



Work Requirement Notice - FAQ

This document addresses some of the frequent questions that arise when a school is issued with a Work Requirement Notice (WRN).

This document is by no means exhaustive, if you have any further questions please send them through to us at teamMoE@argest.com, or call us on either 0800 274 378 or 04 472 7905.

New WRN Assistance Service

We have a dedicated team at Argest who can assist at any stage of the WRN remediation whether it is gathering quotes for the work required on behalf of the school, following up with contractors for invoices, or any other questions or queries related to the WRN.

If you would like to use this free service please either call us, or email wrn.assistance@argest.com.

Please do this as soon as you are aware of the notice, so that we can help you from the outset.

Alternatively, if you would like to manage the WRN yourself we hope the below information is useful to support you through that process.

Contents

1. What is a WRN?
2. What do the different WRN sections mean?
3. How do I organise a contractor to complete the required work?
4. What if I get issued a WRN while a building project is underway?
5. How do I query a WRN?
6. How do I close a WRN?

1. What is a WRN?

A WRN is a 'Work Requirement Notice', which is issued to you by the Independent Qualified Person (IQP) who has inspected one or more of your school's safety systems.

If a WRN is issued, it means that something at the school is not up to the legally required standard. It is important that any issues raised in a WRN are resolved as soon as possible, as they mean that your safety systems are not functioning as they should, which could indicate an unsafe environment for your staff and students.

2. What do the different WRN sections mean?

Items in section A1 of the WRN are urgent issues and **must be resolved** before your next BWOFF can be issued.

Items in section A2 will not hold up your next BWOFF but may hold up the following years BWOFF. These items require remedial work in a timely manner. If they are not addressed within the year and are raised again the following year, then they will be escalated to section A1.

Section B items are in relation to record keeping and staff inspection management. These items may impact the ability to issue a BWOFF.

Section C items are recommendations. These are not compulsory to complete but are recommended for good property management.

NB: if your WRN is for a boiler or sprinkler inspection there is only one Section A. Section A items on these WRNs require immediate attention.

3. How do I organise a contractor to complete the required work?

For many WRNs you may be offered a quote for the work by the IQP who issued the notice. You may wish to accept this quote or you may have a different contractor that you would prefer to use or want to seek several quotes from other companies before you decide. You are under no obligation to accept the quote given by the IQP and can use any qualified contractor of your choice to carry out the remedial work.

If you do source the contractor yourself, remember to make them explicitly aware of the items on the WRN notice. You will need them to confirm that they have addressed these items to get the WRN closed.

Most council websites include a list of IQP's and what they are qualified to do, this is a great place to start if you're looking for a qualified contractor.

Below are some examples of who you can use to carry out WRN work:

SS1- Sprinkler Systems

The monthly and biennial sprinkler inspections will usually be done by Wormald, they may issue you a WRN and an accompanying quote for the work. Alternatively, you can use any fire protection company. Fire Protection NZ (FPANZ) have a list of certified contractors on their website.

* Please note that if the sprinkler system is being baffled (i.e. items are being stored too close to the sprinkler and would block the flow of water if the system were activated), this is always a section A1 item. If you receive a WRN due to sprinklers being baffled, simply move the items that are blocking this, and send through the signed off WRN with photos showing that this is done.

SS2- Fire Alarm Systems (AKA Emergency Warning Systems)

The monthly inspections of your fire alarm system will also generally be done by Wormald, and so you will usually also be offered a quote when they send the WRN through. Again, (FPANZ) have a list of

certified contractors on their website. In most cases whoever looks after your SS1 sprinkler system can also do work on your SS2 fire alarm system, and vice versa.

SS3/1 & SS3/2 Automatic and Access controlled Doors

These are usually inspected by Dormakaba, who will provide a quote for the work. Alternatively, you are welcome to use another company who specialise in automatic, fire, smoke, and access-controlled doors.

SS4- Emergency Lights

A competent electrician will generally be able to carry out this work.

SS7- Backflows

Backflows usually need to be repaired by an IQP plumber. Please note that backflows need to be retested after they are fixed. If the plumber you use is an IQP, then they will be able to retest this themselves. If they are not, please notify us once the repairs are done so we can send someone to retest the backflow.

SS8/1- Passenger carrying lift.

These are usually inspected by Kone, who will provide a quote for the work. Sometimes an electrician or builder will be able to remediate the issue, but please ensure they are qualified to do so. Feel free to get in touch with us for any clarification.

SS14/2- Signs

Depending on the signs you have we may be able to post signs to you free of charge. Please call or email us and we can check this for you, alternatively you can arrange replacements yourself.

Please make sure that any signs you use are compliant with the NZ building code clause for F8 signs [Acceptable Solutions and Verification Methods for Clause F8 Signs \(effective 1 Jan 2017\) | 2nd edition | Amendment 4 \(building.govt.nz\)](#)

SS15/2- Final exits

Final exit WRN's are usually related to locks on these exits. It is important that these locks could not result in anyone being accidentally locked in and unable to exit the building. In most cases the necessary remedial action is simply a case of changing a padlock to a snib lock.

SS15/3 - Fire separations and Fire doors

It is important that any fire door work is carried out by an approved IQP. They will have to check the door tags and only make changes/add hardware that is approved by the door manufacturer.

The above only touches on some of the most common issues, there are more systems that you may receive WRN's for. If you have any questions about what your WRN refers to please contact us.

4. What if I get issued a WRN while a building project is underway?

Sometimes a WRN may be issued that is due to current building works in an area of the school. In some cases nothing can be done about this until the works are completed, but it is important that a WRN is raised so that it is noted that the school's safety systems have been compromised in some way at this time.

If you are issued with a WRN due to ongoing building works, please let us know when the work is expected to be completed, and then again once it has been completed.

This communication is especially important if this work is occurring close to, or at the time, that the BWOFF is due to be issued.

If building works are ongoing when your BWOFF is due, and you cannot close the issued WRN, please send us the Building Consent number and any details regarding the work/area affected.

5. How do I query a WRN?

If you believe that a WRN has been incorrectly issued, please contact us and provide an explanation why you believe this to be the case. If a contractor has been to site and discussed this with you, then please ask them to write a short outline of their assessment of the situation and include this in the correspondence. We will review this and provide you with further information regarding the next steps.

6. How do I close a WRN?

It is your responsibility to ensure your WRN/s get closed off.

If the work required by the WRN was simply done by the school, then photo or video confirmation is needed. Please send this, along with a signed off copy of the WRN notice to teamMoE@argest.com. If the work is not something that can be captured on camera, it is a good idea to ask the IQP to look at the repair when they next come to do an inspection, and then ask that they sign off the WRN sheet, to show that the repair has been checked and verified.

If the work was completed by a contractor, we need to see a copy of the invoice clearly showing what work was carried out. If the invoice takes some time to come through, or does not clearly show what work was covered, then a formal email from the contractor can be used instead.

If the work was done by Wormald, please let us know and we will follow up with them. Email us a signed copy of the WRN and clearly state what items they have done.

Before you send in your confirmation, use your WRN form as a checklist; Is it clear that every item has been rectified? If the work completed is not clear then the IQP, who needs to sign off on the system now being compliant, may request further information. This can result in delays getting the WRN closed (and possibly hold up the BWOFF).