This workshop uses existing data and knowledge to provide a virtual assessment of the condition of the schools assets and any works required. This questionnaire is to be completed by the 10YPP Consultant in a meeting with representatives from the school.

**All training manuals, forms and checklists referenced here are available online at**

<http://education.govt.nz/school/property-and-transport/suppliers/10ypp/10ypp-tools-and-resources/>

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| --- | --- | --- | --- | --- | --- |
| **School Information** | | | | | |
| **School Name** | |  | | | |
| **Principal** | |  | **School ID** |  | |
| **10YPP Consultant** | |  | **Date** |  | |
| **Other Property Staff in Attendance** | |  | | | |
|  | |  |  |  | |
| **MoE Policy** | | | | | |
| **1** | Do you understand the purpose of the MoE Condition Assessment? | | | | **Y / N** |
| Comments: | | | | | |
| **2** | Have the limits of the Condition Assessment been explained to you? (i.e. maintain existing facilities in their current state for the next 10 years, no upgrade, ILE or enhancement) | | | | **Y / N** |
| Comments: | | | | | |
| **3** | Have Strategic Impacts been explained to you?  (i.e. planned actions that will affect the use and condition of a building, such as weathertightness remediation, structural strengthening or rationalisation) | | | | **Y / N** |
| Comments: | | | | | |
| **4** | Are there any planned property projects agreed with the Ministry which have not yet started? (e.g. building alterations, new buildings, demolition planned, weathertightness remediation or earthquake strengthening works) | | | | **Y / N** |
| Comments: | | | | | |
| **5** | Have Maintenance Standards been explained to you (i.e. means by which to inform the assessor about how to assess the building)? | | | | **Y / N** |
| A-Specialist, B-General, C-Minimal, or D- Mothball  Agree the Standard to be applied for each building | | | | | |
| **Site** | | | | | |
| **6** | Are there any missing or additional buildings in the site plan or K2 that require updating? | | | | **Y / N** |
| Comments: | | | | | |
| **7** | Are there any issues with grounds, roads, paths, boundary fences or car park areas? | | | | **Y / N** |
| Comments: | | | | | |
| **8** | Have you confirmed the BOT-owned buildings and % of ownership (e.g. 100%, 50%)? | | | | **Y / N** |
| Comments: | | | | | |
|  |  | | | |  |
| **Infrastructure** | | | | | |
| **9** | Have the five mandatory specialist reports been explained to you (i.e. electrical, boiler/heating, roofing, drainage, and plumbing)? | | | | **Y / N** |
| Comments: | | | | | |
| **10** | What types of heating are used in the school?  Are there any mechanical issues onsite (e.g. boilers, underground pipe work)?  Take a copy of any reports to support this | | | | **Y / N** |
| Comments: | | | | | |
| **11** | Are there any electrical issues onsite (e.g. switchboard failing)?  Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
| **12** | Are there any storm water issues onsite (e.g. blocked drains, pooling)?  Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
| **13** | Are there any sewer issues onsite (e.g. blocked drains, odour)?  Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
| **14** | Are there any fire or security issues onsite with ongoing random activations?  Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
| **15** | Are there any issues with communications/data services?  Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
| **16** | Are there structural issues onsite? Have any buildings been structurally strengthened? Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
| **17** | Are there any issues with playgrounds or playground equipment? | | | | **Y / N** |
| Comments: | | | | | |
| **18** | Are there any buildings onsite that may have weathertightness concerns?  (N.B. Must be systemic design and/or construction failure.)  Take a copy of any reports to support this. | | | | **Y / N** |
| Comments: | | | | | |
|  | | | | | |
| **Exterior/Interior Painting** | | | | | |
| **19** | Does the school have a painting Programme Maintenance Contract?  If so, take a copy of the contract to upload into MPlan. Any works not covered by the contract must be assessed. | | | | **Y / N** |
| Comments: | | | | | |
|  | | | | | |
| **Roll** | | | | | |
| **20** | What is the current roll? What are the predicted movements (up or down)? | | | | |
| Current Roll: | | | | | |
|  | | | | | |
| **General** | | | | | |
| **21** | Are there any Health & Safety Issues? | | | | **Y / N** |
| Comments: | | | | | |
| **22** | Are there any other areas of interest or concern that you would like to raise? | | | | **Y / N** |
| Comments: | | | | | |