

GUIDE TO REPLACING YOUR SCHOOL COAL BOILER

The School Coal Boiler Replacement Programme — February 2022

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COAL BOILER REPLACEMENT PROGRAMME

Your school has been included in the Ministry of Education | Te Tāhuhu o te Mātauranga School Coal Boiler Replacement Programme.

TBIG is supporting the Ministry to deliver the programme.

This guide will explain the steps in the process to replace your coal boiler.

We know that construction can impact the day-to-day running of a school. Our objective is to work with you to minimise disruption.

Please read this guide to familiarise yourself with the process. You will be assigned a dedicated project manager, who will contact you when your project is scheduled to get underway. If you have questions, please raise these at that time.

This guide introduces:

1. Your coal boiler replacement project team
2. The five steps to project completion
3. Next steps

Why are coal boilers being replaced?

The Government has announced the \$200 million Clean Powered Public Service fund to help reduce the state sector's greenhouse gas emissions, as part of its \$12 billion Capital Investment Package.

More information: Clean Powered Public Service Fund

Helping make Aotearoa cleaner

Did you know that the total carbon emissions for NZ schools' coal fired boilers is around 11,000 tonnes per year?

As part of the boiler replacement programme your school is helping achieve an estimated total reduction of 2500 tonnes per year.

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YOUR PROJECT TEAM

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The Project Managers - The Building Intelligence Group (TBIG)

The Building Intelligence Group (tbig.co.nz) will project manage the coal boiler replacement project at your school. TBIG has a track record of working successfully with the Ministry on many projects across primary and secondary schools.

A 100% NZ owned company and fully independent, we can deliver to local needs as they have offices and people right across Aotearoa/ New Zealand.

Your TBIG Project Manager (PM) will be your key contact for the duration of the project. They will consult with you to ensure successful delivery of the project.

They will also be responsible for managing **the Contractor** and resolving any issues. They will ensure that when the project is handed over to the school, the operating requirements are fully understood.

The **TBIG Clerk of Works** is an experienced heating professional with a history of working with the education sector. The Clerk of Works will be your eyes and ears on site during the installation.

EECA

TE TARI TIAKI PŪNGAO
ENERGY EFFICIENCY & CONSERVATION AUTHORITY

Energy Efficiency and Conservation Authority (EECA)

EECA engineers assessed the replacement heating requirements for your school and recommended a replacement heating source.

The Contractor

The Contractor is responsible for the design, supply and installation of your heating replacement. Each contractor has been selected from the Ministry's pre-qualified panel of suppliers.

The Contractor will have experience in working with schools to minimise disruption and maintain a safe working environment.

Ministry Contact

If you would like to contact the Ministry, please email Coal.BoilerReplacement@education.govt.nz

FIVE STEPS TO PROJECT COMPLETION

We want to ensure that the Coal Boiler Replacement Project runs smoothly. Here are the five steps to understanding the process.

1

Start-up

EECA engineers provide a recommendation for the boiler replacement at the school. The Project Manager confirms the best technical solution for the heating replacement.

2

Surveying

Depending on the recommendations of the Start Up phase it may be necessary to gather additional information, such as asbestos and structural information.

3

Design and Consenting

A contractor is selected, and design and consenting are finalised.

4

Site Works

The Contractor starts works and is managed through to completion by the Clerk of Works and the Project Manager.

5

Project Close-Out

Following commissioning of the system, training and handover takes place and the project is closed.

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START-UP

EECA has assessed the boiler replacement requirements for your school and has provided a recommendation. A visit is arranged by the TBIG Project Manager to talk about the plan for your school. At that meeting, any additional information necessary for the completion of the works is captured. The start-up step is explained below.

1

Desktop Survey

- The initial EECA recommendation is reviewed by the Clerk of Works. Any comments are considered by EECA, and the recommendation is adopted.
- The Project Manager confirms estimated time frames and cost to complete. A report is sent to the Ministry for approval to proceed with the recommendation.

2

School Contact

- Following approval to proceed with the project the PM will contact your school's Ministry property advisor to update them.
- The PM will then contact you to arrange a site visit.
- You may have lots of questions and the PM is here to help. The PM will keep you up to date as the project plan comes together.

3

Site Meeting

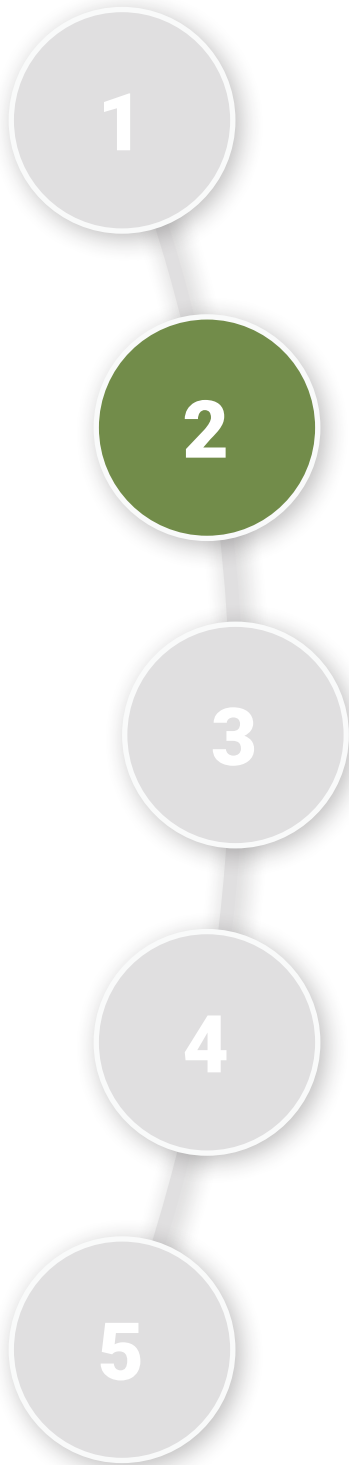
- The Project Manager will arrange for Contractors and Consultants to attend the site at a time agreed with you.
- The site visit may include the Project Manager the Clerk of Works, contractors and design consultants.
- To complete the boiler replacement, it may be necessary to carry out additional enabling works. If additional information is required, the project will move to **Phase 2 Surveying Phase**.
- If sufficient information has been obtained from the site visit, then the project will move to **Phase 3 Design and Consenting Phase**.

4

5

SURVEYING STEP

During the initial site visit it may be determined that further specialist input is required such as asbestos or structural information. If this is the case, then the PM will arrange additional site visits with you. Site visits will be coordinated with you to minimise disturbance. The Surveying step is explained below.



Site Surveys

- The Project Manager will arrange for additional specialist consultants to attend the site at a time agreed with you.
- The site survey will include specialist surveyors such as asbestos, fire, electrical and structural engineers.
- When the additional reports have been received the Project Manager will request approval from the Ministry to proceed.
- Following the Ministry's approval, the project will move into the **Design and Consenting Phase**.

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THE DESIGN AND CONSENTING STEP

1

Design

- When all the necessary information has been acquired the project will move into design. The design incorporates the final design of the boiler replacement system and any enabling works for the project.
- Once the design is finalised, the Project Manager will request approval from the Ministry to proceed.

2

Consent

- It may be necessary to obtain building consent for some of the works. The Project Manager will submit the design for local Council approval.
- Once building consent has been given, orders will be placed with the contractors and suppliers.

3

4

5

SITE WORKS STEP

The site works step is when construction takes place. This phase requires ongoing communication with you to minimise disruption to your day-to-day operations.

1

Start Date

- The Project Manager will liaise with you on timing.

2

Prestart Meeting

- A pre-start meeting will be arranged to discuss any concerns around Health and Safety, and logistics.
- The PM will provide a programme of works for you.
- The Project Manager will introduce the project team and distribute project contacts and a communication plan.

3

Progress Update

- The PM and Contractor will keep you informed on progress throughout the site works.

4

Completion

- The Clerk of Works will monitor the installation on site and report back to the Project Manger with any concerns.
- Once the works have been completed the project will move to **Project Close Out**.

5

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PROJECT CLOSE-OUT STEP

During the final step, project completion is confirmed and the project is handed over to you.

1

Consent

- Following completion of the works the Council will carry out a final inspection and the PM will apply for a Certificate of Compliance.

2

Final Commissioning

- Any defects are rectified, and final commissioning takes place.

3

Training and Handover

- During this phase, training will be provided to your school on operating your heating system by the Contractor. The Contractor will also provide operating manuals and support contacts.

4

Close Out Survey

- The PM will conduct a close out survey with you.
- The purpose of the survey is to ensure that you are satisfied with the installation and training provided. Any issues will be resolved before project close out. Lessons learned will be recorded for future projects.
- The PM forwards the survey to the Ministry requesting project closure.
- The school is presented with their Clean Energy Certificate.
- **Project Completed.**

5



NEXT STEPS

Your Project Manager will be in touch to arrange a site meeting at your school.

In the meantime, if you have any questions about the replacement of your coal boiler please contact:

The Building Intelligence Group on **tbigdcarb@tbig.co.nz**

Or email the Ministry at **Coal.BoilerReplacement@education.govt.nz**

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