

LOG BOOK FOR SCHEDULE OF ESSENTIAL SAFETY AND HEALTH FEATURES AND MEASURES

For: Building Description

At: Address

Person Responsible	MONTH/YEAR 20.....											
	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N

BCA Table I1.1 - BUILDING FIRE INTEGRITY		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments												
Feature <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance		<p>The key is to look if there have been <u>any</u> changes made or damage caused and if so, do they meet the relevant standard?</p> <p>Comments are a guide only and do not replace the BCA provision requirements.</p> <p>If an item does not meet the standard it must be rectified immediately.</p>												
Building elements <i>required</i> to satisfy prescribed <i>fire resistance levels</i>	Section C, D1.12	Annual inspection for damage, deterioration, or unauthorised alteration	Relates to external fire walls ensuring intact, no newly created holes or damage												
Materials and assemblies <i>required</i> to have <i>fire hazard properties</i>	C1.10	Annual inspection for damage, deterioration, or unauthorised alteration	Relates to floor coverings such as carpets & vinyls. If they exist, do they contain loose threads etc? If they have been replaced, do they meet the required standard?												
Elements <i>required</i> to be <i>non-combustible</i> , provide fire protection, compartmentation or separation	C2.5 to C2.14, C3.3, C3.11, D1.7, D1.8, E1.3, G3.4	Annual inspection for damage, deterioration, or unauthorised alteration	Any internal fire walls ensuring intact, no newly created holes or damage												

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Fire doors (including sliding fire doors and their associated warning systems) and associated <i>self-closing, automatic</i> closing and latching mechanisms	C2.12, C2.13, C3.4 to C3.8, C3.10, C3.11, D1.7, D1.8, D1.12	Every month as per As 1851.7-1984 check operation of handles, closers and electronic strikes	Fire doors are tagged as such along hinge side and are contained within a fire wall (internal or external). Hardware attached is to meet relevant standard, e.g. if door closer is replaced it must be replaced with a fire door compliant one and not a cheapo off the shelf. Also need to check that door will automatically close from a fully open position.											
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BCA Table I1.2 – MEANS OF EGRESS		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments											
Feature (BCA refers to safety measures)	BCA provisions for determining standard of performance													
Paths of travel to <i>exits</i>	D1.6	Inspection every 3 months to ensure there are no obstructions and no alterations	Ensure that the passageways and circulation areas associated with an exit (with exit sign over it) are kept clear. I.e. do not use these areas as storage areas											
Discharge from <i>exits</i> (including paths of travel from <i>open spaces</i> to the public roads to which they are connected)	D1.7, D1.9 to D1.11, D2.12, G4.3, G4.6, G4.7	Inspection every 3 months to ensure there are no obstructions and no alterations	Ensure that exits not blocked externally e.g. by skip bin or car etc											
<i>Exits</i> (including <i>fire-isolated stairways</i> and ramps, <i>non-fire isolated stairways</i> and ramps, stair treads, balustrades and handrails associated with <i>exits</i> , and <i>fir-isolated passageways</i>)	D2.2, D2.3, D2.8 to D2.11, D2.13, D2.16, D2.17	Inspection every 3 months to ensure there are no obstructions and no alterations	Ensure that exits not blocked internally and no alterations (such as cupboards) have been placed under stairs											

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Doors (other than fire or smoke doors) in a <i>required exit</i> , forming part of a <i>required exit</i> or in a path of travel to a <i>required exit</i> , and associated <i>self-closing, automatic</i> closing and latching mechanisms	D1.6, D2.19 to D2.21, D2.23	Inspection every 3 months to ensure doors are intact, operational and fitted with conforming hardware.	Ensure additional hardware such as deadbolts have not been installed to prevent a single downward motion on handle to open the door. Also need to check that door will automatically close from a fully open position.										
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BCA Table I1.3 – SIGNS		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments										
Feature <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance												
Exit signs (including direction signs)	D1.12, E4.5, E4.6, E4.8	Every 6 months to AS 2293.2-1995	Relates to illuminated exit signs. Exit lights work in 2 modes – 1) light should always be on 2) When you press the test button the light should work Also switch power off and see if light still works. Cover needs to be cleaned										

BCA Table I1.4 – LIGHTING		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments										
Feature <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance												

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Emergency lighting	E4.2, E4.4	Every 3/6 months to AS 2293.2-1995	Emergency luminaries (including exit lights) are to be cleaned and the mains power switched off to check if the battery back up works										
Artificial lighting <i>required</i> to assist occupants movement and egress	F4.4, H1.7	Inspection every 3 months	Lights in the paths of exits are to be maintained										

BCA Table I1.5 – FIRE FIGHTING SERVICES AND EQUIPMENT		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments										
Feature <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance												
Fire hose reel system	E1.4	Every 6 months to AS 1851.2-1995	Need to engage someone to test operation of extinguisher. Tag to be maintained Invoice needs to be kept.										
Portable fire extinguishers	E1.6	Every 6 months to AS 1851.1-1995	Need to engage someone to test operation of extinguisher. Tag to be maintained Invoice needs to be kept.										

BCA Table I1.7 – AUTOMATIC FIRE DETECTION AND ALARM SYSTEMS		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments										
Feature <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance												

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Smoke and heat alarm system	Clause 3 of Specification E2.2a	Monthly inspection to test operation. Replace battery or unit as necessary	Push button on alarm to test if working. Replace battery annually.											
Smoke and heat detection system	Clause 4 of Specification E2.2a	Weekly if not monitored as prescribed in AS 1851.8 or monthly if monitored as per AS 1851.8	This system is used when smoke venting installed. Requires someone to be engaged to check the system.											

BCA Table I1.12 – OTHER MEASURES		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments											
Feature <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance													
Glazed assemblies	B1.4, F1.13	Annual Inspection to ensure no changes and that replacement complies with standard of performance	When there are breakages only use licensed glaziers and keep records of which window was replaced by whom and invoice Never use secondhand glass.											
Balconies	Part B1	Annual inspection to ensure that deterioration of balcony has not occurred.	Check for rotten timber, rusty steel etc in structural components											
Balustrades, barriers and safety fencing	Part B1, D2.16, G1.1	Annual Inspection to ensure that balustrades, barriers, safety fencing and gates are in place and check for damage and deterioration.	Check for rotten timber, rusty steel etc so that balustrade will still be structurally adequate											

PLUMBING FEATURES DESIGNATED BY PART 7 OF THE PLUMBING REGULATIONS	Relevant frequency of testing or inspection specified by the Building Surveyor:	Comments												
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Feature	Tasmanian Plumbing Code provisions for determining standard of performance														
Thermostatic mixing valves and tempering valves installed in early childhood centres, primary and secondary schools, hospitals and nursing homes, or similar facilities for people with disabilities, young people, elderly people or sick people	Relevant Performance Requirements of the Code	As prescribed in AS 4032.3	Tested by a registered plumber every 12 months. Records and invoices to be kept												

OTHER FEATURES DESIGNATED BY THE BUILDING SURVEYOR		Relevant frequency of testing or inspection specified by the Building Surveyor:	Comments												
Feature	Provisions for determining standard of performance														

Details of essential safety and health measures:

The following essential safety and health **measures** are required to be maintained having regard to regulation 45 of the *Building Regulations 2004* –
(Delete the measures not applicable or include measures where provided for)

BCA Table I1.13 – BUILDING USE AND APPLICATION		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments												
Measure <i>(BCA refers to safety measures)</i>	BCA provisions for determining standard of performance														

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Classification and use of building	A3.2 to A3.4	Annual inspection to ensure that building is being used and occupied in accordance with its classification	Churches are a class 9b building. This means the building can't be used for any other purpose. (E.g. turning a part of the building into a shop without getting a new Occupancy Permit.)											
Occupancy hazard	E1.5, E1.6, E1.10	Annual inspection to ensure that hazards do not exceed approved levels.	Relates to fire extinguishers and if new hazards have been added, such as storing more than 50 litres of fuel											

ESSENTIAL SAFETY AND HEALTH MEASURES – EMERGENCY EVACUATION PROCEDURES		Relevant frequency of testing or inspection specified by the Director of Building Control:	Comments											
Measure	Provisions for determining standard of performance													
Emergency control organisation and procedures	AS 3745 and AS 4086 for Class 9a buildings	As prescribed in the Standard	Refers to the emergency evacuation plan. Need an emergency evacuation plan indicating exits and places of refuge on the site.											

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OTHER MEASURES DESIGNATED BY THE BUILDING SURVEYOR		Relevant frequency of testing or inspection specified by the Building Surveyor:	Comments											
Measure	Provisions for determining standard of performance													

Schedule No.