



## Heritage Buildings and Places Services Procedures

<b>Category or Type</b>	University Administration
<b>Originally approved by, and date</b>	Director, Property Services Division, 1 April 2015
<b>Last approved revision</b>	1.0
<b>Sponsor</b>	Manager, Operations, Property Services Division
<b>Responsible Officer</b>	Manager, Strategy and Planning, Property Services Division
<b>Date Procedures will take effect</b>	1 April 2015
<b>Review date</b>	April 2017

### Purpose

- The purpose of these procedures is to manage the installation of building services (such as electrical services, communications services, piped services, fire protection systems, Specified Systems and HVAC) and other building works such as asbestos removal and safety or accessibility upgrades, in and on historic buildings and other places registered with Heritage New Zealand and protected by relevant legislation and policy.
- The incorrect placement of building services or other building alterations on or within buildings or places of significant heritage value can have a detrimental effect on their appearance and integrity, and may also have compliance obligations under the Resource Management Act 1991 and the Heritage New Zealand Pouhere Taonga Act 2014.
- The introduction of formal procedures will ensure staff, contractors and sub-contractors are properly informed regarding the compliant placement of building services in and on sensitive heritage buildings and places.
- The procedures will also assist the University in meeting its statutory obligations for the protection of heritage buildings and places.

### Organisational Scope

These procedures shall apply to all University of Otago staff, contractors and sub-contractors responsible for works on all University of Otago- owned and leased heritage properties in New Zealand.

## Definitions

Archaeological Authority- authorisation from Heritage NZ to disturb sites, buildings or structures that are registered archaeological sites or are known to be associated with pre-1900 activity. There are a number of buildings and sites on campus subject to authority requirements.

Building Services- infrastructure to support the operation of a building or campus infrastructure, including but not restricted to electrical services, communications services, piped services, fire protection systems, Specified Systems and HVAC. Also includes earthworks where they could affect heritage places or archaeological sites.

Building Works - work such as asbestos removal, safety or accessibility upgrades, and other repairs or maintenance which involve additions or alterations to the building fabric.

Heritage Building or Place - a building, structure (including bridges) or site that has been registered as being of historic heritage interest and value by Heritage New Zealand under the Heritage New Zealand Pouhere Taonga Act 2014, and/or has been scheduled as protected under the Resource Management Act 1991 and the relevant District Plan, and/or is associated with pre-1900 activity.

## Content

1. Staff, contractors and sub-contractors should seek advice from the Strategic Architect before installing building services or undertaking other building work within heritage buildings if obvious heritage interiors such as wood paneling, mouldings, stained glass, tiles and other features will be affected, due to design and placement limitations.
2. Staff, contractors and sub-contractors should seek advice from the Resource Planner / Policy Advisor prior to any works which would demolish or alter heritage buildings or places, to ensure that any relevant approvals are obtained. This applies to all listed or scheduled buildings and places, all archaeological sites, and to the demolition of any pre-1900 buildings which are not listed or scheduled..
3. Staff, contractors and sub-contractors should seek advice from the Strategic Architect and Resource Planner before installing building services or undertaking other building work on the exterior of heritage buildings or bridges due to design and placement limitations and the potential for resource consent obligations.
4. Advice and approval from the Strategic Architect or Resource Planner is not required for building services that involve obvious contemporary interiors of heritage buildings such as laboratories.
5. Implementation of these procedures will be closely monitored by the Manager, Strategy and Planning through regular visual inspections by Strategy and Planning Unit staff and meetings with relevant staff. Breaches of the procedures will be reported to the Manager, Operations, for appropriate action.

## Related Policies, Procedures and Forms

Building Act 2004  
Health and Safety in Employment Act 1992  
Heritage New Zealand Pouhere Taonga Act 2014  
Resource Management Act 1991  
District Plans

New Zealand Guidelines for the management and removal of asbestos

List of University Heritage Buildings and Archaeological Sites (attached)

Fire Penetrations Procedures

Asbestos Discovery Guidelines

**Contact for further information about this Policy**

If you have any queries regarding the content of this policy or need further clarification, contact the Resource Planner/Policy Adviser in the Property Services Division.

## Implementation Process

**Person responsible**

*All University staff, contractors and sub-contractors.*

**Communication strategy**

- *Direct communication with PSD and Information Services Division staff, other relevant University staff and approved contractors.*
- *Publication of Procedures on the PSD website and inclusion in relevant contract documentation.*

**Other Actions/tasks**

*Monitoring of Procedure implementation by Property Services Division staff and reporting of breaches to the Manager, Operations.*

**Resources**

*Staff time, funding from existing repairs and maintenance budgets.*

**Completion Date**

*Ongoing*

## List of Historic Heritage Buildings Owned by the University of Otago

This list provides details of all buildings registered by the Heritage NZ for their historic heritage value under the Heritage NZ Act 2014. Registered historic buildings are also included in Schedule 25.1 in the Dunedin City District Plan, which affords them protection under the Resource Management Act 1991.

### Historic Classification Category I

A161 Taieri House - 270 Factory Road, Mosgiel  
D204 Lindo Ferguson Building (School of Medicine) - 270 Great King Street  
E201 Walsh Building (School of Dentistry) - 310 Great King Street (not scheduled)  
F505 Richardson Building- Castle Walk (not scheduled)  
F507 Consumer and Applied Sciences Building- 89 Union Place East  
G501 University Staff Club- 80 Union Place West  
G502 Registry/Clocktower Building - 364 Leith Walk  
G503 Scott/Shand House- 90 St David St  
G504 Black/Sale House- 100 St David St  
G505 Geology Building- 360 Leith Walk  
G506 Marama Hall- 350 Leith Walk  
G507 Allen Hall and Archway- 90 Union Place East  
G507 School of Mines Building- 90 Union Place East

### Historic Classification Category II

D205 Scott Building (School of Medicine) - 260 Great King Street  
F324 Physical Education- 665 Cumberland Street  
F406 House - 692 Cumberland Street  
G101 House - 603 George Street  
J940 St Leonards Lodge - 50 St Leonards Drive  
J942 St Leonards Glasshouse - 50 Leonards Drive  
ZZ21 St David St Bridge  
ZZ22 Union Street Bridge

### Non-Classified Buildings Listed in Dunedin City District Plan Schedule 25.1

E209 Marples Building (Zoology Department) - 360 Great King Street  
H518 University Flats - 89 Dundas Street  
H519 University Flats - 91 Dundas Street

### Archaeological Sites

- 527 Castle Street: Pre-1900 villa, now demolished (NZAA site record I44/609)
- Harbour Terrace / Union Street vicinity: European artefacts including ceramics and glass (NZAA site reference I44/471)
- Union Place, west of Castle Walk: Egg-shaped brick lined culvert, to be re-lined as part of services renewal in 2015 (NZAA site record I44/640)
- Walsh Street triangle reserve: Midden material redeposited from site of Arts II building (NZAA site record I44/111)
- Any land where pre-1900 artefacts are found, or likely to be found
- All pre-1900 buildings (if being demolished)