

Standard Specification for Small Building Works v.20.1

Hold Points and Witness Points Schedules

Project information

Project Number;

RFT Number;

Project title;

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.....
.....

Superintendent;

Name;

Phone number;

Contact person (Project Manager/Officer)

Name;

Phone number;

Schedule 1 – Hold Points

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
1 GENERAL REQUIREMENTS				
CONTRACTOR'S RESPONSIBILITIES AND SUBMISSIONS - BUILDING CERTIFICATION - Provide a copy of the Section 40 Structural Certificate and a copy of the Permit to Build before commencing the works.	1.12.2	12		
CONTRACTOR'S RESPONSIBILITIES AND SUBMISSIONS - OCCUPANCY CERTIFICATE - Provision of a copy of an Occupancy Certificate is a condition precedent to Practical Completion.	1.12.3	12		
CONTRACTOR'S RESPONSIBILITIES AND SUBMISSIONS - HANDOVER - On or before Practical Completion provide: <ul style="list-style-type: none"> • An electronic copy of the As-constructed drawings. • A list of plant and equipment installed as part of the project. Include the following details: <ul style="list-style-type: none"> - Make - Model - Year of manufacture - Capacity - Location. • Details of the maintenance and servicing regime that will be undertaken during the defects liability period. Provide a servicing schedule for each item of plant and equipment which will be serviced and maintained during the defects liability period. • Operations and maintenance manuals. These must include cyclic maintenance requirements for the life of the plant and equipment. Also provide a copy to Technical Records in PDF format. 	1.12.7	13		
AS-CONSTRUCTED INFORMATION - Provision of As-constructed drawings is a condition precedent to Practical Completion.	1.14	13		
VOLATILE SUBSTANCES MANAGEMENT - Provide details of the volatile substances proposed to be brought in to the area(s) subject to Volatile Substance Abuse Management Plan(s) and provide details of the proposed methods for complying with the requirements of any applicable Volatile Substance Abuse Management Plan(s). This clause is applicable only in areas where Volatile Substance Abuse Management Plan(s) are in place.	1.17	14 & 15		
2 SITE PREPARATION				
GENERAL - ROCK OR BAD GROUND - If rock or bad ground is encountered, advise the Superintendent immediately. Do not carry out any further work in the affected area until and unless instructed to do so by the Superintendent.	2.1.2	17		
DEMOLITION - HAZARDOUS MATERIALS - Give notice immediately if any hazardous materials or conditions are found.	2.5.6	18		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
3 CONCRETE CONSTRUCTION				
TESTS - COMPRESSIVE STRENGTH - Agree to the method of strength assessment prior to ordering concrete.	3.6.3	26		
EMBEDDED ITEMS - PLACING AND FIXING - Fix cores and embedded items to prevent movement during concrete placing. Obtain approval before cutting reinforcement or displacing reinforcement from its required location.	3.10.1	28		
CONCRETE - HOT WEATHER PLACING - Mixing: Do not mix concrete when the outdoor shade temperature on the site exceeds 38°C, unless otherwise approved and then only subject to such conditions as may be imposed.	3.11.5	29		
SURFACE MODIFIERS AND SEALING SYSTEMS - Do not use surface modifiers without obtaining prior written approval from the Superintendent.	3.14	31		
SURFACE MODIFIERS AND SEALING SYSTEMS - Provide evidence that the slabs which will be internal to the building have been sealed. Provide manufacturer's information data sheets for the sealing systems used. Provide documentary evidence from the sealing system manufacturer, and from the manufacturers of adhesives proposed to be used under floor coverings, stating that the sealing system and the proposed adhesives are compatible, and that the concrete slab was at an appropriate moisture content when the sealing systems and adhesives were applied.	3.14	31		
4 STEEL CONSTRUCTION				
STRUCTURAL STEEL - WELD PROCEDURE SPECIFICATION - Obtain the superintendent's approval of Weld Procedure Specification (WPS) prior to commencement of any welding.	4.5.1	35		
STRUCTURAL STEEL - SHOP DRAWINGS - Submit 2 complete sets of shop drawings showing the relevant details of each assembly, component, connection, and details of transport and erection, including temporary lifting lugs etc. before commencing fabrication.	4.5.4	35		
CONSTRUCTION - TEMPORARY CONNECTIONS - Do not attach cleats without approval. Remove temporary cleats on completion and restore the surface.	4.6.3	36		
CONSTRUCTION - ENLARGEMENT OF BOLT HOLES - Do not hand flame cut or otherwise enlarge any bolt holes without Superintendent approval.	4.6.4	36		
PRE-FABRICATED STEEL ROOF TRUSSES – SHOP DRAWINGS - Submit shop drawings showing the truss arrangement, location, loading member sizes, joint details, lifting points and method of fixing and bracing.	4.9	38		
PRE-FABRICATED STEEL ROOF TRUSSES - CERTIFICATION - Provide certification of the structural sufficiency of the truss and roof design supplied on a completed NT <i>Building Act 1993</i> Section 40 structural design form.	4.9	38		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
5 FABRIC SHADE STRUCTURES				
DESIGN DRAWINGS - Provide 2 sets of shop drawings showing the following information: <ul style="list-style-type: none"> - Overall plans and elevations of the final design. - Details of the support structure, footings and bracing where applicable. - Details of the tension membranes including the fabric joins, seams and pockets. - Details of the tension cables, plates and connectors. - Details of the design tension figures for the fabric and the connectors. 	5.8.1	41		
DESIGN DRAWINGS - Provide with the design drawings, bound and indexed calculations. Provide calculations to show that the membrane can carry the full wind loads at the stated minimum life, taking into consideration the UV and other degradation of the membranes	5.8.1	41		
BUILDING CERTIFICATION - Provide a copy of the Section 40 Structural Certificate signed by a Northern Territory registered practicing Structural Engineer, indicating that all elements of the structure are designed to the full wind loads of AS/NZS 1170.2.	5.9	41		
BUILDING CERTIFICATION - Provide a copy of the Permit to Build before commencing works.	5.9	41		
OCCUPANCY CERTIFICATE - Provision of a copy of an Occupancy Certificate is a condition precedent to Practical Completion.	5.10	41		
AS-CONSTRUCTED DRAWINGS - Provision of As-constructed drawings is a condition precedent to Practical Completion.	5.17	43		
6 TIMBER CONSTRUCTION				
TIMBER ROOF TRUSSES - APPROVED TIMBER TRUSS MANUFACTURER - Use timber roof trusses prefabricated by an approved manufacturer. Provide the name of the timber truss manufacturer prior to ordering the trusses.	6.6.2	50		
TIMBER ROOF TRUSSES - SHOP DRAWINGS - Submit shop drawings showing the truss arrangement, location, loading, timber species, grade and sizes, joint details, lifting points and method of fixing and bracing, prior to the manufacture of trusses.	6.6.3	50		
TIMBER ROOF TRUSSES – SHOP DRAWINGS - Provide certification of the structural sufficiency of the roof truss design supplied on a completed NT <i>Building Act 1993</i> Section 40 structural design form.	6.6.3	50		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
7 BLOCK CONSTRUCTION				
REINFORCED MASONRY - CLEANING CORE HOLES - Notify the Superintendent when cleaning out is completed. Reinforcement may be placed in the cores prior to the inspection. Do not grout fill the cores until cleaning out and reinforcement have been inspected and approved.	7.11.3	54		
8 INSULATION, SARKING AND PLIABLE MEMBRANES				
VAPOUR BARRIER - VAPOUR BARRIER INSTALLATION - Give 1 days' notice to the Superintendent for inspection of the vapour barrier system after 2 runs of lapped foil is installed.	8.8.1	60		
VAPOUR BARRIER - VAPOUR BARRIER INSTALLATION - Give sufficient notice so that the sarking, vapour barrier and insulation can be inspected before it is covered up or concealed.	8.8.1	60		
VAPOUR BARRIER - CONTINUOUS AIR CONDITIONING - Design features and alternative methods must be approved by the Superintendent and, if an approved product is used, confirm manufacturers' instructions and recommendations with Superintendent.	8.8.2	61		
10 DOORS AND WINDOWS				
WINDOWS - SHOP DRAWINGS - Submit shop drawings showing the layout and construction and fixing details a minimum of 14 days prior to ordering materials.	10.19.3	75		
12 SUSPENDED CEILINGS				
CONSTRUCTION GENERALLY - CEILING GRID - Obtain approval of the set out before commencing the installation.	12.6.1	86		
16 PAINTING				
MATERIALS AND COMPONENTS - PAINT MANUFACTURER - Prior to placing orders provide a list showing the brand of the paint proposed for use and the trade names of the paint types referred to by generic type and APAS specification number in the painting schedule.	16.5.3	106		
MATERIALS AND COMPONENTS - SPRAY PAINTING - Do not apply by spray without approval.	16.5.4	106		
MATERIALS AND COMPONENTS - DELIVERY - Provides copies of invoices receipts or delivery dockets showing brands, quality, and quantities of paints and colour(s).	16.5.6	107		
GENERAL - INSPECTION AND TEST PLANS - Provide ITPs before commencing painting or substrate preparation.	16.7.1	107		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
17 FLOOR COVERINGS				
<p>SUBSTRATE - MOISTURE CONTENT - Do not commence the installation of flooring unless the moisture content of the concrete substrate has been tested to the following:</p> <ul style="list-style-type: none"> - Carpet: To AS 2455.1, Determining the moisture content and alkalinity of concrete subfloors appendix and values in Default moisture content (RH %) and alkalinity (pH) values for concrete subfloors clause have been obtained. - Resilient finishes: To AS 1884, Testing for Moisture Content in Subfloors Appendix, and the values in Testing Procedures section, Concrete Subfloors clause, Relative humidity surface mounted insulated hood test sub-clause have been obtained. 	17.6.2	119		
18 PLUMBING AND DRAINAGE				
NOTICE OF COMMENCEMENT - Do not commence work until copies of the approved plumbing plans have been lodged with the Building Certifier. Supply one copy of the approved drawings to the Superintendent before commencing work on the site.	18.5	125		
CONTRACTOR'S SUBMISSIONS - WORK-AS-EXECUTED DRAWINGS - Submit drawings showing the As-installed locations of pipes, fittings, tanks, water heaters, control valves and accessories. Show the depth of underground pipework.	18.8.1	126		
<p>CONSTRUCTION GENERALLY - BUILDING PENETRATIONS - Unless prior approval has been given by the Superintendent do not penetrate:</p> <ul style="list-style-type: none"> - Existing structural members including external walls, fire walls, floor slabs and beams; or - Membrane elements including damp-proof courses, or waterproofing membranes. Membranes: Where approval is given by the Superintendent to penetrate membranes, provide a waterproof seal between the membrane and the pipe. 	18.10.3	127		
WASTEWATER – DESIGN - Submit formal calculations stating average and peak sanitary loads. To be submitted prior to ordering of the waste water treatment system.	18.12.2	129		
LP GAS – NT WORKSAFE NOTIFICATION - Submit a notification of commencement of gas works to NT WorkSafe at least 24 hours before commencement of installation works.	18.16.4	132		
LP GAS - CERTIFICATES OF COMPLIANCE - Submit certificates from the manufacturer stating that the appliances meet AGA/ALPGA requirements for operation with the type of gas to be used before installing the appliances.	18.16.7	132		

SCHEDULE 1 - HOLD POINTS				
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LP GAS - PRESSURE TEST - Pressure test pipes to AS/NZS 5601.1 before any pipes are buried, concealed or built in and before any appliances are connected and before commissioning any part of the installation. Submit test results to the Superintendent for conformance.	18.16.11	132		
LP GAS - COMPLIANCE PLATE - Install a compliance plate and provide a certificate of approval to Practical Completion.	18.16.13	132		
19 ELECTRICAL INSTALLATIONS				
COMMISSIONING - CONTRACTOR'S SUBMISSIONS - Prior to Practical Completion, submit a copy of the test results and the Electrical Certificate of Compliance to the Superintendent.	19.23.2	146		
20 MECHANICAL INSTALLATIONS				
COMMISSIONING - CERTIFICATES - Provide copies of test certificates within 2 days of completion of commissioning for: <ul style="list-style-type: none"> - the mechanical installation and equipment used in the installation - test and balancing reports, and - all control system testing and commissioning results. 	20.13.2	153		
23 LANDSCAPE				
CONTRACTOR'S SUBMISSIONS - SAMPLES - Provide the following samples for approval: <ul style="list-style-type: none"> - 5 kg bag of topsoil. - 5 kg bag of mulch. 	23.9.1	167		
CONTRACTOR'S SUBMISSIONS - IRRIGATION DESIGN DRAWINGS - Submit drawings indicating design proposals showing all pipework, sprinklers, tanks, valves and control systems for approval, before commencing landscaping works.	23.9.2	167		
IRRIGATION - HYDROSTATIC TESTS - Submit all test results to the Superintendent. Do not cover any pipework without Superintendent's approval.	23.21.2	172		
COMPLETION - WORK-AS-EXECUTED DRAWINGS - Submit drawings indicating design proposals showing all pipework, fittings, sprinklers, control valves and accessories before Practical Completion. Show the depth of underground pipework. Show location of all controllers and automatic control wiring; indicate colours used for individual valves.	23.23.5	174		
24 PLAY EQUIPMENT				
CONTRACTOR SUBMISSIONS - DESIGN CONCEPT 25% - For Design and Construct contracts for Play Equipment only - Submit 25% design drawings for review. Approval must be received by the Superintendent before proceeding to 50% design.	24.4.1	180		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
CONTRACTOR SUBMISSIONS - DESIGN DRAWINGS 50% - For Design and Construct contracts for Play Equipment only - Submit 50% design drawings for review. Approval must be received by the Superintendent before proceeding to 100% design.	24.4.2	180		
CONTRACTOR SUBMISSIONS - DESIGN DRAWINGS 100% - For Design and Construct contracts for Play Equipment only - Submit 100% design drawings for review. Do not start work on the installation until the design drawings have been approved by the Superintendent.	24.4.3	180		
BUILDING CERTIFICATION - Provide a copy of the Section 40 Structural Certificate and a copy of the Permit to Build before commencing the works for any structural components (including, but not limited to, solid shade structure or fabric shade structure etc.)	24.5	180		
BUILDING CERTIFICATION - Provision of a copy of an Occupancy Certificate for structural components (including, but not limited to, solid shade structure or fabric shade structure etc.) is a condition precedent to Practical Completion.	24.5	180		
MANUFACTURER'S INSTALLATION INSTRUCTIONS - PRODUCT INFORMATION - Submit to the Superintendent the manufacturer's information concerning the safety of the proposed installation for approval before any components are ordered.	24.6.1	181		
MANUFACTURER'S INSTALLATION INSTRUCTIONS - INSTALLATION INFORMATION - Submit to the Superintendent the manufacturer's installation instructions for the correct assembly, erection and siting of the equipment.	24.6.2	181		
MANUFACTURER'S INSTALLATION INSTRUCTIONS – OPERATION AND MAINTENANCE MANUALS - Submit manufacturer's published use, care, and maintenance requirements for each item of equipment.	24.6.3	181		
MANUFACTURER'S INSTALLATION INSTRUCTIONS – MANUFACTURER'S DATA - Submit the manufacturer's product data for each item of equipment: <ul style="list-style-type: none"> – Product technical data sheets. – Safety data sheets (SDS). 	24.6.4	181		
INSTALLATION INSPECTIONS – COMPREHENSIVE POST-INSTALLATION INSPECTION - Independent qualified Level 3 Comprehensive Playground Safety Inspector is to submit a report to the Superintendent verifying that the playground complies with the requirements of the relevant parts of the AS 4685 series. The report is to identify any recommendations to be addressed to achieve compliance in respect to any non-compliant elements.	24.14.1	183		
INSTALLATION INSPECTIONS – COMPREHENSIVE POST-INSTALLATION INSPECTION - The competent person is to submit a report to the Superintendent that the surfacing complies with the specified requirements and is fit for use. The report must be received before the area is opened for use.	24.14.1	183		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
MAINTENANCE AND INSPECTION PROGRAM – MAINTENANCE PROGRAM - Submit a maintenance program for all items of playground equipment, and for the impact attenuating surfacing, taking into account the manufacturer's instructions and local risk factors. Include both corrective and preventative measures designed to reduce hazards.	24.15.1	183		
MAINTENANCE AND INSPECTION PROGRAM – INSPECTION FREQUENCIES - Submit to the Superintendent a document detailing the recommended inspection frequencies for each type of inspection. Frequency and types of inspections and testing are determined by AS 4685 series, by AS 4422, and by manufacturers' recommendations.	24.15.2	184		
COMPLETION – AS CONSTRUCTED DRAWINGS - Provide As-constructed drawings as an electronic copy in the same format as the original drawings and PDF format – Provision of as-constructed drawings is a condition precedent to Practical Completion.	24.16.3	184		
25 PLAYGROUND IMPACT-ATTENUATING SURFACING				
CONTRACTOR SUBMISSIONS - OPERATION AND MAINTENANCE MANUALS - Submit manufacturer's published use, care and maintenance requirements for each type of surfacing.	25.4.1	188		
CONTRACTOR SUBMISSIONS - MANUFACTURER'S DATA - Submit the manufacturer's product data for each type of surfacing, and the manufacturer's recommendations for its application in the project.	25.4.2	188		
CONTRACTOR SUBMISSIONS - SAMPLES - Submit to the Superintendent for approval a 100 g sample of the thermoplastic vulcanised rubber to be used for each nominated colour.	25.4.3	188		
CONTRACTOR SUBMISSIONS - SAMPLES - Submit to the Superintendent for approval a sample of the impact-attenuating surface system inclusive of the thermoplastic vulcanised rubber wearing surface and impact-attenuation layer on a suitable base.	25.4.3	188		
CONTRACTOR SUBMISSIONS – DESIGN AND CONSTRUCT CONTRACTS ONLY - DESIGN CONCEPT 25% - For Design and Construct contracts for Play Equipment only - Submit 25% design drawings for review. Approval must be received by the Superintendent before proceeding to 50% design.	25.5.1	189		
CONTRACTOR SUBMISSIONS – DESIGN AND CONSTRUCT CONTRACTS ONLY - DESIGN DRAWINGS 50% - For Design and Construct contracts for Play Equipment only - Submit 50% design drawings for review. Approval must be received by the Superintendent before proceeding to 100% design.	25.5.2	189		

SCHEDULE 1 - HOLD POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
CONTRACTOR SUBMISSIONS – DESIGN AND CONSTRUCT CONTRACTS ONLY - DESIGN DRAWINGS 100% - For Design and Construct contracts for Play Equipment only - Submit 100% design drawings for review. Do not start work on the installation until the design drawings have been approved by the Superintendent.	25.5.3	189		
EXISTING SERVICES - EXCAVATION - Do not excavate by machine within 1 m of existing underground services without approval from the Superintendent.	25.6.3	190		
GROUND PREPARATION – NATURAL GROUND SURFACES - If the topsoil extends to a depth greater than 100 mm give notice to the Superintendent and obtain instructions before proceeding.	25.7.3	190		
RUBBER BASED IMPACT ATTENUATING MATERIALS - IMPACT ATTENUATION SUB LAYER (SHOCK PADS) INSTALLATION - Give sufficient notice so that the Impact-attenuation layer can be inspected during installation and before being covered up or concealed.	25.11.1.3	191 & 192		
RUBBER BASED IMPACT ATTENUATING MATERIALS - IMPACT-ATTENUATING SURFACE (WEARING LAYER) - CERTIFICATE OF CONFORMITY - Provide documentary evidence in the form of a Certificate of Conformity that the supplied material is as specified.	25.11.2.2	192		
RUBBER BASED IMPACT ATTENUATING MATERIALS - INSTALLATION OF IMPACT-ATTENUATING SURFACE (WEARING LAYER) - Give sufficient notice so that the wearing layer can be inspected during installation and upon completion.	25.11.2.3	192		
RUBBER BASED IMPACT ATTENUATING MATERIALS - COMPLETION - AS-CONSTRUCTED DRAWINGS - Provision of as-constructed drawings is a condition precedent to Practical Completion.	25.11.4.5	193		
ON-SITE IMPACT-ATTENUATING LAYER(S) TESTING - Submit to the Superintendent the on-site verification report.	25.13	194		

Schedule 2 – Witness Points

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
1 GENERAL REQUIREMENTS				
TERMITE MANAGEMENT - CHEMICAL SOIL BARRIERS - RETICULATION SYSTEM - Submit evidence that the system complies with AS 3660.1, and the NCC.	1.7.3	10		
TERMITE MANAGEMENT - TEST - SOIL BARRIER - Submit Registered Testing Authority laboratory analysis certificate of chemical soil barriers tested to <i>Soil-Sampling Protocol for Testing Horizontal and Vertical Chemical Soil Termite Management Systems</i> appendix of AS 3660.1 if directed by the Superintendent.	1.7.4	10		
TERMITE MANAGEMENT - TERMITE BARRIERS - Provide the Superintendent with a certificate of installation in accordance with AS 3660.1.	1.7.5	10		
COMPLETION – WARRANTIES - name the Principal as warrantee and give the Superintendent copies of manufacturers' warranties. Electronic versions in PDF are preferred. Submit details of warranties outlining the responsibilities of the manufacturers and contractors for the period of the warranty.	1.11.1	12		
COMPLETION – OPERATION AND MAINTENANCE MANUALS - Submit to the Superintendent manufacturers' operation and maintenance manuals. Electronic versions in PDF are preferred. Send a PDF copy to Technical Records at technicalrecords@nt.gov.au .	1.11.2	12		
CONTRACTOR'S RESPONSIBILITIES AND SUBMISSIONS – INSPECTION AND TEST PLANS (ITPs) - Submit ITPs detailing all procedures and test plans to be undertaken.	1.12.5	12		
CONTRACTOR'S RESPONSIBILITIES AND SUBMISSIONS – PROJECT CONTROL PLAN (PCP) - Submit a project control plan for the project which sets out in detail all control procedures for the project.	1.12.6	13		
AUTHORITIES' APPROVALS - Give the Superintendent evidence of approval of the statutory authorities whose requirements apply to the works.	1.13	13		
AS-CONSTRUCTED INFORMATION - Provide As-constructed drawings and information. Show information of building elements, plant, and equipment across all disciplines. Show co-ordinate dimensions where applicable. Refer to the NTG Technical Drawings Part 1 - Requirements for Technical Records Management document, which is accessible via https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications/technical-records . Drawings without changes shall be described as "As-constructed - No Changes" in the amendment description column.	1.14	13		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
AS-CONSTRUCTED INFORMATION - Provide copies of drawings in PDF and in CAD format (in AutoCAD, REVIT or MicroStation).	1.14	13 & 14		
AS-CONSTRUCTED INFORMATION - AMENDED DRAWINGS - Before work commences provide a proposed procedure for recording and submitting the amended drawings.	1.14.1	14		
2 SITE PREPARATION				
DEMOLITION - COMMENCEMENT INSPECTION - Give sufficient notice so that inspection may be made of adjoining structures and services before commencement of demolition.	2.5.1	18		
DEMOLITION - COMPLETION INSPECTION - Give sufficient notice so that inspection may be made of adjoining structures and services immediately following completion of demolition works.	2.5.2	18		
SURFACE PREPARATION - TESTS - Provide proof that required compaction has been achieved.	2.10.9	23		
3 CONCRETE CONSTRUCTION				
INSPECTION NOTICE - Give sufficient notice so that inspection may be made at the following stages:	3.5	26		
– Base or subgrade before covering.	3.5	26		
– Membrane or film underlay installed on the base or subgrade.	3.5	26		
– Termite barrier and film underlay installed.	3.5	26		
– Completed formwork, and reinforcement, tendons, cores and embedment fixed in place.	3.5	26		
– Commencement of Concrete Placing.	3.5	26		
– Before Core Filling Masonry.	3.5	26		
– Evaluation of Surface Finish.	3.5	26		
4 STEEL CONSTRUCTION				
STRUCTURAL STEEL – STEELWORK INSPECTION - Give sufficient notice so that inspection may be made at the following stages:	4.5.3	35		
– Commencement of shop fabrication.	4.5.3	35		
– Surface preparation prior to painting.	4.5.3	35		
– Steel work and column bases prior to grouting, painting or covering up.	4.5.3	35		
STRUCTURAL STEEL – MATERIALS COMPLIANCE - Provide evidence that the steel used in the works complies with the required material grade in Table - Materials grades .	4.5.5	36		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
PROTECTIVE COATING - ZINC BASED COATINGS – Give sufficient notice so that inspection may be made at surface preparation prior to painting.	4.7.2	37		
PROTECTIVE COATING - ZINC BASED COATINGS - Submit reports of site testing of protective coatings to AS 3894.10, and AS 3894.11, and AS 3894.12 within 2 days of receiving them.	4.7.2	37		
PROTECTIVE COATING - ZINC BASED COATINGS - Engage an independent NATA accredited paint inspector. Pay all inspection and reporting fees and costs. Provide details of inspector’s name and qualifications.	4.7.2	37		
LIGHT STEEL FRAMING - STEEL FRAMING INSPECTION - Give sufficient notice so that inspection may be made of steel framing erected on site prior to lining or cladding.	4.8.2	37		
5 FABRIC SHADE STRUCTURES				
SPECIALIST FIRM - The specialist firm must plan the erection or dismantling sequence in stages and develop work and safety procedures before commencing site work. The Safe Work Method Statements (SWMS) must be provided to the Superintendent.	5.6	41		
CONTRACTOR’S SUBMISSIONS - SAMPLES - Provide samples of the fabric that is proposed to be used on this project including the manufacturer’s technical data sheets providing the following information: <ul style="list-style-type: none"> – Test reports on material strength. – Test reports on UV stability through accelerated tests. – The manufacturer’s colour range. – The % shade and UV penetration in a tensioned state. – The manufacturer’s warranty. – Flammability test results. 	5.8.2	41		
INSPECTION NOTICE - Give sufficient notice to the Superintendent so that inspections may be carried out at the following stages:	5.11	41		
– Steel work cleaned ready for application of coating.	5.11	41		
– Footing holes before steel structure is placed in the holes, and	5.11	41		
– Before concrete footings are poured.	5.11	41		
SUSPENSION CABLES AND FITTINGS – SUSPENSION CABLES - Provide test results to the Superintendent for the system chosen.	5.14.1	42		
MEMBRANE FABRIC – SHADE FABRIC - Warranty: Provide a manufacturer’s warranty for the membrane material to guarantee that the minimum strength will be retained for a period of 10 years. Provide the warranty in the name of the Principal.	5.15.1	42 & 43		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
MEMBRANE FABRIC – WATERPROOF MEMBRANES - Warranty: Provide a manufacturer’s warranty for the membrane material to guarantee that the minimum strength will be retained for a period of 10 years. Provide the warranty in the name of the Principal.	5.15.2	43		
MAINTENANCE MANUAL - At Practical Completion provide 2 copies of the Maintenance manual in A4 format bound in a 4 ring plastic binder, and an electronic version as PDF or Microsoft Word, and containing the following information: – The name and contact numbers of the contractor. – A copy of the As-constructed drawings including the Practical Completion date. – The manufacturer’s details of the fabric membrane. – The manufacturer’s warranty on the fabric membrane. – Instructions on assembly and disassembly of the membranes including special tools or equipment required. – Details on maintenance of the fabric membrane including cleaning, damage repairs and restitching of the seams.	5.18	43 & 44		
6 TIMBER CONSTRUCTION				
TIMBER FRAMING - STRUCTURAL TIMBER FRAMING INSPECTION - Give sufficient notice so that erected structural woodwork may be inspected before it is covered, for example by cladding, lining and roofing.	6.5.5	47		
7 BLOCK CONSTRUCTION				
REINFORCED MASONRY - CLEAN OUT BLOCKS - Notify the Superintendent when all clean out blocks have been laid.	7.11.2	54		
REINFORCED MASONRY - SEALING - Give sufficient notice so that inspection may be made of the core and reinforcement before forming over holes to contain core filling grout.	7.11.4	55		
8 INSULATION, SARKING AND PLIABLE MEMBRANES				
INSPECTION NOTICE - Give sufficient notice so that inspection may be made of the pliable membranes, sarking, vapour barriers and insulation before they are covered up or concealed.	8.6	58		
9 ROOFING				
INSPECTION OF SUBSTRUCTURE - Give sufficient notice so that inspection may be made of the substructure before fixing the roof sheeting.	9.5	65		
10 DOORS AND WINDOWS				
MATERIALS AND COMPONENTS – METAL FINISHES - Provide warranties in the name of the Principal and valid for 15 years against defective materials, and workmanship.	10.4.3	69 & 70		
ROLLER SHUTTERS - Provide an NT <i>Building Act 1993</i> Section 40 structural design certificate.	10.17	74		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
WINDOWS - CERTIFICATION - Provide a completed NT <i>Building Act 1993</i> Section 40 Certificate of Compliance.	10.19.4	75		
11 CLADDING AND LINING				
MATERIALS AND COMPONENTS - ALUMINIUM COMPOSITE PANEL CLADDING - Provide a report on the proposed system to be installed written by a qualified fire engineer. The report is to indicate if the proposed system is compliant with the specified requirements. If the system is not compliant it will not be accepted.	11.4.4	79		
MATERIALS AND COMPONENTS - ALUMINIUM COMPOSITE PANEL CLADDING - Provide documentary evidence that the supplied material has been tested by an accredited testing laboratory, and is classified EW to AS 5113, and is rated as material Group number 1 to AS 5637.1.	11.4.4	79		
MATERIALS AND COMPONENTS - ALUMINIUM COMPOSITE PANEL CLADDING - Provide documentary evidence that the material supplied is the same as the material tested.	11.4.4	79		
ACOUSTIC AND DECORATIVE FABRIC LINING - COMPLETION - Submit the manufacturer and installer's warranty for material and workmanship in the name of the Principal.	11.14.8	83		
APPLIED WALL FINISHES - COMPLETION - Submit the manufacturer's instructions for the care and maintenance of each type of finish. Include a program for regular cleaning and instructions for removing, repairing and replacing of the material.	11.15.4	84		
APPLIED WALL FINISHES - COMPLETION - Submit the manufacturer and installer's warranty for material and workmanship in the name of the Principal.	11.15.4	84		
12 SUSPENDED CEILINGS				
GENERAL - PERFORMANCE CRITERIA TECHNICAL DATA - Provide technical data to substantiate compliance with the loading requirements including upward wind load.	12.1.1	85		
INSPECTION NOTICE - Give sufficient notice so that inspection may be made of the suspension system prior to installation of the ceilings units or lining.	12.5	86		
15 TILING				
INSPECTION NOTICE - Give sufficient notice so that an inspection may be made at the following stages:	15.6	100		
- Completion of waterproof membrane before covering up.	15.6	100		
- Initial or trial set out.	15.6	100		
MATERIALS AND COMPONENTS - SUBSTRATES CURING – Moisture content: Verify that the moisture content of the substrate is compatible with the water vapour transmission rate of the membrane system by testing to AS 2455.1 <i>Determining the Moisture Content and Alkalinity of Concrete Subfloors</i> appendix. Provide results of tests to Superintendent.	15.7	100		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
16 PAINTING				
MATERIALS AND COMPONENTS - LOW VOC PAINTS - Use low VOC emitting paints. Provide to the Superintendent manufacturer's specifications for all paints proposed to be used.	16.5.1	106		
INSPECTION - INSPECTOR - Engage an independent NATA accredited painting inspector. Pay all inspection and reporting fees and costs. Provide documentary evidence that the inspector is accredited as specified.	16.6.1	107		
INSPECTION – INSPECTION NOTICE - Give sufficient notice so that each of the following stages may be inspected:	16.6.2	107		
– Substrate immediately prior to the commencement of painting.	16.6.2	107		
– Prior to application of final coat.	16.6.2	107		
INSPECTION - INSPECTION NOTICE - Complete and submit copies of AS 3894.10, AS 3894.11 and AS 3894.12. Provide copies of reports within 2 days of receiving them.	16.6.2	107		
GENERAL PAINTING - PAINT APPLICATORS - Applicators to be PCCP accredited in the category applicable to the works. Provide documentary evidence that the applicator is accredited as specified.	16.7.2	107		
GENERAL PAINTING - WARRANTIES - Provide paint manufacturers' warranties in respect to the paints in the name of the Principal as the warrantee.	16.7.3	107		
GENERAL PAINTING - WARRANTIES - Provide paint applicators' warranties in regards to workmanship in the name of the Principal as warrantee.	16.7.3	107		
POWDER COATING - POWDER COAT WARRANTIES - Submit the coating manufacturer's warranties in the name of the Principal. Aluminium substrate: <ul style="list-style-type: none"> • Minimum warranty period colour retention: 15 years. • Minimum warranty period film integrity: 20 years. Steel surfaces: <ul style="list-style-type: none"> • Minimum warranty period colour retention: 15years. • Minimum warranty period steel corrosion: 10 years. 	16.8.2	109		
17 FLOOR COVERINGS				
INSPECTION NOTICE - Give sufficient notice so that inspection may be made of the prepared substrate or underlay.	17.4	118		
18 PLUMBING AND DRAINAGE				
INSPECTION - Give sufficient notice so that the inspection may be made of work ready for hydrostatic testing and so that the hydrostatic tests may be witnessed. Include inspection of plumbing and drainage installation.	18.6	125		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
WASTEWATER - ON-SITE WASTEWATER MANAGEMENT - Submit copies of approvals and/or certificates of compliance and/or Section 40 Certificates, in respect to on-site waste water management systems proposed for use and/or as installed.	18.12.1	129		
RAINWATER TANKS - WARRANTY - Provide a manufacturer's warranty on the tanks in the name of the Principal.	18.14.6	131		
LP GAS - PRESSURE TEST - Give sufficient notice so that the installation may be inspected and the testing witnessed.	18.16.11	132		
19 ELECTRICAL INSTALLATIONS				
INSPECTION NOTICE - Give sufficient notice so that inspection may be made of the following:	19.6	140		
- Trench excavations and underground or concealed conduits or cables before covering.	19.6	140		
- Concealed conduits or cables prior to covering.	19.6	140		
- Required site tests.	19.6	140		
TELEVISION - TELEVISION SYSTEM TESTING - Test the complete television and audio system and provide the Superintendent with a certificate showing test results and certifying compliance.	19.22.9	146		
COMMISSIONING - OPERATIONS AND MAINTENANCE MANUALS - Submit operation and maintenance manuals for all installations to the Superintendent and to Technical Records in PDF format.	19.23.3	146		
COMMISSIONING - PLANT AND EQUIPMENT - On or before Practical Completion provide a list of all plant and equipment installed as part of the project. Refer to the Contractor's Submissions clause, Handover sub-clause in GENERAL REQUIREMENTS	19.23.4	146		
20 MECHANICAL INSTALLATIONS				
DUCTING - LEAKAGE TESTING METHODS - Submit reports showing results of tests.	20.9.4	152		
COMMISSIONING - OPERATIONS AND MAINTENANCE MANUALS - Submit operation and maintenance manuals for all installations to the Superintendent and to Technical Records in PDF format.	20.13.3	153		
COMMISSIONING - PLANT AND EQUIPMENT - On or before Practical Completion provide a list of all plant and equipment installed as part of the project. Refer to the Contractor's Submissions clause, Handover sub-clause in GENERAL REQUIREMENTS.	20.13.4	153		
22 PAVING				
SPRAY SEALED SURFACING WORKS - SPRAY SEALING - Give the Superintendent 48 hours notice of intention to spray bitumen.	22.7.2	161		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
DENSE GRADED ASPHALT - SPREADING - Give the Superintendent 24 hours notice before commencement of asphalt material spreading.	22.8.4	162		
23 LANDSCAPE				
INSPECTION - Give sufficient notice so that inspection may be made of the following:	23.8	166		
– Planting and garden edging set out prior to excavation.	23.8	166		
– Advanced tree and palm holes excavated.	23.8	166		
– Irrigation work ready for testing.	23.8	166		
– Furniture items delivered to site before installation.	23.8	166		
– Site locations or substrates prepared to receive furniture items or fixtures before installation.	23.8	166		
– Set-out of furniture items and fixtures.	23.8	166		
– Completed installations.	23.8	166		
CONTRACTOR'S SUBMISSIONS - OPERATION AND MAINTENANCE MANUALS - Submit the manufacturer's published use, care and maintenance requirements for each item.	23.9.3	167		
CONTRACTOR'S SUBMISSIONS - PRODUCTS AND MATERIALS - Custom-built furniture and fixtures: Submit the manufacturer's standard drawings and details showing methods of construction, assembly and installation; with dimensions and tolerances.	23.9.4	167		
CONTRACTOR'S SUBMISSIONS - SHOP DRAWINGS - Custom-built furniture and fixtures: Submit shop drawings to a scale that best describes the details, showing methods of construction, assembly and installation, with dimensions and tolerances.	23.9.5	167		
24 PLAY EQUIPMENT				
INSPECTION - NOTICE - Give notice so that inspection by the nominated Level 3 Comprehensive Playground Safety Inspector and the Superintendent can be made of the following:	24.3.2	179		
– Set out before excavation.	24.3.2	179		
– Prepared subgrade.	24.3.2	179		
– Prepared base with subsoil drainage in place.	24.3.2	179		
– Prepared base prior to placement of impact attenuating layers.	24.3.2	179		
– Footing holes before equipment posts are installed.	24.3.2	179		
– Before concrete footings are poured.	24.3.2	179		
– During placing of any in situ concrete.	24.3.2	179		
– Installation completed.	24.3.2	179		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
CONTRACTOR SUBMISSIONS - SUBCONTRACTORS - Submit to the Superintendent names and contact details of proposed applicators/installers.	24.4.4	180		
CONTRACTOR SUBMISSIONS - SUBCONTRACTORS - Submit to the Superintendent evidence of experience of the applicators/installers.	24.4.4	180		
COMPLETION - TEST REPORTS - Submit to the Superintendent copies of test reports for each item of equipment and for the impact attenuating surfacing.	24.16.1	184		
COMPLETION – WARRANTIES - Submit warranties from the supplier for materials, and warranties from the installer for workmanship, in the name of the Principal.	24.16.2	184		
25 PLAYGROUND IMPACT ATTENUATING SURFACING				
INSPECTION – NOTICE - Give notice so that inspection by the nominated Level 3 Comprehensive Playground Safety Inspector and the Superintendent can be made of the following: <ul style="list-style-type: none"> – Footing holes before equipment posts are installed. – Before concrete footings are poured. – During placing of any in situ concrete. – Installation of play equipment completed 	25.2.2	187		
INSPECTION – COMPETENT PERSON - Give notice so that inspection by the Superintendent and the Competent Person can be made of the following:	25.2.3	188		
– Set out before excavation.	25.2.3	188		
– Prepared subgrade.	25.2.3	188		
– Prepared base with subsoil drainage in place.	25.2.3	188		
– Prepared base after drainage trenches are backfilled and compacted.	25.2.3	188		
– During installation of rubber impact-attenuating sub layer (shock pads).	25.2.3	188		
– Completion of rubber impact-attenuating sub layer (shock pads).	25.2.3	188		
– During installation of impact-attenuating surface.	25.2.3	188		
– Completion of impact-attenuating surface.	25.2.3	188		
– Fall zone site testing.	25.2.3	188		
CONTRACTOR SUBMISSIONS – SUBCONTRACTORS - Submit to the Superintendent names and contact details of proposed suppliers and applicators/installers.	25.4.4	189		
CONTRACTOR SUBMISSIONS – SUBCONTRACTORS - Submit to the Superintendent evidence of experience of the applicators/installers.	25.4.4	189		
LOOSE-FILL IMPACT-ATTENUATING MATERIAL - MATERIAL PROPERTIES - Provide documentary evidence that the sand proposed to be supplied meets the requirements of AS 4422.	25.12.1	194		

SCHEDULE 2 - WITNESS POINTS				
CLAUSE TITLE	SECTION	PAGE No	INITIALS	DATE
LOOSE-FILL IMPACT-ATTENUATING MATERIAL - MATERIAL PROPERTIES - Provide a 5 kg sample to the Superintendent for approval.	25.12.1	194		
ON-SITE IMPACT-ATTENUATING LAYER(S) TESTING - Give the Superintendent sufficient notice so that on-site testing can be witnessed.	25.13	194		