

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### April 2025 - 27.384375

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
**Mobile:**  
**Inspection date:** 10/04/2025  
**Inspection completed:** Yes  
**WOF location:** Main Entrance  
**Email:** kelly@redfiresystems.co.nz  
**Phone:**  
**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.  
**Email sent to:** cdodds@argosy.co.nz  
**Email sent date:** 2025-04-10

#### Contractor sign log book

**Checked**

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close. (Photo sent previously)

Signs for Specified Systems	✓
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### March 2025 - 156.448125

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
**Mobile:**  
**Inspection date:** 07/03/2025  
**Inspection completed:** Yes  
**WOF location:** Main Entrance  
**Email:** kelly@redfiresystems.co.nz  
**Phone:**  
**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.  
**Email sent to:** cdodds@argosy.co.nz  
**Email sent date:** 2025-03-08

#### Contractor sign log book

**Checked**

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close. (Photo sent previously)

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### February 2025 - 280.749375

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz  
**Mobile:** **Phone:**  
**Inspection date:** 13/02/2025  
**Inspection completed:** Yes  
**WOF location:** Main Entrance **Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.  
**Email sent to:** cdodds@argosy.co.nz **Email sent date:** 2025-02-13

#### Contractor sign log book

**Checked**

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close. (Photo sent previously)

### January 2025 - 151.685625

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz  
**Mobile:** **Phone:**  
**Inspection date:** 09/01/2025  
**Inspection completed:** Yes  
**WOF location:** Main Entrance **Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.  
**Email sent to:** cdodds@argosy.co.nz **Email sent date:** 2025-01-09

#### Contractor sign log book

**Checked**

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close. (Photo sent previously)

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### December 2024 - 275.986875

<b>Inspector:</b>	Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems	<b>Email:</b>	kelly@redfiresystems.co.nz
<b>Mobile:</b>		<b>Phone:</b>	
<b>Inspection date:</b>	05/12/2024		
<b>Inspection completed:</b>	Yes		
<b>WOF location:</b>	Main Entrance	<b>Log book location:</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to:</b>	cdodds@argosy.co.nz	<b>Email sent date:</b>	2024-12-05

#### Contractor sign log book

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Checked

✓  
✓  
✓

#### Specified System

Signs for Communicating Information for Evacuation (means of escape to final exit)  
Fire Separations (means of escape to final exits)  
Final Exit (means of escape to final exit)

#### Inspected

✓  
✓  
✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close. (Photo sent previously)

### November 2024 - 151.685625

<b>Inspector:</b>	Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems	<b>Email:</b>	kelly@redfiresystems.co.nz
<b>Mobile:</b>		<b>Phone:</b>	
<b>Inspection date:</b>	07/11/2024		
<b>Inspection completed:</b>	Yes		
<b>WOF location:</b>	Main Entrance	<b>Log book location:</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to:</b>	cdodds@argosy.co.nz	<b>Email sent date:</b>	2024-11-07

#### Contractor sign log book

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Checked

✓  
✓  
✓

#### Specified System

Signs for Communicating Information for Evacuation (means of escape to final exit)  
Fire Separations (means of escape to final exits)  
Final Exit (means of escape to final exit)

#### Inspected

✓  
✓  
✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close.

# Monthly Owners Inspection History

BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington



October 2024 - 112.998125

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems

**Email:** kelly@redfiresystems.co.nz

**Mobile:**

**Phone:**

**Inspection date:** 24/10/2024

**Inspection completed:** Yes

**WOF location:** Main Entrance

**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

**Email sent to:** cdodds@argosy.co.nz

**Email sent date:** 2024-10-24

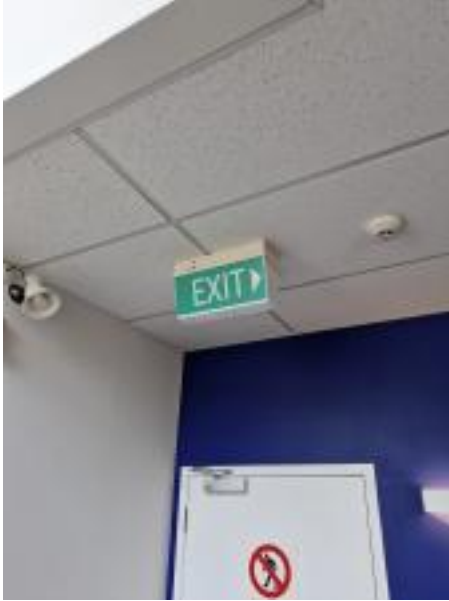
Contractor sign log book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified System	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓

**Inspector comments:**  
On the ground floor, in the main entrance area, the illuminated exit fittings were not working.

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**



Fire Separations (means of escape to final exits)

✓

Final Exit (means of escape to final exit)

✓

### September 2024 - 122.046875

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz

**Mobile:** **Phone:**

**Inspection date:** 04/09/2024

**Inspection completed:** Yes

**WOF location:** Main Entrance

**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

**Email sent to:**

**Email sent date:**

#### Contractor sign log book

**Checked**

Log book is still at the location shown above

✓

Log book has been completed by All IQP Contractors

✓

Log book has been completed by the above inspector during monthly and annual visits

✓

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)

✓

Fire Separations (means of escape to final exits)

✓

Final Exit (means of escape to final exit)

✓

### August 2024 - 232.060625

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz

**Mobile:** **Phone:**

**Inspection date:** 09/08/2024

**Inspection completed:** Yes

**WOF location:** Main Entrance

**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are

# Monthly Owners Inspection History

BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington

recorded. Therefore, no physical Logbook is needed.

Email sent to:

Email sent date:

Contractor sign log book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified System	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## July 2024 - 170.259375

Inspector:	Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems	Email:	kelly@redfiresystems.co.nz
Mobile:		Phone:	
Inspection date:	04/07/2024		
Inspection completed:	Yes		
WOF location:	Main Entrance	Log book location:	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
Email sent to:		Email sent date:	

Contractor sign log book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified System	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### June 2024 - 280.273125

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
**Mobile:**  
**Inspection date:** 06/06/2024  
**Inspection completed:** Yes  
**WOF location:** Main Entrance

**Email:** kelly@redfiresystems.co.nz  
**Phone:**

**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

**Email sent to:**  
**Email sent date:**

#### Contractor sign log book

	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

#### Specified System

	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### May 2024 - 137.398125

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
**Mobile:**  
**Inspection date:** 03/05/2024  
**Inspection completed:** Yes  
**WOF location:** Main Entrance

**Email:** kelly@redfiresystems.co.nz  
**Phone:**

**Log book location:** Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

**Email sent to:**  
**Email sent date:**

#### Contractor sign log book

	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

#### Specified System

	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### April 2024 - 247.411875

<b>Inspector:</b>	Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems	<b>Email:</b>	kelly@redfiresystems.co.nz
<b>Mobile:</b>		<b>Phone:</b>	
<b>Inspection date:</b>	04/04/2024		
<b>Inspection completed:</b>	Yes		
<b>WOF location:</b>	Main Entrance	<b>Log book location:</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to:</b>	cdodds@argosy.co.nz	<b>Email sent date:</b>	2024-04-05

#### Contractor sign log book

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Checked

✓  
✓  
✓

#### Specified System

Signs for Communicating Information for Evacuation (means of escape to final exit)  
Fire Separations (means of escape to final exits)  
Final Exit (means of escape to final exit)

#### Inspected

✓  
✓  
✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close. (photo included in March report)

### March 2024 - 151.685625

<b>Inspector:</b>	Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems	<b>Email:</b>	kelly@redfiresystems.co.nz
<b>Mobile:</b>		<b>Phone:</b>	
<b>Inspection date:</b>	07/02/2024		
<b>Inspection completed:</b>	Yes		
<b>WOF location:</b>	Main Entrance	<b>Log book location:</b>	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.
<b>Email sent to:</b>	cdodds@argosy.co.nz	<b>Email sent date:</b>	2024-03-07

#### Contractor sign log book

Log book is still at the location shown above  
Log book has been completed by All IQP Contractors  
Log book has been completed by the above inspector during monthly and annual visits

#### Checked

✓  
✓  
✓

#### Specified System

Signs for Communicating Information for Evacuation (means of escape to final exit)  
Fire Separations (means of escape to final exits)  
Final Exit (means of escape to final exit)

#### Inspected

✓  
✓  
✓

#### Inspector comments:

In the shredder area, the north exit door hits the frame and is hard to open and close.



# Monthly Owners Inspection History

BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington



## February 2024 - 112.998125

**Inspector:**  
**Mobile:**  
**Inspection date:**  
**Inspection completed:**  
**WOF location:**

Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
  
08/02/2024  
Yes  
Main Entrance

**Email:**  
**Phone:**

kelly@redfiresystems.co.nz

**Log book location:**

Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

**Email sent to:**

**Email sent date:**

Contractor sign log book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓

Specified System	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## January 2024 - 223.011875

**Inspector:**  
**Mobile:**  
**Inspection date:**  
**Inspection completed:**  
**WOF location:**

Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
  
12/01/2024  
Yes  
Main Entrance

**Email:**  
**Phone:**

kelly@redfiresystems.co.nz

**Log book location:**

Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

Monthly Owners Inspection History

BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington

Email sent to:

Email sent date:

Contractor sign log book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓
Specified System	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

December 2023 - 160.734375

Inspector:	Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems	Email:	kelly@redfiresystems.co.nz
Mobile:		Phone:	
Inspection date:	06/12/2023		
Inspection completed:	Yes		
WOF location:	Main Entrance	Log book location:	Ph call to Yvonne-BC Group from our client Craig, he said their SiteSoft sign in system dates contractors' visits and are recorded. Therefore, no physical Logbook is needed.

Email sent to:

Email sent date:

Contractor sign log book	Checked
Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✓
Log book has been completed by the above inspector during monthly and annual visits	✓
Specified System	Inspected
Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

### November 2023 - 270.748125

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz  
**Mobile:** **Phone:**  
**Inspection date:** 09/11/2023  
**Inspection completed:** Yes  
**WOF location:** Main Entrance **Log book location:** At reception counter  
**Email sent to:** **Email sent date:**

#### Contractor sign log book

**Checked**

Log book is still at the location shown above

✓

Log book has been completed by All IQP Contractors

✗

Log book has been completed by the above inspector during monthly and annual visits

✓

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)

✓

Fire Separations (means of escape to final exits)

✓

Final Exit (means of escape to final exit)

✓

### October 2023 - 113.585625

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz  
**Mobile:** **Phone:**  
**Inspection date:** 20/10/2023  
**Inspection completed:** Yes  
**WOF location:** Main Entrance **Log book location:** At reception counter  
**Email sent to:** cdodds@argosy.co.nz **Email sent date:** 2023-10-20

#### Contractor sign log book

**Checked**

Log book is still at the location shown above

✓

Log book has been completed by All IQP Contractors

✗

Log book has been completed by the above inspector during monthly and annual visits

✓

#### Specified System

**Inspected**

Signs for Communicating Information for Evacuation (means of escape to final exit)

✓

Fire Separations (means of escape to final exits)

✓

Final Exit (means of escape to final exit)

✓

#### Inspector comments:

In the shredding area, the north exit door is difficult to open.

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**



### September 2023 - 112.998125

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
**Mobile:**  
**Inspection date:** 01/09/2023  
**Inspection completed:** Yes  
**WOF location:** Main Entrance  
**Email sent to:**  
**Email:** kelly@redfiresystems.co.nz  
**Phone:**  
**Log book location:** At reception counter  
**Email sent date:**

#### Contractor sign log book

#### Checked

Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✗
Log book has been completed by the above inspector during monthly and annual visits	✓

#### Specified System

#### Inspected

Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓
Final Exit (means of escape to final exit)	✓

### August 2023 - 199.199375

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems  
**Mobile:**  
**Inspection date:** 03/08/2023  
**Inspection completed:** Yes  
**WOF location:** Main Entrance  
**Email sent to:**  
**Email:** kelly@redfiresystems.co.nz  
**Phone:**  
**Log book location:** At reception counter  
**Email sent date:**

#### Contractor sign log book

#### Checked

Log book is still at the location shown above	✓
Log book has been completed by All IQP Contractors	✗
Log book has been completed by the above inspector during monthly and annual visits	✓

#### Specified System

#### Inspected

Signs for Communicating Information for Evacuation (means of escape to final exit)	✓
Fire Separations (means of escape to final exits)	✓

## Monthly Owners Inspection History

**BID: 3460 - Iron Mountain Recall Total Information Management, 68 Jamaica Drive, Grenada North, Wellington**

Final Exit (means of escape to final exit)

✓

### July 2023 - 36.909375

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz  
**Mobile:** **Phone:**  
**Inspection date:** 07/07/2023  
**Inspection completed:** Yes  
**WOF location:** Main Entrance **Log book location:** At reception counter  
**Email sent to:** **Email sent date:**

#### Contractor sign log book

Checked

Log book is still at the location shown above

✓

Log book has been completed by All IQP Contractors

✗

Log book has been completed by the above inspector during monthly and annual visits

✓

#### Specified System

Inspected

Signs for Communicating Information for Evacuation (means of escape to final exit)

✓

Fire Separations (means of escape to final exits)

✓

Final Exit (means of escape to final exit)

✓

### June 2023 - 123.110625

**Inspector:** Ian Dickson/Ian Rudd/Grant Smith - Redfire Systems **Email:** kelly@redfiresystems.co.nz  
**Mobile:** **Phone:**  
**Inspection date:** 08/06/2023  
**Inspection completed:** Yes  
**WOF location:** Main Entrance **Log book location:** At reception counter  
**Email sent to:** **Email sent date:**

#### Contractor sign log book

Checked

Log book is still at the location shown above

✓

Log book has been completed by All IQP Contractors

✗

Log book has been completed by the above inspector during monthly and annual visits

✓

#### Specified System

Inspected

Signs for Communicating Information for Evacuation (means of escape to final exit)

✓

Fire Separations (means of escape to final exits)

✓

Final Exit (means of escape to final exit)

✓