

Design Review Deliverables Checklist: Masterplan

This checklist provides Project Teams with the deliverables required for *Early Design Review* and *Masterplan Design Review* when undertaking a Masterplan for the Ministry of Education. Refer to the Design Review Factsheet for more information. For ease of understanding, please follow the checklist order within the Masterplan report submission.

Note: These deliverables are for design review purposes only, contractual documents will have additional requirements. A summary explanation is required for any deliverable not provided.

The terms "Masterplan", "Long-term Development Plan" are interchangeable. If you are developing one of these plans for a school property, the deliverables below equally apply.

Ministry Deliverables		Early Design Review	Masterplan Design Review	Comments
Project Brief				
1.01	Ministry Project Brief	✓	✓	
1.02	School Education Brief, including cultural narrative	✓	✓	
1.03	SPG Entitlement Tables (Current, Initial Build, Masterplan Roll)	✓	✓	
1.04	K2 Property Information Report	✓	✓	
1.05	Network Projections for school roll	✓	✓	To provide the information required for stages of the school's development (2.25).
1.06	Designation and/or Gazette Notice	✓	✓	
1.07	Cost Report		✓	Either the consultant or Ministry to provide. Where relevant, include analysis to support building demolition.
Architectural report Deliverables		Early Design Review	Masterplan Design Review	Comments
Existing context, Site and Constraints				
2.01	Ministry Project Brief Summary	✓	✓	Summary by Architect.
2.02	School Education Brief Summary	✓	✓	Summary by Architect.

2.03	Site Location and Context Diagram	✓	✓	Show how the site connects to the surrounding urban context and community. Show any important cultural landmarks.
2.04	Aerial photograph(s)	✓	✓	Show cadastral boundaries.
2.05	Council Plan Zoning diagram(s)	✓	✓	Show all statutory and legal restrictions.
2.06	Context Photos / Images	✓	✓	Show front entry, buildings, outdoor spaces and any items of significance.
2.07	Existing Site Analysis Diagram	✓	✓	Show cadastral boundaries, surfaces, circulation, contours, hydrology, climate, cultural aspects and any other significant site features.
2.08	School Site Organisation and Ownership Diagram	Where relevant	✓	Show: <ul style="list-style-type: none"> • use of each building; • faculties, learning precincts or zones within the school; • outdoor learning, recreation and sport zones; and • who owns each building on site.
2.09	Topographical Survey Diagram	✓	✓	Show contours, trees and shrubs, in ground and above ground services, physical site features and any other significant site features.
2.10	Geotechnical Analysis Diagram	✓	✓	A site-wide plan indicating geotechnical ground conditions. Include the presence of all potential constraints and/or risks.
2.11	Infrastructure Survey Diagram	Where relevant	✓	This is only necessary at Early Design Review where infrastructure is a site constraint.
2.12	Building Condition Survey Diagram	Where relevant	Where relevant	This is necessary at Early Design Review where demolition of buildings is proposed. Provide information on overall typology and condition of buildings.
2.13	Existing Building Seismic Risk Diagram	Where relevant	Where relevant	Provide a site plan showing the seismic rating of existing buildings, where available, with the proposed remedial actions, if any. Provide structural reports where existing buildings are proposed to be structurally altered or added to.
2.14	Existing Gross SPG Distribution Plan	✓	✓	Assess using validated K2 information or a Topographical survey. The plan must show gross areas (as a minimum).

2.15	Gross Area Tables	✓	✓	<p>Net Area x 1.3 for each SPG allocation for: current roll, build roll and Masterplan roll.</p> <p>Indicate if there are significant area differences between a net x 1.3 calculation for gross compared to as-built gross measurements.</p>
2.16	Site Constraints and Opportunities Overlay Diagram	✓	✓	<p>Show all site constraints and development opportunities, including environmental conditions that may impact design.</p>

Design Response

2.17	Site Planning: Options and Analysis	Draft	✓	<p>Provide a range of sketched options that have been considered, to show how the proposed designs evolved.</p> <p>Provide comments and analysis for the options presented.</p>
2.18	Early Review Shortlisted Site Planning Options /Masterplan Preferred Option	Draft	✓	<p>Show all buildings on site, outdoor areas, pedestrian access and student circulation for the Masterplan roll, including:</p> <ul style="list-style-type: none"> building footprints, with gross areas, overall dimensions, and floor levels (where relevant); outdoor areas: passive recreation, outdoor learning, sport fields (dimensioned), hardcourts, playgrounds, gardens, cultural features; and
2.19	Proposed School Organisation Diagram	Where relevant	✓	<p>Show how faculties, learning precincts or zones support the school's education vision and practice.</p>
2.20	Masterplan SPG Gross Area Distribution Diagram	Draft	✓	<p>Show how SPG areas are distributed within each block and the school overall (for each proposed build stage).</p>
2.21	Outdoor Zone Diagram with Areas (in m ²)		✓	<p>Show areas for outdoor learning, passive recreation and active recreation.</p>
2.22	Circulation Diagrams	Draft	✓	<p>Show:</p> <ul style="list-style-type: none"> pedestrian site access, accessible routes to all buildings and outdoor facilities. Show entry/exits points to buildings; site level changes; existing and proposed vertical circulation locations; and vehicle site access, parking, pickup/drop off, emergency and service vehicle routes, dental parking.

2.23	Safety, Oversight and CPTED Diagram		✓	
2.24	Shadow Analysis Diagram		✓	<p>Show how building shadows will affect outdoor space and other buildings at winter solstice, autumn and spring equinoxes.</p> <p>If building shadows could impact neighbours, show the extent of impact at winter and summer solstice.</p>
2.25	Internal Planning Diagrams		Where relevant	<p>Show high level concept sketches for large multi-use buildings over 600m² (e.g. administration and library buildings), deep plan buildings (>16m), buildings with internal primary circulation routes, or buildings taller than two storey.</p>
2.26	Staging Plan: Show project sequencing from current project through to Masterplan stage.	Draft	✓	<p>Provide staging plans to show how the school can continue to operate during the proposed work, and at the end of each completed stage.</p> <p>Include temporary accommodation and/or decanting (where required) to inform the cost plan and feasibility.</p>
Supporting Documents				
3.01	Response to Early Design Review Report		✓	
3.02	Project & Site Constraints Table (PSCT)	Draft	✓	
3.03	Geotechnical Report	✓	✓	<p>Review existing site information, investigate site as required, and provide an interpretive geotechnical report in accordance with the Ministry's Structural and Geotechnical Requirements.</p> <p>Upload all data used or obtained on to the New Zealand Geotechnical Database prior to design review.</p>
3.04	Traffic Engineering Report	Where relevant	✓	
3.05	Planning Report	Where relevant	✓	
3.06	Hydrology and Civil Engineering Report	Where relevant	Where relevant	Provide at Early Design Review where there is a potential Masterplan constraint.
3.07	Acoustics Report	Where relevant	Where relevant	

3.08	Fire Safety Engineering Analysis Plan (or statement)	Where relevant	✓	
3.09	Site-wide 3 Water Report and Strategy		✓	Provide advice to support a sensible strategy for the site's development. Comment on existing condition and capacity.
3.10	Site-wide Electrical and Data Infrastructure Report		✓	Provide when additional load is added to the system, when changing heating energy source, or where system may not be to current standards.
3.11	Existing and Proposed Site-wide Heating Report		✓	Provide where there is a current central heating or hot water system that could be expanded, altered or removed in the long-term.
3.12	Cultural Narrative / Iwi Considerations	Where relevant	Where relevant	Provide if not included in the Education Brief.
3.13	Seismic Assessment Reports	Where relevant	Where relevant	Review existing seismic assessments, and where required, provide up-to-date assessments for buildings of two or more storeys and of heavy construction. For other relevant buildings, provide engineer comments on seismic risk elements and recommendations for further assessment, where relevant.
3.14	Building Condition Assessment Reports*. Include supporting structural and service reports where applicable.			
3.15	Weathertightness Remediation Reports			Provide where there may be an impact on Masterplan:
3.16	Wind Analysis/ Modelling			
3.17	Landscape Analysis Statement	Where relevant	Where relevant	<ul style="list-style-type: none"> • feasibility or risk; • design constraints; or • on project costs.
3.18	Sustainability Analysis Statement			
3.19	Ecology Statement			
3.20	Heritage Statement			
3.21	Stakeholder Engagement Summary			