

SS9

Mechanical Ventilation or Air-Conditioning Systems



Please provide the following information

Date

If you need help to complete this form, consult the system provider or an IQP who is registered for the system above

Applicant Name

Building Name

Site Address

Classified Use

Existing Compliance Schedule Number(s) (if applicable)

Risk/Purpose Group

Fire Hazard Category

Total Occupant Load

Specified System Description (address items that apply)

Specified Systems	Existing	New	Modified	Removed
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- Type
- Toilet extract system servicing multiple facilities
 - Ducted ventilation or air-conditioning system
 - Spray booth ventilation system where the booth forms all or part of the building
 - Air-handling system that maintains a differential air pressure in a hospital operating theatre, medical isolation room, quarantine facility or pharmaceutical manufacturing plant
 - Cooling-water system incorporating one or more cooling towers or evaporative condensers
 - Air-handling system required to function in smoke management or smoke clearance mode during a fire
 - System incorporating one or more solid liquid or gas-fired boilers
 - System containing one or more electric heating elements mounted in air handling units or ducts located outside the occupied space
 - Split air-conditioning unit that introduces fresh air into the building
 - Dust extract system in a building that is not part of the building
 - Other

Location Plan for Specified Systems and Records is attached	Yes	No
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No	Equipment Location	Make (main components)	Model
1			
2			
3			
4			
5			

Standards (address items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific Standard(s) / document

Performance / Installation

NZS 4303:1990 Ventilation for acceptable indoor air quality.

AS 1668:2012 The use of ventilation and air-conditioning in buildings.

Part 2: Ventilation design for indoor-air contamination control.

AS 1668:2002 The use of ventilation and air-conditioning in buildings.

Part 2: Ventilation design for indoor air-contamination control. Amendment 1 and 2

AS/NZS 1668:2015 The use of ventilation and air-conditioning in buildings.

Part 1: Fire and smoke control in buildings

AS/NZS 1668.1:1998 The use of ventilation and air-conditioning in buildings. Fire and smoke control in multi-compartment buildings

AS/NZS 3666:2011 Air-handling and water systems of buildings. Part 1: Microbial Control - Design, installation and commissioning Part 2: Microbial Control - Operation and maintenance

AS/NZS 4740:2000 (R2016) Natural ventilators - classification and performance.

AS/NZS 3823:2012 Performance of electrical appliances – air-conditioners and heat pumps.

AS/NZS 4114:2003 Spray painting booths, designated spray-painting areas and paint mixing rooms Part 1: Design, construction and testing. Part 2: Installation and maintenance.

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Inspections

AS/NZS 3666.2:2011

AS/NZS 1668.1:2015

AS/NZS 4740:2000

AS/NZS 4114:2003 – Part 2

AS/NZS 3823.1.2:2012

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Chemical control

AS/NZS 3666.3:2011 -Table 3.2

AS/NZS366.4:2011

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Fire and smoke control

AS 1851:2012 – Section 13

AS 1851-2012/Amdt 1-2016

AS 1851:2005

AS 1851-2005/Amdt 1-2006

AS 1851-2005/Amdt 2-2008

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Inspections, Maintenance and Reporting (address items that apply)

Minimum inspection & maintenance procedures

Regular inspection and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/document to ensure effective operation and preservation of any inbuilt safety features.

Inspection frequency and responsibility

Depending on the type of installation and its performance standard/document:

Specifically designed solutions: by IQP only

Standard / another document:

Weekly: by IQP

Monthly: by IQP

Annually: by IQP

Inspections & Maintenance

Weekly/monthly inspections:

In addition to the maintenance required by the applicable standard selected, particular attention will be given to systems incorporating cooling towers or evaporative condensers, in case organisms such as Legionella are present.

Monthly/annual inspections:

Monthly and annual inspections will be carried out as per the applicable standard / document selected. However, where appropriate, any additional inspections or maintenance activities required to ensure that a system continues to operate properly will be included with inspection and maintenance procedures.

Chemical control

For cooling towers and evaporative condensers with automatic chemical dosing: Bacteriological tests: Compliance Schedule Handbook, Table 1, Pg. 40

For cooling towers and evaporative condensers without automatic chemical dosing: Weekly dip-slide tests. If dip-slide tests have a result greater than 10^5 cfu / ml, control strategies in AS/NZS 3666.3 Table 3.2 must be implemented.

Reporting

The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the on-site log book or electronically, which will remain available with the most recent compliance schedule, and as a minimum include:

- Details of any inspection, test or preventative maintenance carried out, including dates, works under-taken, faults found, remedies applied and the person who performed the work.
- Form 12A provided annually by the IQP