

# EDUCATION / TRAINING FACILITY COMPLIANCE CHECKLIST

FOR EDUCATIONAL INSTITUTIONS & TRAINING PROVIDERS  
LOOKING TO AVOID WASTING TIME & MONEY  
FINDING OR RENOVATING THE PERFECT PREMISES



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# Setting the scene: The special criteria underpinning education/training facility fitouts

In Australia, education and training facilities are required to operate in premises that meet more strict “classification of use” criteria than standard commercial facilities. This special criteria is outlined in a section of the National Construction Code (N.C.C.), known as ‘Class 9b’.

It is important for education providers who are looking to renovate or move premises to become familiar with the basic requirements of 9b, in order to avoid the penalties associated with non-compliance (such as closure of your training facility, or costly compliance upgrades).

As the legislation itself can be a little overwhelming, this checklist has been designed to help you familiarise yourself with the basic requirements and implications of 9b, without getting bogged down in the details and technicalities.

Please note that this checklist is designed to enable you to make a quick, simplistic assessment of the conditions of a new or existing premise, which can have a substantial impact on suitability, cost and/or viability of obtaining development approval. No guarantees are made as to the comprehensiveness or accuracy of the information comprising the checklist, or of your investigation. We recommend that you conduct investigations in conjunction with the National Construction Code and in consultation with an appropriate expert in the field.

## What does Class 9b classification mean?

Class 9b allows for a higher volume of occupants per square metre than the average commercial tenancy (which generally falls under Class 5), as well as a higher number of “visitors” who are unfamiliar with the layout of the premises. It applies to both education and E.V. (Entertainment Venue) facilities.

Class 9b’s stringent requirements primarily relate to exit/emergency infrastructure, lighting, fire detection and suppression services and egress from the premises. The criteria are geared towards keeping a high number of occupants and visitors safe whilst on the premises, and efficiently and safely evacuating them in the event of an emergency.

## NCC (National Construction Code) Compliance Checklist

The following checklist has been prepared for you to take with you when you inspect an existing or potential training premises. As you walk through, take note of the listed aspects. This will help streamline the process of determining the premises viability from a development standpoint, in consideration of requirements under the National Construction Code (including the all important 9b).

# PREMISES CHECKLIST

(Complete for each floor of every relevant building)

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<b>NCC considerations</b>			
<b>AFSS</b>	Is a copy of the Annual Fire Safety Statement available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are there any Alternative Fire Engineered Solutions (as per AFSS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>OC</b>			
<b>OC</b>	Is a copy of the current Occupation Certificate available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Construction</b>			
<b>Construction</b>	Construction of floor	<input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Other	
	Construction of floor above	<input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Other	
<b>Fire Services</b>			
<b>Fire Services</b>	<b>Hydrant</b>	<input type="checkbox"/> Located inside the fire stair <input type="checkbox"/> Located on the floor within 4 metres of the fire stair <input type="checkbox"/> Located elsewhere <input type="checkbox"/> No hydrant	
	Does the hydrant have a 'stuz' valve?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Sprinklers (cont.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Installed to what standard?		
	<b>Smoke detectors</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Installed to what standard?		
	What type are the detectors?	<input type="checkbox"/> Smoke <input type="checkbox"/> Thermal	
	<b>FIP (Fire Indicator Panel)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Where is the FIP located?		
	Does it have back to base monitoring?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>EWIS (Early Warning Indicator System)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Installed to what standard?		
	Is there a separate EWIS panel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Where is it located?		
	Does it have back to base monitoring?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Hose Reels</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Installed to what standard?		
	How many on the floor?		
	Is the furthest point away no more than 40 metres?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Amenities</b>	How many male toilets? (cont.)		

	How many urinals?		
	How many male hand basins?		
	How many female toilets?		
	How many female hand basins?		
	Is there an accessible toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Male ambulant toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Female ambulant toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BCA considerations</b>			
<b>Egress</b>	How many fire escapes/exits?		
	How wide are the fire stairs?		
	What is the furthest distance to the first point of exit choice?		
	Can the fire stairs be used as access between floors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Disabled access</b>	Are there stairs in the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are there stairs from the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is there a lift?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are the buttons for the lift located for the disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do the existing signs have brail on them for the vision impaired?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	How wide is the tenancy entrance?		
	Is the main building entry automatic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



## A last word...

Thank you for tuning in to our webinar.

As you've seen today, a little extra knowledge, expert advice and planning goes a long way. With the right insight and experience, it's possible to streamline the process of leasing or renovating an education/training facility, whilst saving your organisation hundreds of thousands of dollars and months of time.

Education Interiors is available to assist you with all that and much more, partnering with you from concept to completion of your fitout project.

So, if you've found a premises or have plans to renovate your existing facility, contact us today on:

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We look forward to working with you to create the ideal working and learning environment for your staff and students.

Chris Green  
CEO – Education Interiors

