

FORM 15

Building Act 1993

BUILDING REGULATIONS 1994

Regulation 11.6

ANNUAL ESSENTIAL SERVICES REPORT

This report is in relation to Occupancy Permit No..... issuedor determination made under regulation 11.4 dated..... and is required to be prepared before each anniversary of the date of that occupancy permit or determination.

Maintenance personnel details

The following personnel carried out maintenance on the essential services in this building during the preceding 12 months.

Essential service	Name	Address

Details of any inspection report made under regulation 11.7

Compliance

I hereby state that I have/the owner has* taken all reasonable steps to ensure that—

*delete as applicable

- (i) each essential service is operating at the required level of performance; and
- (ii) each essential service has been maintained in accordance with the occupancy permit or determination under regulation 11.4; and
- (iii) there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building since the last essential services report, other than those for which a building permit has been issued; and
- (iv) the information contained in this report is correct.

Signature

Owner/agent of owner*..... Date



The Building Control Commission
Level 27 Casselden Place, 2 Lonsdale Street Melbourne, Victoria 3000
Telephone (03) 9285 6400 Facsimile (03) 9285 6464
P.O. Box 563E Melbourne 3001, Technical Enquiries 1300 360 380

Building Appeals Board
Telephone (03) 9285 6400 Facsimile (03) 9285 6410
Building Practitioners Board
Telephone (03) 9285 6400 Facsimile (03) 9285 6490
Registration Enquiries 1 300 360 320

A building owner's responsibility does not cease when the construction of the building is complete. There is an ongoing responsibility for the upkeep of the building including the maintenance of safety features throughout the life of the building.

PURPOSE

The Building Regulations 1994 have been amended to ensure that building owners display the occupancy permit and the new Annual Essential Services Report in a prominent location within the building. The owners will also be responsible for keeping on the premises the details of the annual essential services reports and records of maintenance checks, service and repair work. Either the Municipal Building Surveyor or the Chief Officer of the relevant fire brigade (MFB or CFA) will randomly check this documentation. Penalties apply for non-compliance.

The provision will apply to buildings built or altered after 1 July 1994, other than a house or outbuilding. Under the Building Code of Australia 1996 this means Class 1a, Class 10 and Class 4 buildings – refer to text).

BACKGROUND

Local councils have an obligation in building legislation to ensure regular maintenance checks of essential services. However, building owners also need to be responsive regarding the operation and safety of their buildings.

A purpose of the Building (Amendment) Regulations 1999 is to improve the administration and enforcement of the maintenance of essential services.

Regulation 11.2 defines the meaning of "essential service" to include:

- Air conditioning systems
- Emergency lifts & emergency lighting
- Exit doors and exit signs
- Emergency power supply
- Fire control centres
- Fire curtains & doors
- Emergency warning and intercommunication system
- Fire detectors and alarm system
- Fire extinguishers
- Fire hydrants
- Fire windows
- Mechanical ventilation systems
- Fire isolated stairs, passageways, ramps
- Fire rated materials
- Path of travel to exits
- Smoke alarms
- Smoke control systems
- Sprinkler systems

SAFETY LEVELS AND PERFORMANCE

The maintenance of essential services will ensure that the safety system within the building remains at the required operational level throughout the life of the building.

Under regulation 11.3 an occupancy permit must include in a condition:

- a list of all the essential services and specify
- the level of performance determined by the relevant building surveyor
- state the frequency and type of maintenance required.

CARRYING OUT MAINTENANCE

The type of maintenance required depends on the complexity of the service and the experience of the person to carry out the inspection. For example, it may include:

- Fire safety systems maintenance specialists
- Engineers
- Hydraulic sprinkler specialists
- Building maintenance personnel

The owner can undertake to replace batteries, ensure proper functioning of door hardware and clearing of exit routes.

If you are unsure who to contact please seek further information from the relevant building surveyor who issued your occupancy permit.

Records of maintenance and repair work should be filed in an organised manner in one location and kept on the premises for future reference and inspection by the municipal building surveyor or chief officer when required.

WHAT AN OWNER MUST DO

Each year owners will be required to prepare an annual essential services report on the building's essential services. Owners may choose to engage specialist maintenance contractors to assist in the preparation of the report. As part of this function owners are required to:

- Display all current
 1. Occupancy permits; and
 2. Determinations under regulation 11.4 (if applicable); and
 3. Annual essential service report
- Locate the documents in a prominent position as approved by the building surveyor.
- For buildings built or altered after 1 July 1994 compliance is required by the next anniversary date of issue of the document e.g. if an occupancy permit was issued 15 July 1998, then compliance is required by 15 July 1999.
- For building work completed on or after 1 July 1999 the occupancy permit or determination under 11.4 must be displayed immediately following the issue of the document.
- The annual essential services report is to be in accordance with the prescribed form as attached.
- All essential services reports and record of maintenance checks, service and repair work are to be kept on the premises for inspection.
- The agent of the owner may complete the annual services report.

HOW TO DISPLAY DOCUMENTS

There is an ongoing requirement to display an occupancy permit and/or determination, which may be several pages in length depending on the number of essential services listed. The current annual essential services report must also be displayed commencing from the next anniversary date of the issue of the relevant document. The following options are suggested:

- Frame the documents
- Place in sealed, transparent or glass covered notice board
- For multiple pages laminated copies suspended or fixed to the building (e.g. a ring through the pages or in a transparent organiser)

BENEFITS TO OWNERS AND THE PUBLIC

- Owners will have a greater knowledge of the safety of their buildings
- The system of building maintenance is transparent
- Provides for efficient audit and enforcement function
- Permanent display of these documents provides occupants with safety information including occupancy numbers.

TYPES OF BUILDINGS AFFECTED

All buildings other than a house or outbuildings are affected. These include Class 1b, 2, 3, 5, 6, 7, 8, and 9 as defined in the Building Code of Australia 1996:

Class 1b: small boarding house, guesthouse

Class 2: flats, block of apartments

Class 3: boarding house, lodging, residential part of a school, hotel, and aged accommodation

Class 5: office for professional or commercial purpose

Class 6: shop or other building for sale of goods by retail, café, restaurant, milk bar, dining room, bar.

Class 7: building used as a public building used for a carpark, storage, or display of goods

Class 8: laboratory or a building for production or assembly of goods

Class 9: a public building such as a health care building or assembly building.

BUILDINGS BUILT BEFORE 1 JULY 1994

Buildings constructed before 1 July 1994 are not required to comply with the essential services requirements. However, the owner is still responsible to ensure that the safety equipment, safety fittings or safety measures are maintained in a state that enables them to fulfill their purpose.

REQUIREMENTS FOR BUILDING DESIGNED ON PERFORMANCE BASIS

The relevant building surveyor who approves a building under the performance based Building Code of Australia 1996 is still required to apply regulation 11.2 (a list of essential services) and will need to be more careful in determining what maintenance is required. The building surveyor must also make a judgment under regulation 11.2 to include items in the occupancy permit that are not specified in the Building Regulations 1994.

WHAT HAPPENS IF AN OWNER DOES NOT COMPLY

The Municipal Building Surveyor or Chief Officer of the relevant fire brigade (MFB or CFA) is responsible for the enforcement of these Regulations.

Non-compliance with the regulations may result in a fine up to \$1000 for each breach of the regulations.

Non-compliance could place not only the occupants lives at risk in the event of an emergency, fire or evacuation but also those of passers by and the occupant of adjoining buildings.

Adequate maintenance is the best means of ensuring that fire safety systems will operate reliably if an emergency arises.

