



31 August 2018

To whom it may concern,

Arranging Site Access for Argest to Perform Building Warrant of Fitness Inspection.

Argest is the company that is contracted by the Ministry of Education to perform Building Warrant of Fitness inspections. The Ministry has also contracted Argest to inspect other significant items at schools. This is to help ensure that we meet our obligations as a responsible landlord. A representative from Argest has recently been in contact with your school to arrange a site visit at an agreed time to undertake this work.

The Education Act 1989 requires schools to obtain a police vet of every contractor and sub-contractor, including their employees, who has, or is likely to have, unsupervised access to students at the school during normal school hours.

Argest has developed a "School Access Plan" (SAP) in consultation with the New Zealand School Trustees Association (NZSTA). The SAP describes what type of work will occur, and the precautions that will be taken to minimise interactions between Argest representatives and students while they are on the school site. You can view a copy of the SAP on the Argest website here: www.argest.com

If you consider the Argest representative is likely to have unsupervised access to students on the school site within normal school hours, there are three options available for facilitating access:

- a. Provide a school staff member to escort the Argest representative for the duration of their duties at the school.
- b. Request that the Argest contractor perform the Building Warrant of Fitness inspection outside of normal school hours.
- c. Initiate the administration required to have the contractor police vetted by the school.

Options (b) and (c) may delay the completion of the inspection and incur additional costs.

Please contact Rob Wilson at rwilson@argest.com or 0800 274 378 if you would like to discuss these options further.

Yours sincerely



Delaney Myers
Acting Deputy Head EIS – Infrastructure Delivery