

STANDARD SPECIFICATION FOR SMALL BUILDING WORKS 2018

SCHEDULES

HOLD POINTS

WITNESS POINTS

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SCHEDULES

HOLD POINTS

WITNESS POINTS

PROJECT INFORMATION

Project Number;

RFT Number;

Project title;

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Superintendent;

Name;

Phone number;

Contact person (Project Manager/Officer)

Name;

Phone number;

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HOLD POINTS AND WITNESS POINTS SCHEDULES

SCHEDULE 1 - HOLD POINTS

HOLD POINTS		
CLAUSE TITLE	SECTION	PAGE No
General Requirements – As Constructed Information – Provision of As Constructed drawings is a condition precedent to Practical Completion.	1.13	10
Site Preparation – General – Rock or Bad Ground – If rock or bad ground is encountered, advise the Superintendent immediately. Do not carry out any further work in the affected area until and unless instructed to do so by the Superintendent.	2.1.2	13
Site Preparation – Demolition – Hazardous materials – Give notice immediately if any hazardous materials or conditions are found.	2.4.6	13
Concrete Construction – Tests – Compressive Strength Test Method – Agree to the method of strength assessment prior to ordering concrete.	3.4.3	19
Concrete Construction – Embedded Items – Placing & Fixing – Fix cores and embedded items to prevent movement during concrete placing. Obtain approval before cutting reinforcement or displacing reinforcement from its required location.	3.8.1	20
Concrete Construction – Concrete – Hot Weather Placing – Mixing: Do not mix concrete when the outdoor shade temperature on the site exceeds 38 °C, unless otherwise approved and then only subject to such conditions as may be imposed.	3.9.6	21
Concrete Construction – Surface Modifiers – Do not use surface modifiers without obtaining prior written approval from the Superintendent.	3.11	22
Steel Construction – Structural Steel – Weld Procedure Specification – Obtain the superintendent's approval of Weld Procedure Specification (WPS) prior to commencement of any welding.	4.5.1	24
Steel Construction – Structural Steel – Shop Drawings – Submit two complete sets of shop drawings showing the relevant details of each assembly, component, connection, and details of transport and erection, including temporary lifting lugs etc. before commencing fabrication.	4.5.4	24
Steel Construction – Temporary Connections – Do not attach cleats without approval. Remove temporary cleats on completion and restore the surface.	4.6.3	25
Steel Construction – Enlargement of Bolt Holes – Do not hand flame cut or otherwise enlarge any bolt holes without approval.	4.6.4	25
Steel Construction – Light Steel Framing – Metal Roof Trusses – Submit shop drawings showing the truss arrangement, location, loading member sizes, joint details, lifting points and method of fixing and bracing.	4.9	26
Steel Construction – Light Steel Framing – Metal Roof Trusses – Certification – Submit Section 40 certification.	4.9	26

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Fabric Shade Structures – Shop Drawings - Provide 2 sets of shop drawings showing the following information; <ul style="list-style-type: none"> – Overall plans and elevations of the final design. – Details of the support structure, footings and bracing where applicable. – Details of the tension membranes including the fabric joins, seams and pockets. – Details of the tension cables, plates and connectors. – Details of the weak links, where applicable. – Details of the design tension figures for the fabric and the connectors 	5.7	27
Fabric Shade Structures – Building Certification - Provide a copy of the Section 40 Structural Certificate and a copy of the Permit to Build before commencing works.	5.9	28
Fabric Shade Structures - Building Certification - Provision of a copy of an Occupancy Certificate is a condition precedent to Practical Completion.	5.9	28
Fabric Shade Structures – As Constructed Drawings - Provision of As Constructed drawings is a condition precedent to Practical Completion.	5.15	29
Timber Construction – Timber Roof Trusses – Approved Timber Truss manufacturer – Use timber roof trusses prefabricated by an approved manufacturer. Provide the name of the timber truss manufacturer prior to ordering the trusses.	6.6.2	33
Timber Construction – Timber Roof Trusses – Shop Drawings – Submit shop drawings showing the truss arrangement, location, loading, timber species, grade and sizes, joint details, lifting points and method of fixing and bracing, prior to the manufacture of trusses.	6.6.3	33
Timber Construction – Timber Roof Trusses – Certification – Submit Section 40 certification.	6.6.3	33
Block Construction – Reinforced Masonry – Cleaning Core Holes – Notify the Superintendent when cleaning out is completed. Reinforcement may be placed in the cores prior to the inspection. Do not grout fill the cores until cleaning out and reinforcement have been inspected and approved.	7.11.3	36
Insulation, Sarking & Pliable Membranes – Vapour Barrier – Continuous Air Conditioning – Design features and alternative methods must be approved by the Superintendent and, if an approved product is used, confirm manufacturer’s instructions and recommendations with Superintendent.	8.8.2	40
Doors and Windows – Windows – Submit shop drawings showing the layout and construction and fixing details a minimum of 14 days prior to ordering materials.	10.19.3	49
Suspended Ceilings – Construction Generally – Ceiling grid – Obtain approval of the set out before commencing the installation.	12.6.1	55
Painting – General – Inspection Test Plans– Provide ITPs before commencing painting or substrate preparation.	16.1.1	67
Painting – Materials & Components – Paint Manufacturer – Prior to placing orders provide a list showing the brand of the paint proposed for use and the trade names of the paint types referred to by generic type and APAS specification number in the painting schedule.	16.5.3	67
Painting – Materials & Components – Spray Painting – Do not apply by spray without approval.	16.5.4	67

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CLAUSE TITLE	SECTION	PAGE No
Painting – Materials & Components – Delivery – Provides copies of invoices receipts or delivery dockets showing brands, quality, and quantities of paints and colour(s).	16.5.6	67
Floor Coverings – Substrate – Moisture Content – Do not commence the installation of flooring unless the moisture content of the concrete substrate has been tested accordingly (see Standard specification for small building works).	17.6.2	76
Plumbing & Drainage – Notice Commencement – Do not commence work until copies of the approved plumbing plans have been lodged with the Building Certifier. Supply one copy of the approved drawings to the Superintendent before commencing work on the site.	18.5	78
Plumbing & Drainage – Wastewater– Design – Submit formal calculations stating average and peak sanitary loads. To be submitted prior to ordering of the waste water treatment system.	18.12.2	80
Plumbing & Drainage – Gas – Notification – Submit a notification of commencement of gas works to NT Worksafe at least 24 hours before commencement of installation works.	18.15.2	82
Plumbing & Drainage – Gas – Certificates of Compliance – Submit certificates from the manufacturer stating that the appliances meet AGA/ALPGA requirements for operation with the type of gas to be used before installing the appliances.	18.15.5	82
Plumbing & Drainage – Gas – Compliance plate – Install a compliance plate and provide a certificate of approval to practical completion.	18.15.11	82
Electrical Installation – Commissioning – Contractor’s submissions – Prior to practical completion, submit a copy of the test results and the Electrical Certificate of Compliance to the Superintendent.	19.18.2	89
Mechanical Installation – Commissioning – Certificates – Provide copies of test certificates for the mechanical installation and equipment used in the installation test and balancing reports and all control system testing and commissioning results within 2 days of completion of commissioning.	20.11.1	92
Landscape – Samples – Provide the following samples for approval: - 5 kg bag of topsoil - 5 kg bag of mulch.	23.8.1	98
Landscape – Irrigation – Hydrostatic Tests – Fill pipework with water and test at the required pressure and duration.	23.19.3	102
Landscape – Irrigation – Contractors Design Plans – Submit drawings indicating design proposals showing all pipework, sprinklers, tanks, valves and control systems for approval, before commencing landscaping works.	23.19.4	102
Landscape – Irrigation – Work-As-Executed Drawings – Submit drawings indicating design proposals showing all pipework, fittings, sprinklers, control valves and accessories before practical completion. Show the depth of underground pipework. Show location of all controllers and automatic control wiring; indicate colours used for individual valves.	23.19.5	102

SCHEDULE 2 - WITNESS POINTS

WITNESS POINTS		
CLAUSE TITLE	SECTION	PAGE NO
General Requirements – Termite Management – Reticulation System – Submit evidence that the system complies with AS 3660.1, and the NCC.	1.7.1	9
General Requirements – Termite Management – Test – Soil Barrier– Submit a Registered Testing Authority laboratory analysis certificate of chemical soil barriers tested to Appendix E of AS 3660.1 if directed by the Superintendent.	1.7.2	9
General Requirements – Termite Management – Provide the Superintendent with a certificate of installation in accordance with AS 3660.1.	1.7.3	9
General Requirements – Authorities’ Approvals – Give the Superintendent evidence of approval of the statutory authorities whose requirements apply to the works.	1.12	10
General Requirements – As Constructed Information – Provide drawings which reflect the as built conditions in PDF and CAD format. Text information in PDF and Microsoft Word. Provide the amended information progressively.	1.13	10 & 11
General Requirements – Amended Drawings – Before work commences provide a proposed procedure for recording and submitting the amended drawings.	1.13.1	11
Site Preparation – Demolition – Notice – Commencement inspection – Give sufficient notice so that inspection may be made of adjoining structures and services before commencement of demolition.	2.4.1	13
Site Preparation – Demolition – Notice – Completion inspection – Give sufficient notice so that inspection may be made of adjoining structures and services immediately following completion of demolition works.	2.4.2	13
Site Preparation – Surface Preparation – Tests - Provide proof that required compaction has been achieved.	2.9.10	16
Concrete Construction – Inspection – Notice – Termite Barrier.	3.3	19
Concrete Construction – Inspection – Notice – Completed formwork, and reinforcement, tendons, cores and embedment fixed in place.	3.3	19
Concrete Construction – Inspection – Notice – Commencement of Concrete Placing.	3.3	19
Concrete Construction – Inspection – Notice – Before Core Filling Masonry.	3.3	19
Concrete Construction – Inspection – Notice – Evaluation of Surface Finish.	3.3	19
Steel Construction – Structural Steel – Inspection – Notice – Commencement of Shop Fabrication.	4.5.3	24
Steel Construction – Structural Steel – Inspection – Notice – Surface Preparation Prior to Painting.	4.5.3	24
Steel Construction – Structural Steel – Inspection – Notice – Steel Work And Column Bases Prior to Grouting, Painting or Covering Up.	4.5.3	24

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Steel Construction – Structural Steel – Materials – provide evidence. that the steel used in the works complies with the required material standards.	4.5.5	24
Steel Construction – Protective Coating – Zinc Based Coatings – Inspection Prior to Painting.	4.7.1	25
Steel Construction – Protective Coating – Zinc Based Coatings – Submit reports of site testing of protective coatings within 2 days of receiving them.	4.7.1	25
Steel Construction – Protective Coating – Zinc Based Coatings – NATA Inspector details.	4.7.1	25
Steel Construction – Light Steel Framing – Inspection – Notice – Steel Framing Inspection – Give sufficient notice so that inspection may be made of steel framing erected on site prior to lining or cladding.	4.8.2	26
Fabric Shade Structures – Samples - Provide samples of the fabric that is proposed to be used on this project including the manufacturer’s technical data sheets providing the following information; <ul style="list-style-type: none"> – Test reports on material strength – Test reports on UV stability through accelerated tests. – The manufacturer’s colour range – The % shade and UV penetration in a tensioned state. – The manufacturer’s warranty. – Flammability Test Results 	5.8	27
Fabric Shade Structures – Inspection - Give sufficient notice to the Superintendent so that inspections may be carried out at the following stages; <ul style="list-style-type: none"> – Steel work cleaned ready for application of coating, 	5.10	28
Fabric Shade Structures – Inspection - Give sufficient notice to the Superintendent so that inspections may be carried out at the following stages; <ul style="list-style-type: none"> – Footing holes before steel structure is placed in the holes, and 	5.10	28
Fabric Shade Structures – Inspection - Give sufficient notice to the Superintendent so that inspections may be carried out at the following stages; <ul style="list-style-type: none"> – Before concrete footings are poured. 	5.10	28
Fabric Shade Structures –Maintenance Manual - At practical completion provide 2 copies of the Maintenance manual in A4 format bound in a 4 ring plastic binder, and an electronic version as PDF or Microsoft Word, and containing the following information; <ul style="list-style-type: none"> – The name and contact numbers of the contractor – A copy of the as constructed drawings including the practical completion date. – The manufacturer’s details of the fabric membrane – The manufacturer’s warranty on the fabric membrane – Instructions on assembly and disassembly of the membranes including special tools or equipment required. – Details on maintenance of the fabric membrane including cleaning, damage repairs and restitching of the seams. 	5.16	29
Timber Construction – Timber Framing – Structural woodwork inspection – Give sufficient notice so that erected structural woodwork may be inspected before it is covered, for example by cladding, lining and roofing.	6.5.4	31

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Block Construction – Reinforced Masonry – Clean Out Blocks – Notify the Superintendent when all clean out blocks have been laid.	7.11.2	36
Block Construction – Reinforced Masonry – Sealing – Following inspection of the core and reinforcement from over holes to contain core filling grout.	7.11.4	36
Insulation, Sarking & Pliable Membranes – Inspection Notice – Give sufficient notice so that inspection may be made of the pliable membranes, sarking, vapour barriers and insulation before they are covered up or concealed.	8.6	38
Roofing – Inspection – Inspection of substructure – Give sufficient notice so that inspection may be made of the substructure before fixing the roof sheeting.	9.5	42
Door and Windows – Materials and components - Provide warranties in the name of the Principal and valid for 15 years against defective materials, and workmanship.	10.4.3	45
Door and Windows – Roller shutters – Certificate; provide an NT Building Act Section 40 structural design certificate.	10.17	48
Windows – Certification – Provide a completed NT Building Act Section 40 Certificate of Compliance.	10.19.4	49
Cladding and lining – Materials and components – Aluminium composite panel cladding - Provide a report on the proposed system to be installed written by a qualified fire engineer. The report is to indicate if the proposed system is compliant with the specified requirements.	11.4.4	52
Cladding and lining – Materials and components – Aluminium composite panel cladding - Provide documentary evidence that the supplied material has been tested by a registered testing authority, and is classified EW to AS 5113, and is rated as material Group number 1 to AS 5637.1.	11.4.4	52
Cladding and lining – Materials and components – Aluminium composite panel cladding - Provide documentary evidence that the material supplied is the same as the material tested.	11.4.4	52
Suspended Ceiling – Performance Criteria Technical Data – Provide technical data to substantiate compliance with the loading requirements including upward wind load.	12.1.1	55
Suspended Ceilings – Inspection notice – Give sufficient notice so that inspection may be made of the suspension system prior to installation of the ceilings units or lining.	12.5	55
Tiling – Substrates Curing –Moisture Content – Verify that the moisture content of the substrate is compatible with the water vapour transmission rate of the membrane system by testing to AS/NZS 2455.1 Appendix B. Provide results of tests to Superintendent.	15.4.8	63 & 64
Tiling – Inspection Notice – Completion of waterproof membrane before covering up.	15.5	64
Tiling – Inspection Notice – Initial or Trial Set Out.	15.5	64
Painting – Materials And Components – Low VOC paints – Use low VOC emitting paints. Provide manufacturer’s specifications.	16.5.1	67

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Painting – Inspection – Give sufficient notice so that inspection may be made of the substrate immediately prior to the commencement of painting.	16.6	68
Painting – Inspection – Give sufficient notice so that inspection may be made prior to application of final coat.	16.6	68
Painting – Inspection – Complete and submit copies of AS 3894.10, AS 3894.11 and AS 3894.12. Provide copies of reports within 2 days of receiving them.	16.6	68
Painting – General – Warranties – Provide paint manufacturers' warranties in respect to the paints in the name of the Principal as the warrantee.	16.7.1	68
Painting – General – Warranties – Provide paint applicators' warranties in regards to workmanship in the name of the Principal as warrantee.	16.7.1	68
Floor Coverings – Inspection Notice – Give sufficient notice so that inspection may be made of the prepared substrate or underlay.	17.4	75
Plumbing & Drainage – Inspection – Give sufficient notice so that the inspection may be made of work ready for hydrostatic testing and so that the hydrostatic tests may be witnessed. Include inspection of plumbing and drainage installation.	18.6	78
Plumbing & Drainage – Wastewater - Submit copies of approvals and/or certificates of compliance and/or Section 40 Certificates, in respect to on-site waste water management systems proposed for use and/or as installed.	18.12.1	80
Plumbing & Drainage – Gas – Pressure Test – Give sufficient notice so that the installation may be inspected and the testing witnessed.	18.15.9	82
Electrical Installations – Inspection Notice – Give sufficient notice so that inspection may be made of trench excavations and underground or concealed conduits of cables before covering.	19.6	86
Electrical Installations – Television System Testing – Test the complete television and audio system and provide the Superintendent with a certificate showing test results and certifying compliance.	19.17.9	89
Mechanical installations – Leakage testing methods - Submit reports showing results of tests.	20.9.3	92
Landscape – Inspection – Give sufficient notice so that inspection may be made of the planting and garden edging set out prior to excavation and advanced tree and palm holes excavated.	23.7	98
Landscape – Irrigation - Inspection – Give sufficient notice so that inspection may be made of work ready for testing.	23.19.2	102

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