

# Essential Safety Measures Practice Guideline



## Purpose:

This Practice Guideline offers a basic understanding of essential safety measures (ESM).

It includes what Essential Safety Measures are, the obligation of the owners corporation and the owners corporation manager to maintain them, and a best practice guide to the general management process.

It also provides references where additional information may be sought.

## Background:

Upon issue of a Certificate of Occupancy when a property is completed by the developer, a plan of subdivision may be registered with Land Victoria. This Certificate of Occupancy identifies the conditions under which a property may be used (commercial, residential, mixed) and identifies the essential safety measures at the property and the minimum standards of maintenance that must be applied to these services.

**S47** Section 47 of the Owners Corporations Act 2006 (OC Act) requires that an owners corporation must repair and maintain all services to the common property and any service that is for the benefit of more than one lot and the common property. This therefore includes the responsibility to maintain ESMs which are located and service the common property and the premises as a whole.

**SCA (Vic)  
PG –  
Repairs  
& Main.**

You can find out more about this obligation by referencing the SCA (Vic) Practice Guideline - Repairs & Maintenance.

**Building  
Regs** The legislated obligation to maintain ESM's is found in the Building Regulations 2006, Part 12.

**BR-  
Div 1** Division 1— deals with the Maintenance of essential safety measures. The Building Regulations separates the topic into two Subdivisions to deal with requirements for buildings built prior to, and after, 1 July 1994.

**BR- Div 1  
Subdiv1** • Subdivision 1 — Maintenance of essential safety measures in buildings and places of public entertainment, buildings constructed since 1 July 1994.

**Subdiv2** • Subdivision 2 — Maintenance of essential safety measures in buildings and places of public entertainment constructed before 1 July 1994.

**BR-  
R1205** There is an explicit requirement that an Owner of a building built post 1994, must comply with maintenance obligations for ESM's; r 1205.

And an explicit requirement that an Owner of a building built pre 1994, is responsible to maintain any essential safety measure required to be provided in relation to that building.

**BR-  
R1217** The intention is that the ESMs are maintained in a state which enables the essential safety measure to fulfil its purpose. And that it is not removed from its approved location except for the purpose of maintenance; or in accordance with the Building Regulations; r 1217.

Whilst this guideline references Regulations relevant within both Subdivisions of the Building Regulations, the best practice for the process remains the same. Any difference will relate to the obligations of the service provider who is servicing the equipment and the agent who is producing the annual report.

The primary purpose and process of the OC and OCM remains the same: to maintain the identified essential safety measures in a functioning condition that will comply with the Australian Standards.

### **What are ESMs?**

Essential Safety Measures are features and equipment built and/or installed into a property to ensure the health and safety of persons occupying the building and emergency crews, that may have to access the building, in the event of a fire or emergency. They include life safety and health equipment and services installed or constructed in a building to provide:

1. Adequate levels of fire safety, and
2. Protection from such things as legionella

The Building Code of Australia (BCA) includes a Table which identifies a list of what essential safety measures that could be installed; Items I1. to I13. *Refer Annexure A to view these.*

ESM's could also include other items which have been designated by the Relevant Building Surveyor as an essential safety measure (eg result of alternative solution). Such additions will be listed on the building's Occupancy Permit and/or Maintenance Determination.

Remember every building is different. And so too may be the equipment servicing that building; the type, the quantity, the installation and even the level of servicing required.

As an overview, ESMs encompass equipment and services to maintain a buildings':

- Building fire integrity
- Means of egress
- Signs
- Lighting
- Fire-fighting services and equipment
- Air handling systems
- Automatic fire-detection and alarm systems
- Occupant warning systems
- Lifts

- Standby power supply systems
- Building clearance and fire appliances
- Mechanical ventilation

### **What are the maintenance obligations for each ESM?**

**BCA** The Building Code of Australia (BCA) sets out the required maintenance for each ESM item.

It can provide for the type of service, level of service and the frequency required. Alternatively the BCA can require maintenance to comply with relevant Australian Standards (AS). In such instances, the AS will be referenced numerically. Australian Standards are created to provide a guide to achieve minimum objectives of safety, quality or performance of the equipment.

**SCA (Vic)  
PG – AS  
Leg.  
Frame  
Work**

You can obtain a better understanding of AS's by referencing the SCA (Vic) Practice Guideline; Understanding the AS Legislative Framework.

The Occupancy Permit (OP) or Maintenance Determination (MD) will include the specific maintenance requirements for each ESM.

An OC manager is certainly not expected to know the finer details of the maintenance regime. But it would be reasonable to expect that an OC manager is aware of the need to engage a professional service provider who will ensure compliance. Ensure that there are sufficient funds to cover the ongoing maintenance required, as well as additional funds to cover repairs and replacement costs. Should an OC have a Maintenance Plan and Fund, it may allow for the accumulation of capital expense to fund long term replacement costs.

### **Which buildings require maintenance of ESMs?**

In most smaller buildings sprinklers and elaborate equipment is not required, although paths of travel required to exit a building in the event of an emergency may still exist.

The main measure for protection to life is compartmentalisation, warning and egress.

**BR-  
R1201** The Building Regulations; r1201 confirms that the Regulations applicable to ESM's in buildings post 1994, are applicable to all classes of buildings except:

- Class 1 – a free standing home
- Class 1a – two or more attached homes
- Smoke alarms installed in a Sole Occupancy Unit in a class 1b or class 2 building

**BR-  
R1212** The Building Regulations also apply to all Class 1b, 2, 3, 5, 6, 7, 8 and 9 buildings and places of public entertainment constructed before 1 July 1994; r 1212.

*Refer Annexure B for description of building classes, as defined in the Building Code of Australia.*

Most commercial buildings and many new Class 2 residential buildings would include ESMs within the private lots as well as common property. And whilst, in general, individual lot owners may be obligated to maintain the ESM's servicing their individual lots, when the equipment is part of an integrated system it is recommended that an OC obtain advice specific to their building in order to identify who is the responsible entity for maintenance.

### **What does an OC manager need to do to maintain ESMs?**

The management process is summarized below, although it is explained in more detail under the Procedure to follow:

1. Identify ESMs per building (occupancy permit post 1994 or consultant pre 1994)
2. Provide access to all ESM records per building
3. Maintain ESMs
  - 3.1 Arrange quotations for maintenance inspections/servicing
  - 3.2 Contract a service provider at the correct time
  - 3.3 Ensure service reports are maintained, managed and acted on
  - 3.4 Beware with whom and what obligations apply – exit paths
4. Carry out Annual Essential Safety Measures Report (AESMR)  
(It is recommended this be carried out by an independent service provider.)

### **What if an OC fails to comply?**

If an OC fails to comply with their obligations penalties apply. Penalties are as prescribed in the Building Regulations. And each offence is currently 10 penalty points. Each penalty point is worth around \$140.

It is arguable that OC's could be fined for each separate offence, eg if 10 smoke detectors are unmaintained – the penalty could be 10 x 10 x \$140 or \$14,000.

Aside from these specific penalties, an OC and OCM should also consider duties imposed under the Occupational Health & Safety (OH&S) Act to maintain the property and the potential exposure and impact on the OC should they fail to comply.

PG-  
OH&S  
& OC  
OCM  
RESP.

You can gain a better understanding of the duties of an OC and OCM under the OH&S Act by referencing the SCA (Vic) Practice Guidelines, - Occupational Health & Safety, as well as its subset - An OC & OCM's responsibility.

## Procedure:

### 1. Identify ESMs per building

The first part in the management of ESM's is to identify what ESM's exist at the building. This is generally identified with the building's occupancy permit (OP) or maintenance determination (MD) prepared by the relevant building surveyor.

If the building was built prior to 1994, then these documents may not exist.

Although it should be noted, that a previously professionally managed OC may have an Annual Essential Safety Measures Report (AESMR) you could use for this purpose. If neither exists, it is considered best practice to engage a consultant expert in fire safety or Fire Safety Engineer to establish a schedule to identify ESMs and their maintenance regime.

If you are involved in a new building; ie just built, you should remain active through the building's completion stages. Ensure the builder provides complete documentation showing the extent and location of assets, all certificates, warranties and as installed drawings. You should also request details of direct phone line(s) to connect emergency calls from any and all lifts, and separate line for monitoring of fire alarms.

*Refer Annexure C for a checklist of ESM records to be maintained for newly constructed buildings.*

Arrange inspections immediately after hand-over to determine if the ESM's listed on the Occupancy Permit match up with the ESM's at the property.

Note: A signed Occupancy Permit is not evidence of any physical inspection having been undertaken of the property and/or evidence of the accuracy of the documents details.

BR-  
R1203

- In accordance with the Building Regulations 2006, Subdivision 1, Regulation 1203, an Occupancy Permit is issued in respect of all buildings built after 1994. This Certificate must contain an ESM maintenance schedule as per Form 6 (schedule 2) of the Regulations.
- It lists each type of equipment (ESM) and identifies the maintenance regime that must be followed.
- The Certificate is produced by the Relevant Building Surveyor and includes a list of ESMs determined by one of two methods:
  - a) BCA compliant to determinations
  - b) BCA alternate solutions.

BR-  
R1204

- Regulation 1204, requires that a “Maintenance Determination” must be made in respect of ESM’s provided as a result of a Building or Emergency Order where an Occupancy Permit is not needed. Although, generally speaking, this is not commonly seen. All council required work on ESMs require a building permit and subsequent Occupancy Permit.

BR-  
R1206

- Regulation 1206, provides that an owner may apply to a Building Surveyor to have a consolidated or updated “Maintenance Schedule” of ESMs produced.
- Only a Municipal Building Surveyor (MBS), or Private Surveyor may create an *Occupancy Permit* and/or a Determination of a Schedule.
- An expert may create a list for a pre 1994 building – Surveyors are not required.

## 2. Provide access to all ESM records per building

You must display your OP / AESMR and provide ready access to the ESM records. This record keeping obligation is ongoing.

It is a requirement of the Building Regulations that an owner of a building must take all reasonable steps to ensure that a copy of its current occupancy permit is displayed and kept displayed at an approved location within the building. Generally the location for the display is advised on the Occupancy Permit itself.

Access should also be provided on site to ESM records. Best practice is to have a copy available on site and duplicated information with additional information held off site. The records are routinely held within a cabinet that is lockable with a Fire Industry 003 key. This key suits all fire related equipment.

ESM Records recommended to be held on site may consist of

- Occupancy Permit
- Maintenance Determination
- Annual Essential Safety Measures Report
- Service Reports
- Log Book
- Notices or Orders issued against the building
- Additional records not relating specifically to ESM obligations but of relevance, such as electricians visits to site, plumbing, location of plans, building emergency contacts, emergency plans, as installed drawings, block plans etc.

ESM Records that should also be maintained at the office of an OC manager are:

- Copies of above
- Service Invoices
- Contractors Agreements/contracts

- BR-  
R1207
  - A Maintenance Schedule or Determination must be made available for inspection at the building by the Municipal Building Surveyor (MBS) or Chief Officer within 24 hours of a request; r 1207.
  
- BR-  
R1007
  - The current Occupancy Permit is to be displayed and kept in an approved location; r 1007.
  
- BR-  
R1009
  - The current Occupancy Permit must be available for inspection at any time; r 1009.
  
- BR-  
R1008
  - The approved location is determined by the Relevant Building Surveyor and must be prominent. (The location for display will be detailed on OP if relevant); r 1008.
  
- BR-  
R1211
  - An AESMR, (as explained below), for buildings built after 1994, together with records of all maintenance checks and service or repair work carried out to any ESM are to be available on-site at the building, or made available for inspection within 24 hours of request; r 1211.
  - Requests may be made by municipal building surveyor or chief fire officer.
  
- BR-  
R1216
  - An AESMR, (as explained below) for buildings built prior to July 1994, require a copy of the Report together with records of all maintenance checks and any service or repair work carried out on any ESM, to be available at the building or place for inspection by the municipal building surveyor or chief officer at any time on request after 24 hours notice, r 1216.

### 3. Maintain ESMs

Anticipate costs and get approval for ongoing maintenance and annual reports ahead of time. Include costs in your annual budgets.

#### 3.1 Arrange quotations for maintenance inspections/servicing

Beware the results – what do they include or exclude – major services or tests (3, 5, 10 yearly) is generally extra.

A good practical rule is to add an additional 15-20% on the annual figure quoted, to cover the cost of major services when they fall due.

You can use the occupancy permit as a tool when obtaining quotes. Submit a copy to contractors with your request for tender and ask them to identify which of the ESMs listed they will maintain as part of their quote and confirm they will be servicing that piece of equipment to the standard required on the OP.

Note: It is important that the contractor is specific in identifying which items their quote will provide and do not provide a blanket statement. This will enable you to determine if there are any items which are not included in their service offering and seek alternative quotes.

You can refer to the topic of 'issues' within this practice guideline to obtain a clearer understanding of this duty.

### 3.2 Contract a service provider at the correct time

For newly installed equipment be sure to read any service contract and or warranties provided. You must comply with conditions of these to ensure that what they offer is valid should a fault occur with the equipment. Generally speaking any guarantee on equipment or workmanship is only extended if particular routine maintenance is carried out. Warranties very rarely, provide for the ongoing cost to continue servicing of equipment.

To find out more about industry best practice when engaging contractors; you can reference the SCA (Vic) Practice Guidelines on OH&S and Conditions Applicable To Work Orders and Agreements.

### 3.3 Ensure service reports are maintained, managed and acted on

Too many service reports get filed without action. Service reports are generally sent to the OC manager's office together with the invoice. Unfortunately this means they sometimes get filed with accounts and go unread. Ensure service reports are separated from the invoice, read, actioned, and filed appropriately (not with accounts). Service reports make up part of the ESM records. And they don't just let you know what the contractor has done. They more importantly advise you of what may still need to be done. Get a quotation for the repairs/replacements suggested, get approval to proceed and organise works. In the event of an unfortunate incident, compliance with best practices will assist minimise your exposure.

### 3.4 Beware with whom and what obligations apply – exit paths

With regard to paths of exit, the occupiers themselves have obligations to maintain exits and paths of travel.

You should include such advice to owners at each AGM and request Landlords pass on this advice to their tenants within their rental agreements. The OC could also inform residents via routine newsletters. Let occupants know the path of travel they should take from their building in the event of an emergency. As well as help them understand and recognise the potential impact their actions can inadvertently have on someone's safety; ie accidentally compromising escape by storing goods in stairwells or locking fire escape doors to improve security into the building.

Owners would also benefit from establishing an Emergency Evacuation Plan. You can read more on this by referencing the SCA (Vic) Practice Guideline – Planning for Emergencies – Evacuation Plans.

- Sub division 3 of the Building Regulations 2006 addressed – Exit Paths

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Plan  
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BR-  
R1218

- With regard to paths of exit the occupier themselves has the obligation and must maintain exits and paths of travel; r 1218.

#### 4. Carry out Annual Essential Safety Measures Report (AESMR)

Most residential buildings are required, although it is best practice for all buildings, to prepare an annual essential safety measures report (AESMR). The report covers building items and measures for residents' safety and protection; including fire extinguishers, exit pathways and service agreements for inspections.

The report is to ensure that the owner or an agent of the owner has taken all reasonable steps to ensure that each essential safety measure is operating at the required level of performance, that it has been maintained in accordance with the relevant occupancy permit or maintenance determination and that it will fulfil its purpose. It also aims to identify if any changes have been made to the building or its services that may compromise safety.

The expectation in completing an AESMR is to ensure compliance with the maintenance requirements of the Occupancy Permit. This is achieved by examining ESM records and logs.

Completion of an AESMR does not certify BCA compliance

BR-  
R1208

An owner must prepare an AESMR **before** each anniversary of the relevant anniversary date; r1208.

For buildings after 1994, the anniversary date may be the date of issue of the occupancy permit, or the date of making the maintenance determination or the earliest date if more than one of these certificates exists.

BR-  
R1214

For buildings pre 1994, anniversary date is 13 June each year, r1214.

Note also there is a legislated requirement that the AESMR is signed by the Owner or their agent. And whilst there is no formal qualification required to sign an AESMR, the Building Commission recommends a person who is competent in the area be appointed to do so.

The agent could be a Fire Engineer, other Engineers familiar with ESM's, Building Surveyors familiar with ESM's, or Facility Managers familiar with ESM's.

You should therefore ensure the inspector (company to be engaged to carry out the AESMR) is engaged in writing as the OC's agent. You may wish to confirm this appointment at a meeting and include the resolution within the minutes. It may be just a general resolution at a general meeting or special general meeting, or a resolution of the committee at a committee meeting.

It is not recommended that the OC manager be nominated as the OC's agent.

- Sub division 1 – buildings post 1994:

An owner must prepare an Annual Essential Safety Measures Report before the anniversary of the OP or Determination or Schedule; r 1208.

This Report must comply with r1209; which requires

- (a) it to be in a form approved by the Commission; and
- (b) be signed by the owner or an agent of the owner; and
- (c) specify the address of the building or place of public entertainment that it relates to; and
- (d) include the details of any inspection report made under section 227E of the Act in respect of each essential safety measure; and
- (e) include a statement that the owner or an agent of the owner has taken all reasonable steps to ensure that—
  - (i) each essential safety measure is operating at the required level of performance and has been maintained in accordance with the relevant occupancy permit or maintenance determination and will fulfil its purpose; and
  - (ii) since the last annual essential safety measures report, there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building or place, other than those for which a building permit has been issued; and
  - (iii) since the last annual essential safety measures report, there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued; and
  - (iv) the information contained in the report is correct.

- Sub division 2 – buildings pre 1994:

An owner must prepare an Annual Audit; before June 13 each year; r 1214.

This Report must comply with r1215; which requires the AESMR to

- (a) be in a form approved by the Commission; and
- (b) be signed by the owner or an agent of the owner; and
- (c) specify the address of the building or place of public entertainment that it relates to; and
- (d) include the details of any inspection report made under section 227E of the Act in respect of each essential safety measure; and

- (e) Include a statement that the owner or an agent of the owner has taken all reasonable steps to ensure that each essential safety measure—
- (i) is operating and has been maintained in a state that enables the essential safety measure to fulfil its purpose; and
  - (ii) since the last annual essential safety measures report, there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building or place, other than those for which a building permit has been issued; and
  - (iii) since the last annual essential safety measures report, there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued; and
  - (iv) the information contained in the report is correct.

### **Issues:**

There are many and varied reasons why issues can arise during the process of managing ESMs. Here are just a few.

- One step of the process is inadvertently missed which results in non-compliance. To assist you conduct a thorough process a Checklist has been provided.

Refer Annexure D which outlines Questions you need to ask yourself to ensure you comply with the obligations of the Building Regulations.

- An issue could arise if not every essential safety measure installed or used by the OC is listed on the Occupancy Permit. In such instances an OC should engage an independent auditor who can visit the site and create a schedule of equipment and/or verify the existing list.
- Another concern is if a contractor advises they manage a particular aspect of the services, but fail to tell you which items they don't manage. ie and Air conditioning contractor could manage the air conditioning but not automatically include the servicing of the fire dampers. The OC could anticipate that the fire services contractor manages the fire equipment, but find out this excludes the fire dampers. Fans may be being maintained, but a close look at the details or omission of details could fail to identify that particular fans are not included; ie extraction fans in the car park.
- Sometimes changing service contractors can also create issues. If an accurate record of servicing is not being maintained and/or is not made available for the reference of the newly appointed contractor, they may be unable to ascertain at which part of the maintenance regime the equipment is at. ie a different level of service may be required at 3 or 6 yearly intervals. If a contractor is unsure at which year in the cycle the servicing is at, it is easy for these infrequent services to be missed.

- The buildings system could be compromised if an owner makes changes within their lot, that impact the correct operation of a buildings system. ie erects additional walls that prevent the spread of water flow from a fire sprinkler, installs a non-rated peep hole in the fire door, cuts fire detection system wiring.

s129 OC managers should be aware and put lot owners on notice that pursuant to section 129 of the OC Act, a lot owner must properly maintain in a state of good and serviceable repair any part of the lot that affects the use or enjoyment of other lots or the common property and maintain any service that serves that lot exclusively. This may include the responsibility for the maintenance and reporting on ESMs that are within a lot or belong to the individual lot owner.

Items which fall into this category are:

- Front door of the apartment/tenancy (fire door)
- Each month the owner/occupier should check the security of the fire door ensuring it operates satisfactorily. All screws are firm in hinges, face plate and door closer. The door fits reasonably within its frame without large gaps. The door closes fully on release.

Refer Instruction Brochure – Maintaining a Safe & Compliant Fire Door, provided courtesy of LinkFire.

- Fire Rating between Apartments

There is to be no breach of the fire wall between their unit and another, eg no penetrations for cables etc. If so, these must be notified to the OC manager who will in turn notify the ESM provider/contractor.

- Smoke detectors and Alarms

Must be of an approved variety and checked regularly for function and battery status.

- Air Conditioners

Any unit must be maintained according to manufacturer's specifications (not applicable to wall units ie split systems).

- Fire Extinguishers within a lot

Any fire extinguishers installed within a lot must be maintained to the Australian Standard.

- Balconies

Ensure that a balcony has not been modified without notification to, and approval having been sought from, the OC. Modifications must remain compliant with Australian Standards.

- Safety or Fire Glass

Any safety glass that is broken must be replaced with the same level of safety glass applicable to the situation. Although industry best practice is to replace with current standards to minimise risk of injury and liability in the unfortunate event of an incident.

- Emergency and Exit lights

All emergency and exit lighting with a commercial tenancy must be maintained to Australian Standards.

- Toilet Exhaust Fans

Exhaust fans within an lot should be cleaned and maintained to manufacturers specifications to ensure maximum operation and longevity of the buildings system.

## **Resources:**

- Owners Corporations Act 2006 Sections 47, 129
- Building Regulations 2006, Division 1, Subdivision 1, Subdivision 2, Subdivision 3, Regulation 1007, 1008, 1009, 1201, 1203, 1204, 1205, 1206, 1207, 1208, 1211, 1212, 1214, 1216, 1217, 1218
- Building Codes of Australia
- SCA (Vic) Practice Guideline – Repairs & Maintenance
- SCA (Vic) Practice Guide Australian Standards – A Guide to Understanding Framework
- SCA (Vic) Practice Guideline – Occupational Health & Safety
- SCA (Vic) Practice Guideline – Occupational Health & Safety - An OC & OCM's responsibility
- SCA (Vic) Practice Guideline – Occupational Health & Safety – Conditions Applicable to Work Orders & Agreements
- SCA (Vic) Practice Guideline – Planning for Emergencies – Evacuation Plans
- LinkFire Instruction Brochure – Maintaining a Safe & Compliant Fire Door

SCA (Vic) thanks LinkFire, Buildcheck and Pelham Lawyers for their contribution to preparation of this Practice Guideline.

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## Annexure A

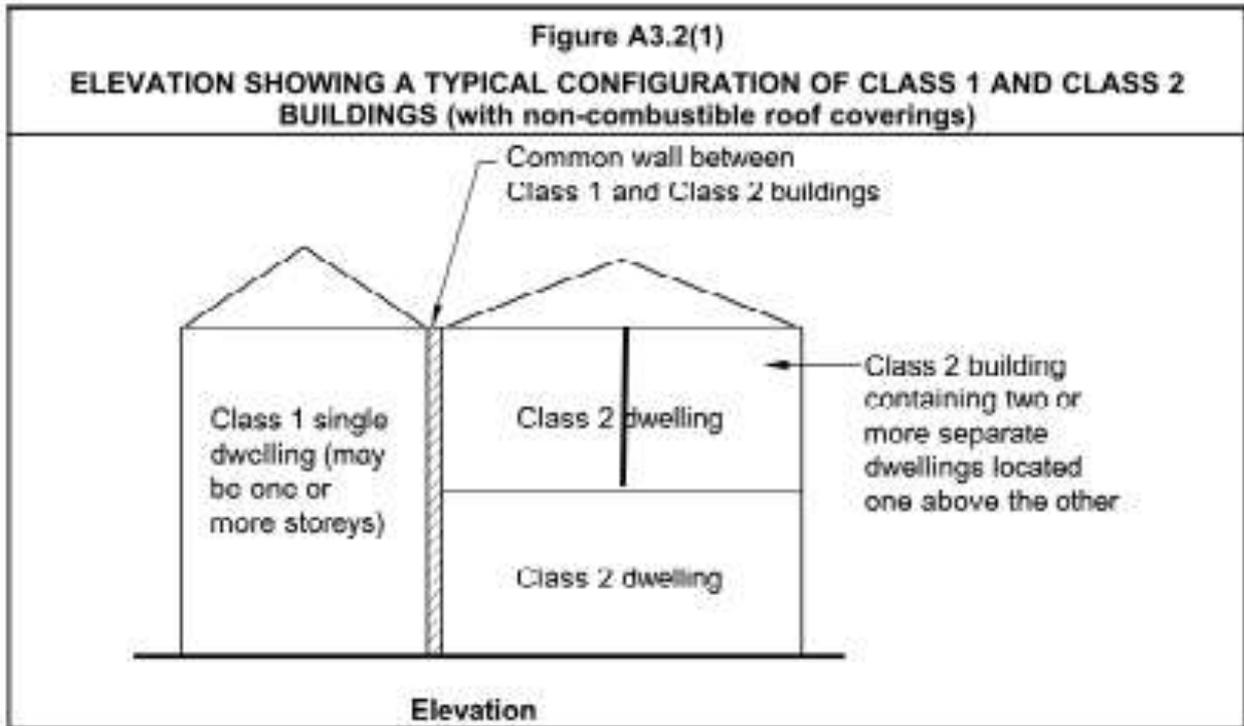
Building Code of Australia, Extract

- I1. Building Fire Integrity/compartmentalisation
- I2. Means of Egress
- I3. Exit Signs
- I4. Emergency Lighting
- I5. Fire Fighting Equipment
- I6. Air Handling Systems or HVAC
- I7. Automatic Fire Detection & Alarms
- I8. Occupant Warning System
- I9. Lifts
- I10. Standby Power
- I11. Building Clearances and Fire Brigade
- I12. Ventilation System
- I13. Building Use

Air conditioning systems	Exit doors
Emergency lifts	Exit signs
Emergency lighting	Fire brigade connections
Emergency power supply	Smoke alarms
Emergency warning and intercommunication systems	Smoke control measures
Exit doors	Smoke doors
Exit signs	Smoke vents
Fire brigade connections	Sprinkler systems
Air conditioning systems	Stairwell pressurisation systems
Emergency lifts	Static water storage
Emergency lighting	Vehicular access for large isolated buildings
Emergency power supply	Warning systems associated with lifts
Emergency warning and intercommunication systems	Warm and cool water systems
	PLUS anything else the BS requires

## Annexure B:

### Classes of Buildings



Class 1b: Some boarding houses, guest houses or hostels.

Class 2: Buildings containing sole-occupancy unit (eg apartments, blocks of flats).

Class 3: Backpacker accommodation, residential parts of hotels or motels, residential parts of schools, accommodation for the aged, disabled or children.

Class 5: Offices for professional or commercial purposes.

Class 6: Shops or other buildings for sale of goods by retail cafes, restaurants, milk bars, dining rooms, and bars.

Class 7: Buildings used for car parks storage or display of goods.

Class 8: Laboratories or buildings for production or assembly of goods.

Class 9: Public buildings such as health care buildings or assembly buildings, nightclubs, bars etc.

## Annexure C

### ESM Records for newly constructed buildings

NB: Each building will have different records to collect:

- Occupancy Permit / Maintenance Determination
- Hydrant Test Records Ad Performance Certificate – AS 2419.1 Hydrant Design
  - a) Name of owner [REDACTED]
  - b) Who performed the test [REDACTED]
  - c) Identification of system [REDACTED]
  - d) Results of all flow and hydro tests [REDACTED]
  - e) Signatures of owner and tester [REDACTED]

*“The record of system commissioning tests shall be available on the property at all times”*

- Sprinkler Test - record and certificates – AS 2118.10
- Sprinklers/hydrants – block plans
- Pumps – operating manuals & performing curves
- HVAC/Stair pressurisation – operating manuals, maintenance schedules, plant and equipment register, plant locations, drawings
- Dampers - number and locations
- Detectors – number and locations
- Emergency & Exit Lights – register
- Fire Sealing - certificate

## Annexure D

### Checklist for Compliance:

Questions you need to ask yourself to ensure you comply with the obligations of the Building Regulations.

- Yes  / No  Is an AESM report necessary?
- Yes  / No  If yes has it been organised annually?
- Yes  / No  Is it being organised before the appropriate date? (ie pre 1994 13th June, post 1994 before anniversary of OP)
- Yes  / No  Have you had the schedule of ESM's reviewed to ensure its accuracy?
- Yes  / No  And/or has the OC installed any new services such as additional fire extinguishers etc?
- Yes  / No  Can you confirm that each of the items identified as an ESM are being maintained?
- Yes  / No  Can you identify with confidence who is the contractor maintaining each aspect of the ESM's at the site?
- Yes  / No  Have you checked that each of these contractors are appropriately qualified?
- Yes  / No  Is the OP or AESMR displayed on site?
- Yes  / No  Are the records of the AESMR readily accessible on site?
- Yes  / No  And off site, so they're accessible within 24 hours of a request to review?
- Yes  / No  Have you given due consideration as to whether the annual essential safety measures report is conducted by an independent consultant?
- Yes  / No  Have you informed owners/residents of their obligation to maintain exit paths?
- Yes  / No  And the ESM's within their private lot?

**Remember:** A completed audit = maintenance compliance