

## DAILY INSPECTION RECORDS

*Compliance Schedules require many of the regular inspections to be undertaken by the Building Occupants and for records to be kept on site, along with the inspections from IQP contractors. The council will occasionally audit and require these records to be produced.*

The Building Act 2004 Section 108 requires that where specific safety features are provided in a building, the owner must accept responsibility for maintaining those safety features. While majority of these inspections are completed by the Building Owner or IQP Representative, your building requires a daily inspection of the final exits and other doors because it has areas which are open to members of the public. This requirement includes all education facilities, retail spaces, cafes and bars, theatres, churches and sports arenas.

These checks are very straight forward and need to be recorded on the attached paperwork. Please note the daily inspections only need to be completed on days the building is occupied.

Things to check for in your daily inspections are as follows (as applicable):

- ALL Exit doors unlocked prior to opening the building to the public.
- Fire and Smoke Stop Doors closed at all times
- Egress paths kept clear from obstructions and clearly signed – including keeping tables and chairs clear from exit paths



The records of these inspections are required to be kept on site, or within the auditable region of the local council, for two years. The council are required under their accreditation processes to audit a certain percentage of buildings, and they are in turn being audited by the Ministry of Business, Innovation and Employment to ensure that their audits are up to scratch. Consequently Owners Records now need to be accurate and available at all times, and failure to produce these records now results in an instant fine.

Records for the daily owner's inspections can be downloaded free each year from our website ([www.wfe.co.nz](http://www.wfe.co.nz)). Please do not hesitate to contact our Building Warrant of Fitness department on 03 768 0555 or [admin@wfe.co.nz](mailto:admin@wfe.co.nz) if you have any queries or require further information.

Failure to hold complete records of these inspections during a council audit on site will likely result in an instant fine, along a Notice to Fix and follow-up inspections from them.