



**New Zealand
School Property Agency**

Great schools, great spaces

Standard layouts for primary school administration spaces

VERSION 1.2: OCTOBER 2026

Introduction

Great schools need great spaces. Warm, dry, safe and light-filled classrooms. Areas that flex to how your teachers like to teach. Buildings and spaces that feel good and belong to your school and your community. Buildings that are easy to maintain.

We have collaborated closely with architects, engineers, builders, and educators to develop designs that achieve all this — consistently and affordably. We have called these standard designs. They meet all New Zealand building requirements, make sense for most schools, and respond to your school's identity, your site, and the way your students learn.

Our plan is to keep improving these standard designs. As we gather feedback from schools, builders, and designers, we will review and update our standard designs to ensure they work for everyone.

Purpose

This document is part of our standard design guidance suite. It provides detailed technical information for schools to support discussions about their administration (admin) and resource needs. It also provides a clear and consistent starting point for schools, designers and builders undertaking school projects.

These standard layouts for primary school admin spaces bring together insights from educators, principals, and designers to create spaces that are functional and flexible.

How to use this document

We recommend using this document early in the design process to support conversations about designing the right admin layout and to confirm who is supplying what in your design project.

Consider the layout examples as starting points. Each layout example is designed using the modules that are considered necessary for a fit-for-purpose admin space.

Each module, such as a staffroom, is a standalone design element that can be placed where it makes the most sense for a school.

What this document includes

This document includes a range of standard layouts for primary school admin spaces. Each layout includes:

- › a general arrangement plan and 3D views of each layout
- › indicative furniture arrangements, including items that are expected to be school-supplied
- › elements provided as part of the build, such as finishes, fixtures and joinery
- › a room data sheet showing the details and quantity of items included in the drawings.

Bracing walls and openings between teaching spaces

In some of our single-storey standard designs, bracing walls are needed to support the structure. The amount of bracing wall needed is indicated by red coloured measurements annotated with a 'BR' on the relevant drawings.

Provided that a building has the total amount of bracing wall required in metres, the walls can be placed where they best suit a school's layout preferences.

Contents

Primary School Admin Layouts

No.	Sheet Name	Rev
000.1	Cover	C
000.2	Contents	C
000.3	Door & Window Schedule	B
000.4	Wall Finishes Schedule	B
110.1	Layouts - 110 Admin Primary (A)	C
110.2	Layouts - 110 Admin Primary (A)	C
111.1	Layouts - 111 Admin Primary (B)	C
111.2	Layouts - 111 Admin Primary (B)	B
111.3	Layouts - 111 Admin Primary (B)	C
112.1	Layouts - 112 Admin Primary (C)	C
112.2	Layouts - 112 Admin Primary (C)	B
112.3	Layouts - 112 Admin Primary (C)	C

GENERAL NOTES:
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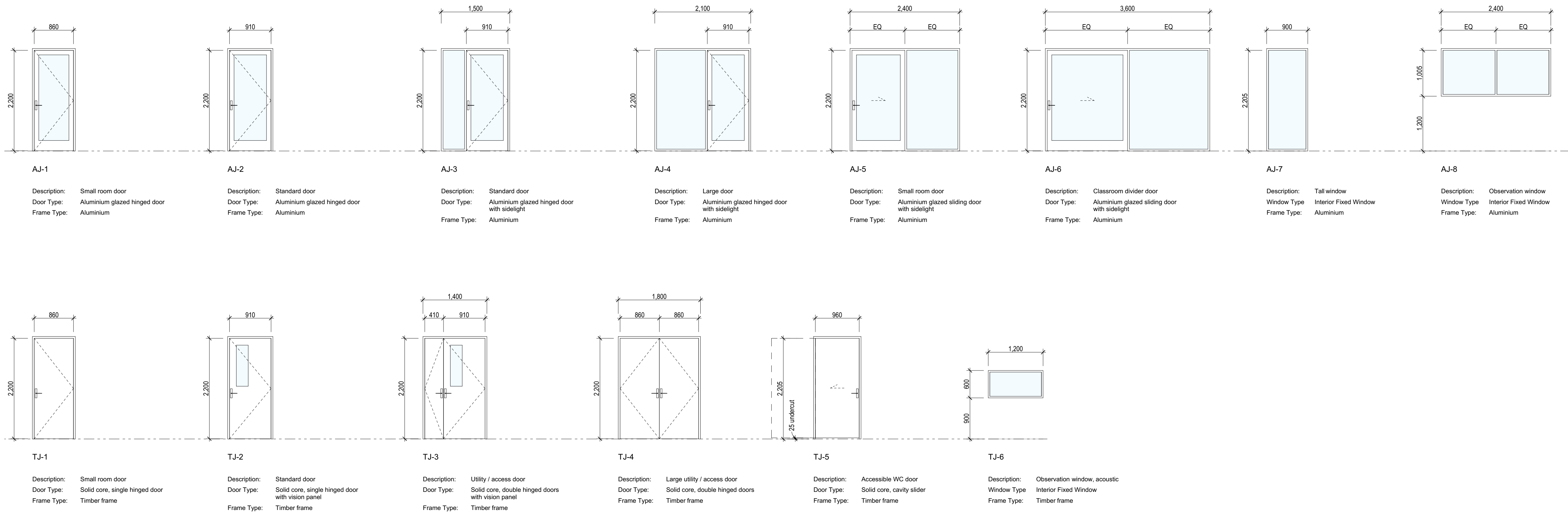
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A	100% Developed Design	1/05/2026
B	100% Developed Design II	5/06/2026
C	100% Developed Design III	26/06/2026

Standard Designs
Layouts
A - Architecture
Contents

@ A1

Layouts - Door & Window Schedule

Standard Range Of Interior Doors & Windows



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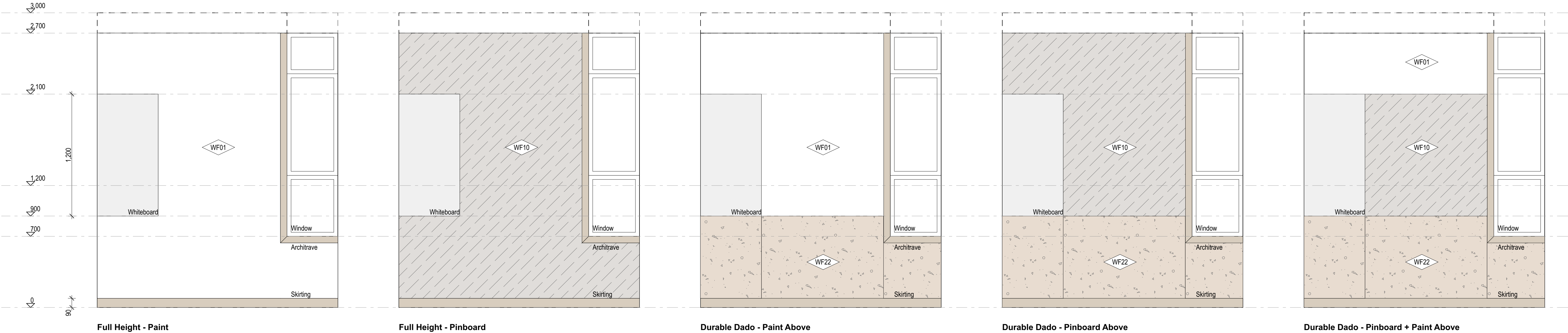
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Standard Designs
Layouts
A - Architecture
Door & Window Schedule

1:50 @ A1

Layouts - Wall Finishes Schedule

Standard Range Of Interior Wall Finishes



WALL FINISHES LEGEND	
WF01	L4 STOP AND PAINT FINISH TO PLASTERBOARD - GENERAL
WF02	L4 STOP AND PAINT FINISH TO PLASTERBOARD - SPECIALTY
WF10	ACOUSTIC PINBOARD NRC 0.4 MINIMUM
	VELOUR OR SMOOTH FACING
	SMOOTH FACING
WF22	MANUFACTURED TIMBER BOARD LINING
WF30	WALL VINYL WITH WELDED SEAMS

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Standard Designs
Layouts
A - Architecture
Wall Finishes Schedule

1:20 @ A1

Layouts - 110 Admin Primary (A)

General Arrangement



Details

Occupancy

<200 Student Roll

Flooring

- ☒ F01 Carpet Tile General Purpose
- ☒ F05 Vinyl General Purpose
- ☒ F08 Vinyl Sports/Dance (with Underlay)
- ☐ F10 Sealer Coating (Exposed Concrete)

Ceiling

- ☒ Ceiling Tile (NRC 0.70 minimum / CAC 20 min)
- ☐ Ceiling Tile (NRC 0.85 minimum / CAC 20 min)
- ☐ Gypsum Sheet

Wall Finish

- ☒ WF01/02 Painted Plasterboard
- ☒ WF10 Acoustic Pinboard (NRC 0.4 min)
- ☒ WF30 Wall Vinyl
- ☐ WF22 Manufactured Timber Board Lining (Plywood)
- ☒ WF22 Manufactured Timber Board Lining (OSB)

Typology Dependent Considerations

- ☒ F03 Carpet Tile General (Entrance Matting)
- ☐ F07 Vinyl (with Acoustic Backing)
- ☐ F20 Timber Sprung Floor

Typology Dependent Considerations

- ☐ Upgrade CAC 30 min + Insulation (High-Noise Classroom Above)
- ☐ Upgrade CAC 30 min (Hard-Surfaced Classroom Above)
- ☒ Upgrade CAC 30 min (Roof Above)
- ☐ Wipeable Tile
- ☐ Specialist Acoustic Design Required

Typology Dependent Considerations

- ☒ Pinboard Located On Perpendicular Faces
- ☐ Pinboard Located At High-Level On All Faces
- ☐ Pinboard Face Polyester (Smooth)
- ☐ Durable Lining As Dado
- ☒ Durable Lining As Dado (Small Rooms Only)
- ☐ Specialist Acoustic Design Required

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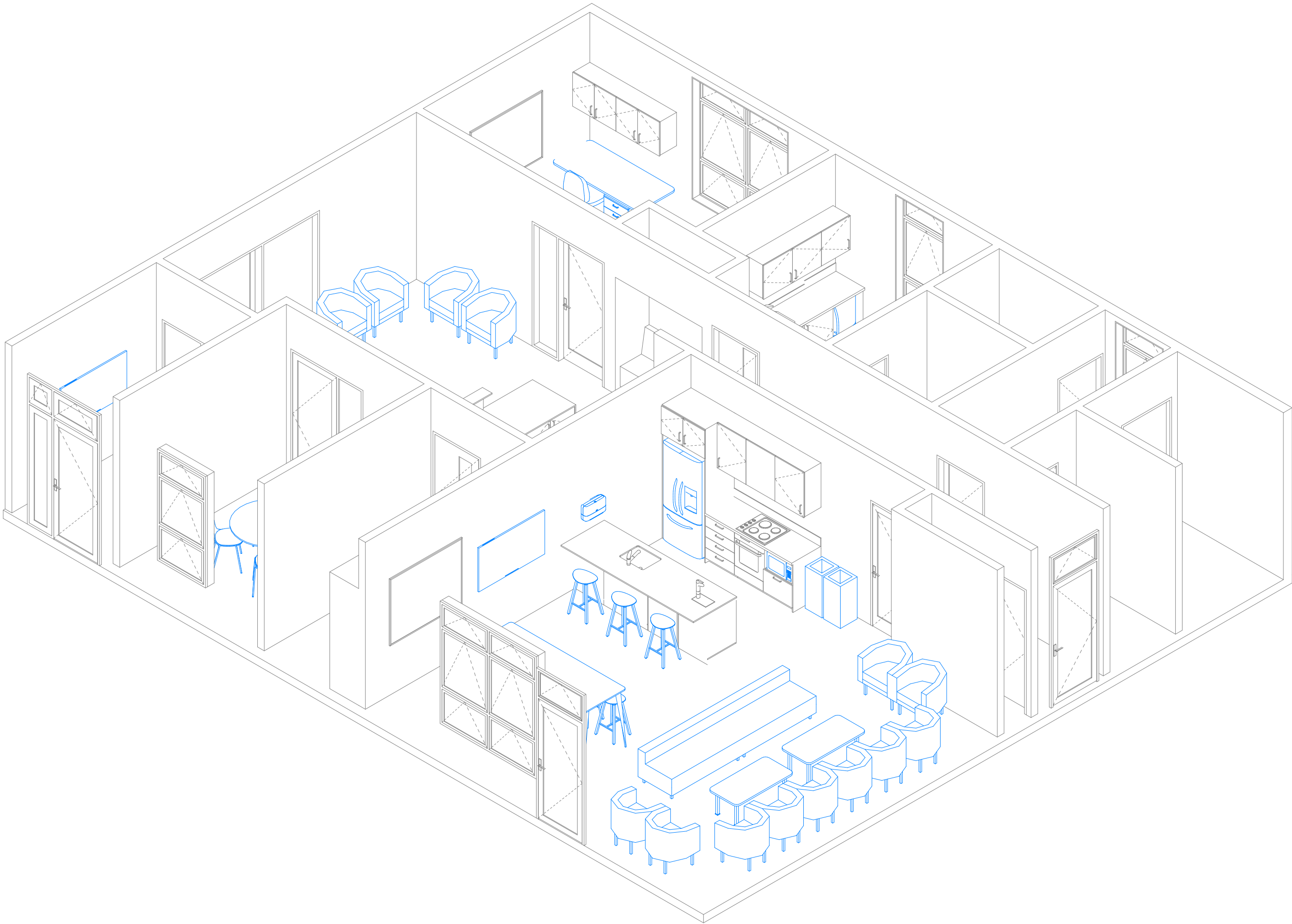
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Room Data Sheet

110 Room Data - Admin Primary - Layout A						110 Room Data - Admin Primary - Layout A					
Supply	Code	Group	Description	Image	Qty	Supply	Code	Group	Description	Image	Qty
Build	A-DW-1	PLUMBING	Dishwasher - Standard		1	School	A-FR-2	ELECTRICAL	Fridge - General Purpose, Medium		1
Build	A-EH-1	ELECTRICAL	Hob - Electrical, In-Built		1	School	A-FR-3	ELECTRICAL	Fridge - General Purpose, Under Bench		1
Build	A-OV-1	ELECTRICAL	Oven - Domestic, In-built		1	School	A-MW-1	ELECTRICAL	Microwave		1
Build	A-RH-3	ELECTRICAL	Rangehood - In-built		1	School	BD	FURNITURE	Sick Bay Bed		1
Build	BL-700	FURNITURE	Benchtop, Laminate - 2200x700		3	School	BI-L	FURNITURE	Bin - Landfill		3
Build	IS-1-900B	JOINERY	In-built Seating with Squab - 900 Module with Backrest		1	School	BI-P	FURNITURE	Bin - Paper		2
Build	LU-C-600	JOINERY	Low Unit - Cupboard, 600x600		1	School	BI-R	FURNITURE	Bin - Recycling (Plastics & Cans)		1
Build	LU-C-900	JOINERY	Low Unit - Cupboard, 900x600		4	School	BR-W	FITTING	TV Wall Mounting Bracket		2
Build	LU-C-1200	JOINERY	Low Unit - Cupboard, 1200x600		1	School	CH-1	FURNITURE	Chair - General Purpose		8
Build	LU-D-600	JOINERY	Low Unit - Drawer, 600x600		3	School	CH-2	FURNITURE	Chair - Office, Wheeled		3
Build	LU-DW-620	JOINERY	Low Unit - Dishwasher, 620x600		2	School	CH-4	FURNITURE	Chair - Tub		14
Build	LU-MW-600	JOINERY	Low Unit - Microwave, 600x600		1	School	CH-5	FURNITURE	Chair - Sofa, Backrest		2
Build	LU-OV-600	JOINERY	Low Unit - Oven, 600x600		1	School	CM	ELECTRICAL	Computer - Desktop		1
Build	SK-S-400	PLUMBING	Sink - Medium, General Purpose, 400x400		1	School	DI-H	FITTING	Dispenser - Paper Towel		1
Build	SK-S-500	PLUMBING	Sink - Large, General Purpose, 500x400		1	School	OD-500	FURNITURE	Office Mobile Cabinet - 500x500		2
Build	TP-1	PLUMBING	Tap - Swivel Mixer, General Purpose		2	School	OD-1800	FURNITURE	Office Desk - Large, 1800x800		2
Build	TP-5	FURNITURE	Tap - Hot Water Supply, Sink Free with Underbench Unit		1	School	OS-1800	FURNITURE	Office Sideboard - 1800x400		1
Build	TU-C-1200	JOINERY	Tall Unit - Cupboard, 1200x600x2100		1	School	ST-2	FURNITURE	Stool - Formal		11
Build	TU-FR-900	JOINERY	Tall Unit - Fridge, 900x600x2400		1	School	TB-1000	FURNITURE	Table - Small, 1000 Round		1
Build	TU-S-1200	JOINERY	Tall Unit - Shelving, 1200x600x2100		3	School	TB-1200	FURNITURE	Table - Medium, 1200 Round		1
Build	WB-1500	FITTING	Whiteboard - Wall Mounted, 1500x1200		3	School	TB-C-1200	FURNITURE	Table - Coffee, 1200x600		2
Build	WU-C-600	JOINERY	Wall Unit - Cupboard, 600x350		4	School	TB-L-2400	FURNITURE	Table - Leaner, 2400x900		1
Build	WU-C-900	JOINERY	Wall Unit - Cupboard, 900x350		4	School	TV-60	ELECTRICAL	Audio Visual Screen - Wall Mounted		2
Build	WU-C-1200	JOINERY	Wall Unit - Cupboard, 1200x350		1						
Build	WU-S-900	JOINERY	Wall Unit - Shelving, 900x350		2						

Layouts - 110 Admin Primary (A)

Room Isometric



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Standard Designs
Layouts
A - Architecture
Layouts - 110 Admin Primary (A)

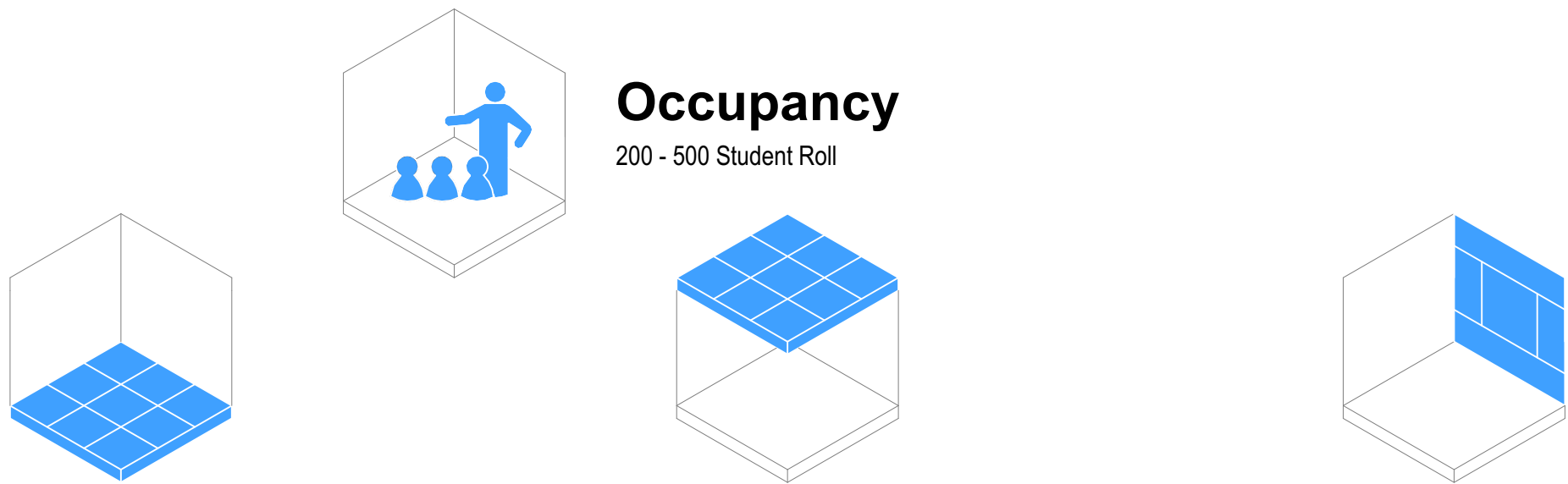
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Layouts - 111 Admin Primary (B)

General Arrangement



Details



Occupancy

200 - 500 Student Roll

Flooring

- ☒ F01 Carpet Tile General Purpose
- ☒ F05 Vinyl General Purpose
- ☐ F08 Vinyl Sports/Dance (with Underlay)
- ☐ F10 Sealer Coating (Exposed Concrete)

Typology Dependent Considerations

- ☒ F03 Carpet Tile General (Entrance Matting)
- ☐ F07 Vinyl (with Acoustic Backing)
- ☐ F20 Timber Sprung Floor

Ceiling

- ☒ Ceiling Tile (NRC 0.70 minimum / CAC 20 min)
- ☐ Ceiling Tile (NRC 0.85 minimum / CAC 20 min)
- ☐ Gypsum Sheet

Typology Dependent Considerations

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- ☒ Upgrade CAC 30 min (Hard-Surfaced Classroom Above)
- ☒ Upgrade CAC 30 min (Roof Above)
- ☐ Wipeable Tile
- ☐ Specialist Acoustic Design Required

Wall Finish

- ☒ WF01/02 Painted Plasterboard
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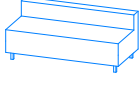
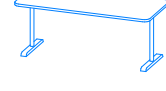
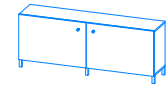
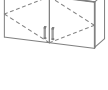
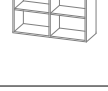
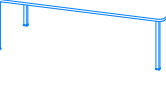
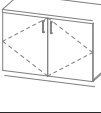
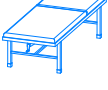
Standard Designs
Layouts
A - Architecture
Layouts - 111Admin Primary (B)

1:50 @ A1

A.L.111.1 - C

Layouts - 111 Admin Primary (B)

Room Data Sheet

111 Room Data - Admin Primary - Layout B						111 Room Data - Admin Primary - Layout B						111 Room Data - Admin Primary - Layout B					
Supply	Code	Group	Description	Image	Qty	Supply	Code	Group	Description	Image	Qty	Supply	Code	Group	Description	Image	Qty
Build	A-DW-1	PLUMBING	Dishwasher - Standard		1	Build	TU-D-400	JOINERY	Tall Unit - Pull-Out Pantry, 400x600x2400		1	School	CH-4	FURNITURE	Chair - Tub		15
Build	A-EH-1	ELECTRICAL	Hob - Electrical, In-Built		1	Build	TU-FR-900	JOINERY	Tall Unit - Fridge, 900x600x2400		1	School	CH-5	FURNITURE	Chair - Sofa, Backrest		2
Build	A-OV-1	ELECTRICAL	Oven - Domestic, In-built		1	Build	TU-S-900	JOINERY	Tall Unit - Shelving, 900x700x2100		1	School	CM	ELECTRICAL	Computer - Desktop		2
Build	A-RH-3	ELECTRICAL	Rangehood - In-built		1	Build	TU-S-900	JOINERY	Tall Unit - Shelving, 600x600x2100		1	School	DI-H	FITTING	Dispenser - Paper Towel		1
Build	BL-700	FURNITURE	Benchtop, Laminate - 2200x700		3	Build	WB-1500	FITTING	Whiteboard - Wall Mounted, 1500x1200		4	School	DI-S	FITTING	Dispenser - Soap		1
Build	BL-700	FURNITURE	Benchtop, Laminate - 1800x700		5	Build	WU-C-450	JOINERY	Wall Unit - Cupboard, 450x350		1	School	OD-500	FURNITURE	Office Mobile Cabinet - 500x500		2
Build	BR-C	JOINERY	Bracket - Cantilever		13	Build	WU-C-600	JOINERY	Wall Unit - Cupboard, 600x350		7	School	OD-1800	FURNITURE	Office Desk - Large, 1800x800		2
Build	IS-1-900B	JOINERY	In-built Seating with Squab - 900 Module with Backrest		1	Build	WU-C-900	JOINERY	Wall Unit - Cupboard, 900x350		12	School	OS-1800	FURNITURE	Office Sideboard - 1800x400		1
Build	LU-C-300	JOINERY	Low Unit - Cupboard, 300x600		1	Build	WU-C-1200	JOINERY	Wall Unit - Cupboard, 1200x350		1	School	PR-1	ELECTRICAL	Printer - Copier		1
Build	LU-C-450	JOINERY	Low Unit - Cupboard, 450x600		1	Build	WU-S-900	JOINERY	Wall Unit - Shelving, 900x350		2	School	ST-2	FURNITURE	Stool - Formal		3
Build	LU-C-600	JOINERY	Low Unit - Cupboard, 600x600		3	School	A-FR-2	ELECTRICAL	Fridge - General Purpose, Medium		1	School	TB-1000	FURNITURE	Table - Small, 1000 Round		7
Build	LU-C-900	JOINERY	Low Unit - Cupboard, 900x600		5	School	A-FR-3	ELECTRICAL	Fridge - General Purpose, Under Bench		1	School	TB-2400	FURNITURE	Table - Large, 2400x1200		1
Build	LU-C-1200	JOINERY	Low Unit - Cupboard, 1200x600		1	School	A-MW-1	ELECTRICAL	Microwave		2	School	TB-C-1200	FURNITURE	Table - Coffee, 1200x600		4
Build	LU-D-600	JOINERY	Low Unit - Drawer, 600x600		4	School	BD	FURNITURE	Sick Bay Bed		1	School	TV-60	ELECTRICAL	Audio Visual Screen - Wall Mounted		3
Build	LU-DW-620	JOINERY	Low Unit - Dishwasher, 620x600		2	School	BI-G	FURNITURE	Bin - Glass		1						
Build	LU-MW-600	JOINERY	Low Unit - Microwave, 600x600		2	School	BI-L	FURNITURE	Bin - Landfill		3						
Build	LU-OV-600	JOINERY	Low Unit - Oven, 600x600		1	School	BI-O	FURNITURE	Bin - Organic		1						
Build	SK-S-400	PLUMBING	Sink - Medium, General Purpose, 400x400		1	School	BI-P	FURNITURE	Bin - Paper		3						
Build	SK-S-500	PLUMBING	Sink - Large, General Purpose, 500x400		1	School	BI-R	FURNITURE	Bin - Recycling (Plastics & Cans)		2						
Build	TP-1	PLUMBING	Tap - Swivel Mixer, General Purpose		2	School	BR-W	FITTING	TV Wall Mounting Bracket		3						
Build	TP-5	FURNITURE	Tap - Hot Water Supply, Sink Free with Underbench Unit		1	School	CH-1	FURNITURE	Chair - General Purpose		36						
Build	TU-C-1000	JOINERY	Tall Unit - Cupboard, 1000x600x2100		3	School	CH-2	FURNITURE	Chair - Office, Wheeled		10						

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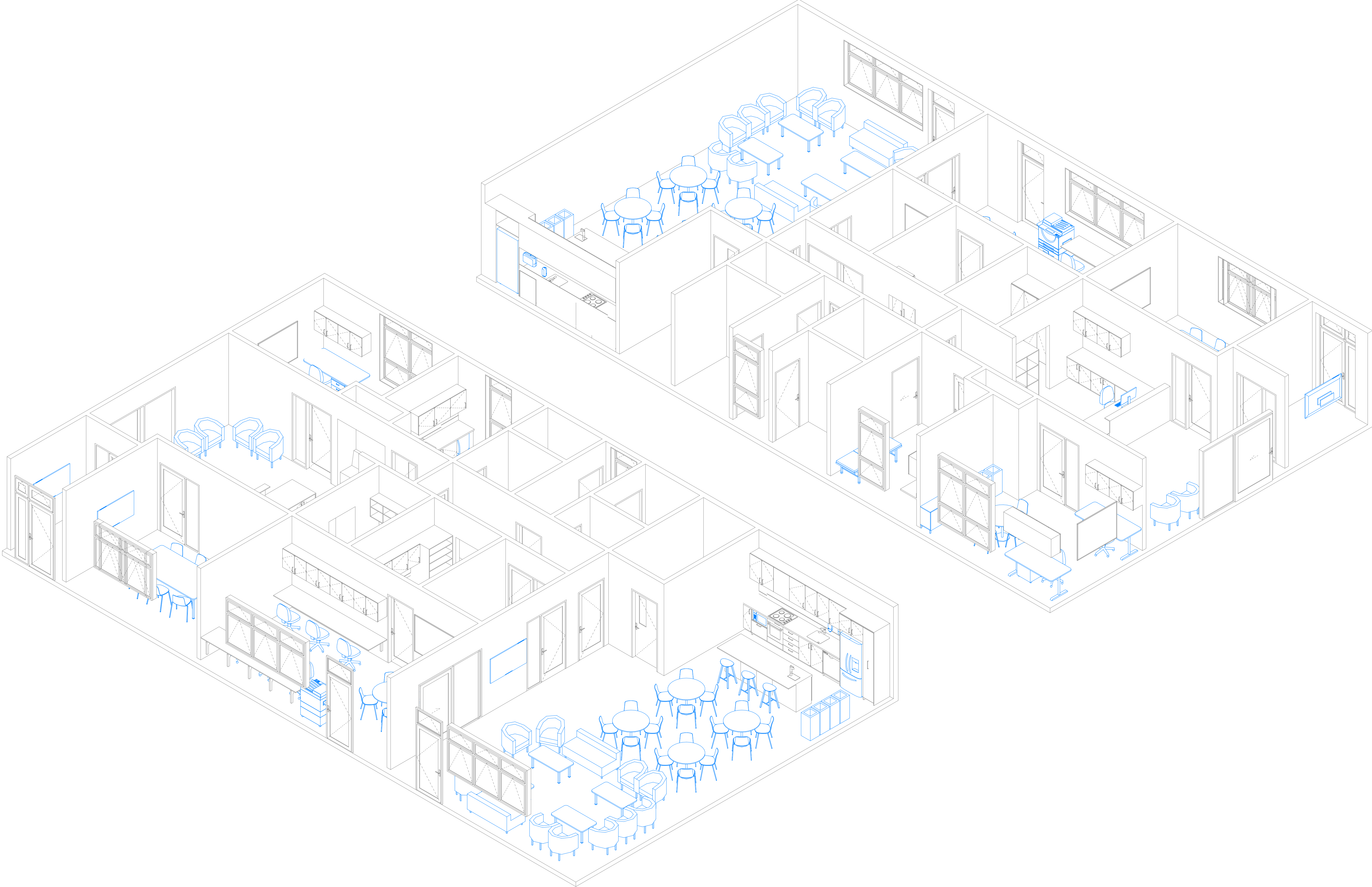
Standard Designs
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A - Architecture
Layouts - 111Admin Primary (B)

@ A1

A.L.111.2 - B

Layouts - 111 Admin Primary (B)

Room Isometric



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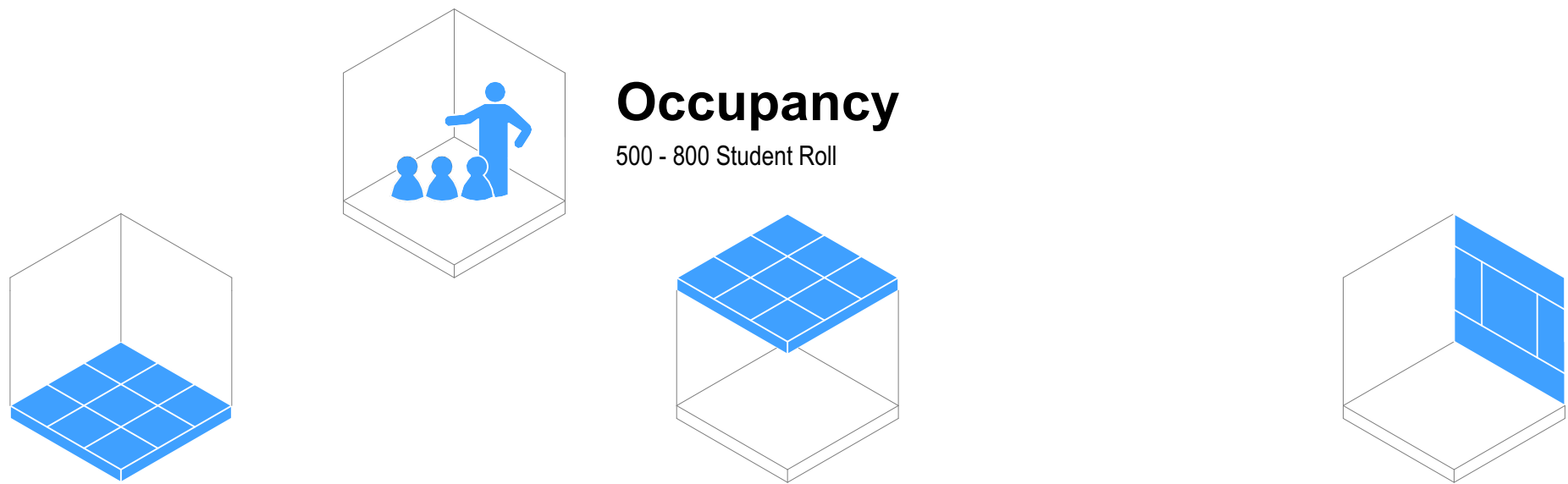
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Layouts - 112 Admin Primary (C)

General Arrangement



Details



Occupancy

500 - 800 Student Roll

Flooring

- ☒ F01 Carpet Tile General Purpose
- ☒ F05 Vinyl General Purpose
- ☐ F08 Vinyl Sports/Dance (with Underlay)
- ☐ F10 Sealer Coating (Exposed Concrete)

Typology Dependent Considerations

- ☒ F03 Carpet Tile General (Entrance Matting)
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Ceiling

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- ☐ Ceiling Tile (NRC 0.85 minimum / CAC 20 min)
- ☐ Gypsum Sheet

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- ☒ Upgrade CAC 30 min (Hard-Surfaced Classroom Above)
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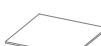
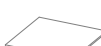
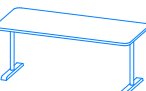
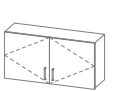
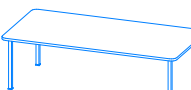
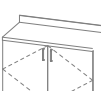
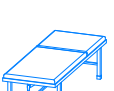
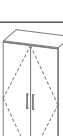
Standard Designs
Layouts
A - Architecture
Layouts - 112 Admin Primary (C)

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A.L.112.1 - C

Layouts - 112 Admin Primary (C)

Room Data Sheet

112 Room Data - Admin Primary - Layout C						112 Room Data - Admin Primary - Layout C						112 Room Data - Admin Primary - Layout C					
Supply	Code	Group	Description	Image	Qty	Supply	Code	Group	Description	Image	Qty	Supply	Code	Group	Description	Image	Qty
Build	A-DW-1	PLUMBING	Dishwasher - Standard		2	Build	TU-D-400	JOINERY	Tall Unit - Pull-Out Pantry, 400x600x2400		2	School	CH-4	FURNITURE	Chair - Tub		19
Build	A-EH-1	ELECTRICAL	Hob - Electrical, In-Built		1	Build	TU-FR-900	JOINERY	Tall Unit - Fridge, 900x600x2400		2	School	CM	ELECTRICAL	Computer - Desktop		2
Build	A-OV-1	ELECTRICAL	Oven - Domestic, In-built		1	Build	TU-S-900	JOINERY	Tall Unit - Shelving, 600x600x2100		1	School	DI-H	FITTING	Dispenser - Paper Towel		2
Build	A-RH-3	ELECTRICAL	Rangehood - In-built		1	Build	TU-S-900	JOINERY	Tall Unit - Shelving, 9000x700x2100		1	School	DI-S	FITTING	Dispenser - Soap		2
Build	BL-700	FURNITURE	Benchtop, Laminate - 2200x700		3	Build	TU-S-1200	JOINERY	Tall Unit - Shelving, 1200x600x2100		6	School	OD-500	FURNITURE	Office Mobile Cabinet - 500x500		4
Build	BL-700	FURNITURE	Benchtop, Laminate - 1800x700		5	Build	WB-1500	FITTING	Whiteboard - Wall Mounted, 1500x1200		5	School	OD-1800	FURNITURE	Office Desk - Large, 1800x800		4
Build	BR-C	JOINERY	Bracket - Cantilever		13	Build	WU-C-600	JOINERY	Wall Unit - Cupboard, 600x350		9	School	PR-1	ELECTRICAL	Printer - Copier		1
Build	IS-1-900B	JOINERY	In-built Seating with Squab - 900 Module with Backrest		1	Build	WU-C-900	JOINERY	Wall Unit - Cupboard, 900x350		12	School	ST-2	FURNITURE	Stool - Formal		5
Build	LU-C-450	JOINERY	Low Unit - Cupboard, 450x600		1	Build	WU-C-1200	JOINERY	Wall Unit - Cupboard, 1200x350		1	School	TB-1000	FURNITURE	Table - Small, 1000 Round		10
Build	LU-C-600	JOINERY	Low Unit - Cupboard, 600x600		3	Build	WU-S-900	JOINERY	Wall Unit - Shelving, 900x350		2	School	TB-2400	FURNITURE	Table - Large, 2400x1200		1
Build	LU-C-900	JOINERY	Low Unit - Cupboard, 900x600		7	School	A-FR-2	ELECTRICAL	Fridge - General Purpose, Medium		2	School	TB-C-1200	FURNITURE	Table - Coffee, 1200x600		4
Build	LU-C-1200	JOINERY	Low Unit - Cupboard, 1200x600		1	School	A-FR-3	ELECTRICAL	Fridge - General Purpose, Under Bench		1	School	TV-60	ELECTRICAL	Audio Visual Screen - Wall Mounted		3
Build	LU-D-600	JOINERY	Low Unit - Drawer, 600x600		4	School	A-MW-1	ELECTRICAL	Microwave		2						
Build	LU-DW-620	JOINERY	Low Unit - Dishwasher, 620x600		3	School	BD	FURNITURE	Sick Bay Bed		1						
Build	LU-MW-600	JOINERY	Low Unit - Microwave, 600x600		2	School	BI-G	FURNITURE	Bin - Glass		1						
Build	LU-OV-600	JOINERY	Low Unit - Oven, 600x600		1	School	BI-L	FURNITURE	Bin - Landfill		3						
Build	SK-S-400	PLUMBING	Sink - Medium, General Purpose, 400x400		1	School	BI-O	FURNITURE	Bin - Organic		1						
Build	SK-S-500	PLUMBING	Sink - Large, General Purpose, 500x400		2	School	BI-P	FURNITURE	Bin - Paper		3						
Build	TP-1	PLUMBING	Tap - Swivel Mixer, General Purpose		3	School	BI-R	FURNITURE	Bin - Recycling (Plastics & Cans)		2						
Build	TP-5	FURNITURE	Tap - Hot Water Supply, Sink Free with Underbench Unit		1	School	BR-W	FITTING	TV Wall Mounting Bracket		3						
Build	TU-C-1000	JOINERY	Tall Unit - Cupboard, 1000x600x2100		3	School	CH-1	FURNITURE	Chair - General Purpose		48						
Build	TU-C-1200	JOINERY	Tall Unit - Cupboard, 1200x600x2100		2	School	CH-2	FURNITURE	Chair - Office, Wheeled		12						

GENERAL NOTES:
NZSPASStandard Solutions are provided as design intent and are required to be developed and verified within the MoE Standard Solutions Framework to respond to the individual requirements of each brief, school, environmental conditions and context.

It is the responsibility of the appointed design team for each project to ensure that the application of the Standard Solutions are compliant with MoE, material supplier & fabricator requirements, and the New Zealand Building Code.

SPECIFIC NOTES:

No.	Description	Date
A	100% Developed Design	1/05/2026
B	100% Developed Design III	26/06/2026

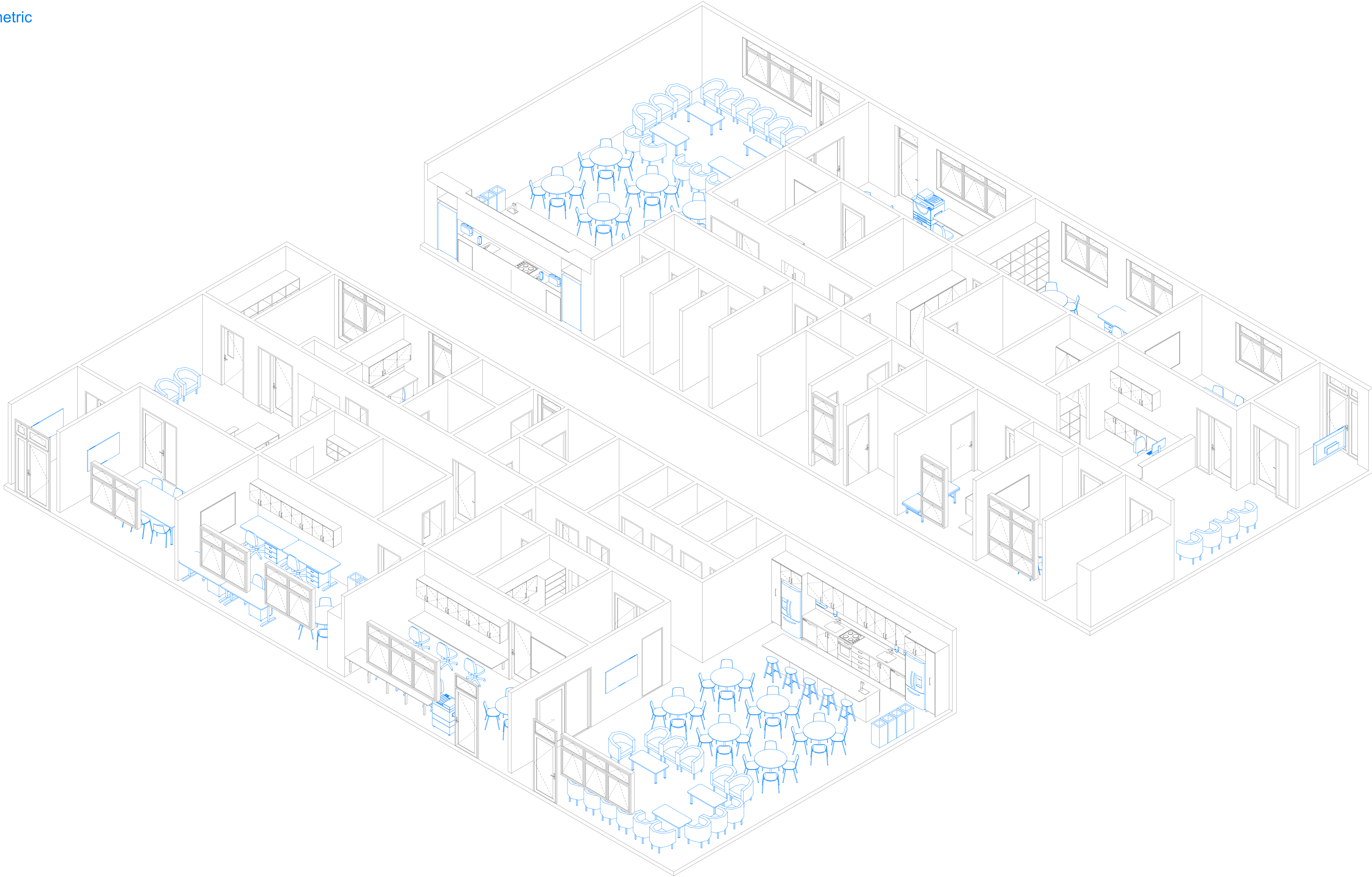
Standard Designs
Layouts
A - Architecture
Layouts - 112 Admin Primary (C)

@ A1

A.L.112.2 - B

Layouts - 112 Admin Primary (C)

Room Isometric



GENERAL NOTES:
NZSPA Standard Solutions are provided as design intent and are required to be developed and verified within the NZSPA Standard Solutions Framework to respond to the individual requirements of each brief, school, environmental conditions and context.

It is the responsibility of the appointed design team for each project to ensure that the application of the Standard Solutions are compliant with NZSPA, material supplier & fabricator requirements, and the New Zealand Building Code.

SPECIFIC NOTES:

No.	Description	Date
A	100% Developed Design	1/05/2026
B	100% Developed Design II	5/06/2026
C	100% Developed Design III	26/06/2026

Standard Designs
Layouts
A - Architecture
Layouts - 112 Admin Primary (C)
1:70 @ A1

Working with you

At each stage, your feedback plays a key role in shaping how standard designs are used to plan and deliver new school buildings. Contact us at:

property.improvement@schoolproperty.govt.nz