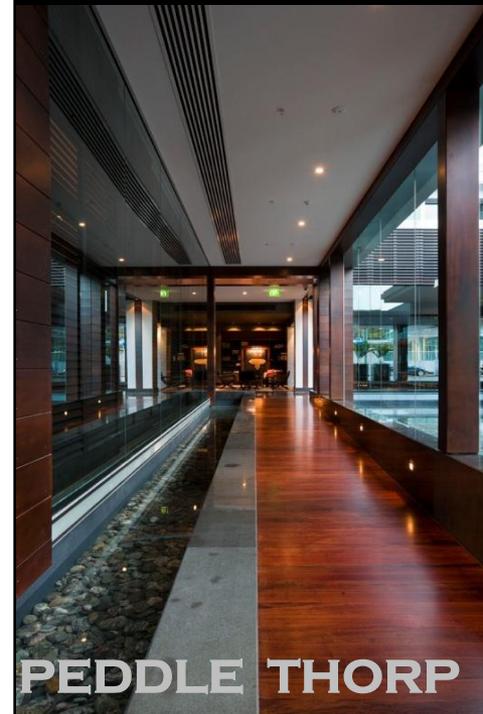
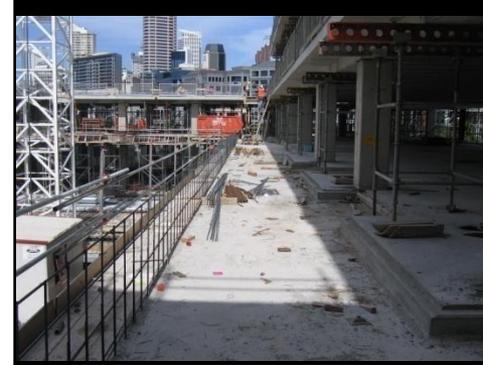
## Council Inspections/Process

- Read and distribute the conditions of all consents to all affected parties to understand Council's requirements throughout the project.
- Get to know the inspectors. This will generally work in your favour.
- Understand Council's inspection process.



## Project Completion – Defect Identification

- Request programme from contractor.
- Make sure adequate provision of time and access has been provided.
- Separately identify incomplete works and defects.
- Clearly reference location and type of defect.
- Track progress of inspections.



STAMFORD ON ALBERT

PROJECT NO: 02 02 811

INSPECTION REGISTER

Room No.	Room Name	Initial Inspection	Check 1	Check 2	Final Check
<b>LEVEL 22 APARTMENT 08</b>					
22.08.1	Entry	16/09/2008	4/05/2009		
22.08.2	2nd Bedroom Entry	16/09/2008	4/05/2009		
22.08.3	2nd Bedroom Ensuite	16/09/2008	4/05/2009		
22.08.4	2nd Bedroom	16/09/2008	4/05/2009		
22.08.5	Living/Study	16 & 29/9/08	4/05/2009		
22.08.6	Living	16/09/2008	4/05/2009		
22.08.7	Dining	16/09/2008	4/05/2009		
22.08.8	Kitchen	16 & 29/9/08	4/05/2009		
22.08.9	Powder Room/Laundry	16/09/2008	4/05/2009		
23.08.10	Passageway	16/09/2008	4/05/2009		
22.08.11	Master Bed Study/Entry	16/09/2008	4/05/2009		
22.08.12	Master Bed	16/09/2008	4/05/2009		
22.08.13	Master Ensuite	16 & 29/9/08	4/05/2009		
22.08.14	Loggia/Lanai	16/09/2008	4/05/2009		

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23 Customs Street East  
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PEDDLE THORP ARCHITECTS LTD



THE STAMFORD RESIDENCES

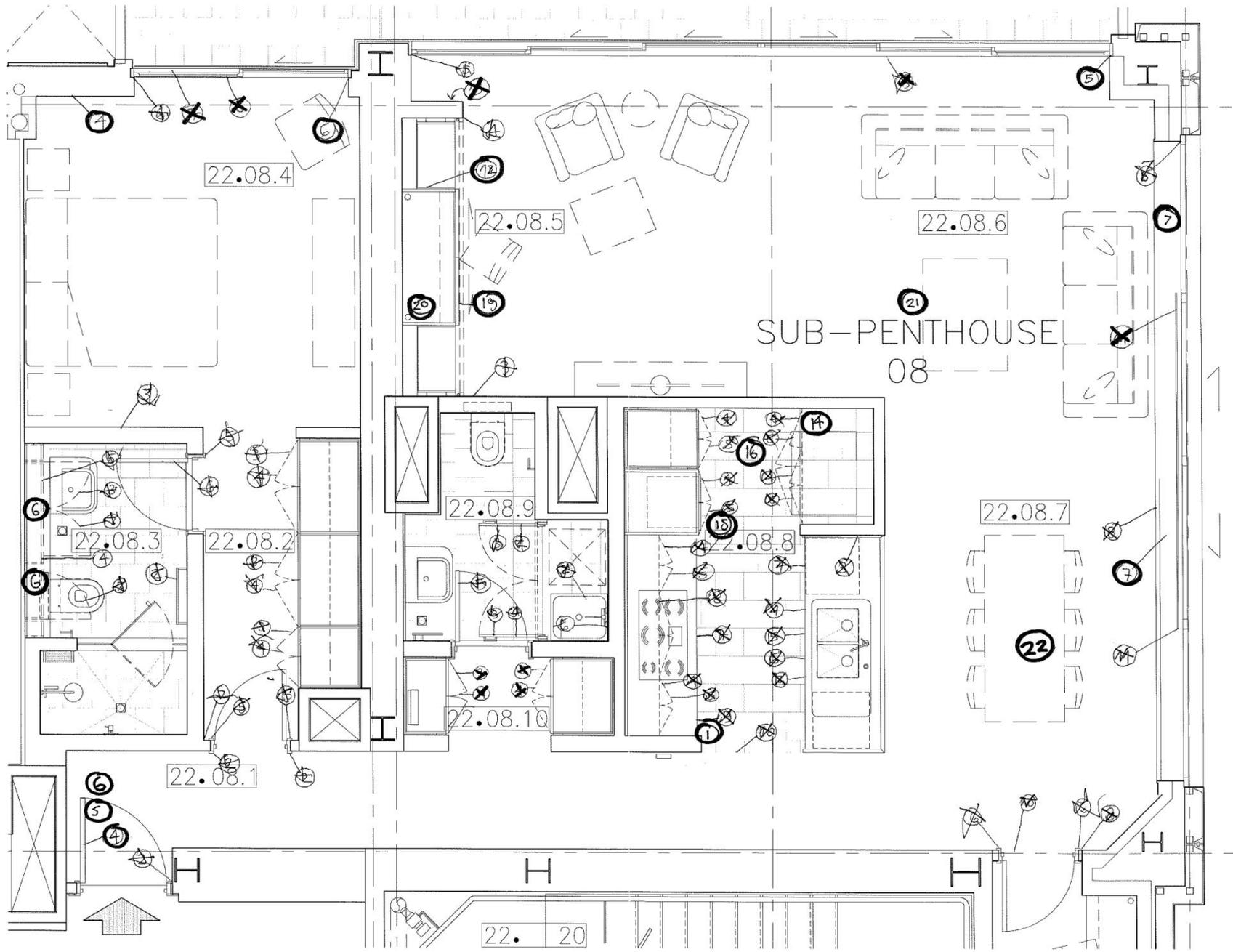
DEFECTS INSPECTION

Date: 16 & 29/09/08

Level: 22

Room: Apartment 08

Defect No.	Defect Description	Check 1 04/05/09	Check 2 (date)	Check 3 (date)
<b>LIVING/DINING/STUDY</b>				
1(G)	Gaps in ceiling negative detail	✓		
2(G)	Generally remove marks from skirting	✓		
3	Skirting piece added	✓		
4	Skirting end not painted/wrong finish	✓		
5	Window jamb not sealed	X		
6	Scriber unevenly painted/cracked against wall	✓		
7	Window sill to be made good	X		
8	Scriber joint visible	✓		
9(G)	Generally clean all joinery	✓		
10	Door architrave/ceiling joint to be made good	✓		
11	Safety glass not sealed against sill	✓		
12	Visible screws without caps - <b>not colour matched</b>	X		
13	Carpet/slider joint untidy	✓		
14	Lights not working	✓		
15	Study light not installed	✓		
16	Install study handles	✓		
17	Install head stop from study joinery doors	✓		
18	Hole in wall - 400 AFL make good. Outside face of study wing wall	✓		
19	<b>Align Doors</b>	X		
20	<b>Polish out scratches to bench and repair wall adjacent</b>	X		
21	<b>Repair carpet damage</b>	X		
22	<b>Repair hole beside sprinkler</b>	X		

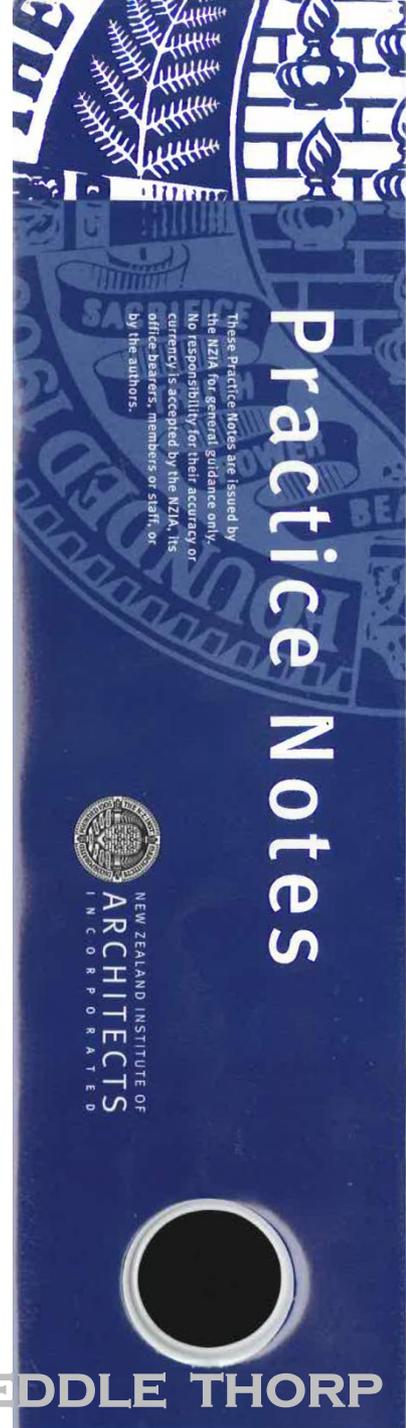


# Practical Completion Preparation

## Practice Note PN 9.603

Practical Completion means that the Contract Works or a Separate Section of them attain Practical Completion when information and warranties listed in the Specific Conditions have been provided, and are:

- a) Able to be used for their intended purpose without material inconvenience;
- b) Have generally been built in accordance with the Contract documents



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Practice Notes



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## Practice Note PN 9.603. cont

- c) Are free from any defects except for:
- (i) Minor defects and minor omissions for completion during the Defects Liability Period; and
  - (ii) Omissions and defects which the Architect becomes aware of during the defects liability period; and
  - (iii) Any undiscovered, latent or other defect which the Architect could not have reasonably discovered.
- d) Work which the Architect and the Contractor have agreed to defer for completion during the Defects Liability Period, or such later date as agreed between the Architect and the Contractor

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Practice Notes



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# Practical Completion Supporting Documents

- Confirmation from all consultants that work associated with their discipline is completed in accordance with the Practical Completion definition in the contract.
- All warranty documentation.
- Register of all defects from all disciplines.
- Register of all documents and Producer Statements called for in all specifications (all disciplines). Register status.



Reserve North Specification Data to be submitted



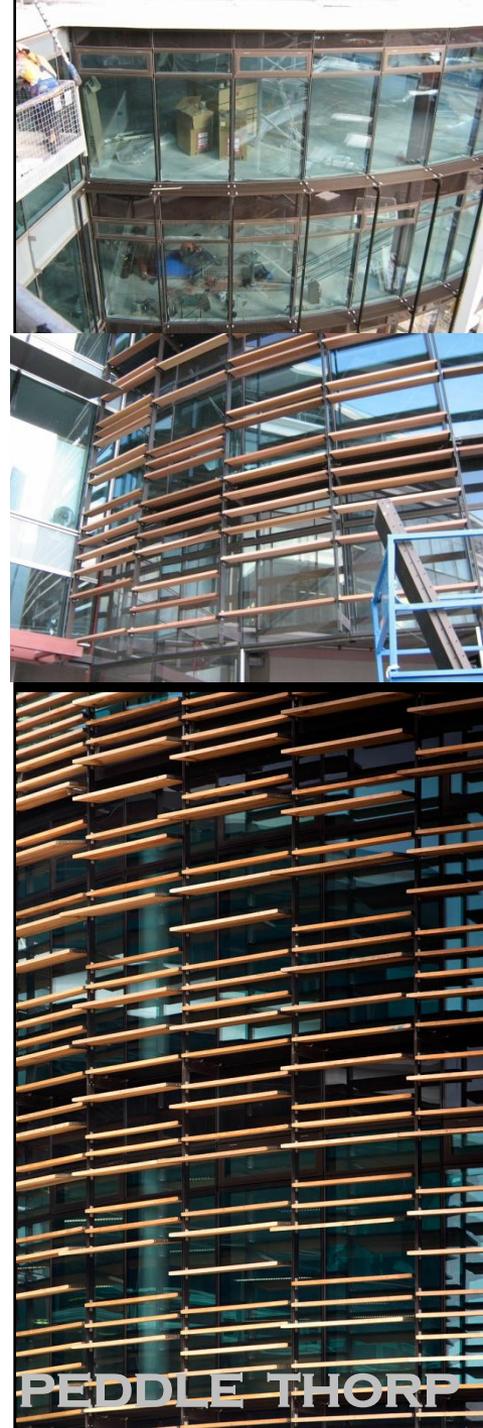
CLOSED OUT

OVERDUE

Subcontractor	Specification Trade	specification section	specification	clause details	when required	status	Notes	Chased by?	PM reference/notes	sent date to client or consultant
CBD	Sealants (non fire rated)	K3	Architectural	manufacturer's certificates for the sealants/sealant systems required	Prior to commencement	CLOSED OUT	As per specification	✓✓OK		
CBD (Hawkins)	Carpentry		Architectural	Producer statement PS 3	4 weeks prior to Completion	CLOSED OUT	* Hard copy in Docs for COC file	✓✓WHERE? ✓OK.		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	testing aluminium joinery assemblies - copy detailed documents to the Architect.	Prior to commencement	CLOSED OUT	Test report in O&M manual	✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Product manufacturer's letter confirming acceptance of workmanship and letter required related to sealants	4 weeks prior to Completion	REQUIRED	* Proving difficult to obtain	✓✓ NOT REQUIRED		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Product data submission for technical specifications for application/installation required before commencing the works.	Prior to commencement	CLOSED OUT	Accepted by MDL	✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	manufacturer's certificates for all items listed required	Prior to commencement	CLOSED OUT	* Provided by PS1	✓✓✓✓ VALUE IS F		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Tender design submissions as listed.	Prior to commencement	CLOSED OUT	Tender approved by Melview	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Shop drawings required.	During works	CLOSED OUT	Various RFI's	✓✓✓✓		various
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Samples required.	During works	CLOSED OUT	Tender approved by Melview	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Warranty required for aluminium joinery (12th & 13th Schedule)	4 weeks prior to Completion	REQUIRED	* ✓OK SIGNED.	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Warranty required for powdercoating. (12th & 13th Schedule)	4 weeks prior to Completion	REQUIRED	* ✓OK SIGNED.	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery	J1	Architectural	Operating and maintenance manuals required	4 weeks prior to Completion	CLOSED OUT	* On file	✓✓✓✓ ✓OK.		
CFL ~ Commercial Facades Ltd	Metal Louvres		Architectural	Maintenance Manual required	4 weeks prior to Completion	CLOSED OUT	On file	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Metal Louvres		General conditions of contract	Warranty (12th & 13th Schedule)	4 weeks prior to Completion	REQUIRED	* ✓OK SIGNED.	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Double Glazing		General conditions of contract	Warranty (12th & 13th Schedule)	4 weeks prior to Completion	REQUIRED	* ✓OK SIGNED.	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Hardware		General conditions of contract	Warranty (12th & 13th Schedule)	4 weeks prior to Completion	REQUIRED	* ✓OK SIGNED.	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Hardware		General conditions of contract	Maintenance Manual required	4 weeks prior to Completion	CLOSED OUT	On file	✓✓✓✓		
CFL ~ Commercial Facades Ltd	Aluminium Joinery			Producer statement PS 1	4 weeks prior to Completion	CLOSED OUT	* Hard copy in Docs for COC file	N/A ✓OK.		
CFL ~ Commercial Facades Ltd	Aluminium Joinery		Architectural	Producer statement PS 3	4 weeks prior to Completion	CLOSED OUT	Hard copy in Docs for COC file	N/A		
CS Group	Seismic joint		Architectural	Producer statement PS 3	4 weeks prior to Completion	CLOSED OUT	Hard copy in Docs for COC file	N/A		
CS Group	Seismic joint		Architectural	Warranty for workmanship (12th & 13th Schedule)	4 weeks prior to Completion	CLOSED OUT	JH has on file	✓✓✓✓		
Ede Engineering	Architectural metalwork	E2	Architectural	Shop drawings required	During works	CLOSED OUT	Various RFI's	✓✓✓✓		Various
Ede Engineering	Architectural metalwork	E2	Architectural	Sample handrail and balustrade.	Prior to commencement	CLOSED OUT	Balustrade accepted by client at time of tender	✓✓✓✓		
Ede Engineering	Metal cappings/flashing	H8	Architectural	Product manufacturer's letter confirming acceptance of workmanship and letter required related to sealants	4 weeks prior to Completion	REQUIRED	* Proving difficult to obtain	✓✓✓✓ NOT REQUIRED		

# The Future

- Robust QA processes will be demanded.
- A stronger demand for Architect to Provide Producer Statements.
- Quality Assurance plans may be demanded on all projects.
- Qualifications demanded.
- Licensed Building Practitioner .



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