



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

## Property Services Design Standards and Guidelines

Section **1**

# About Property Services Design Standards and Guidelines

Version 1.0



## Document Control Information

<b>Team Name:</b>	Design Standards Steering Group	<b>Published date:</b>	10 September 2019
<b>Document version:</b>	Version 1.0	<b>Revision date:</b>	Annually

### Document Control

Version	Review Date	Authorised by	Description
1.0	10 September 2019	Design Standards Steering Group	Initial version of manual.
			(Either note which sections have changed or 'annual review – no changes')

### Feedback

If you spot an error in this document, or you have a suggestion on how we can improve the document, please tell us about it by printing, completing and emailing the form in Appendix B to us at [PTechServices@auckland.ac.nz](mailto:PTechServices@auckland.ac.nz).

# 1 About Property Services Design Standards and Guidelines

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## 1.1 Introduction

### 1.1.1 Purpose

The University of Auckland (University) Property Services Design Standards and Guidelines (referred to in this document as the Standards) outlines the University’s expectations for its built forms in order to achieve consistency in the quality of the design and construction of those built forms. They are aligned with the University’s requisites for Health and Safety, aesthetic appeal, maintainability and environmental sustainability, while ensuring there is enough scope for innovation and technological advancements to be explored within each project.

The Standards are intended for use by any parties who may be involved in the planning, design and construction of University facilities. This includes external consultants and contractors, University planners, designers and project managers as well as faculty and office staff who may be involved in the planning, design, maintenance or refurbishment of facilities.

These Standards also provide facility managers, maintenance contractors and other service providers with an understanding of University services in order to assist in the maintenance and operation of facilities.

### 1.1.2 Authors and acknowledgements



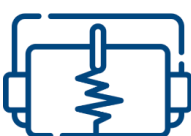
The Standards have been developed by the Property Services Design Standards and Guidelines Steering Group with the assistance of University staff, external consultants, contractors, and colleagues from other education institutions. The University of Auckland conveys its thanks to these contributors.










### 1.1.3 Structure of the document







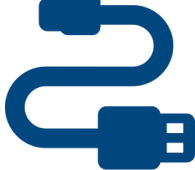

The Standards are divided into the following sections for ease of use, but must be considered in their entirety, regardless of specific discipline or responsibilities.






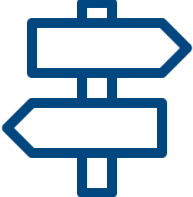



The User Guide in Appendix A explains how to make full use of the *Property Services Design Standards and Guidelines*.


**Table 1: Document Structure**

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Section 2	Project & Building Works Requirements	
Section 2-a	Seismic	

Section Number	Section Name	Icon
Section 2-b	Project Information Requirements	
Section 3	Utilities Connections & Energy Management	
Section 4	Mechanical Services	
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Section 7	Building Management System (BMS)	

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Section 8	Electrical for Mechanical & Associated Services	
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Section 13	Access Control & Security	
Section 14	Information Systems	
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Section Number	Section Name	Icon
Section 16	Landscape/Precincts/ Grounds	
Section 17	Furniture / Furnishings	
Section 18	Building & Room Numbering Protocol	
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Section 21	Signage	
Section 22	Soft Services: Cleaning, waste, recycling	
Section 23	Project Lifecycle Tool	
Section 24	Project Handover Documentation	

Section Number	Section Name	Icon
Section 25	Design Dispensation Form	

#### 1.1.4 Standards and use of guidelines

The requirements of the NZ Building Code and the requirements of Standards which are called upon by the building code, building act or other local legislative requirements, shall set the 'minimum' design criteria to be applied to a project.

Wherever this document states design criteria / guidelines which exceed the requirements of these Standards, it is the University's requirement that the criteria as outlined within this document is applied.

The use of these guidelines does not relieve the consultant or designer in any way of their responsibility to clearly communicate and then seek approval for their design solutions to the University. **Where specific design requirements, as outlined within these guidelines, has not been considered or incorporated into design, the University of Auckland reserves the right to seek modification, even during construction, without incurring variation.**

Where this document refers to any Standard or Code, the version number is not noted in this document. It is the responsibility of the reader to ensure the most recent version of the Standard or Code is used.

Apart from the NZ Building Code, the planning, design and construction of each University facility must fully comply with current relevant legislation, including but not limited to:

- Occupational Safety and Health (OSH) legislation
- Local council and authority requirements.

#### 1.1.5 Discrepancies

The Standards outline the University's generic requirements above and beyond the above-mentioned legislation.

If any discrepancies are found between any relevant legislation, the Standards, and project specific documentation, these discrepancies should be highlighted in writing to the Director Property Services.

#### 1.1.6 Reviews

The Property Services Design Standards and Guidelines is reviewed periodically, and all feedback will be considered.

#### 1.1.7 Design Dispensations

The intent of the Standards is to achieve consistency in the quality of the design and construction of the University's built forms. However, consultants and contractors are expected to propose 'best practice / state of the art' construction techniques, and introduce technological changes that support pragmatic, innovative design. Such alternate solutions will be expected to be able to be demonstrated to the University



as meeting the quality and performance standards required, while also adding project and/or life cycle cost value.

In recognition of this, any dispensations from the Standards, must follow the Dispensation process in Section 25. Any exemption made without such written confirmation shall be rectified at no cost to the University.

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#### **1.1.8 Project specific documentation**

Requirements specific to a project, campus or other variable, will be covered by project specific documentation, such as client briefs, specifications and drawings. These Standards will supplement any such project specific documentation.

**Note:** The Standards do not take precedence over any contract document, although they will typically be cross-referenced in such documentation.

Extracts from the Standards may be incorporated in specifications; however, it must remain the consultant's and contractor's responsibility to fully investigate the needs of the University and produce designs and documents that are entirely 'fit for purpose' and which meet the 'intent' of the project brief.

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#### **1.1.9 Manufacturer specifications and data sheets**

All installation must be carried out in accordance with manufacturer specifications and manufacturer's safety data sheet to ensure product performance over its intended life and so as not to invalidate any warranties.

For all works, it is expected that suitably qualified and experienced professionals are engaged to interpret and apply these Standards to University projects.

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#### **1.1.10 Consultation with Facilities Management (FM)**

FM is responsible for delivering comprehensive maintenance and management of all building and plant within the University's built environment. It is important that FM is consulted during all phases of the investigative and design processes and kept well informed during construction.

**During the design process,** FM must be consulted about the proposed design solutions, operating conditions, plant selections and materials. Samples shall be provided upon request.

**During construction,** FM must be consulted about any required isolations and connections, and any works which may result in disruption of continual building service or access.

FM reserves the right to provide comments to the consultant or the project manager following FM on-site observations of any defects, non-compliances or workmanship concerns during construction.

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## 1.2 Abbreviations and Definitions

These abbreviations and definitions apply for this document.

**Table 2: Abbreviations and definitions**

Abbreviation	Description
BMS	Building Management System
FM	Facilities Management
OSH	Occupational Safety and Health
University	The University of Auckland
UPS	Uninterruptible Power Supply
Consultant	Any architect, engineer, or project manager engaged by the University for their services in undertaking design or management of a University project.
Contractor	The contractor or relevant sub-contractor appointed by the University for the design-and-build, or construction of, a University project.
Designers	The group of consultants engaged by the University for their services in undertaking design of a University project.
Can	Implies a capability of possibility and refers to the ability of the user of the document, or to a possibility that is available or might occur.
May	Indicates the existence of an option
Shall	Indicates a statement is mandatory
Should	Indicates a recommendation

# Appendix A User Guide

## A.1 Introduction

The University of Auckland’s Property Services Design Standards and Guidelines are available on the intranet.

The document is split into sections. Each section is a pdf document which can either be printed or viewed online via a computer, tablet or phone.

## A.2 Print

As a standard pdf document, you can either print the whole section, one page, or a range of pages.

### Table of contents

Each section has a detailed table of contents at the front.

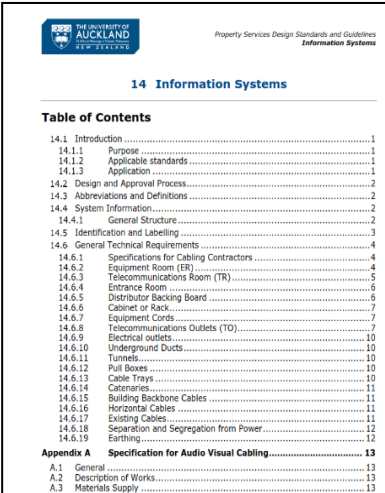
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### Lists of tables and figures

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**14 Information Systems**

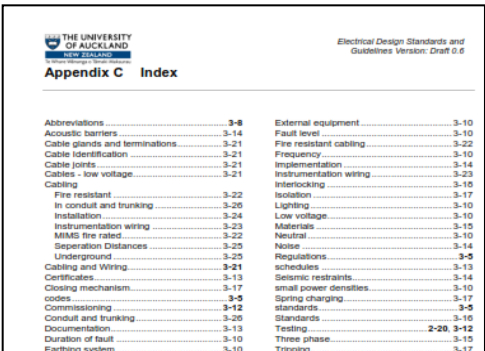
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## A.3 Online

### Introduction

The pdf documents can be viewed on a computer, tablet or phone.

You can use the same tools to identify the page number and then scroll to the page:

- Table of contents
- Lists of tables and figures
- Index.

There are a few extra tools you can also use online.

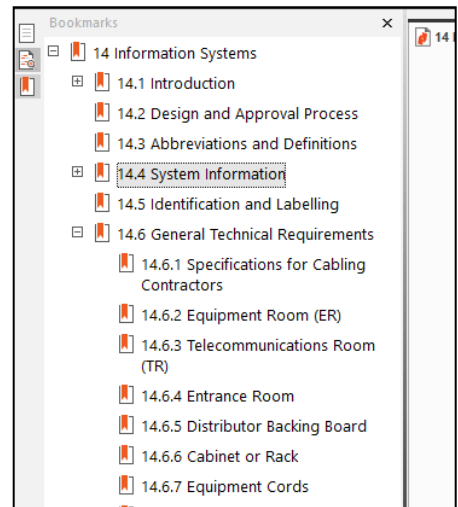
### Bookmarks

Bookmarks in pdf documents are like a table of contents.

They are usually found in the top left hand corner of the document.

Depending on your device's software you can usually drill down a heading to see headings under it (click on the + or -).

You can also click on the heading to go to it in the document.

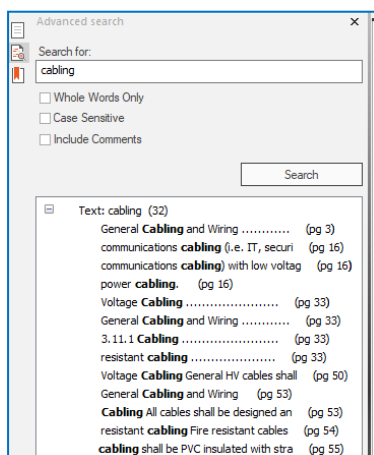


### Searching

You can use your software's search function to find specific terms/words.

Depending on your software, the search will either:

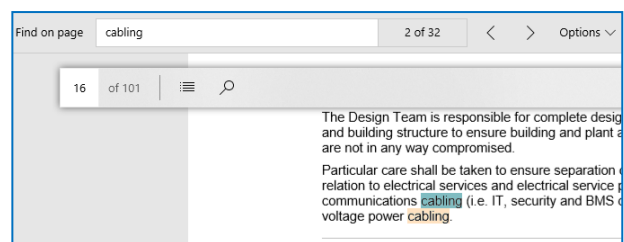
#### Display all occurrences of the word:



Browse through until you find the relevant entry.

Click on the entry to go to the page.

#### Display only the first occurrence of the word:



Keep clicking on the magnifying glass until you find what you are looking for.

## Appendix B Feedback Form

We love hearing from you. Please take a few moments to let us know how we can improve the *Property Services Design Standards and Guidelines*.

1.	<b>Name:</b>			
2.	Contact Details: (in case we need clarification)			
<b>Complete this section if you have found a typo / formatting error.</b> (If possible, attach a photo of the error)				
3.	Section No:		Page No/s:	
	Description of error:			
<b>Complete this section if you have a suggestion about content.</b>				
4.	Section No:		Page No/s: (if applicable)	
	Suggestion/s:			
<b>Complete this section if you have any other suggestions for improvement.</b>				
5.	Suggestion/s:			
6.	Email your feedback to <a href="mailto:PSTechServices@auckland.ac.nz">PSTechServices@auckland.ac.nz</a>			
<b>Thanks for your feedback!</b>				

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