

SECTION 3

BUILDING APPROVALS

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Version	Date	Authors	Summary of Changes
P1	16/05/14	WA	Preliminary Issue for Review
P2	11/7/14	WA	Preliminary Issue for Review
3	19/8/14		Issue to web

3.0 Building Approvals

3.1 Legislation

All work shall be designed and constructed to comply with the current requirements of all relevant legislation including but not limited to the:

- Building Act;
- National Construction Code (NCC);
- Local Government Ordinances;
- Fire Safety Act;
- Anti-Discrimination Legislation;
- Sustainable Planning Act;
- Environmental Protection Legislation;
- Work Health Safety Act and Regulation;
- Disability Discrimination Act (DDA);
- Queensland Anti-Discrimination Act (QLD);
- Local Government Ordinances for the particular Campus;

All Authority approvals necessary shall be obtained before construction commences or during construction as appropriate such that progress of the works is not delayed. Evidence of all such approvals and the payment of associated fees shall be lodged with JCU.

3.2 Australian Standards

All work shall be designed and constructed to comply with the current requirements of all relevant Australian and International Standards including but not limited to the:

- Disability (Access to Premises – Buildings) Standards;
- Access to Premises Guidelines;
- Australian Standards;

Any AS referenced in the NCC but not specifically mentioned here shall be applicable as referenced in the NCC. Where Acts or Australian Standards are quoted, reference shall always be made to the most recent edition.

3.3 Certification

Obtaining Building Approval

Building approvals are to be obtained from the JCU appointed Private Certifier for all projects that include building works. Documentation required including numbers of hardcopies is included in Consultant fees.

Building Application and Certificates

Required documentation including but not limited to:

- Building Application Forms (Private Certifier to confirm)
- Architectural Floor Plans, Elevations and Sections
- Structural Design Drawings and Design Certification
- Mechanical Design Drawings and Design Certification
- Electrical Floor Plans (indicating Exit Signs and Emergency Light) and Design Certification
- Hydraulic Floor Plans (indicating Booster Hydrant and Hose reels locations) and Design Certification
- Fire Services Floor Plans (indicating All Special Fire Services)
- Fire Detection & Warning System Design Certificate

Obtaining Building Approval

The Coordinating Consultant or Contractor is to coordinate and lodge all required documentation prior to issuing tender documents or within four (4) weeks of agreeing Total Project Sum (TPS) for Design & Construct projects. When building work is approved, one (1) set of the approved documentation will be returned to the Applicant.

Queensland Fire and Rescue Service Approvals

QFRS approval for Special Fire Services is required by the University acting as the Local Authority under the Building Act. The Private Certifier will arrange lodgement of the Special Fire Services application to the QFRS.

Authority Fees

Authority Fees to be paid by JCU include:

- Fees associated with QFRS Lodgement and Approval.
- Fees associated with Q-leave

Health Approvals

The Coordinating Consultant or Contractor is to obtain the Health approvals from the relevant Local Authority. Building approval will not be issued by the Private Certifier until Health comments are received.

Sewerage and Water Supply Approval

The Coordinating Consultant or Contractor shall coordinate documents, pay all associated fees and obtain approval from the relevant local authority as required under the Sewerage and Water Supply Act. This application is to be made at the same time as lodging the Building Application with the University.

During Construction

The Applicant and all relevant consultants will carry out inspections of the building work to check general compliance with the approved documentation. The Applicant must inform the Private Certifier about any amendments which may affect the building's compliance with the Building Legislation.

At Practical Completion

The Applicant shall advise the Private Certifier that all work has been completed in accordance with the approved documents and of any changes affecting the Buildings Compliance, which happened during the construction period. Copies of Consultants completion certificates and all other relevant certificates are to be provided. The Private Certifier and the University Fire Officer (UFO) shall be invited to witness all testing prior to inspection by the TPS Private Certifier will issue the Certificate of Classification for the building once completion and compliance is achieved.

3.4 Records

Existing Records

The Estate Office maintains a comprehensive archive of building records to fulfil obligations under the 'Public Records Act' 2002 and Health and Safety Requirements. It is also required for the ongoing maintenance and development of JCU physical facilities. Existing information can be requested by contacting the Estate Office.

As-Constructed /Installed Drawings, Operating & Maintenance Manuals

The Principal Consultant shall provide a set of “As Constructed” architectural drawings at the completion of the project. One hard copy (set) and one AutoCAD version will be required. The drawings shall be recorded in duplicate on separate CDs for JCU records. The consultant shall ensure that all site plans, floor plans, reflected ceiling plans (for all disciplines) and any deviations from tendered documents will be provided on CD in the approved format (as nominated below). All underground services shall be established by ground survey and clearly recorded on the As Constructed drawings (and the sewer route detail must show inlet and outlet levels at all pits).

All documentation included in the original tender shall require the provision of As Constructed drawings, two Operating and one Maintenance Manual for all building elements and services components. Ensure that graphic representations for each control system are prepared (including chilled water pumps, air handling units, etc., complete with room numbering identification). The manuals must contain sufficient detail to effectively operate, program, and maintain the entire system. The Maintenance manuals shall include a Maintenance Schedule (log) itemising daily, weekly, monthly, quarterly, half yearly and annual maintenance requirements. A Maintenance Schedule for the building elements shall also be provided.

CAD drawings shall be in a format compatible with AutoCad release 2008 and shall include all information necessary to view and plot the original drawings. Each individual CAD drawing shall be supplied as a separate file and copies are to be provided of any non-standard fonts or shape files. All CAD drawings files shall consist of all layer names used in a drawing, complete with their layer descriptions, line types, colours and corresponding pen sizes. The file for the plot style used will also be supplied on the CD. Scanned, vectorised or raster images of hard copy drawings shall not be accepted as CAD drawings. All CAD drawings shall be purged of any unused blocks, fonts, layers, line types, cross references and the like, prior to delivery to JCU.

Operating & Maintenance Manuals

Operating and Maintenance Manuals must be provided to the SR in draft form at least four weeks prior to Practical Completion; with CD one hard copy and one PDF copy will be required for JCU records. The contractor must provide EO staff training on the use and programming of all systems (including a copy of the master, installer’s and programmer’s codes, and any associated passwords). This may require several days training.

Operating and Maintenance Manuals must be provided to the SR for Practical Completion. For air-conditioning, a detailed and quantified commissioning and test data schedule must be prepared and signed off for Practical Completion. The manuals must include all schedules and details of intake and diffuser air flow rates, proposed water treatment, plant inspection, and cleaning of plant items. During routine maintenance processes the successful sub-contractors shall be accompanied by a member of Construction and Maintenance (as part of the training).

The mechanical subcontractor shall include a 2nd year maintenance and replacement agreement in the tender, to be managed by JCU following completion of the defects liability period.

Full schematic drawings (electrical and DDC) must be supplied as part of the maintenance manuals, as well as logic flow diagrams of the DDC control programming.

For data, the test results are to be provided straight from the tester (e.g. Fluke) in its proprietary format (not Excel), and sent electronically. A Statement of Compliance is to be issued in accordance with NATA’s accreditation requirements for the in-field test results, together with the Certificate of Guarantee.