



Design Review Deliverables Checklist

Preliminary Design

This checklist provides Project Teams with the deliverables required for a 50% Preliminary Design Review and a 100% Preliminary Design 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 consistency and ease of understanding, please follow the checklist order in your report submission.
2. Refer to the design assurance plan in the project brief for assurance process requirements.
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% Preliminary Design Review	100% Preliminary Design Review	Comments	Submission (please select)
Project Brief					
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	School education brief and cultural narrative	✓	✓	Updated school educational brief and cultural narrative report.	☐
Project Brief & Architectural Deliverables					
2.01	Response to Masterplan Report	✓		To be completed and filled out by relevant consultants.	☐
2.02	Response to 50% Preliminary Design Review Report		✓	Design review reports must be responded to and closed out.	☐
2.03	Previously approved Masterplan context analysis and site layout	✓	✓	Submit only the relevant analysis and the approved Masterplan.	☐
2.04	NZSPA project brief summary	✓	✓	Summary by the Architect.	☐
2.05	School education brief summary	✓	✓	Summary by the Architect.	☐
2.06	Schedule of changes	✓	✓	Schedule of changes between Masterplan and Preliminary Design. Include rationale for any changes and show options explored where relevant. This may be a document and/ or drawings.	☐
2.07	Satellite/ GIS photograph(s)	✓	✓	Show cadastral boundaries on aerial plan, show north point, road names and any key features.	☐
2.08	School site organisation and ownership diagram	✓	✓	Show faculties, learning precincts, use of outdoor spaces within the school. Show learning and recreational spaces per learner.	☐

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2.09	Building site context analysis	✓	✓	Analysis of the immediate context of the proposed site including but not limited to: - existing building age and condition - neighbouring building footprint/ heights and proximity to proposed building(s) - connectivity to the existing school. - outdoor space and landscaping - key surround design features and planning issues.	☐
2.10	Project site plan	✓	✓	Show the extent of the project including immediate surrounding context. Show any affected infrastructure. Proposed outdoor connections and landscaping	☐
2.11	Demolition plans	Where relevant	Where relevant	For refurbishment projects, an indication of existing building elements to be removed such as walls, windows, floors etc. This should be noted on the staging plans.	☐
2.12	Draft floor plan options analysis	✓		Sketch diagrams and plans should be to scale and appropriate for review. Include: - key adjacencies - circulation pathway and lobbies - WC locations and numbers.	☐
2.13	Coordinated floor plan(s)		✓	Show: - doors and openings - key dimensions - furniture layouts to suit the number of users in each space - primary circulation and accessible routes - secondary circulation through flexible learning spaces - toilets and other support spaces/ facilities - grid lines and dimensions.	☐

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2.14	Learning space analysis	Draft	✓	Demonstration of how spaces support the school's teaching and learning practices. Show the location, use, and learning group sizes on the plans. Provide concept sketch progress and options.	☐
2.15	Net SPG area plan(s) and schedule	Draft	✓	Colour coded plans clearly showing the square metre allocation of entitlement by SPG category. • Show allowances for primary and secondary circulation. • Provide SPG schedule in table format. • SPG must include net and gross areas including multiplier. • Show appropriate furniture layout on the plan.	☐
2.16	Temporary accommodation & staging plans	Where relevant	Where relevant	Clearly demonstrate staging of construction and how the school functions will be supported in the interim.	☐
2.17	Key building elevations	✓	✓	Identify heights, external glazing, openable windows, cladding materials, overhangs, architectural features, and feature elements.	☐
2.18	Key building sections	✓	✓	Clearly demonstrate the floor levels and relationship to the ground including: • building floor, ceiling, and roof heights • existing and proposed ground level • indicative transition and ramp slope • retaining wall heights and site batters.	☐
2.19	Accessibility plan	If Available	✓	Can be completed by the architect or consultants showing: • wayfinding for low vision and mobility strategy • travel distances • door and hall width • ramp gradients and lengths.	☐

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Sustainability Reports					
3.01	Sustainability strategy summary	Draft	✓	Include project specific sustainability summary based on DSNZ guidelines.	☐
3.02	Lifecycle Carbon Analysis	✓	✓	Provide life cycle carbon assessment and options as per NZSPA carbon assessment guidelines.	☐
3.03	Greenstar compliance	Where relevant	Where relevant	Updated Greenstar compliance pathway process.	☐
Design Quality Learn Spaces (DQLS) Requirements					
4.01	Daylighting and artificial lighting assessment	If Available	✓	Provide draft IEQ Design Report including 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 including additional mechanical solutions. Provide: - summary of daylight simulation and calculation - summary of thermal and air quality modelling simulation results include CO2 requirements - summary of the strategies for meeting DQLS acoustics requirements. - In instances where DQLS requirements is not achieved, clearly show the extent of non-compliance, reasoning, and mitigation strategies.	☐
4.02	Acoustic assessment		✓		☐
4.03	Outdoor air supply and CO2 requirements		✓		☐
4.04	Thermal comfort requirements		✓		☐
Design Consultant Reports					
5.01	Topographical and infrastructure survey	✓	✓	Partial school site (whole school site recommended).	☐
5.02	SPG area assessment survey	Where relevant	Where relevant	On site survey of net and gross areas for existing and new buildings if not provided at Masterplan.	☐

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5.03	Geotechnical report	✓	✓	Updated geotechnical report based on preliminary design development as per NZSPA's Structural and Geotech Requirements (SGR). Confirm data has been uploaded to New Zealand Geotechnical Database (NZGD).	☐
5.04	Structural Design Features Report (DFR)	Where relevant	✓	For existing building, DFR must include high-level structural review of existing school building, any updated assessments using NZSPA template, and proposed alterations and strengthen works. For new builds, DFR must summarise ground conditions, design parameters. Outline foundation and structural options analysis, seismic design philosophies, expected performance, and reparability. Demonstrate consideration for a shallow foundation design and confirm compliance with the SGR.	☐
5.05	Co-ordinated structural drawings	Where relevant	✓	In accordance with NZCIC guidelines.	☐
5.06	Co-ordinated civil drawings	Where relevant	✓	In accordance with NZCIC guidelines.	☐
5.07	Civil report	Where relevant	✓	Design Features Report must include a summary of existing infrastructure conditions, strategy for proposed infrastructure design including indicative retaining walls and cut/ fill requirements.	☐
5.08	Co-ordinated mechanical plans and report	Where relevant	✓	Design Features Report must include analysis of proposed building thermal envelop and passive strategies to meeting DQLS standards (see DQLS section above). Where passive strategies are unable to achieve DQLS requirements, show mechanical options including life cycle cost and carbon analysis to comply with DQLS standards. Coordinated plans to be provided at 100% Preliminary Design review.	☐
5.09	Co-ordinated fire safety report	Where relevant	✓		☐

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Additional Consultant Reports (As Required)					
6.01	Landscape concept plan	Where relevant	Where relevant	Provide where there may be a potential impact on the design	☐
6.02	Electrical Report		Where relevant		☐
6.03	ICT and security		Where relevant		☐
6.04	Traffic report	Where relevant	Where relevant		☐
6.05	Contamination report		Where relevant		☐
6.06	Ecology statement		Where relevant		☐
6.07	Heritage and Kaitiakitanga		Where relevant		☐
6.08	Cultural narrative / Iwi considerations		Where relevant		☐
6.09	Cost estimate		Where relevant	Include cost estimates for relevant options discussion.	☐