

22 February 2021

Dear Principal or Executive Officer,

**STATE SCHOOLS BUILDING ACT COMPLIANCE FOR AUTOMATIC DOORS (SS3/1)
AND/OR ACCESS CONTROLLED DOORS (SS3/2)**

Argest manages Building Warrant of Fitness's and Building Act compliance for your school on behalf of the Ministry of Education.

The Building Act requires Automatic Doors and/or Access Controlled Doors installed at your school be listed on your schools Compliance Schedule, as they are designated Specified Systems (SS), and be maintained and inspected as part of the Building Warrant of Fitness process.

Argest have been advised that your school now has had either SS3/1 Automatic Doors and/or SS3/2 Access Controlled Doors installed and in use.

To ensure your school is compliant with the Building Act we have arranged **Dormakaba (NZ) Ltd** to attend your school every three months to carry out preventative maintenance and inspect your SS3/1 and SS3/2 doors. This is provided at no cost to your school. In some areas Dormakaba may use an agent. This service will meet the requirements of the Act to have a Preventative Maintenance Agreement in place for the previous 12 month Building Warrant of Fitness period.

The doors you have installed only need to comply with the Standards in place when they were installed, and not to any revised standards introduced since the installation of the relevant doors. Any improvements are at the discretion of your school.

Dormakaba will contact and visit your school and will ask a staff member to sign their Inspection sheets, a copy of this is to be placed into the schools "Systems and Features Compliance Manual" in section 7. As should any service records from other companies.

If Dormakaba inspect your doors and they determine repairs or remedial work is required for your door that falls outside preventative maintenance, they will issue your school with a Work Requirement Notice (WRN). WRNs identify items that are required to be completed for BWOFF compliance, these will be in Section A1, A2 or B. They are to be completed by your school at the school's cost.

The WRN may also note items that are recommendations, Section C, these are discretionary, and the school can determine if they wish to have them completed or not.

Your school has the option to use whatever reputable door company you choose to undertake the repairs, or you can use Dormakaba.

Your school may already have an Automatic Door and/or Access Controlled Door preventative maintenance contract with another door/security company, possibly the initial installation company. You have the option to continue with that service provider, at the school's cost, or transfer across to the Ministry funded service agreement. Don't forget to cancel the service contract once this is completed.

It is important to note that Access Control Doors that are integrated into your security system may be covered by "security" service or monitoring contract to maintain your school's overall security system. This is separate to the service provided for compliance and will need to be maintained by your school. You will also need to provide Dormakaba with a contact with your security services provider to enable the Access Control Doors to be isolated when they are carrying out their tests and maintenance.

If you have any questions or require any further information, please advise.

Yours faithfully

The Argest MoE Team

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