

<b>Title</b>	<b>Prepare aluminium window schedules and specifications</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	<p>This unit standard is for experienced people employed in the aluminium joinery industry, and covers the preparation of window schedules and specifications to enable a quotation to be prepared.</p> <p>A person credited with this unit standard is able to:</p> <ul style="list-style-type: none"> <li>• collate background information relating to the aluminium window requirements of a building;</li> <li>• prepare aluminium window schedules;</li> <li>• prepare specifications for aluminium joinery products; and</li> <li>• verify specifications and window schedules, and prepare data for quotation.</li> </ul>
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<b>Classification</b>	Joinery > Architectural Aluminium Joinery
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation and standards relevant to this unit standard include – Building Act 2004, New Zealand Building Code Compliance Documents and Handbooks. Wellington: Department of Building and Housing, 2008, available at <http://www.dbh.govt.nz/building-code-compliance-documents>, New Zealand Standard (NZS) 3504:1979 *Specification for aluminium windows*, NZS 3604:2011 *Timber-framed buildings*, NZS 4211:2008 *Specification for performance of windows*, NZS 4223.3: 2016 *Glazing in buildings - Part 3: Glazing in buildings – Human impact safety requirements*, Australian/New Zealand Standard (AS/NZS) 1170.0:2002 *Structural design actions - Part 0: General principles*, available at <http://www.standards.co.nz>.
- 2 Definition  
*Company procedures* – the documents and procedures that include company rules, codes and practices; machine and equipment operating instructions; quality and conformance checks, and health and safety requirements.
- 3 Range  
Evidence of at least two window schedules is required.

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## Outcomes and performance criteria

### Outcome 1

Collate background information relating to the aluminium window requirements of a building.

#### Performance criteria

- 1.1 Background information is collated in accordance with company procedures.
- Range background information may include – site, sales information, design viability, timeframe, price margins, production schedule.

### Outcome 2

Prepare aluminium window schedules.

#### Performance criteria

- 2.1 Window schedules are prepared from building plans, and any concerns or uncertainties are clarified where necessary in accordance with company procedures.
- 2.2 Building plan interpretation is confirmed in accordance with company procedures.
- 2.3 Drawings needed for the preparation of joinery quotations are identified in accordance with company procedures.

### Outcome 3

Prepare specifications for aluminium joinery products.

#### Performance criteria

- 3.1 Wind zone is checked in accordance with NZS 3604:2011.
- 3.2 Extrusion requirements are specified in accordance with NZS 4211:2008.
- 3.3 Product type, colour, glass, and hardware meet company procedures and building plans.
- 3.4 Cladding type and flashing details are verified in accordance with company procedures.
- 3.5 Site glazing, installation, and human impact requirements are specified in accordance with NZS 4223.3:1999.
- 3.6 Work for outsourcing is identified and detailed in accordance with company procedures.

**Outcome 4**

Verify specifications and window schedules, and prepare data for quotation.

**Performance criteria**

- 4.1 The accuracy of specifications and window schedules is verified in accordance with company procedures.
- 4.2 Specifications and window schedules are documented in preparation for quotation in accordance with company procedures.

<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	21 August 2009	31 December 2012
Rollover and Revision	2	20 May 2011	31 December 2017
Review	3	21 May 2015	31 December 2025
Review	4	26 May 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0048
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.