**Liveable Homes Project**

**Process and Document Templates**

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# Liveable Homes Project

## Notes:

* Agreement documents are available at Customer Services in WDC as well as at the Liveable Homes office.
* Property Files:
  + Property Files have been created within the Liveable Homes Project area within the Recovery Built Task Group
  + Hard Copy Property files have been created and are held at the Liveable Homes office
* Dashboards:
  + A physical Dashboard “pin-board” is in the Liveable Homes Office for tracking progress
  + An electronic Dashboard “LHP Dashboard” is stored in Objective (A1161278)
* All purchases against a property are stored in Objective “Purchases” (fA410178)
* Purchase Orders:
  + Electronic Purchase Orders remain within the WDC Finance system
  + Hardcopy Purchase Orders (from a Purchase order book) are scanned and stored against the Property File

## Process

1. Property Owner requests help
2. Liveable Homes Admin enter all details into “All Registrations” spreadsheet (A1157363)
3. Un-insured owners details are copied into “Un-Insured” spreadsheet (A1157605)
4. Provide appropriate Agreement document to provide to home owner (includes insulation)
   * Agreement (A1160469)
   * Materials Only Agreement (A1160472) – where the home owner has chosen to perform the work themselves
5. Advise home owner to take the agreement away and read it and/or get legal advice.
6. Receive signed copy of agreement back from home owner
7. Mark/John approve agreement.
8. Owner is contacted to fill out the WDC building consent application form (flooded homes)
9. Consent application is returned to Liveable Homes Admin
10. Scan signed agreement into appropriate Property File (fA410339)
11. Physical signed agreement document is placed into the hardcopy property file
12. WDC process building consent and approve (fees waived specifically for Liveable Homes)

### Assessment

1. Property Address is written onto a post-it note and placed on the pin-board (physical dashboard) in the Liveable Homes office – ready for assessment
2. Assessor (volunteer builders) assess what is needed and fill out a “Site Inspection Checklist” – this includes any Health & Safety concerns at the property and return it to the Liveable Homes Office
   * If a Materials only job Assessor will have filled in a “Scope of work” form also
3. Mark Ross/John Pullar review the “Site Inspection Checklist” and it is stored on the hardcopy Property File.
4. Post-it note for property moved to next phase on pin-board – Strip Out

Time elapsed = 1 week

### Strip Out

1. Property ready for strip out – Liveable Homes Admin create a “Build Pack” to be taken by the site foreman (builder) that includes:
   * “Site Inspection Checklist” – already filled in by the Assessor
   * “Site Briefing / Toolbox Register”
   * “Site Incident and Injury Register”
   * “Site Hazard and Risk Register”
2. Hazard signage is provided to be taken onsite – to be attached to property boundary and filled in by Mark/John or site foreman.
3. Tradies and Volunteers assigned to work (See Volunteers (Ngāti Awa Volunteer Army – NAVA) section)
4. A Toolbox meeting is held with all volunteers, the site Foreman, tradies and Mark/John and Wini (NAVA) for each new job at the Liveable Homes Office:
   * PPE is provided (NAVA)
   * First Aid Kits are provided (NAVA)
   * “Site Briefing / Toolbox Register” document is completed, this details:
     + Hazards for the specific property
     + Volunteers and staff who will be onsite
5. Site Foreman fills in the “Site Hazard and Risk Register” documentation for each site to provide back to Liveable Homes Admin once the strip out process has been completed
6. Liveable Homes Admin scan the “Site Hazard and Risk Register” and store in Objective folder “Site Hazard and Risk Register” (fA415586)

Time elapsed = 1 week (2 weeks total)

### Drying Period

1. Advise EQC if underfloor work is needed.
2. Every 3-4 days moisture checks are done (Ian Whitehead)
   * Floor Framing must be 20% or less
   * Wall Framing must be 18% or less

### Underfloor EQC if required (during drying out period)

EQC follow up with the client directly to get their forms signed etc. This triggers the clean up through their systems.

Time elapsed = 3 - 4 weeks (6 weeks total)

### BCA Pre-Line Inspection

1. Ian, Mark or John arrange a pre-lining inspection by the WDC Building Inspectors.
2. Pass or Fail advised immediately whilst onsite.
3. WDC Building Inspectors complete their internal process/documentation.

### Floor Installation & Insulation

1. Decide whether floor insulation should be installed before or after flooring is re-installed.
2. Tradies install flooring and fit insulation and advise once completed
3. Order cabinetry and internal doors.

### Check electrical & Plumbing (Owners Responsibility)

1. Home Owner advised to get electrical and plumbing checked before the walls are closed back in.

Time elapsed = 1 week (7 weeks total)

### Walls re-lining & Installation

1. Tradies install insulation and re-line walls

### Ceiling Installation (concurrent with other work)

1. Tradies install insulation within the ceiling

### Install Doors

1. Tradies install doors

### Re-install wet areas (Kitchen and bathroom)

1. Tradies install cabinetry within the kitchen and bathroom (sinks, vanities)

Time elapsed = 1 week (8 weeks total)

### Electrical fit out (Owners responsibility)

### Plumbing fit out (Owners responsibility)

NOTE: Wait to be advised that this has been completed

### Wet area seal

1. Plaster walls in wet areas i.e. kitchen and bathroom
2. Paint to seal
3. Sand and seal the wet area floors

### Install Smoke Alarms

### Check sewer connection (lateral)

Time elapsed = 1 week (9 weeks total)

### Code of Compliance Final inspection

1. Mark/John arrange for WDC Building Inspector to complete inspection and Code of Compliance
2. Remove Yellow Sticker
3. Owner allowed to re-occupy home.

Time elapsed = 1 week (10 weeks total)

# Volunteers (Ngāti Awa Volunteer Army – NAVA)

1. Volunteers contact NAVA (Wini Geddes) to provide their contact details, skills and availability
2. Wini and Mark/John discuss volunteers required for work and Wini provides their details to Liveable Homes Project Team
3. Wini attends all Toolbox meetings and provides PPE (Overalls, Dust Masks) and First Aid Kits
4. Māori Wardens go to all sites

# Documents List

All documents are stored within the Built Task Group folder within Objective fA407609

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Name** | **Objective ID** | **Use** | **Related To** |
| Agreement | A1160469 | PDF version of the Liveable Homes agreement template with the home owner | Liveable Homes Project |
| Agreement – Word Doc | A1160471 | Word version of the agreement template with the home owner | Liveable Homes Project |
| Materials Only Agreement – Word Doc | A1160472 | Agreement template for provision of materials only (no labour) | Liveable Homes Project |
| Site Inspection Checklist | A1163584 |  | Liveable Homes Project |
| Site Briefing and Toolbox Register - Template | A1161319 |  | Liveable Homes Project |
| Site Hazard and Risk Register – Template | A1161320 |  | Liveable Homes Project |
| Site Incident and Injury Register – Template | A1161322 |  | Liveable Homes Project |
| Volunteer Induction Checklist – Template | A1161325 |  | Liveable Homes Project |
| Volunteers HS Briefing – Template | A1161323 |  | Liveable Homes Project |
| Contractor Induction Form | A1161324 | Currently not used – do not have paid contractors working | Liveable Homes Project |
| All Registrations | A1157363 |  | Insulation |
| Un-Insured | A1157605 |  | Insulation |
| ACM Management Plan | A1161501 | Asbestos Risk Mitigation | Liveable Homes Project |
| Contractor Leaflet | A1161503 |  | Liveable Homes Project |
| Meth and Contracting | A1161504 |  | Liveable Homes Project |
| Hazardous Building Waste Disposal Process (3) | A1161502 |  | Liveable Homes Project |

# Appendix – Liveable Homes Overview Process

Objective ID A1159954





