



School Asset Site Plan Specification

This School Asset Site Plan Specification is provided by the New Zealand School Property Agency (NZSPA) for the format of new and updated school site plans. Designers should reference this when developing plans for new school property or alterations.

This ensures we have current and accurate site wide plans for asset management. This allows NZSPA to have consistent asset information for future projects, capitalisation, depreciation and insurance.

Existing school site plans

If there is an existing site plan for the school NZSPA can provide designers with the latest dwg file.

Existing drawings may vary in some ways from the following specification. When altering or adding information, use this specification and update other items wherever possible (refer to Content Table below).

School site plan example

The [Example School Asset Site Plan](#) demonstrates how the specification is intended to be used.

Preparing School Asset Site Plan

All drawings must be:

- Compatible with AutoCAD LT 2014 or later.
- Ensure all drawings are at standard scales. Where possible site plans to be 1:1000 or 1:500. For block plans maximum scale is 1:200. Please fit as many blocks on one layout as easily readable.

Prepare all drawings in model space, full size 1:1 with scaling into paper space viewports.

	Content Table
1	Show ALL buildings on site including Board of Trustee and third party owned
2	Title block showing with school name, number and address. Date plan completed and revision details/version number/consultant name
3	North symbol (site orientation)
4	Exterior and interior walls and doors
5	Show legal boundary and any easements
6	Show verandas, covered ways, accessible features, steps, paving/asphalt and playgrounds
7	Show swimming pools and sheds
8	Show significant site features, roads, paths, car parking, retaining walls, significant slopes etc. This includes any major infrastructure such as transformers and pump stations
9	Show significant trees (including protected and any commemorative plantings)
10	Show building outline and label the block (also add unique K2 Building ID number for existing buildings if known) and gross external areas (GEA) consistent with K2. GEA is the area enclosed by all the exterior walls of a building, measured to the external face of the external walls
11	Multi-storey buildings should show the second storey with dotted line extensions of a building. Further storeys to be shown on block plans.
12	Include K2 block number/letter and gross external area (GEA) of all ancillary buildings on the site
13	Show rooms including name, number, usage and gross internal area (GIA). GIA is all internal areas of the building excluding structure, wall, windows/ doors, risers

Note: Infrastructure plans showing topographical, electrical, civil and structural to be sent through in separate dwg files.

- Drawings units are set at 2 decimal places for dimensions and angle.
- 3D drawings should be able to provide a 2D dwg file version for end user.

Model space

Follow these specifications when drawing School Asset Site Plans.

Add room usage, room identification number (block letter and consecutive number, eg A15) and gross internal area (GIA) to all rooms.

- Show block gross external areas (GEA).
- Outline all blocks for block plans. This includes second and subsequent storeys of all blocks.

Deliverables

As part of the deliverables, we require site plans, blocks plans and room schedule as per the content table above.

Completed drawings

When all drawings are complete:

- Lock all layers.
- Set the drawing files to 'read only'.

Ensure the completed drawings are sent on to NZSPA:

- One A3 PDF file of the site plan and of each A3 block plan.
- Email the model and paper space as a 'dwg' file. Use this filename:

School number, school name, revision.dwg (eg 2697 Te Mata School Rev1 12 Nov 2022.dwg).