

## SS 15.4 – SIGNS - to assist evacuation (e.g. exit signs & arrows)

Register of signs for evacuation			
	Description	Model	Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
<b>Performance/Installation Standard:</b>		<input checked="" type="checkbox"/> NZ Building Code – F8 Signs 3.1, 3.2 & 3.3 <input checked="" type="checkbox"/> NZ Building Code – F8/AS1 Part 4 Exit signs 4.1.1 (a), (b), & (c) <input checked="" type="checkbox"/> NZ Building Code – F6 Visibility in escape routes 3.4, 3.4 & 3.6 (illuminated signs). <b>delete if there are no illuminated exit signs</b>	
<b>Inspections &amp; Maintenance Standard and Requirements:</b>		<input checked="" type="checkbox"/> NZ Building Code – F6 Visibility in escape routes 3.4, 3.4 & 3.6 (illuminated signs) <b>delete if there are no illuminated exit signs</b> <input checked="" type="checkbox"/> AS/NZS 2293.3: 2019 Emergency lighting & exit signs for buildings – Part 2 Routine service & maintenance. <b>delete if there are no illuminated exit signs</b> <input checked="" type="checkbox"/> NZ Building Code – F8 3.1, 3.2 & 3.3 <input checked="" type="checkbox"/> As per the Compliance Schedule handbook (see below).	
<b>As a minimum these inspections and maintenance procedures will be carried out:</b>		Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. (see below)	
<b>Inspection frequency and responsibility:</b>		<input checked="" type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Owner/Agent
		<input checked="" type="checkbox"/> Annual	<input checked="" type="checkbox"/> IQP
<b>Inspections &amp; Maintenance: Monthly Inspections</b>		Illuminated signs shall be inspected to ensure: <ul style="list-style-type: none"> <li>• Of correct type</li> <li>• In correct location</li> <li>• Legible</li> <li>• Illuminated</li> </ul>	

## SS 15.4 – SIGNS - to assist evacuation (e.g. exit signs & arrows)

<i>Monthly Maintenance</i>	<ul style="list-style-type: none"><li>• Clean</li><li>• Check securely fixed to wall</li><li>• Check for damage</li></ul>
<b>Reporting:</b>	<p>The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:</p> <ul style="list-style-type: none"><li>• Details of any inspections, tests or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.</li><li>• A Form 12A provided by an IQP annually.</li><li>• The IQP is responsible for ensuring proper training is delivered and only people who have received training are to perform owner inspections.</li></ul>