Detailed Deliverable List

October 2024

Background

The intention of the design assurance (DA) review is to assess the quality and completeness of the project documentation and to examine the design processes being demonstrated.

To ensure that project design teams deliver on Health New Zealand expectations, it is important to clearly articulate what will be reviewed.

This document outlines those requirements for what is required for each project stage for a full DA review.

Purpose

The purpose of developing a detailed deliverable list is to:

1. assist project design teams to understand what documentation is needed for each project phase during a full DA review

2. explain what is required for a particular deliverable

3. establish a standardised format for Health New Zealand | Te Whatu Ora project design documentation.

Why is this information important

Health New Zealand | Te Whatu Ora expects project design teams to provide consistent design documentation. Evidence of this consistent level of documentation, sound process and decision tracking/transparency is important; so that key project information may be captured, analysed, and reported. Viewing this material as part of the DA process provides us with the confidence that the correct processes are evident for the project.

When do we expect to see this information?

The following documentation is required for a full DA review.
This information is also captured at the top of each design phase tab in the DA template (excel spreadsheet)

Design Stage	Documents required
Test of Fit	Future Facility Plan (formerly Clinical Services Plan, including Model of Care) Masterplan Report and drawings Functional Design Brief (following HNZ format) Schedule of Accommodation (following IIG example) Consultants' Reports
Concept Design	Future Facility Plan (formerly Clinical Services Plan, including Model of Care - if not already provided) Masterplan Report and drawings (if not already provided) Functional Design Brief (if not already provided) Concept Design Report, Appendices (Architecture & Building Service Engineering Consultants) and Drawings Schedule of Accommodation (following IIG example) Other External Consultants' reports Standard Room List (refer summary sheet) Peer Review Report with close-out status and comments
Preliminary Design	Preliminary Design Report, Appendices (Architecture & Building Service Engineering Consultants) and Drawings Schedule of Accommodation (following IIG example) Peer Review Report (with updated item and close out status) Other External Consultants' reports Project Room Data Sheets (with all deviations tracked) Standard Room Layout Sheets (following AusHFG example)

Design Stage	Documents required
Developed Design	Developed Design Report, Appendices (Architecture & Building Service Engineering Consultants) and Drawings Schedule of Accommodation (following IIG example) Other External Consultants' reports Project Room Data Sheets (with all deviations tracked) Project Room Layout Sheets (following AusHFG example)

What do we expect to see?

The following table describes what is required for specific documentation:

Requirement	Description	Expectation
1. Functional Design Brief	The Functional Design Brief (FDB) outlines the specific design requirements for the project.	✓ Document should be based on the Health New Zealand | Te Whatu Ora template format. Refer [Infrastructure planning – Health New Zealand | Te Whatu Ora](#)
2. Masterplan Report	The Masterplan Report outlines the proposed growth of the campus as outlined in the Future Facility Plan as well as providing relevant site information for the project team, for example, the description of the condition of existing facilities, environmental and seismic analysis and risk, orientation, site density, and Building Service Engineering.	✓ Document should follow Health New Zealand | Te Whatu Ora template format. Refer [Infrastructure planning – Health New Zealand | Te Whatu Ora](#)

Requirement	Description	Expectation
3. Future Facility Plan	The Future Facility Plan describes the demographic health needs and typically outlines the proposed growth of the population. It determines the predicted health services and associated Models of Care that are required for that community.	✓ Document should profile the health status as well as the population demographic data modelling and predicted future health service requirements for the local community. This includes providing the number of required patient treatment spaces and proposed Model of Care for various departments. If available, this Plan should be read in combination with the Health Facility Wide and Approaches document Refer [Infrastructure planning – Health New Zealand	Te Whatu Ora](#)
4. Project Design Report	The project design report includes key project design and client endorsement information for the current project phase.	✓ Document should follow Health New Zealand	Te Whatu Ora required contents for the relevant design stage. Refer to Project Design Report summary statement and Design Report Content document for more information.
5. Schedule of Accommodation	The schedule of accommodation (SoA) contains the area requirements for the project. The project design team should record all decisions as the content changes during each design phase. Comparisons between the brief and designed areas should be measured and recorded.	✓ Document should follow Health New Zealand	Te Whatu Ora example and Technical Guidance Note. Refer to SoA summary statement for more information.
7. Room Data Sheets	The Room Data Sheet (RDS) establishes and records the	✓ Document should align with the detail, content, and format as illustrated in the Australasian Health Facility Guidelines

Requirement	Description	Expectation
	project brief at a room-by-room level of detail. It is considered a key project briefing tool.	(AusHFG) Standard Components. All deviations from the AusHFG are to be tracked and annotated. Refer to RDS summary statement for more information.
8. Room Layout Sheets	The Room Layout Sheet (RLS) is the designed response to the project brief as detailed in the Room Data Sheet.	✓ Document should reflect the detail, content, and format provided in the AusHFG Standard Components. Refer to RLS summary statement for more information.
9. Peer Review Report	The Peer Review (PR) provides independent, expert assessments, advice and recommendations of the project's design and documentation.	✓ Report is to include commentary that identifies level of project design recommendations and identifies the level of risks. Refer to PR summary statement for more information.
10. Standard Room List	Project standardisation tool that identifies room types (AusHFG Standard Components) that will be duplicated in the project to create a "one to many" approach, thus, implementing the opportunity for project efficiencies and standardisation.	✓ Document to include list of project standard rooms. Refer to Standard Room List summary statement for more information.
11. General Arrangement plans	General Arrangement (GA) plans are to include room name (refer to SOA Technical Guidance Note for information on naming convention) required and designed areas.	✓ GA plans will include room name, required and designed area for each room on each building level - including plant and corridors.

Requirement	Description	Expectation
	This simplifies the DA review process (minimises cross-referencing with the SoA).	
12. Circulation Flow Diagrams	Design functionality and resolution are tested by overlaying key flow diagrams and circulation pathways. This includes patient, staff, support / logistics, visitor / whanau, and tūpāpaku flows.	✓ Diagrams are required for each building level and department that demonstrates the design resolution and circulation flows. This information is expected to be included in the design report.
13. Travel times	Detailed analysis of travel distances between key functional areas and components. Travel times are tested by providing the average walking times between key zones and services.	✓ A table or diagram that lists the key functional areas / departments and provides the average walking time between them. To be included in the design report.
14. Seasonal sun path and dominant wind path diagram	The proposed design is tested by providing environmental analysis that ensures that the facility is well situated (kept cool in the summer and maximises the sun in the winter)	✓ Diagram overlay that demonstrates environmental studies such as sun path and shading, rainfall, average temperature and humidity as well as prevailing wind direction in relation to the proposed facility. To be included in the design report.
15. Access to light and views	The proposed design is tested so that facility has optimal access to natural light, fresh air and views.	✓ Diagram overlay that demonstrates the location of proposed glazing, visual and physical access to external environment. To be included in the design report.
16. Future facility expansion	The design is tested for future facility expansion opportunities.	✓ Diagram overlay that demonstrates future expansion opportunities. This information is to be included

Requirement	Description	Expectation
		in the design report / documentation.

Additional support

Project design teams should refer to the following documents available on the National Facility Design, Advisory and Assurance webpage.

1: Summary Statements

01 Completing the Design Assurance Template

03 Project Design Report

04 Schedule of Accommodation

05 Room Data Sheets

06 Room Layout Sheets

07 Peer Review Report

08 Standard Rooms

2: Examples

Standard Room List

Room Data Sheet

Schedule of Accommodation

3: Template

Project Design Report/s

4: Technical Guidance Note

Schedule of Accommodation

Questions or further assistance?

For any questions, please contact **facility.design@tewhatuora.govt.nz** and one of the National Facility Design, Advisory and Assurance team will be in touch.