



Design Review Deliverables Checklist

Developed Design

This checklist provides Project Teams with the deliverables required for a Developed Design (DD) Review when designing for the New Zealand School Property Agency (NZSPA). Refer to the Design Review webpage for more information on when and how design reviews are undertaken.

Note:

1. For ease of understanding, please follow the checklist order in your report submission.
2. 50% and 100% review will not be required on all projects, refer to the design assurance plan in the project brief.
3. These deliverables are for design review purposes only, contractual documents will have additional requirements. A summary explanation is required for any deliverable not provided.

Project name	Review stage	Checklist filed by
Project description:		

NZSPA Deliverables		50% Developed Design Review	100% Developed Design Review	Notes	Submission (please select)
Project Brief Deliverables					
1.01	NZSPA project brief	✓	✓	Updated project brief including scope of work, SPG area brief, SPG entitlement table (Net and Gross areas). Show areas for existing, build and masterplan rolls.	☐
1.02	Response to Preliminary Design report completed	✓	✓		☐

Consultant Deliverables		50% Developed Design Review	100% Developed Design Review	Notes	Submission (please select)
Project Brief & Architectural Deliverables					
2.01	NZSPA project brief Summary	✓	✓	Summary by the Architect. Highlight any updates.	☐
2.02	Previously approved Masterplan	✓	✓	Submit only the approved Preliminary Design	☐
2.03	Previously approved Preliminary Design floor plans	✓	✓	Submit only the approved Preliminary Design.	☐
2.04	Schedule of changes	✓	✓	Schedule of changes between Preliminary and Developed Design. Include rationale for any changes and show options explored where relevant. This may be a document and/ or drawings.	☐

Consultant Deliverables		50% Developed Design Review	100% Developed Design Review	Notes	Submission (please select)
2.05	School-wide site plan	Draft	✓	Show relationship to existing buildings before and after the proposal. Show access/ traffic circulation/ parking/ pick up and drop off. Show boundaries/ contours/ significant planting and site features	☐
2.06	Project site plan	Draft	✓	Show proposed building, open space, proposed landscaping, walkway and driveways. Show nearby existing buildings. Ground and floor levels, contours and overland flow paths.	☐
2.07	Demolition plan	Where relevant	Where relevant	Clearly show the extent of demolition including building elements.	☐
2.08	General arrangement and floor plans	Draft	✓	Show: • key dimensions, gridlines • net areas of each room • wall types and acoustic/ fire rating • fire egress and circulation, including accessibility features • all major co-ordinated structural and fire elements.	☐
2.09	Furniture layout plan		Where relevant		☐
2.10	SPG analysis		Where relevant	Show updated Net and Gross SPG areas if floor plans, or circulation routes have changed since preliminary design.	☐
2.11	Roof plan	Draft	✓	Show materials, pitch, penetration locations. falls, gutter position, flashings, and roof access strategy (if required).	☐

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2.12	Reflected ceiling plan		✓	Show materials, voids, ceiling heights and access locations.	☐
2.13	Floor finishes plan		✓	Show floor types and finishes.	☐
2.14	Elevations	Draft	✓	Show: • floor levels and building height • flooding AEP level where relevant • key windowsill and head height • cladding/ roof materials and locations • fenestration size, window opening directions • transitions to finished ground.	☐
2.15	Sections	Draft	✓	Show: • wall and roof sections and build up (minimum scale of 1:20) • floor levels. Floor to ceiling height. Floor to floor height • raking angle and apex height • key building services • key structural and seismic elements • thresholds and transitions to finished ground.	☐

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2.16	Typical teaching space internal elevations		✓	Show: - wall lining types, location, and size - fixed furniture/ joinery locations and layout - internal door and windowsill and head heights.	☐
Sustainability Reports					
3.01	Sustainability strategy summary	Draft	✓	Include project specific sustainability summary based on DSNZ guidelines.	☐
3.02	Life cycle carbon analysis	Draft	✓	Provide life cycle carbon assessment and options as per NZSPA carbon assessment guidelines.	☐
3.03	Greenstar compliance		Where relevant	Updated Greenstar compliance pathway progress.	☐
Designing Quality Learning Spaces (DQLS) Requirements					
4.01	Daylighting and artificial lighting assessment	✓	✓	Update draft IEQ Design Report submitted at preliminary design to include refinements.	☐
4.02	Acoustic assessment	If Available	✓	The updated IEQ design report must show compliance with the DQLS mandatory requirements for lighting, acoustics, indoor air quality and thermal comfort. The IEQ Design report to demonstrate that passive design was maximised before additional mechanical solutions.	☐
4.03	Outdoor air supply and CO ₂ requirements	If Available	✓		☐
4.04	Thermal comfort requirements	✓	✓		☐
4.05	Heating and cooling system life cycle cost analysis	Draft	✓		☐

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4.06	Internal environmental monitoring system requirements	Where relevant	Where relevant	Schedule/ diagram clearly demonstrate wall build up to achieve DQLS requirements.	☐
4.07	Specialist and ancillary spaces requirements	Where relevant	Where relevant	In instances where DQLS requirements is not achieved, clearly show the extent of non-compliance, reasoning, and mitigation strategies	☐
Design Consultant Reports					
5.01	Finalised geotechnical report		✓	Updated geotechnical report including any additional investigation. Ensure all geotechnical data has been uploaded to the national NZ Geotechnical Database.	☐
5.02	Finalised structural Design Features Report	Draft	✓	Updated design features report in accordance with the Structural and Geotechnical Requirements.	☐
5.03	Structural drawings	Draft	✓	Structural drawings must be coordinated with other disciplines and in accordance with NZCIC guidelines.	☐
5.04	Finalised civil design features report		Where relevant		☐
5.05	Civil drawings		Where relevant		☐
5.06	Final coordinated fire report		✓	Fire report must be coordinated with drawings.	☐
5.07	Liaison with FENZ		✓	Show liaison and approval from FENZ for firefighting requirements.	☐
5.08	Finalised mechanical design features report	Draft	✓	Show that passive design was maximised before introducing active design, if any. Refer below for DQLS requirements.	☐

Consultant Deliverables		50% Developed Design Review	100% Developed Design Review	Notes	Submission (please select)
5.09	Mechanical drawings	Draft	✓		☐
Additional Consultant Reports (As Required)					
6.01	Landscaping report	Where relevant	Where relevant		☐
6.02	Heritage and Kaitiakitanga	Where relevant	Where relevant		☐
6.03	Cultural narrative / Iwi considerations	Where relevant	Where relevant		☐