

## ESSENTIAL SAFETY MEASURES MAINTENANCE SCHEDULE

BUILDING ACT 1993  
BUILDING REGULATIONS 2018

Regulation 219 & 222

**Building Name:** [REDACTED] Uniting Church [REDACTED]  
**Address:** [REDACTED]  
[REDACTED]  
**Building/s or part of building:** Whole Building  
**BCA Classification of Building/s:** 9b

In accordance with Regulation 219 of the Building Regulations 2018, at the request of the owner or owner's representative, the following Essential Safety Measures Maintenance Schedule has been created by a private building surveyor, listing the Essential Safety Measures and maintenance requirements in this building.

This Maintenance Schedule has been prepared by:

- Reviewing the Essential Safety Measures as per:
  - Building Regulations 2018 - Schedule 8
  - Descriptions and terminology adopted from BCA 2004 onward
  - The Victorian Building Authority Practice Note 23-2016

Reviewing actual Essential Safety Measures observed on site with consideration to the appropriate regulations applicable at the time of installation.

Adopting AS 1851-2012 'Routine Service of Fire Protection Systems and Equipment' requirements.

<b>Part</b>	<b>Essential safety measures required to be provided in the building or place of public entertainment</b>	<b>Provision of the Building Regulations 2018 applicable to installation and operation of essential safety measure</b>	<b>The level of performance that each essential safety measure must achieve to fulfil its purpose</b>	<b>The frequency and type of maintenance required for each essential safety measure</b>	<b>The frequency and type of testing and inspections required for each essential safety measure</b>
1.2	Materials and assemblies required to satisfy prescribed fire hazard properties	C1.10	CP4	Yearly	Inspection for damage, deterioration, or unauthorised alteration
2.1	Paths of travel to exits	D1.6	DP2, DP4, DP6	Every 3 months	Inspection to ensure there are no obstructions and no alteration
2.2	Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	D1.7, D1.9 to D1.11, D2.12	DP2, DP4, DP6, GP4.1, GP4.3	Every 3 months	Inspection to ensure there are no obstructions and no alteration
2.3	Exits (including fire-isolated stairways and ramps, non-fire isolated stairways and ramps, stair treads, balustrades and handrails associated with exits, and fire-isolated passageways)	D2.2, D2.3, D2.8 to D2.11, D2.13, D2.16, D2.17	DP2, DP4, DP5, DP6	Every 3 months	Inspection to ensure there are no obstructions and no alteration
2.6	Doors (other than fire or smoke doors) in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms	D1.6, D2.19 to D2.21, D2.23	DP2, DP4, DP5, DP6	Every 3 months	Inspection to ensure there are no obstructions and no alteration
3.1	Exit signs (including direction signs)	D1.12, Specification D1.12, E4.5, E4.6, E4.8	DP4, EP4.1, EP4.2	Every 6 months	As per AS 2293.2-1995
4.1	Emergency & exit lighting	E4.2, E4.4	EP4.1	Every 6 months	As per AS 2293.2-1995
5.1	Fire hydrant system (including on-site pump set and fire-service booster connection)	E1.3	EP1.3	Every 6 months	As per AS 1851-2012
5.2	Fire hose reel system	E1.4	EP1.1	Every 6 months	As per AS 1851-2012
5.4	Portable fire extinguishers	E1.6	EP1.2	Every 6 months	As per AS 1851-2012
5.5	Fire blankets	E1.6	EP1.2	Every 6 months	As per AS 1851-2012

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Notes:

The maintenance provisions listed include AS 1851-2012. This has been incorporated following the building owners request to adopt the industry best practice for maintenance. Alternative maintenance provisions may be adopted with consent from the building owner and our office.

The owner of this building must comply with this maintenance schedule to ensure each Essential Safety Measure is operating at the required level of performance to fulfil its purpose.

Pursuant to Part 15 of the Building Regulations 2018, the owner of the property is required to:

- Maintain records of maintenance – inspections and testing;
- Complete an Annual Essential Safety Measures report before each anniversary of the date of occupancy permit or determination under this Division; and
- Keep all Essential Safety Measure reports and records of maintenance checks on the premises for inspection by the municipal building surveyor or chief officer at any time on request.

Name: [REDACTED] BS-U [REDACTED]  
[REDACTED]

Signed: \_\_\_\_\_ Date: [REDACTED] 2021

**MAINTENANCE SCHEDULE DOCUMENT SET**

<b>1. Property description</b>	<b>Street address:</b> <input type="text"/> <input type="text"/> <b>Postcode:</b> <input type="text"/>																
<b>2. Building Code of Australia Description</b>	<b>Description:</b> <table border="1"><tr><td data-bbox="611 680 948 719"><b>Description of use:</b></td><td data-bbox="948 680 1485 719">Four x Retail tenancies <input type="text"/></td></tr><tr><td data-bbox="611 730 948 768"><b>Building Floor area Approx.:</b></td><td data-bbox="948 730 1485 768">410.5m<sup>2</sup></td></tr><tr><td data-bbox="611 779 948 817"><b>Year Built:</b></td><td data-bbox="948 779 1485 817">Unable to determine</td></tr><tr><td data-bbox="611 828 948 866"><b>Effective height</b></td><td data-bbox="948 828 1485 866">0.0m (approx.)</td></tr><tr><td data-bbox="611 878 948 916"><b>Classification</b></td><td data-bbox="948 878 1485 916">Class 6</td></tr><tr><td data-bbox="611 927 948 965"><b>Minimum Type of Construction</b></td><td data-bbox="948 927 1485 965">Type C construction</td></tr><tr><td data-bbox="611 976 948 1014"><b>Storeys contained</b></td><td data-bbox="948 976 1485 1014">One</td></tr><tr><td data-bbox="611 1025 948 1064"><b>Rise in Storeys</b></td><td data-bbox="948 1025 1485 1064">One</td></tr></table>	<b>Description of use:</b>	Four x Retail tenancies <input type="text"/>	<b>Building Floor area Approx.:</b>	410.5m <sup>2</sup>	<b>Year Built:</b>	Unable to determine	<b>Effective height</b>	0.0m (approx.)	<b>Classification</b>	Class 6	<b>Minimum Type of Construction</b>	Type C construction	<b>Storeys contained</b>	One	<b>Rise in Storeys</b>	One
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<b>Minimum Type of Construction</b>	Type C construction																
<b>Storeys contained</b>	One																
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<b>3. Relevant Occupancy Permits</b>	<b>Occupancy Permits references and dates:</b> <input type="text"/>																
<b>4. Performance Solutions</b>	<b>Performance Solution:</b> <input type="text"/>																
<b>5. Reporting Authorities</b>	<b>Reporting Authorities:</b> <input type="text"/>																
<b>6. Maintenance Schedule</b>	<b>Maintenance Schedule:</b> <input type="text"/>																



**Appendix A – Maintenance Schedule**

**Building Act 1993  
Building Regulations 2018  
MAINTENANCE SCHEDULE  
Regulation 222**

**Table 1 – Building/s Identification:**

Building/s <i>List name and address of building/s below</i>	Description of use of the building/s
[Redacted]	Retail, for the supply of services direct to the public.

This schedule has been issued:

- a). at the request of the owner under regulation 220

Refer to the aerial plan below showing the parts of the building highlighted in red, as described in **Table 1**.



**Table 2 – Details of Occupancy Permit/s (where issued on or after 1 July 1994) and Maintenance Determination/s:**

Occupancy permit number	Date of occupancy permit/s or maintenance determinations
Not Applicable	Not Applicable

The owner of the building and/or place must ensure that each ESM listed below:

- performs at the level to fulfil its purpose as specified; and
- is inspected, tested and maintained in accordance with the requirements specified below.



**Table 3 – ESMs for buildings completed before 1 July 1994, or on or after 1 July 1994 to 1 June 2018**

Essential Safety Measure	BCA or other provision to which ESM has been installed and is to operate	Frequency and type of maintenance required
<b>Part 1 – Building Fire Integrity</b>		
Building elements required to satisfy prescribed fire-resistance levels	NCC Volume One CP1, CP2 Section C	Yearly As per AS 1851-2012 Section 12
Materials and assemblies required to have prescribed fire hazard properties	NCC Volume One CP2, CP4 C1.10	Yearly inspection for damage, deterioration, or unauthorised alteration
<b>Part 2 – Means of Egress</b>		
Paths of travel to exits	NCC Volume One DP2, DP6 D1.6	3 monthly inspection to ensure there are no obstructions and no alterations
Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	NCC Volume One DP2, DP4, DP6 D1.7, D1.9 to D1.11, D2.12, G4.3, G4.6	3 monthly inspection to ensure there are no obstructions and no alterations
Doors (other than fire or smoke doors) in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms	NCC Volume One DP2, DP4 D1.6, D2.19 to D2.21	3 monthly inspection to ensure doors are intact and fitted with conforming hardware
<b>Part 3 – Signs</b>		
Exit signs (including direction signs)	NCC Volume One EP4.1, EP4.2 D1.12, E4.5, E4.6, E4.8, AS/NZS2293.1	6 monthly, yearly, 10 yearly or end of light source life (LSL) As per AS/NZS 2293.2-2019
<b>Part 4 – Lighting</b>		
Emergency lighting	NCC Volume One EP4.1 E4.2, E4.4, AS/NZS2293.1	6 monthly, yearly, *10 yearly or end of light source life *(for maintained LED luminaires only) As per AS/NZS 2293.2-2019
<b>Part 5 – Fire Fighting Services and Equipment</b>		
Fire Blankets	AS2444	6 monthly As per AS 1851-2012 Section 11
Portable fire extinguishers	NCC Volume One EP1.2 E1.6, AS2444	6 monthly, yearly, 5 yearly and after use As per AS 1851-2012 Section 10
<b>Part 6 – Mechanical ventilation</b>		
Kitchen exhaust system	NCC Volume One FP4.5 F4.12, AS1668.1	Monthly, yearly As per AS 1851-2012 Section 13
<b>Part 7 – Other Measures</b>		
Glazed assemblies	NCC Volume One BP1.2, BP1.3, FP1.4 B1.4, F1.13, AS2047	Yearly inspection for damage, deterioration or unauthorised alteration
Refrigerated chambers, strong rooms and vaults	NCC Volume One GP1.3 G1.2	3 monthly inspection to ensure there are no obstructions and no alterations
<b>Part 8 – Building Use and Application</b>		
Classification and use of buildings	NCC Volume One Part A6	Yearly inspection to ensure the use of the building(s) is not contrary to any existing approvals



Signed:

[Redacted Signature]

Building Surveyor Name:

[Redacted Name]

Registered Practitioner No.:

[Redacted No.]

Date:

[Redacted Date]

**Maintenance Schedule Conditions and Notes:**

1. A council building document search was not conducted in the preparation of this Maintenance Schedule. Where a discrepancy exists between this document created from a visual site inspection and the occupancy permit / certificate of final inspection, the occupancy permit/certificate of final inspection will take precedence for that particular essential safety measure.
2. This Maintenance Schedule is not an assessment of building classification nor compliance to current building regulations for essential safety installations and should not be interpreted as certification of some compliance.
3. No access was obtained to concealed spaces, restricted areas, and hazardous areas.
4. This Maintenance Schedule has been prepared based on judgment and experience and without viewing any documentation associated with the original construction of the building.