

**PARLIAMENTARY COMPLEX: HERITAGE: OFFICIAL OFFICE
ACCOMMODATION: PROVIDE INTEGRATED FACILITIES MANAGEMENT
SERVICES FOR A FIVE YEAR PERIOD**

TENDER NO: CPT1001/23

REFERENCE NO: 3/12/20/2/1

VOLUME 3 – CONTRACT - Part C3 & C4 Only

Part C3: Scope of Work

Part C4: Site Information

Part C3: Scope of Work

C3.1 Scope of Work: PG-01.2(EC)

PG-01.2 (EC) SCOPE OF WORKS

Project title:	PARLIAMENTARY COMPLEX: HERITAGE: OFFICIAL OFFICE ACCOMMODATION: PROVIDE INTEGRATED FACILITIES MANAGEMENT SERVICES FOR A FIVE YEAR PERIOD		
Tender / Quotation no:	CPT1001/23	Reference no:	3/12/20/2/1

C3.1 Scope of Works

C.3.1.1 INTRODUCTION

The Department of Public Works and Infrastructure (DPWI) intends entering into a contract with a suitably experienced Facilities Management Service Provider (FMSP) to provide integrated facilities management services at the Parliament Complex in Cape Town which consists of high security buildings and sites, some of which carry heritage status. The services, which currently comprise cleaning, horticulture, pest control, maintenance of building fabric and engineering services and general operational management, will be contracted out on a five (5) year contract.

C.3.1.2 APPLICABLE FACILITIES

The Parliamentary Complex: Office Accommodation consists of the following buildings and parking areas. These facilities are DPWI owned unless indicated to the contrary. These facilities shall form part of, be managed by the FMSP and have services rendered on them as described in detail in the tender document and briefly summarised in this document.

Excluded: De Goede Hoop Parking (leased).

ON-SITE	COMMENTS
Complex Grounds	The remaining extent of the property excluding the footprint of the above-ground building structures
Swans Building	Also known as Swans Garage
Conservation Centre	Also known as the Library Restoration / Conservation Building
Belvedere Building	
Good Hope Building	
Bakers Cottage	
Old Gardeners Cottage	Also known as the Old Crèche
Tuynhuys	Also known as the Presidency
National Assembly and Link Building	Including basement parking
Old Assembly	
NCOP	
Marks Building	
90 Plein Street	Including basement parking
100 Plein Street	
120 Plein Street	Including basement parking
Africa House	Also known as the British High Commission Building
Stalplein	Underground parking
OFF-SITE BUT IN THE NEARBY VICINITY	COMMENTS
Parliament Towers	Including grounds and parking
Garmor House	Including grounds
Garmor House Parking	
Nieuwmeester Parking	
Hope Street Parking	

C.3.1.3 TYPES OF MAINTENANCE AND INSPECTIONS

The FMSP shall undertake or facilitate the following types of inspections and maintenance:

Proactive Inspections - Inspections initiated without prior trigger by a specific complaint but rather as part of a broader strategy.

Preventative Maintenance - Regular, routine or scheduled maintenance of equipment and assets to keep them running and prevent unplanned downtime from unexpected equipment failure.

Which shall also include:

Statutory Maintenance - Maintenance that must be carried out on an asset to meet local statutes or regulatory requirements.

Corrective Maintenance - Maintenance tasks that are undertaken to identify, isolate and repair a fault to restore equipment to an operational condition so it can perform its intended function.

Which shall also include:

Reactive Maintenance - Repairs or replacements completed after equipment has already broken down.

Warranty Maintenance – Required to comply with warranty requirements after installation. This is most commonly as a result of new installations, projects, etc.

C.3.1.4 IMPORTANT DEFINITIONS

The following definitions are applicable:

Repair - Restore something damaged, faulty or worn to a good condition, which could include replacement.

Replace - Provide a substitute for something that is broken, old or inoperative. Like for like component replacement - It is replaced with something similar or the same but not of lesser quality or functionality and allows the system to operate in the manner for which it was designed.

Component - A part or element of a larger whole.

System - A group of interacting or interrelated components that act according to a set of rules to form a unified whole.

Obsolete - no longer produced, used or out of date.

Beyond repair - Irreparably damaged or harmed without any possibility of repair.

Condemned - Officially declared unfit for use.

Beyond economic repair - State of a repairable item where the estimated repair cost significantly exceeds a certain percentage, usually eighty (80%) percent, of its replacement value.

When the definitions obsolete, beyond repair, condemned, or beyond economic repair are referenced as reasons for equipment replacement, substantiating documentation from manufacturers, suppliers, etc. who are independent of the FMSP and its subcontracted SPs, shall be provided.

C.3.1.5 FACILITIES MANAGEMENT SERVICES TO BE RENDERED

The FMSP shall provide a professionally managed, high-quality service that, through a regular and organised approach shall ensure that the facilities and the equipment therein are in a good state of repair and always fit for purpose.

The FMSP shall provide a twenty-four/seven (24/7), three hundred and sixty-five (365) days per year response whether related to unplanned or planned services, whether during office or after-hours.

The FMSP shall provide a full on-site operation between the hours of 06h00 – 18h00 Monday to Friday excluding public holidays, and until 23h00 or until the completion thereof on the day of the State of the Nation Address.

The FMSP shall provide a limited on-site operation between the hours of 08h00 – 15h00 on Saturdays excluding public holidays.

The FMSP shall have one (1) appropriately qualified FMSP representative on-site between the hours of 00h00 – 06h00 and 18h00 – 23h59 Monday to Friday, 00h00 – 08h00 and 15h00 – 23h59 on Saturday's, and 00h00 – 23h59 on Sunday's and public holidays.

Service 1: Facilities Management:

- Project management, administration, operations, compliance with legislation and standards, health and safety regulations, project specific Contract Participation Goals and Young Professional Development requirements and reporting on a regular/prescribed time frames.

Service 2: Building Infrastructure

- External envelope and internal walls of the building structures externalised and internalised glazing, free standing walls, walkways and signage.

Service 3: Technical Services

- Electrical Services: Equipment including reticulation.
- Heating, Ventilation and Cooling Systems: Equipment including reticulation.
- Building Management Systems (BMS): Equipment including reticulation.
- Fire Protection Systems
- Life Safety Electronic Systems
- Plumbing and Drainage
- Liquid Petroleum Gas Installations
- Lifts
- Satellite and Audio-Visual Systems
- Handyman Services

Service 4: Civils

- Stormwater Drainage
- Soil Drainage
- Water Supply
- Roads and Parking
- Hard Surfaces Finishes
- Signage

Service 5: Security Services

- **Security Equipment:** This contract excludes all activities related to Security Equipment, however, the FMSP shall make available appropriately qualified personnel that shall work with and act as liaison between the FMSP and the appointed DPWI Project SP to ensure that shared services (infrastructure, electrical, etc.) in no way negatively impacts on the functioning of the security equipment.

- **Security Systems:** This contract excludes all activities related to Security Equipment, however, the FMSP shall make available appropriately qualified personnel that shall work with and act as liaison between the FMSP and the appointed DPWI Project SP to ensure that shared services (infrastructure, electrical, etc.) in no way negatively impacts on the functioning of the security equipment.
- **Locksmith Services:** Included in this contract under Corrective Maintenance scope of work where FMSP service and repair of locks, opening locks where keys are not readily available, the replacement of locks, removing broken keys and cutting of keys as and when required.

Service 6: Ground Upkeep and Landscape Horticulture

- Maintenance, upkeep and cleaning of grounds, hard surfaces, weed control, pest control and soft landscaping (lawns and gardens).

Service 7: Cleaning and Hygiene

- Routine Cleaning
- Scheduled Cleaning
- Hygiene Services

Service 8: Environmental Services

- Environmental Spillages
- Waste Management
- Pest Control
- Energy Management
- Water Management

Service 9: Ceremonial Services

The FMSP shall ONLY provide building and technical services, repairs and maintenance, and general support services as described above.

The FMSP shall not be required to:

- Provide Event Management services.
- Procure or install temporary services, equipment or structures.

Events that will the above services are listed below.

- State of the Nation Address
- Budget Speech
- Medium Term Budget Policy Statement
- Official Presidency and Parliamentary Activities

C.3.1.6 CALL CENTRE

A Call Centre shall be required for full duration of this contract and shall be operational twenty-four/seven (24/7), three hundred and sixty-five (365) days per year.

The Call Centre shall have no discretion to refuse to provide or fail to log a work request number.

The FMSP shall respond to and action these work requests twenty-four/seven (24/7), three hundred and sixty-five (365) days per year.

C.3.1.7 COMPUTER AIDED FACILITIES MANAGEMENT SYSTEMS

A Computer Aided Facilities Management System (CAFMS) shall be required for full duration of this contract and shall be operational twenty-four/seven (24/7), three hundred and sixty-five (365) days per year.

The FMSP shall ensure that all operational information, documentation and photos as required by CAFMS are uploaded within twenty-four (24) hours of work completion unless a timeline described elsewhere is more stringent in nature.

The Computer Aided Facilities Management System, and not the FMSP personnel, shall remain the single point of contact for all work that is required and under no circumstances shall the FMSP manage work outside of the system whether in part or as a whole.

The system is intended to be managed as a real time system and the FMSP shall comply in this regard.

Service Level Agreements shall be programmed as part of the system and should a work request require to be completed at e.g., 15h30 on a specific day, the work shall be completed and the system updated before 15h30 in order for the work to be within the Service Level Agreement and not subject to a penalty.

C.3.1.8 HEALTH AND SAFETY REQUIREMENTS

The FMSP shall ensure that the Parliamentary Complex is managed in a way that provides a safe and healthy work environment in accordance with the Occupational Health and Safety Act 85 of 1993 and Regulations.

The FMSP shall accept full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for any acts or omissions as well as those of its personnel and indemnifies DPWI against any legal action in this regard.

The FMSP shall ensure that the requirements of the Occupational Health and Safety Act, 1993 and Regulations shall similarly apply to any agreement with any subcontracted SPs and their personnel, inclusive of indemnifying DPWI against any legal action regarding the actions and/or omissions by them.

C.3.1.9 HIV/AIDS AWARENESS

The FMSP shall be implement and ensure compliance with HIV/AIDS awareness requirement as described in more detail in the HIV/AIDS Specification PW 1544 document.

C.3.1.10 FMSP COMPANY EXPERIENCE AND TRACK RECORD

The Parliamentary Complex requires a high degree of detail, focus, collaboration and continuous communication between all stakeholders involved. Standard processes shall be utilised to enhance FMSP responsiveness and communication in terms of all operational, strategic and contractual obligations.

The FMSP shall maintain the operational capability of facilities to achieve asset integrity, occupant satisfaction and financial performance through their intended life cycle while performing maintenance services in a timely manner.

Therefore, FMSP company experience and track record is key to this project to ensure effective and efficient delivery of a holistic technical and commercial facilities management services.

C.3.1.11 PROJECT EXECUTION PLAN

The accepted Project Execution Plan will form part of the contract conditions and will be evaluated and updated accordingly every three (3) months for the duration of the contract.

C.3.1.12 STANDARD MINIMUM REQUIREMENTS

In terms of section 5(2) of the Construction Industry Development Board Act, 2000 (Act no. 38 of 2000) (the Act), the Construction Industry Development Board is empowered to establish and promote best practice standards, Standard Requirements and Guidelines which includes the following but not limited to:

- C3.1.12.1 cidb Best Practice: Green Building Certification, No. 34158 Government Gazette, 1 April 2011.
- C3.1.12.2 cidb Standard for Developing Skills through Infrastructure Contracts, No. 36760 Government Gazette, 23 August 2013
- C3.1.12.3 cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013
- C3.1.12.4 Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022
- C3.1.12.5 cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts, No. 41237 Government Gazette, 10 November 2017
- C3.1.12.6 cidb Standard for Minimum Requirements for Engaging Contractors and Sub-Contractors on Construction Works Contracts, No. 41237 Government Gazette, 10 November 2017
- C3.1.12.7 cidb Standard for Minimum Requirements for Engaging Contractors and Sub- Contractors on Construction Works Contracts, No. 42021 Government Gazette, 9 November 2018
- C3.1.12.8 cidb Standard for Developing Skills through Infrastructure Contracts, No. 43495 Government Gazette, 3 July 2020

C3.1.13 CONTRACT PARTICIPATION GOALS AND CIDB BUILD PROGRAMME

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as indicated below. Provision for pricing of compliance with the achieving the CPGs is made in the Contract Participation Goal Section of the Bills of Quantities and it is explicitly pointed out that all requirements in respect of the aforementioned are deemed to be priced thereunder and no additional claims in this regard shall be entertained:

C3.1.13.1 Minimum Thirty Percent (30%) Mandatory Sub-contracting Contract Participation Goal

MINIMUM THIRTY PERCENT (30%) MANDATORY SUBCONTRACTING TO SMMEs: IMPLEMENTATION OF PREFERENTIAL PROCUREMENT REGULATIONS 2017

30% Mandatory subcontracting is "not applicable" to this project.

It is the requirement of the employer that the contractor enhances the use of local Small, Micro and Medium Enterprises (SMME's) in executing this contract, irrespective whether the thirty percent (30%) Participation Goal is applicable or not.

The thirty percent (30%) mandatory Sub-contracting shall be achieved in the execution of the contract in accordance with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 as published in the Government Gazette Notice No. 40553 of 20 January 2017.

- (a) SMME's involvement of at least five percent (5%) of the tender amount at the time of tender to be sourced from within 50km radius of the project site with the intention to maximize use of local SMMEs within "City of Cape Metro Municipality, Cape Town, City, Western Cape Province",
- (b) SMME's involvement of at least twenty five percent (25%) of the Tender Value to be sourced from within 250km radius of the project site.

Bidders are cautioned not to under-price items earmarked to be executed by SMMEs as adjustment to too low rates will not be entertained by the Employer.

Bidders to sub-contract a minimum of thirty percent (30%) of the tender amount including VAT at the time of tender (All inclusive, Including VAT). to any one or more of the following categories:

- a. An EME or QSE
- b. An EME or QSE which is at least 51% owned by black people
- c. An EME or QSE which is at least 51% owned by black people who are youth
- d. An EME or QSE which is at least 51% owned by black people who are women
- e. An EME or QSE which is at least 51% owned by black people with disabilities
- f. An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships
- g. A co-operative which is at least 51% owned by black people
- h. An EME or QSE which is at least 51% owned by black people who are Military veterans
- i. More than one of the categories referred to in paragraphs (a) to (h).

Bidders to refer to the CSD for a list of prospective sub-contractors provided with the tender. The bidder may refer to the CSD website should the list provided be insufficient.

Bidders must ensure that the sub-contractors conform to the following:

- a. Possess relevant accreditation where applicable;
- b. Be registered with relevant bodies (CIDB, various Councils, etc.) where applicable;
- c. Possess necessary capabilities to deliver the sub-contracted work;
- d. Meet the requirements in terms of the stipulated designated groups; and
- e. Geographical located at the place where the project will be delivered. Geographical location must be determined using the following criteria:
 - Relevant Ward. If not available;
 - Relevant neighbouring Wards. If not available;
 - Relevant Local Municipality. If not available;
 - Relevant District Municipality. If not available;
 - Relevant Metro. If not available;
 - Relevant Province. If not available;

- Relevant Neighbouring Province. And If not available;
- Anywhere within the borders of South Africa .

It is the bidder's responsibility to source alternative SMMEs should the parties with whom agreements were entered into at the time of tendering either no longer exist or do not perform or render work of an acceptable standard, subject to the approval by the Employer. Failure to achieve the minimum thirty percent (30%) SMME participation based on the tender amount including VAT, will result in a two percent (2%) penalty on the amount of work on which there is no compliance (Excluding VAT), unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

The bidder shall submit monthly reports in terms of monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

C3.1.13.2 Minimum Targeted Local Material Manufacturer Contract Participation Goal

The Minimum Targeted Local Building Material Manufacturers CPG is "*not applicable*" to this project.

It is the requirement of the employer that the contractor enhances the use of local Small, Micro and Medium Enterprise Local Material Manufacturers (SMME's) in executing this contract, irrespective whether a minimum percentage Participation Goals is applicable or not.

The Minimum Targeted Local Manufacturers of Material Contract Participation Goal, in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020.

A Targeted Local Material Manufacturer is a targeted enterprise that operates or maintains a factory or establishment that produces on its premises materials or goods required by the principal contractor for the performance of the contract.

Note: Adapted from SANS 10845-7:2015, definition 2.13

Preference shall be given to the Targeted Local Material Manufacturer where feasible in **"City of Cape Metro Municipality, Cape Town, City, Western Cape Province"**, and provided that:

- (a) Such materials comply in all respects with the specific requirements of PW371 and SANS specifications,
- (b) The non-availability of such materials shall not adversely affect the desired progress of the specific works,
- (c) The use of such suppliers shall not constitute grounds for any claim for increased cost in respect thereof,
- (d) Materials of at least two percent (2%) of the total value of materials purchased including VAT to be sourced from within 50km radius of the project site,
- (e) Material of at least eight percent (8%) of the total value of materials purchased including VAT to be sourced from within 250km radius of the project site.

Failure to achieve the minimum ten percent (10%) Targeted Local Material Manufacturer participation expressed as a percentage of the original tender amount, excluding allowances and VAT, will result in a two percent (2%) penalty of the prorated targeted value of materials not complied with unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

Example: Total material to be purchased from local manufacturers = R 10 Million and only achieved a R8 Million CPG then the penalty = R2 Million x 2%.

The bidder shall submit monthly reports in terms of monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

C3.1.13.3 Minimum Targeted Local Building Material Suppliers Contract Participation Goal

The Minimum Targeted Local Building Material Suppliers CPG is "applicable" to this project.

It is the requirement of the employer that the contractor enhances the use of local Small, Micro and Medium Enterprise Local Material Suppliers (SMME's) in executing this contract, irrespective whether a minimum percentage Participation Goals is applicable or not.

The Minimum Targeted Local Manufacturers of Material Contract Participation Goal shall be achieved in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract..

A targeted supplier is a targeted enterprise that

- a) owns, operates or maintains a store, warehouse or other establishment in which goods are bought, kept in stock and regularly sold to wholesalers, retailers or the public in the usual course of business; and
- b) engages, as its principal business and in its own name, in the purchase and sale of goods.

Note: Adapted from SANS 10845-7:2015, definition 2.14

Preference shall be given to the local material suppliers where feasible in the **"City of Cape Metro Municipality, Cape Town, City, Western Cape Province"**, and provided that:

- (a) Such materials comply in all respects with the specific requirements of PW371 and SANS specifications,
- (b) The none availability of such materials shall not adversely affect the desired progress of the specific works,
- (c) The use of such suppliers shall not constitute grounds for any claim for increased cost in respect thereof,
- (d) Materials of at least **4%** of the total value of materials purchased including VAT to be sourced from within **50km** of the project site,
- (e) Material of at least **1%** of the total value of materials purchased including VAT to be sourced from within **250km** of the project site.

Failure to achieve the minimum **five percent (5%)** Targeted Local Material Manufacturer participation expressed as a percentage of the original tender amount, excluding allowances and VAT, will result in a **twenty percent (20%)** penalty of the prorated targeted value of materials not complied with, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

Example: Total material to be purchased from local manufacturers = R 10 Million and only achieved a R8 Million CPG then the penalty = R2 Million x 20%.

The bidder shall submit monthly reports in terms of monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

C3.1.13.4 Minimum Targeted Local Labour Skills Development Contract Participation Goal

The Minimum Targeted Local Labour Skills Development CPG is "*not applicable*" to this project.

It is the requirement of the employer that the contractor enhances the use of local labour in executing this contract. This is required to be done through the use of both traditional building techniques and labour-intensive construction techniques careful and considered construction planning and implemented in the project irrespective whether a minimum percentage Participation Goal is applicable or not.

The Minimum Targeted Local Skills Development Contract Participation Goal shall be achieved in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract..

Targeted labour: individuals who:

- a) are employed by the principal contractor, sub-contractor or targeted enterprises in the performance of the contract;
- b) are defined as the target group in the targeting data; and
- c) permanently reside in the target area or who are recognized as being residents of the target area on the basis of identification and association with and recognition by the residents of the target area.

Adapted from SANS 10845-7:2015, definition 2.12

Targeting of labour by skills categories is only permissible within categories of semi-skilled and unskilled labour.

Contract participation goals for semi-skilled and unskilled labour shall be limited to on-the job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract and in a manner that does not compromise worker health and safety. In the case of targeted labour, the certification of records shall be in accordance with SANS 10845-8.

Beneficiaries will be sourced from the insert Ward/s. Municipal District, Town, City, Province Construction Period employed by either the principal contractor, sub-contractors or targeted enterprises. The total number of working days to complete the Works amount to insert number of working days as determined by the Construction Period working days. The minimum CPG participation for Targeted Local Labour Skills Development is thirty percent (30%) insert percentage as determined by the feasibility study, expressed as a percentage of the total number of working days required to complete the Works. The contractor shall attain or exceed the CPG in the performance of the contract. Failure to achieve the minimum Targeted Local Labour Skills Development CPG will result in a payment reduction of R5 000 (Excluding VAT), per working day which training has not been provided to the workforce in attendance, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

The bidder shall submit monthly reports in terms of monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

C3.1.13.5 **CIDB BUILD PROGRAMME: Minimum Targeted Enterprise Development Contract Participation Goal**

The Minimum Targeted Enterprise Development CPG is "*not applicable*" to this project.

The aim of this best practice standard for indirect targeting for enterprise development in accordance with the Standard for Indirect Targeting for Enterprise Development (published in Government Gazette 36190 of 25 February 2013), as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract. is to promote enterprise development by providing for a minimum contract participation goal (CPG) of five percent (5%) of the contract amount as defined in the Standard (Tender amount, excluding allowances and VAT on selected contracts to be undertaken by joint-venture partners or to be sub-contracted to developing contractors that are also to be beneficiaries of enterprise development support from the main contractor.

The bidder shall submit monthly reports in terms of monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

The contractor shall attain or exceed the enterprise development goal in the performance of the contract. Failing to achieve the Participation Goal will result in A) a thirty percent (30%) penalty of the value not achieved, excluding VAT, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

The lead partner or main contractor shall dedicate a minimum five percent (5%) of total project value to provide developmental support to targeted subcontractor or joint venture partner applicable to contracts in Grades 7 to 9, General Building and Civil Engineering contracts. Preference will be given to *(Insert type of enterprises. eg General Building, Electrical, Mechanical, Plumbing, etc. It could be either just one or any combination of all)* Enterprises.

Provision for pricing of compliance with the aforementioned is made in the preliminaries and it is explicitly pointed out that all requirement in respect of the aforementioned are deemed to be priced thereunder and no additional claims in this regard shall be entertained.

C3.1.13.5.1 Criteria

The main or lead partner of the successful bidder shall:

- (a) There must be a needs analysis for indirect targeting and development or skill standard and should be development in at least any two developmental areas namely;
 - Administrative and cost control systems
 - construction management systems and plans
 - planning, tendering and programming
 - business; technical; procurement skills
 - legal compliance
 - credit rating/history; financial loan capacity/history
 - contractual knowledge
- (b) The above needs analysis shall be mutually agreed upon between contractor and targeted enterprise.
- (c) The contractor shall appoint an enterprise development coordinator to:
 - perform needs analysis on the targeted enterprise to identify developmental goals.
 - develop a project specific enterprise development plan to improve the targeted enterprise/s performance in the identified developmental areas.

- provide internal mentorship support to improve the targeted enterprise/s performance.
- monitor and submit to the employer's representative a monthly enterprise development report thereby reporting on the progress of the agreed development areas with the targeted enterprise/s.
- submit a project completion report to the Employer's representative for each targeted enterprise.

C3.1.13.5.2 Management

The contractor shall provide a competent person/s to provide internal mentorship to the Targeted Enterprise/s in the two agreed developmental areas.

C3.1.13.5.3 Competence Criteria for an Enterprise Development Co-ordinator

The enterprise development co-ordinator shall have the following competencies:

- Minimum experience of 5 years in the construction industry at Managerial level as a Site Agent, Contracts Manager, Site Manager, Construction Manager, Business Development Manager or Enterprise Development Manager.
- Minimum experience of 2 years in training and development in Building or Construction; and
- National Diploma or B Degree in the Built Environment or Business Management

C3.1.13.5.4 Format of Communications

The contractor shall submit to the Employer's Representative:

- *Project interim reports* in the specified format (**ED105P**) detailing interim values of the CPG that was achieved together with an assessment of the enterprise development support provided should be tabled and discussed at least monthly at progress meetings between employer's representative and the contractor;
- *Project completion report* in the specified format (**ED101P**) to the Employer's Representative for acceptance within 15 days of achieving practical completion. The report shall include the value of the CPG that was certified in accordance with the contract, cidb registration numbers of each and every targeted enterprise, and the value of the subcontracted works or of the joint venture entered into; and the participation parameter
- *Enterprise development declaration* (**ED104P**).

C3.1.13.5.5 The Key Personal

The contractor shall appoint an Enterprise Development Co-ordinator and a competent person/s to provide internal mentorship.

C3.1.13.5.6 Management Meetings

The contractor shall report to the Employer's Representative on the implementation and progress of the targeted enterprise development and CPG at monthly progress site meetings.

C3.1.13.5.7 Forms for contract administration

The contractor shall submit to the Employer's Representative the following proformas:

- Form ED 105P Project Interim Report
- Form ED 104P Enterprise Development Declaration
- Form ED 101P Project Completion Report

C3.61.13.5.8 Records

The contractor shall:

- keep records of the targeted enterprise development
- keep records of the payments made to the targeted enterprises in relation to the CPG.
 - ensure all the documentation required in terms of the Standard is provided with each monthly progress payment certificate and according to a prescribed format where applicable.

C3.1.13.5.9 Payment Certificates

The contractor shall:

- achieve the measurable CPG and providing enterprise development support to the targeted enterprise/s as per the Standard.
- submit payment certificates to the Employer Representative at intervals determined in the Contract.

C3.1.13.5.10 Compliance requirements

Non-compliance with the Best Practice Project Assessment Scheme

The wording of regulation 27A of the cidb regulations makes provision for the Board to enforce the cidb code of conduct in the event of clients being found to be in breach of the best practice project assessment scheme.

- Not including the requirements of the cidb standards in the conditions of tender
- Not registering the award of contract on the cidb Register of Projects (RoP)
- Not reporting practical completion on the cidb Register of Projects (RoP)

C3.1.13.6 **CIDB BUILD PROGRAMME: Minimum Targeted Contract Skills Development Goal (CSDG)**

The Minimum Targeted Contract Skills Development CPG is "*not applicable*" to this project.

The contractor shall achieve or exceed in the performance of the contract the Contract Skills Development Goal (CSDG) established in the Standard for Developing Skills through Infrastructure Contracts (published in Government Gazette No 43495 of 3 July 2020, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.

Failing to achieve the targeted Contract Skills Development Goal will result in A) a thirty percent (30%) penalty of the value of the portion not achieved, excluding VAT, and B) the issuing of completion certificates only after the completion certificate of achieving the skills development goal, counter-signed by the relevant individuals has been submitted, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

The contractor shall apportion the learners in the different construction activities based on the scope of work. The cost of accommodating learners will be determined by using Table 3 in the Standard and this cost will be used to determine the value in Rand and will be added to the provision for training as provided for in the Preliminary and General section in the Bill of Quantities/Pricing schedules/Activity schedule.

C3.1.13.6.1 Methodology

The contractor shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the following in relation to work directly related to the contract or order:

Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 2: structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012) subject to at least sixty percent (60%) of the artisan learners being holders of public TVET college qualifications;

Method 3: work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas;

Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 above.

The contract skills participation goals, expressed in Rand, shall not be less than the contract amount multiplied by a percentage (%) factor given in Table 2 in the Standard for the applicable class of construction works.

Table 2: Contracting skills development goals for different classes of engineering and construction works contracts

Class of construction works as identified in terms of Regulation 25 (3) of the Construction Industry Regulations 2004		Construction skills development goal (CSDG) (%)
Designation	Description	
CE	Civil Engineering	0.25
CE and GB	Civil engineering and General Building	0.375
EE	Electrical Engineering works (buildings)	0.25
EP	Electrical Engineering works (infrastructure)	0.25
GB	General Building	0.5
ME	Mechanical Engineering works	0.25
SB	Specialist	0.25

The contractor shall apportion the learners in the different construction activities based on the scope of work. The cost of accommodating learners will be determined by using Table 3 in the Standard and this cost will be used to determine the value in Rand and will be added to the provision for training as provided for in the Preliminary and General section in the Bill of Quantities/Pricing schedules/Activity schedule.

Table 3: Notional Cost of Training per Headcount

Source: cidb Standard for Skills Development

Source: *Club Standard for Skills Development*

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R7 000	R0	R9 000	R16 000	R9 000
Method 2					
TVET College graduates	R14 000	R0	R9 000	R23 000	N/A
Apprenticeship	R14 000	R0	R12 000	R26 000	R12 000
Method 3					
P1 and P2 learners	R24 000	R20 000	R4 500	R48 500	N/A
Method 4					
Candidates with a 3 year diploma	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 4 year qualification	R47 000	R20 000	R4 500	R71 500	R20 000

Note: the required CPG will be recalculated based on the awarded tender amount and "Contract amount" once the beneficiaries have been appointed and actual costs are known. The notional cost of providing training opportunities will increase by CPI on an annual basis based on April CPI. Should the rates increase after bid award or during construction the rates will be adjusted as a remeasurable item.

- (a) The successful contractor may employ part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates (delete that which is not applicable) directly or through a Skills Development Agency (SDA), (A1 - List of cidb accredited SDAs).
- (b) The successful contractor must employ at least sixty percent (60%) of the learners from an FET / TVET college should the contractor select to have part/full occupational qualification learners and trade qualification learners contributing to the CSDG.
- (c) The successful contractor shall employ at least (insert percentage number) from eligible part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates (delete that which is not applicable) in the employment of the employer.
- (a) The successful contractor shall ensure that no single method shall contribute more than seventy five percent (75%) of the CSDG for the contract.
- (b) The successful contractor may only place thirty three percent (33%) employed employees or that of his subcontractors contributing to the CSDG.
- (c) The contractor shall employ at least sixty percent (60%) of the learners from a Public FET / TVET college should the contractor select to have trade qualification learners (Method 2) contributing to the CSDG.
- (d) One of the objectives of the project is to train (Insert number) Occupational qualifications, trade qualification, work integrated learners – P1 and P2 learners, professional candidates (Delete that which is not applicable).

C3.1.13.6.2 Management

- (a) The successful contractor must keep site records regarding the part/full occupational qualification learners', trade qualification learners', work integrated learners' or candidates' (delete that which is not applicable) progress, site attendance, hours worked and other relevant information as required by the Standard.

- (b) The successful contractor shall provide the required number of appropriately qualified mentors to the maximum number of part/full occupational qualification learners, trade qualification learners, work integrated learners in the proportion as specified in the Standard.
- (c) The successful contractor shall provide a supervisor to manage the training of the part/full occupational qualification learners, trade qualification learners, work integrated learners, candidates ~~(delete that which is not applicable)~~.
- (d) The successful contractor shall submit to the employer's representative a baseline training plan in the specified format (Pro-forma A2) for the part/full occupational qualification learners, trade qualification learners, work integrated learners, candidates ~~(delete that which is not applicable)~~ within 30 days of start of the contract.
- (e) The successful contractor shall submit to the employer's representative project interim report in the specified format (Pro-forma A3) on the progress of each of part/full occupational qualification learner, trade qualification learner, work integrated learner, candidate ~~(delete that which is not applicable)~~ every three months.
- (f) The successful contractor shall submit to the employer's representative the names and particulars in the specified format (Pro-forma A4) of the supervisor, mentors for the part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates ~~(delete that which is not applicable)~~ within 30 days of start of the contract.
- (g) The successful contractor shall keep a daily record of all the part/full occupational qualification learners, trade qualification learners, work integrated learners, candidates on site and their daily activities and shall be made available to the employer's representative on request.
- (h) The successful contractor shall submit to the employer's representative the reports on the progress and status of the part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates ~~(delete that which is not applicable)~~ with the monthly invoice for the payment certificate.
- (i) The successful contractor shall have health and safety inductions for all part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates ~~(delete that which is not applicable)~~.
- (j) The successful contractor shall conduct entry and exit medical tests of all part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates ~~(delete that which is not applicable)~~.
- (k) The successful contractor shall provide personal protective equipment (PPE) to all part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates ~~(delete that which is not applicable)~~ at the start of their employment on site.
- (l) Based on the agreed skills methods the contractor may employ part/full Occupational Qualification Learners and /or Trade Qualification Learners and/or Work Integrated Learners and/or Candidates ~~(delete that which is not applicable)~~ directly or through a Skills Development Agency (SDA), training provider or skills development facilitator (Form A1 - List of cidb accredited SDAs). The contractor shall ensure that no more than one Method shall be applied to any individual concurrently in the calculation of the CSDG for the contract.

C3.1.13.7 NATIONAL YOUTH SERVICE TRAINING AND DEVELOPMENT PROGRAMME (NYS)

The National Youth Service Training and Development Programme is "*applicable*" to this project.

The programme shall be implemented in terms of the Implementation of the National Youth Service Programme under the Expanded Public Works (EPWP) and shall be priced in the CPG section of the Bills of Quantities. Monthly reports are to be submitted to the Employer's Representative.

Failure by the contractors to achieve the specified number to be trained in the NYS section of the CPG section within the Bills of quantities will result in a Payment reduction as per bill of quantities per person, excluding VAT, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

C3.1.13.8 LABOUR-INTENSIVE WORKS

Labour Intensive Works is "*not applicable*" to this project.

Where labour intensive work is specified in the Bill of Qualities and indicated by "LI" the contractor must price for and include in rates. Contractors are expected to use their initiative to identify additional activities that can be done labour-intensively to comply with the set minimum labour intensity target. Allowance must be made for submitting monthly reports illustrating the value of the works executed under Labour Intensive Works.

Failure by the contractor to achieve the specified value of the Labour Intensive Participation Goal as stipulated within the Bills of quantities will result in a thirty percent (30%) penalty of the value of the works not done by means of labour intensive methods, excluding VAT, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

Employer's objectives:

The employer's objectives are to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines.

Labour-intensive works:

Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work.

Labour-intensive competencies of supervisory and management staff:

Contractors shall only engage supervisory and management staff in labour-intensive works that have completed the skills programme including Foremen/ Supervisors at NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes" and Site Agent/ Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent QCTO qualifications (See Appendix C) at NQF outlined in Table 1

C3.1.13.8.1 GENERIC LABOUR-INTENSIVE SPECIFICATION

Contractors are referred to the Guidelines for the Implementation of Labour-intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP) for the generic labour-intensive specification applicable to the contract.

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- trenches having a depth of less than 1.5 metres
- stormwater drainage
- roads
- sidewalks and non-motorised transport infrastructure
- water and sanitation

Precedence

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail

Hand excavateable material

Hand excavateable material is:

a) granular materials:

- i) whose consistency when profiled may in terms of table 2 be classified as very loose, loose, medium dense, or dense; or
- ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

b) cohesive materials:

- i) whose consistency when profiled may in terms of table 2 be classified as very soft, soft, firm, stiff and stiff / very stiff; or
- ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note

1) A boulder is material with a particle size greater than 200mm, a cobble and gravel is material between 60 and 200mm.

2) A dynamic cone penetrometer is an instrument used to measure the in-situ shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60° with respect to the horizontal) into the material being used.

Table 2: Consistency of materials when profiled			
GRANULAR MATERIALS		COHESIVE MATERIALS	
CONSISTENCY	DESCRIPTION	CONSISTENCY	DESCRIPTION
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.
Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in up to 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of a geological pick; requires many blows for excavation.	Stiff	Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumb-nail with difficulty; slight indentation produced by blow of a geological pick point.

Trench excavation

All hand excavateable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

Compaction of backfilling to trenches (areas not subject to traffic)

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers;

- a) to 90% Mod AASHTO;
- b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or
- c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

Excavation

All excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand. Any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

Clearing and grubbing

Grass and bushes shall be cleared by hand.

Shaping

All shaping shall be undertaken by hand.

Loading

All loading shall be done by hand. Haulage equipment should be selected in a manner that allows loading by hand to the greatest extent possible.

Haul

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Offloading

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.

Spreading

All material shall be spread by hand.

Compaction

Small areas may be compacted by hand provided that the specified compaction is achieved. Appropriate rollers should be used where higher (than can be achieved by hand) levels of compaction are required or for large areas.

Grassing

All grassing shall be undertaken by sprigging, sodding, or seeding by hand.

Stone pitching and rubble concrete masonry

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must to be collected, loaded, off loaded and placed by hand.

Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.

Manufactured Elements

Elements manufactured or supplied by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. Where the mass of an element exceeds 55 kg, consideration should be given to the size of the element relative to its total mass related to the number of workers who would be needed to lift such mass

C3.1.13.9 Submission of Accrual Reports

The Contractor shall submit accrual reports to the client representative at the end of March and September each year for the duration of the Service Contract period from the date of appointment up to and including project closeout. This is to ensure that PMTE complies with the accounting framework GRAP, which requires that PMTE disclose all its accruals as at the end of each reporting date.

C3.1.13.10 Submission of Monthly Local Material Utilisation Report (Local Content) – Not Applicable

The contractors shall be responsible for record keeping, documenting and submission of monthly local material utilization report with supporting documentation to the Employer's representative within 7 working days of the beginning of the successive month, in terms of DTI&C designated industry/sector/sub-sector schedule as per the PA36 and Annexures C attached to the tender document. The final percentage achievement to be reconciled upon completion of the project and form part of the final account. Failure by the contractors to achieve the specified percentage of local content per designated industry/sector/sub-sector as listed will result in a thirty percent thirty percent (30%) penalty of the value not achieved, excluding VAT, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control.

C3.2 Scope of Work: Services 1 - 9

1. **ABBREVIATIONS, ACRONYMS AND INITIALISMS**

AIDS	Acquired Immune Deficiency Syndrome
AV	Audio visual
B-BBEE	Broad-based Black Economic Empowerment
BMS	Building Management System
BoQ	Bill of Quantities
BTU	Battery Tripping Unit
CAFMS	Computer Aided Facilities Management System
CB	Circuit Breaker
CIDB	Construction Industry Development Board
COC	Certificate of Compliance
CoCT	City of Cape Town
COID	Compensation for Occupational Injuries and Diseases
COVID-19	Coronavirus Disease of 2019
CPG	Contract Participation Goal
CSIR	Council for Scientific and Industrial Research
DB	Distribution Board
DPWI	Department of Public Works and Infrastructure
DStv	Digital Satellite Television
DTIC	Department of Trade, Industry and Competition
ECBSA	Electrical Conformance Board of South Africa
e.g.	Exempli gratia / for example
EME	Exempted Micro Enterprise
EPWP	Expanded Public Works Programme
Etc.	Et cetera / and so forth, and other similar things, and the rest
FM	Facilities Management
FMSP	Facilities Management Service Provider
GMR	General Machinery Regulation
H&S	Health & Safety
HIV	Human Immunodeficiency Virus
HVAC	Heating, Ventilation and Cooling
i.e.	Id est / that is
ISO	International Organisation for Standardization
IT	Information Technology

JBCC	Joint Building Contracts Committee
kPa	Kilopascal
kVA	Kilovolt-ampere
LED	Light emitting diode
LPG	Liquid Petroleum Gas
LV	Low Voltage
MATV	Master Antenna Television
MSDS	Material Safety Data Sheets
MTBPS	Medium Term Budget Policy Statement
MV	Medium Voltage
NCOP	National Council of Provinces
NYS	National Youth Service
PPE	Personal Protective Equipment
ppm	Parts per million
PPS	Parliament Protection Services
PSIRA	Private Security Industry Regulatory Authority
QSE	Qualifying Small Enterprise
SABC	South African Broadcasting Corporation
SABS	South African Bureau of Standards
SAHRA	South African Heritage Resource Agency
SAHRIS	South African Heritage Resource Agency Information System
SANAS	South African National Accreditation System
SANS	South African National Standards
SAQCC	South African Qualification and Certification Committee
SHE	Safety, Health and Environmental
SHREQ	Safety, Health, Risk, Environmental, and Quality
SLA	Service Level Agreement
SMME	Small, Medium and Micro Enterprise
SONA	State of the Nation Address
SP	Service Provider
UPS	Uninterrupted Power Supply
wrt	with regard to

2.

DEFINITIONS

For the purposes of this contract, the use of the word “shall” means an imperative command indicating that the associated actions are mandatory.

3. **SERVICE 1: FACILITIES MANAGEMENT**

3.1 **APPLICABLE LEGISLATION AND STANDARDS**

3.1.1 The FMSP shall comply with but shall not be limited to the:

3.1.1.1 DPWI Standard Specifications,

3.1.1.2 DPWI Standard Operations and Maintenance Manuals,

3.1.1.3 Any other document, specification, etc. as published on

www.publicworks.gov.za.

3.1.2 The FMSP shall comply with but shall not be limited to the:

3.1.2.1 Occupational Health and Safety Act, 1993 and Regulations,

3.1.2.2 South African National Standards or the equivalent,

3.1.2.3 Manufacturer's specifications,

3.1.2.4 Best industry practice and technical standards,

3.1.2.5 Requirements of the appropriate professional bodies or institutions, including guidance notes and codes of practice where applicable.

3.1.3 Legislation emanating from national, provincial and local governments and authorities in whose area of jurisdiction the subject of this document falls and which has bearing on the activities and facilities as described in this document, is applicable.

3.1.4 The FMSP shall comply with the following:

3.1.4.1 All applicable legislation, which does not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing to the contrary,

3.1.4.2 Should any applicable legislation allow for discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until specific written instructions to the contrary are issued by DPWI.

3.1.5 The FMSP shall ensure that its actions and outcome thereof including but not limited to the facilities affected by the services described in this document shall be in accordance with all relevant legislation and upon delivery, shall function as required by the said legislation.

- 3.1.6 The FMSP shall ensure that its actions and the outcome thereof shall in no way be detrimental to the Health and Safety of the occupants or persons present therein or near the facilities affected by the services described in this document. Similarly, it shall not be detrimental to any aspects of the environment in its structure or operation.
- 3.1.7 The FMSP shall comply with and satisfy the most stringent requirement where concurrent legislation and regulations exist.
- 3.1.8 Compliance with all national, provincial and local acts, codes, standards, regulations, by-laws, etc. including all amendments, which are in the public domain, is implied; therefore, these documents have not been specified or included. Specific reference or inclusion of certain documents and not others in no way diminishes the importance of those not included nor shall it absolve the FMSP from satisfying all national, provincial and local acts, codes, standards, regulations, by-laws, etc. including all amendments of those not specified or included. The cost of such compliance is considered included in the tendered rates.

3.2 INTRODUCTION

3.2.1 APPLICABLE FACILITIES

3.2.1.1 The Parliamentary Complex: Official Office Accommodation consists of the undermentioned buildings and parking areas and are DPWI owned.

3.2.1.2 These facilities form part of, be managed and have services rendered on them by the FMSP as described in this document:

ON SITE	COMMENTS
Complex Grounds	The remaining extent of the property including general parking, security guard houses, internal and external boundary walls and fences, etc.
Swans Building	Also known as Swans Garage
Conservation Centre	Also known as the Library Restoration or Conservation Building
Belvedere Building	
Good Hope Building	
Bakers Cottage	
Old Gardeners Cottage	Also known as the Old Crèche
Tuynhuys	Also known as the Presidency
National Assembly and Link Building	Including basement parking
Old Assembly	
National Council of Provinces	Also known as NCOP
Marks Building	
90 Plein Street	Including basement parking and the entire building. Scope of work restrictions may apply to certain tenants.
100 Plein Street	
120 Plein Street	Including basement parking and 130 Plein Street: New Visitor Centre
Africa House	Also known as the British High Commissioner's Offices
Stalplein	Underground parking Above ground is part of the Complex Grounds
OFF-SITE BUT IN THE NEARBY VICINITY	COMMENTS
Parliament Towers	Including grounds and parking
Garmor House	Including grounds
Garmor House Parking	
Nieuwmeester Parking	
Hope Street Parking	

3.2.1.3 Exclusion: De Goede Hoop Parking (leased).

3.2.2 METHODOLOGY

3.2.2.1 The FMSP shall provide a multi-pronged maintenance methodology to promote the use of multiple SPs within disciplines as opposed to a “Preferred SP per discipline across all facilities” approach.

3.2.2.2 This approach shall remain flexible enough to enable SPs to work across clusters in a controlled manner as and when required without creating a conflict of interest or negating any warranties that are in effect.

3.2.2.3 DPWI acknowledges that certain services are interconnected or asset numbers limited and a Preferred SP approach may be more appropriate.

3.2.2.4 The FMSP shall incorporate their approach to the multi-pronged SP/Preferred SP methodology when allocating resources to the Project Execution Plan **Clause 3.5.4.2** as requested **Conditions of Contract PA-10 (FM)**.

3.2.3 BUILDING CLUSTERS

3.2.3.1 The cluster configuration is flexible. Changes shall require prior written approval from DPWI.

3.2.3.2 The clusters are:

CLUSTER	BUILDINGS
Cluster 1	120 Plein Street, 100 Plein Street, Parliament Towers and Stalplein
Cluster 2	Garmor House, Garmor House Parking, Nieuwmeester Parking, Hope Street Parking, Swans Building, Conservation Centre, Belvedere House and the Complex Grounds
Cluster 3	Good Hope Building, Bakers Cottage, Old Gardeners Cottage, Tuynhuys and Africa House
Cluster 4	National Assembly and Link Building, Old Assembly, NCOP, 90 Plein Street and Marks Buildings

3.2.4 TYPES OF MAINTENANCE AND INSPECTIONS

3.2.4.1 The FMSP shall undertake or facilitate the following types of inspections and maintenance:

3.2.4.1.1 Proactive Inspections - Inspections initiated without prior trigger by a specific complaint,

3.2.4.1.2 Preventative Maintenance - Regular, routine or scheduled maintenance of equipment and assets to keep them running and prevent unplanned downtime from unexpected equipment failure which shall also include:

3.2.4.1.2.1 Statutory Maintenance - Maintenance that shall be applicable on all assets and shall meet all national, provincial and local government statutes or regulatory requirements.

3.2.4.1.3 Corrective Maintenance - Maintenance tasks that are undertaken to identify, isolate and repair a fault to restore equipment to an operational condition so it can perform its intended function which shall also include:

3.2.4.1.3.1 Reactive Maintenance - Repairs or replacements completed after equipment has already broken down.

3.2.4.1.4 Warranty Maintenance – Required to comply with warranty requirements after installation. This is most commonly because of new installations, projects, etc.

3.2.5 DEFINITIONS

3.2.5.1 The following definitions are applicable:

3.2.5.1.1 Repair - Restore something damaged, faulty or worn to a good condition, which could include a replacement,

3.2.5.1.2 Replace - Provide a substitute for something that is broken, old or inoperative,

3.2.5.1.3 Like-for-like component replacement - It is replaced with something similar or the same but not of lesser quality or functionality and allows the system to operate in the manner for which it was designed,

3.2.5.1.4 Component - A part or element of a larger whole,

3.2.5.1.5 System - A group of interacting or interrelated components that act according to a set of rules to form a unified whole,

3.2.5.1.6 Obsolete - no longer produced, used or out of date,

3.2.5.1.7 Beyond repair - Irreparably damaged with no possibility of repair,

3.2.5.1.8 Condemned - Officially declared unfit for use,

3.2.5.1.9 Beyond economic repair - State of an asset item where the estimated repair cost significantly exceeds seventy percent (70%), of its replacement value.

3.2.5.2 When using the definitions obsolete, beyond repair, condemned, or beyond economic repair as reasons for equipment replacement, substantiating documentation shall be provided from manufacturers, suppliers, etc. who are independent of the FMSP and its SPs.

3.2.6 PARLIAMENTARY COMPLEX PROGRAMME

3.2.6.1 Due to the nature of the activities undertaken, the facilities are utilised year-round and require consistent inspections, repairs and maintenance to ensure their availability without prior notice.

3.2.6.2 The programme which is subject to change as and when required includes but is not limited to:

3.2.6.2.1 Annually: Four (4) quarterly Parliamentary Sessions each followed by a recess period,

3.2.6.2.2 SONA usually occurs six (6) times in every five (5) year cycle usually early in February and then shortly after a general election.

3.2.6.2.3 The Budget Speech usually occurs five (5) to six (6) times in every five (5) year cycle usually on the Wednesday of the second (2nd) week after SONA.

3.2.6.2.4 In the week between SONA and the Budget Speech, the National Assembly debates SONA and the President provides a reply,

3.2.6.2.5 The MTBPS usually occurs five (5) times in every five (5) year cycle usually in September - November unless superseded by a second (2nd) Budget Speech in a general election year,

3.2.6.2.6 The President and Deputy President are required to address and answer questions in the National Assembly and NCOP from time to time,

3.2.6.2.7 The National Assembly and NCOP sessions usually occur during the Parliamentary Sessions and several times a week,

3.2.6.2.8 Committee Meetings are held as and when required,

3.2.6.2.9 Other official Presidency and Parliamentary activities occur from time to time.

3.2.7 HIGH PROFILE, HIGH IMPACT AREAS AND SERVICES

3.2.7.1 The following are considered high profile, high impact areas and services:

3.2.7.1.1 Grounds upkeep and landscape horticulture,

3.2.7.1.2 External building infrastructure,

3.2.7.1.3 Replacement of fused lights,

3.2.7.1.4 Equipment plant rooms, data centres, equipment server rooms, gas installations, standby generators, UPSs, lifts, fire fighting, fire protection and fire detection equipment and HVAC systems,

3.2.7.1.5 Visitor Centre's, reception areas and lift foyers,

3.2.7.1.6 Office suites for the President, Deputy President, Cabinet and Media Rooms, Office suites of the Presiding Officers of the National Assembly and NCOP, Chambers and Committee Rooms,

3.2.7.1.7 Commercial kitchens, dining rooms and associated areas.

3.2.8 GENERAL

3.2.8.1 The Parliamentary Complex requires a high degree of detail, focus, collaboration and continuous communication between all stakeholders involved. Standard processes shall be utilised to enhance FMSP responsiveness and communication in terms of all operational, strategic and contractual obligations.

3.2.8.2 The FMSP shall operate, manage, maintain the facilities and co-ordinate day-to-day operations with DPWI and the occupants as required.

3.2.8.3 The FMSP shall maintain the operational capability of all facilities to achieve asset integrity, occupant satisfaction and financial performance through their intended life cycle while performing maintenance services according to the Preventative Maintenance Schedule whilst adhering to the Service Level Agreement.

3.2.8.4 With the exception of emergencies, the FMSP shall schedule and coordinate maintenance activities to minimise disruptions and provide sufficient advance notification to DPWI and the occupants of shutdowns and major inspections so that there is sufficient time for contingency planning. Notwithstanding this requirement, the FMSP shall ensure that services provided are in accordance with the Preventative Maintenance Schedule whilst adhering to the Service Level Agreement.

- 3.2.8.5 The FMSP shall minimise the number and duration of such shutdowns and major inspections by planning and coordinating other work during the same shutdown period. Notwithstanding this requirement, the FMSP shall ensure that services provided are in accordance with the Preventative Maintenance Schedule whilst adhering to the Service Level Agreement.
- 3.2.8.6 The FMSP shall use SABS approved products. DPWI must approve the use of non-SABS approved products in writing prior to their use.
- 3.2.8.7 The FMSP shall use parts approved and obtained from manufacturers where specific brand name equipment is used. DPWI must approve the use of other or generic parts in writing prior to their use.
- 3.2.8.8 DPWI reserves the right to undertake any work whether described in this document or not by any other means as deemed necessary from time to time. This shall not diminish FMSP participation or responsibilities for any activities and services at the Parliamentary Complex whether related or not.
- 3.2.8.9 The FMSP shall participate in all Parliamentary Complex activities as and when requested by DPWI.

3.3 INBOUND TRANSITION AND HANDOVER

3.3.1 IMPLEMENTATION OF CONTRACT

3.3.1.1 The purpose of this period, which shall start on the Commencement Date (Date of acceptance of the FMSP offer), is to allow:

3.3.1.1.1 The FMSP to fulfil its various contractual obligations and obtain all approvals as required,

3.3.1.1.2 Set up various work streams with DPWI to plan for activities and services that are required to be in place before the Commencement of Services (Service Period) date;

3.3.1.1.3 Observe the incumbent FMSP (DPWI FM), their SPs and orientate itself with the activities, services and equipment of the Parliamentary Complex.

3.3.1.2 The FMSP shall not be able to access the Parliamentary Complex before:

3.3.1.2.1 The FMSP company / personnel are security cleared and have their access permits,

3.3.1.2.2 The FMSP Project Health and Safety Management Plan and File is submitted and approved.

3.3.1.3 The FMSP's SPs shall not be able to access to the Parliamentary Complex before:

3.3.1.3.1 The SP company / individuals are security cleared and have their access permits,

3.3.1.3.2 The SP Health and Safety Plan and File is submitted and approved.

3.3.1.4 The Service Provider Induction Programme shall be conducted on site after the requirements of **Clause 3.3.1.2** and **Clause 3.3.1.3** have been met. DPWI will be responsible for and conduct the initial FMSP site induction. The FMSP shall be responsible for and conduct all future inductions **Clause 3.7.15**.

3.3.1.5 The FMSP shall have no authority, be responsible for or provide any on site services during this period.

3.3.1.6 The FMSP shall ensure that its personnel are appropriately identified and wearing the appropriate PPE during this period.

3.3.1.7 The FMSP shall not be able to access the site, facilities, plant rooms, etc. unless accompanied by DPWI or by prior arrangement.

3.3.1.8 It is expected of the FMSP to obtain information, familiarise itself and interact with the incumbent FMSP (DPWI FM) and their SPs but any request from the FMSP for documentation pertaining to these on site interactions or other as required by the FMSP and which has not been already been provided by DPWI, shall be requested from DPWI in writing. The FMSP shall not have access to documentation other than via DPWI.

3.3.1.9 The incumbent FMSP (DPWI FM) shall remain in control of the site, services, Health and Safety, etc. during this period.

3.3.2 COMMENCEMENT OF SERVICE PERIOD

3.3.2.1 This shall be the first (1st) day of the fifty-nine (59) month Service Period. This shall also be the Site Handover date.

3.3.2.2 The FMSP shall have full authority, be responsible for and commence with all services immediately from the date of the Site Handover.

EXAMPLE	FROM	TO
Commencement Date (Date of acceptance of FMSP offer)	1 July 2023	
Implementation of Contract: One (1) month	1 July 2023	31 July 2023
Site Handover Date	1 August 2023	
Commencement of Service Period	1 August 2023	
Service Period: Fifty-nine (59) months	1 August 2023	31 July 2028

3.4 OUTBOUND TRANSITION AND HANDOVER AT EXPIRY OR TERMINATION OF CONTRACT

3.4.1 PREPARATION FOR THE CONCLUSION OF THE SERVICE PERIOD

3.4.1.1 This shall be the last three (3) months of the fifty-nine (59) month Service Period.

3.4.1.2 The purpose of this three (3) month period is to facilitate:

3.4.1.2.1 The implementation of work streams by the Outbound FMSP to prepare for the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services and Transitional Stage periods **Clause 3.4.2** and **Clause 3.4.3**,

3.4.2 CONCLUSION OF SERVICES

3.4.2.1 This shall be the last day of the fifty-nine (59) month Service Period, the last day that the FMSP shall render services and occupy the Government Furnished Accommodation as the on-site FMSP.

EXAMPLE	FROM	TO
Commencement Date (Date of acceptance of FMSP offer)	1 July 2023	
Implementation of Contract: One (1) month	1 July 2023	31 July 2023
Site Handover Date	1 August 2023	
Commencement of Services	1 August 2023	
Service Period: Fifty-nine (59) months	1 August 2023	31 July 2028
Preparation for the Conclusion of the Service Period: Three (3) months	1 May 2028	31 July 2028
Conclusion of Services (Practical Certificate of Completion)	31 July 2028	
Transitional Stage: Three (3) months	1 August 2028	31 October 2028
Contract Expiry (Certificate of Completion)	31 October 2028	
Final Contract Price: Ninety (90) days	1 November 2028	29 January 2029

3.4.3 TRANSITIONAL STAGE

3.4.3.1 This shall take place after the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.2**.

3.4.3.2 **Outbound FMSP Handover of Information and Documentation**

3.4.3.2.1 Information and documentation associated with the Reporting and Financial Management **Clause 3.36** shall be handed over as per the normal process.

3.4.3.2.2 Where provided for elsewhere in the document, information and documentation shall be handed over within the prescribed period.

3.4.3.2.3 The FMSP shall hand over all other information and documentation not forming part of **Clause 3.4.3.2.1** and **Clause 3.4.3.2.2** within seven (7) days of the Expiry or Termination of Contract date.

3.4.3.3 **Outbound FMSP Conclusion of Work in Progress**

3.4.3.3.1 The FMSP shall provide a list of all Work in Progress as logged up to and including the last day of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period on the first (1st) day of the Outbound Transition and Handover at Expiry or Termination of Contract: Transitional Stage. The FMSP shall include detailed feedback on the expected completion dates for all Work in Progress and agree the actioning and outcome thereof with DPWI.

3.4.3.3.2 The Service Level Agreement and Penalty Schedule shall apply to all Work in Progress until the list **Clause 3.4.3.3.1** it is deemed to be completed and the CAFMS updated.

3.4.3.3.3 The FMSP shall endeavour to complete all Work in Progress within the Service Level Agreement, within thirty (30) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period or as agreed in writing with DPWI.

3.4.3.3.4 The final Service Level Agreement Compliance Report shall be reported on and Penalties calculated by the FMSP within seven (7) days of the completion of all Work in Progress.

3.4.3.4 **Managerial and informational support by the Outbound FMSP to the Inbound FMSP**

3.4.3.4.1 The FMSP shall provide on- and off-site managerial and informational support to the Inbound FMSP as required and agreed with DPWI. This process shall be co-ordinated by DPWI to ensure continuity and consistency of information.

3.4.3.4.2 The FMSP shall ensure that the core FMSP personnel responsible for services is available for this purpose.

3.5 **FACILITIES MANAGEMENT ADMINISTRATION INCLUDING THE PROJECT EXECUTION PLAN**

3.5.1 The FMSP shall provide its self-declaration in terms of SANS 1752:2017 or provide a valid compliance certificate in terms of ISO 41001.

3.5.2 The FMSP shall provide evidence of compliance within twenty-one (21) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**, maintain it for the duration of the contract period and provide further evidence thereof as and when required.

3.5.3 Within in twenty-one (21) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**, the FMSP shall develop a Facilities Management Report. It shall detail the events of the previous month, the areas that require improvement, actions to remedy those areas of improvement and provide a portfolio of evidence that the implemented remedies are sustainable for the duration of the contract. The report shall include feedback on the events of the current (as reported previously and updated with progress to date) and the next month. The report shall include but not be limited to the operational issues and analysis of requests using the Proactive Maintenance, Preventative Maintenance and Corrective Maintenance information. The FMSP shall provide an in depth analysis per Service per Building. All relevant information shall be included here:

3.5.3.1 Service 2: Building Infrastructure

3.5.3.2 Service 3: Technical Services

3.5.3.3 Service 4: Civils

3.5.3.4 Service 5: Security Services

3.5.3.5 Service 6: Grounds Upkeep and Landscape Horticulture

3.5.3.6 Service 7: Cleaning and Hygiene

3.5.3.7 Service 8: Environmental Services

3.5.3.8 Service 9: Ceremonial Services.

3.5.4 REPORTING

3.5.4.1 MONTHLY: The FMSP shall provide the Facilities Management Report **Clause 3.5.3.**

3.5.4.2 QUARTERLY: The FMSP shall provide an updated Project Execution Plan (using the Project Execution Plan requested **Conditions of Contract PA-10 (FM)**) showing all activities, sub-activities, durations, resources (labour and plant), cash flow projections, methodology and management of the contract. The FMSP shall indicate any revisions and the reason for them. The FMSP shall require written DPWI approval for the changes.

3.5.4.3 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.6 QUALITY MANAGEMENT

3.6.1 QUALITY MANAGEMENT PLAN

3.6.1.1 The FMSP shall develop, implement and maintain a comprehensive Quality Management Plan using the framework as provided by the ISO 9001:2015 Quality Management System to manage, execute and report on all related activities arising from the implementation requirements of this contract and its scope of services.

3.6.1.2 The plan shall demonstrate the due diligence on the part of the FMSP to monitor, control and maintain a high standard of service delivery.

3.6.1.3 The FMSP shall submit the Quality Management Plan to DPWI for approval within thirty (30) days of the Commencement Date (Date of acceptance of the FMSP offer).

3.6.2 ISO IMPLEMENTATION AND ACCREDITATION

3.6.2.1 The FMSP shall ensure that the implementation of the ISO 9001: 2015 Quality Management System complies in order to achieve accreditation for this contract within six (6) months of the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**. Accreditation shall be obtained within the following three (3) months and be maintained for the duration of the contract.

3.6.3 REPORTING

3.6.3.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) of all related activities including areas of improvement, actions to remedy areas of improvement and provide evidence that the implemented remedies are sustainable for the duration of the contract. The report shall contain a section specific to the progress of ISO implementation, accreditation and maintenance of the accreditation including a copy of a valid ISO Certificate.

3.6.3.2 ANNUALLY: The FMSP shall provide an updated Quality Management Plan indicating any revisions and the reason for them **Clause 3.6.1**.

3.6.3.3 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.7 **HEALTH AND SAFETY MANAGEMENT**

- 3.7.1 The FMSP shall ensure that the Parliamentary Complex is managed in a way that provides a safe and healthy work environment in accordance with the Occupational Health and Safety Act 85 of 1993 and Regulations.
- 3.7.2 The FMSP shall ensure that it makes sufficient provision in its organisational structure to deliver this service to the highest possible standard.
- 3.7.3 The FMSP shall not be able to access the Parliamentary Complex before the Project Health and Safety Plan and File is submitted and approved.
- 3.7.4 The FMSP shall accept full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for any acts or omissions as well as those of its personnel and indemnifies DPWI against any legal action in this regard.
- 3.7.5 The FMSP shall ensure that the requirements of the Occupational Health and Safety Act, 1993 and Regulations shall similarly apply to all SPs agreements and their personnel, inclusive of indemnifying DPWI against any legal action regarding any actions or omissions.
- 3.7.6 **PROJECT HEALTH AND SAFETY MANAGEMENT PLAN AND FILE**
 - 3.7.6.1 The FMSP shall develop, implement and maintain a comprehensive Project Health and Safety Plan and File using the framework as provided by the ISO 45001:2018 Occupational Health and Safety Management System to manage, execute and report on related activities arising from the implementation requirements of this contract and its scope of services.
 - 3.7.6.2 The plan shall clearly demonstrate the due diligence on the part of the FMSP to satisfy the most stringent legislation, regulations and policy requirements.
 - 3.7.6.3 The plan shall proactively provide for and demonstrate the FMSPs understanding of the impact of the Occupational Health and Safety Act, 1993 and Regulations on:
 - 3.7.6.3.1 The general responsibilities of DPWI as owner / landlord of the facilities,
 - 3.7.6.3.2 The general responsibilities of the FMSP and its SPs,
 - 3.7.6.3.3 The general responsibilities of each employer who is also an occupant of the facilities,
 - 3.7.6.3.4 The general responsibilities of individual occupants.

- 3.7.6.4 The Project Health and Safety Plan and File shall at a minimum incorporate and comply with the Health and Safety Plan available on www.publicworks.gov.za the Health and Safety Specification **Volume 3: Part C3: Scope of Work** or unless otherwise described in this document, whichever is the most stringent requirement.
- 3.7.6.5 The Project Health and Safety Plan and File, including all annexures as described to be part of the Project Health and Safety Plan and File shall be handed over to DPWI within seven (7) days of the start of the Outbound Transition and Handover at Expiry or Termination of Contract: Transitional Stage period **Clause 3.4.3**. The Project Health and Safety Plan and File, including all annexures, shall never be removed from the Parliamentary Complex without prior written approval from DPWI.
- 3.7.6.6 The H&S File shall be site and activity specific. The file shall include but not be limited to the following:
- 3.7.6.6.1 DPWI / FMSP Letter of appointment,
 - 3.7.6.6.2 DPWI / FMSP Signed 37.2 Agreement,
 - 3.7.6.6.3 Proof of Site Handover,
 - 3.7.6.6.4 The Occupational Health & Safety Act, 1993 and Regulations
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.5 CK Documents,
 - 3.7.6.6.6 Tax Clearance Certificate,
 - 3.7.6.6.7 B-BBEE Compliance Certificate,
 - 3.7.6.6.8 Letter of Good Standing (COID),
 - 3.7.6.6.9 Public Liability Insurance,
 - 3.7.6.6.10 CIDB Certificate (where applicable),
 - 3.7.6.6.11 Other Company specific registrations,
 - 3.7.6.6.12 Quality Management Plan,
 - 3.7.6.6.13 H&S Management Plan,
 - 3.7.6.6.14 Environmental Management Plan,
 - 3.7.6.6.15 FMSP Management List with all hours contact details,
 - 3.7.6.6.16 FMSP on site organogram with all hours contact details,
 - 3.7.6.6.17 Legal Appointment Letters
 - including proof of training for legal appointment appointees,
 - 3.7.6.6.18 Scope of work,

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- 3.7.6.6.19 Method Statement,
 - 3.7.6.6.20 Activity based Hazard Identification and Risk Assessment with Matrix
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.21 Daily Task Safety Instructions
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.22 Material Safety Data Sheets on products
 - including a Hazard Identification and Risk Assessment on products
 - including signed register as proof that all personnel have been trained to use the products safely (all new employees / every six (6) months),
 - 3.7.6.6.23 SHE Meeting Minutes,
 - 3.7.6.6.24 SHE Register,
 - 3.7.6.6.25 SHE Representative Reports,
 - 3.7.6.6.26 Inspection Reports including management inspections, weekly / monthly inspections and compliance audits relating to all stakeholders **Clause 3.7.6.3**,
 - 3.7.6.6.27 Competent Person information (for all personnel) including but not limited to:
 - 3.7.6.6.27.1 Curriculum Vitae
 - 3.7.6.6.27.2 Copy of Identity Document
 - 3.7.6.6.27.3 Certified copies of all qualifications
 - 3.7.6.6.27.4 Certified copies of all training
 - 3.7.6.6.27.5 Certified copies of all registrations
 - 3.7.6.6.27.6 Medical fitness certificate (not older then twelve (12) months)
 - 3.7.6.6.27.7 Signed induction form (all new employees / every six (6) months)
 - 3.7.6.6.27.8 Signed acceptance of relevant PPE and the correct use thereof
 - 3.7.6.6.27.9 Copy of valid security clearance permit
 - 3.7.6.6.28 Standard Accident Procedure
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.29 Emergency Evacuation Procedure
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.30 Emergency Contact Numbers
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),

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- 3.7.6.6.31 Emergency Contingency Plan
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.32 Employer's Report of an Accident (W.Cl.2),
 - 3.7.6.6.33 Notice of Accident and Claim for Compensation (W.Cl.3),
 - 3.7.6.6.34 List of First Aiders with contact details and location of First Aid Boxes
 - including a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.35 Health and Safety Training Matrix
 - including a signed register as proof that training has been undertaken,
 - 3.7.6.6.36 Tool Box Talks
 - including a signed register as proof that weekly tool box talks are undertaken (every three (3) months),
 - 3.7.6.6.37 Service Provider Induction Programme **Clause 3.7.15.**
 - 3.7.6.6.38 SHREQ Policies including but not limited to:
 - 3.7.6.6.38.1 Health and Safety Policy,
 - 3.7.6.6.38.2 Environmental Policy,
 - 3.7.6.6.38.3 Quality Policy,
 - 3.7.6.6.38.4 HIV / AIDS Policy,
 - 3.7.6.6.38.5 COVID-19 Policy,
 - 3.7.6.6.38.6 Smoking and TB Policy,
 - 3.7.6.6.38.7 Sexual Harassment Policy,
 - 3.7.6.6.38.8 Alcohol and Drug Policy,
 - 3.7.6.6.38.9 Waste Management Policy, etc.
 - each policy must include a signed register as proof that it has been communicated to all personnel (all new employees / every six (6) months),
 - 3.7.6.6.39 COVID-19 related documentation including but not limited to:
 - 3.7.6.6.39.1 Compliance Manager or Officer all hours contact details,
 - 3.7.6.6.39.2 Work plan,
 - 3.7.6.6.39.3 Risk Assessment.

3.7.7 ISO IMPLEMENTATION AND ACCREDITATION

3.7.7.1 The FMSP shall ensure that the implementation of the ISO 45001:2018 Occupational Health and Safety Management system complies in order to achieve accreditation for this contract within three (3) months of the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**. Accreditation shall be obtained within the following three (3) months and be maintained for the duration of the contract.

3.7.8 COVID-19

3.7.8.1 The FMSP shall demonstrate its understanding of the impact of COVID-19 and implement the measures necessary to address, prevent and combat the spread of COVID-19 as determined by the Code of Practice: Managing Exposure to SARS-COV-2 in the workplace, 2022, No R 1876 dated 15 February 2022.

3.7.8.2 The FMSP shall immediately report positive COVID-19 cases amongst its own personnel and that of its SPs personnel to DPWI in writing.

3.7.8.3 The FMSP shall immediately action the required isolation and decontamination protocols that are in effect at the time.

3.7.8.4 The FMSP shall accommodate employees who want to obtain vaccinations / boosters.

3.7.9 HEALTH AND SAFETY COMMITTEES

3.7.9.1 The FMSP shall establish a Project Health and Safety Committee in accordance with all regulations. The committee shall meet monthly, take and distribute minutes, action and provide feedback as required. The FMSP shall be responsible to take the minutes. The minutes shall be distributed within two (2) working days of the adjournment of the meeting.

3.7.9.2 The FMSP shall participate and take an active part in the Health and Safety Committees as established within the various structures on the Parliamentary Complex.

3.7.10 INCIDENT REPORTING

3.7.10.1 The FMSP shall handle all incident reporting in accordance with the relevant Acts.

3.7.10.2 In the case where the FMSP notifies any third (3rd) party in respect of an incident then in terms of this contract the FMSP shall notify DPWI at the same time by copy of any such notification.

3.7.11 EMERGENCY PREPAREDNESS

3.7.11.1 The FMSP shall ensure that the occupants of the facilities use such in a manner that complies with the relevant Acts by implementing formal and informal inspections and observations. The FMSP shall escalate deviations as they occur to DPWI and note all such deviations in the Hazard Identification Risk Assessment Register and Scorecard.

3.7.11.2 The FMSP shall participate in the planning, monitoring, review and report on all emergency evacuation drills.

3.7.11.3 The FMSP shall participate in the closeout meeting of every emergency evacuation drill that is undertaken.

3.7.11.4 The FMSP shall provide an Emergency Preparedness Outcomes Report within five (5) working days of the closeout meeting of every emergency evacuation drill that is undertaken.

3.7.11.5 Should a closeout meeting not be scheduled within two (2) working days of the conclusion of the emergency evacuation drill, the FMSP shall provide the Emergency Preparedness Outcomes Report with the information known to it within seven (7) working days of the conclusion of the emergency evacuation drill.

3.7.11.6 Should a closeout meeting be scheduled after the submission of the close out report, the FMSP shall attend the closeout meeting and, where / if necessary, submit a revised Emergency Preparedness Outcomes Report within two (2) working days of the conclusion of the meeting.

- 3.7.11.7 This report shall include but not be limited to:
- 3.7.11.7.1 The manner in which the occupants participated,
- 3.7.11.7.2 The manner in which the equipment and infrastructure operated during the drill e.g. push bar on a door would not function, public address notice was not audible, etc.
- 3.7.11.7.3 The work request numbers that were reported to the Call Centre to correct identified deviations,
- 3.7.11.7.4 The updated Hazard Identification Risk Assessment Register and Scorecard.
- 3.7.12 HAZARD IDENTIFICATION RISK ASSESSMENT REGISTER AND SCORECARD
- 3.7.12.1 The FMSP shall develop, implement and maintain a comprehensive Hazard Identification Risk Assessment Register and Scorecard. It shall include all formal and informal inspections, observations, etc. that take place on a daily basis or at other regular intervals including risks identified and reported via other stakeholders and other mechanisms like reports and not only from activities arising from the implementation requirements of this contract and its scope of service including.
- 3.7.12.2 The Hazard Identification Risk Assessment Register and Scorecard shall be considered an annexure to the Project Health and Safety Plan and File.
- 3.7.13 GENERAL COMPLIANCE MONITORING AND REPORTING
- 3.7.13.1 The FMSP shall ensure that it monitors all national, provincial and local legislation, Occupational Health and Safety Act 85 of 1993 and Regulations, South African National Standards or the equivalent, manufacturer's specification, best industry practice to the appropriate and technical standards, etc. to identify changes that are being considered and changes that are brought into effect.
- 3.7.13.2 The FMSP shall communicate these changes and the impact thereof on the management or use of the facilities in writing within two (2) weeks of the information or notice becoming public and make the appropriate recommendations to DPWI. All changes affecting the Parliamentary Complex shall be listed in the Hazard Identification Risk Assessment Register and Scorecard for monitoring and resolution.

3.7.14 HEALTH AND SAFETY REGISTERS

3.7.14.1 The FMSP shall maintain a Health and Safety Register in which all SPs, whether appointed by the FMSP, DPWI or any third (3rd) party shall sign-in before commencing work and sign-out before leaving site. These registers shall be numbered and when full shall be retained by the FMSP for handover to DPWI during the Outbound Transition and Handover at Expiry or Termination of Contract: Transitional Stage period **Clause 3.4.3**. This handover shall include all unused registers.

3.7.15 SERVICE PROVIDER INDUCTION PROGRAMME

3.7.15.1 The FMSP shall be responsible for the induction of all SPs as required whether appointed by the FMSP, DPWI or any third (3rd) party. Proof of induction shall be retained and filed in the Project Health and Safety Plan and File.

3.7.15.2 The FMSP shall liaise with all stakeholders at least every six (6) months to ensure the Site Induction Programme is still relevant and update it as required.

3.7.16 ACCESS TO EQUIPMENT, PLANTS ROOMS, ROOF ACCESS POINTS, ETC.

3.7.16.1 The FMSP shall ensure that access to all equipment areas, plant rooms, roof access point, etc. are managed in accordance with the relevant Acts.

3.7.16.2 The FMSP shall ensure that a numbered Access / Maintenance Register is allocated to each plant room, equipment area, roof access point or any other area under the management of this contract and considered a restricted area. This shall include every DB.

3.7.16.3 The FMSP shall number each register and maintain a log of the location of each register. The outside front cover of the register shall clearly indicate that the register may not be removed from its location.

3.7.16.4 Each register shall be placed in an appropriate "holder" that shall be affixed to a suitable surface at or near the entrance of each area.

3.7.16.5 An appropriate sign shall be affixed to each indicating the requirement for all individuals who require access to sign in before entering and upon exiting, sign out and ensure that all the requested information is provided.

3.7.17 REPORTING

- 3.7.17.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) of all related activities including all deviations, actions to remedy the deviations and provide evidence that the implemented remedies are sustainable for the duration of the contract. The report shall contain a section specific to the progress of ISO implementation, accreditation and maintenance of the accreditation including a copy of a valid ISO Certificate.
- 3.7.17.2 MONTHLY: The FMSP shall provide the minutes of the Project Health and Safety Meeting **Clause 3.7.9.1**.
- 3.7.17.3 MONTHLY: The FMSP shall provide the minutes of the various other Health and Safety Meetings attended **Clause 3.7.9.2**.
- 3.7.17.4 MONTHLY: The FMSP shall provide all incident reports issued **Clause 3.7.10**.
- 3.7.17.5 MONTHLY: The FMSP shall provide all Emergency Evacuation Drill Close Out Reports issued **Clause 3.7.11.4**.
- 3.7.17.6 MONTHLY: The FMSP shall provide an updated Hazard Identification Risk Assessment Register, Scorecard and Report **Clause 3.7.12**.
- 3.7.17.7 MONTHLY: The FMSP shall provide all General Compliance Monitoring notifications issued **Clause 3.7.13**.
- 3.7.17.8 ANNUALLY: The FMSP shall provide an updated Health and Safety Management Plan indicating any revisions and the reason for them **Clause 3.7.6**.
- 3.7.17.9 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.8 ENVIRONMENTAL MANAGEMENT

3.8.1 ENVIRONMENTAL MANAGEMENT PLAN

3.8.1.1 The FMSP shall comply with but not be limited to the National Environmental Management Act 107 of 1998 including all amendments.

3.8.1.2 The FMSP shall develop and implement a comprehensive Environmental Management Plan using the framework as provided by the ISO 14001:2015 Environmental Management System to manage, execute and report on environmental activities arising from the implementation requirements of this contract and its scope of service.

3.8.1.3 The plan shall clearly demonstrate due diligence on the part of the FMSP to satisfy the most stringent legislation, regulation and policy requirements as amended from time to time.

3.8.1.4 The FMSP shall submit the Environmental Management Plan to DPWI for approval within thirty (30) days of the Commencement Date (Date of acceptance of the FMSP offer).

3.8.2 ISO IMPLEMENTATION AND ACCREDITATION

3.8.2.1 The FMSP shall ensure that the implementation of the ISO 14001: 2015 Environmental Management System complies in order to achieve accreditation for this contract within six (6) months of the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**. Accreditation shall be obtained within the following three (3) months and be maintained for the duration of this contract.

3.8.3 INCIDENT REPORTING

3.8.3.1 The FMSP shall handle all incident reporting in accordance with the relevant Acts.

3.8.3.2 In the case where the FMSP notifies any third (3rd) party in respect of an incident then in terms of this contract the FMSP shall notify DPWI at the same time by copy of any such notification.

3.8.4 REPORTING

- 3.8.4.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) of all related activities that have been undertaken including all deviations, actions to remedy the deviations and provide evidence that the implemented remedies are sustainable for the duration of the contract. The report shall contain a section specific to the progress of ISO implementation, accreditation and maintenance of the accreditation including a copy of a valid ISO Certificate.
- 3.8.4.2 MONTHLY: The FMSP shall provide all incident reports issued **Clause 3.8.3**.
- 3.8.4.3 ANNUALLY: The FMSP shall provide an updated Environmental Management Plan indicating any revisions and the reason for them **Clause 3.8.1**.
- 3.8.4.4 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.9 HERITAGE BUILDING COMPLIANCE

- 3.9.1 Not all the facilities under the management of this contract have heritage status however, the Parliamentary Complex is generally considered a heritage site in its entirety
- 3.9.2 The FMSP shall comply with but not be limited to the National Heritage Resources Act, 1999.
- 3.9.3 The FMSP shall comply with the regulations and documentation as stipulated by the South African Heritage Resources Agency <https://www.sahra.org.za>, Heritage Western Cape <https://www.westerncape.gov.za/public-entity/heritage-western-cape>, the Heritage Asset Management Section of DPWI and any other relevant agency or department as and when required.
- 3.9.4 The FMSP shall during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**, meet with and familiarise themselves with these agencies and departments requirements.
- 3.9.5 The FMSP shall ensure that all interactions with these agencies and departments are minuted and copied to DPWI.
- 3.9.6 The FMSP shall ensure that **Clause 3.1.4.1** and **Clause 3.1.4.2** are adhered to in all Heritage matters.
- 3.9.7 Heritage approvals are required for certain repairs, refurbishments, renovations, new installations, etc. both internal and external to the facilities.
- 3.9.8 All Heritage submissions contemplated and made on behalf of DPWI including close out reports shall be approved by DPWI prior to submission to SAHRA.
- 3.9.9 The FMSP shall ensure that it adheres to the requirement that no document shall be uploaded to SAHRIS in keeping with the requirements of a National Key Point site. Only DPWI approved documents shall be e-mailed to SAHRA and copied to DPWI. Close out reports shall be approved by DPWI prior to submission and e-mailed to SAHRA within the prescribed thirty (30) day period after completion of the work.

3.9.10 REPORTING

- 3.9.10.1 QUARTERLY: The FMSP shall provide a report (including portfolio of evidence) on all related activities.
- 3.9.10.2 QUARTERLY: The FMSP shall provide the minutes of all meetings and interactions **Clause 3.9.5**.
- 3.9.10.3 QUARTERLY: The FMSP shall provide proof of compliance with respect to all applicable legislation **Clause 3.9.6**.
- 3.9.10.4 QUARTERLY: The FMSP shall provide a copy of all submissions and close out reports **Clause 3.9.7** and **Clause 3.9.8**.
- 3.9.10.5 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.10 OPERATING HOURS

- 3.10.1 The FMSP shall provide a twenty-four/seven (24/7), three hundred and sixty-five (365) day per year response.
- 3.10.2 The FMSP shall provide a full on site operation between the hours of 06h00 – 18h00 Monday to Friday excluding public holidays and until 23h00 or until the completion thereof on the day of SONA **Clause 11.3.2**.
- 3.10.3 The FMSP shall provide a limited on site operation between the hours of 08h00 – 15h00 on Saturdays excluding public holidays.
- 3.10.4 The FMSP shall have at least one (1) appropriately qualified FMSP representative on site between the hours of 00h00 – 06h00 and 18h00 – 23h59 Monday to Friday, 00h00 – 08h00 and 15h00 – 23h59 on Saturday's, and 00h00 – 23h59 on Sunday's and public holidays.
- 3.10.5 Summary of a standard week (excluding public holidays and SONA requirements):

TIMES	MON	TUES	WED	THURS	FRI	TIMES	SAT	SUN
00h00 - 06h00	FMR	FMR	FMR	FMR	FMR	00h00 – 08h00	FMR	FMR
06h00 – 18h00	FOSO	FOSO	FOSO	FOSO	FOSO	08h00 – 15h00	LOSO	FMR
18h00 – 23H59	FMR	FMR	FMR	FMR	FMR	15h00 – 23h59	FMR	FMR

FOSO Full on site operation

LOSO Limited on site operation

FMR At least one (1) FMSP Representative

- 3.10.6 Notwithstanding the operating hours mentioned above, the FMSP shall ensure that there is always appropriately qualified FMSP supervision for all work conducted.

3.10.7 REPORTING

- 3.10.7.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all related activities.

3.11 ORGANISATIONAL STRUCTURE

- 3.11.1 The FMSP shall provide an organisational structure of appropriately qualified and trained personnel for the proper performance of the FMSPs obligations under this contract, to ensure the proper supervision of its SPs, and to ensure appropriate decision making for the duration of the contract.
- 3.11.2 The competence of the FMSPs core personnel is part of the Conditions of Contract while other core personnel are stipulated in this document. On acceptance of the tender, the FMSP shall not be permitted to offer alternative core personnel unless it is as a result of a bona fide unforeseen circumstance. In such an event, DPWI shall only accept alternative personnel possessing at least similar qualifications and experience to those personnel proposed in the tender. The same shall apply when appointing core personnel to replace those who are, for whatever reason, no longer available to work on the project e.g. through resignation, etc.
- 3.11.3 DPWI will be entitled to instruct the FMSP to remove any person employed or associated with the FMSP including its SPs, who in the opinion of DPWI, is incompetent or negligent in the proper performance of his/her duties, or whose presence on site is otherwise considered by DPWI on reasonable grounds, to be found undesirable or whose conduct and behaviour is not acceptable.
- 3.11.4 The FMSP shall submit its intended organisational structure within fourteen (14) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1** to DPWI for approval.
- 3.11.5 The FMSP shall provide an updated organisational structure and report every three (3) months.
- 3.11.6 The FMSP shall provide DPWI with timeous written notification and reasons for changes, vacancies, etc. to the organisational structure.
- 3.11.7 The FMSP shall comply with the following minimum requirements in terms of its permanent on site organisational structure:
- 3.11.7.1 The FMSP shall ensure that the on-site Key Account Manager / Operations Manager has extensive experience in the management and administration of integrated facilities management services or similar services and qualifications in the built environment discipline.

- 3.11.7.2 The FMSP shall ensure that personnel responsible for the overall day-to-day on site delivery of Health and Safety Management are appropriately qualified, are registered and maintains their good standing with the South African Institute for Occupational Safety and Health and the South African Council for the Project and Construction Management Professions as a Construction Health and Safety Manager.
- 3.11.7.3 The FMSP shall appoint an appropriately qualified full-time on site General Machinery Regulation 2(1) appointee and an appropriately qualified full-time alternate appointee who shall take over the responsibilities in the absence of the General Machinery Regulation 2(1) appointee where such absence is more than five (5) consecutive working days.
- 3.11.7.4 Appropriately qualified full time on site personnel who shall take responsibility for and act as liaison to the DPWI Project: Repairs, Maintenance of Security Equipment and Systems. The personnel shall be responsible for the timeous delivery of services that shall affect both contracts.
- 3.11.7.5 Appropriately qualified personnel who shall undertake work, inspections or tests, etc. as described in the document.
- 3.11.8 The FMSP shall ensure that all personnel who are responsible for the supervision of SPs are appropriately qualified to undertake quality control inspections as described in the document.
- 3.11.9 REPORTING
- 3.11.9.1 QUARTERLY: The FMSP shall provide an updated organisational structure and report **Clause 3.11.5**.
- 3.11.9.2 QUARTERLY: The FMSP shall provide the notifications issued **Clause 3.11.6**.

3.12 CUSTOMER CARE CENTRE

- 3.12.1 The Customer Care Centre is located on the ground floor of 120 Plein Street.
- 3.12.2 The FMSP shall occupy and operate the centre between the hours of 06h00 – 18h00 Monday to Friday excluding public holidays and until 23h00 or until completion thereof on the day of SONA.
- 3.12.3 The duties for the centre shall include the:
- 3.12.3.1 Co-ordination of after-hours access requirements and submissions to the Permit Office,
- 3.12.3.2 Co-ordination of FMSP and SP security clearance documentation,
- 3.12.3.3 Management and administration of all parking bays linked to the Parliamentary Complex as set out in the DPWI Prestige Parking Policy,
- 3.12.3.4 Reservations for the use of Committee Rooms one (1) and two (2) on the ground floor of 120 Plein Street including:
- 3.12.3.4.1 The co-ordination of the before- and after- cleaning with the routine cleaning SP,
- 3.12.3.4.2 Ensure that the lighting and air conditioning systems are functional, switched on before and off after meetings.
- 3.12.3.5 Record the details of any walk-in work requests received and report them to the Call Centre immediately,
- 3.12.3.6 Management of all keys located in the key safe using a key register. This shall include the management of the spare keys for the Post Office boxes,
- 3.12.3.7 Receipt of monies paid for parking fines and the clamping of vehicle wheels as actioned by PPS. This shall include the monthly reconciliation and the payment of the monies into the designated account,
- 3.12.3.8 Management and response to occupied stops as reported by the occupants for the lifts in 120 Plein Street via the intercom system located in this office.
- 3.12.4 All information, documentation and monies pertaining to the receipt of monies for parking fines etc. shall be handed over to DPWI on the last day of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.2**. This shall include the diaries containing the future reservations of Committee Rooms one (1) and two (2).

3.12.5 REPORTING

3.12.5.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all activities undertaken by the Customer Care Centre.

3.12.5.2 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.13 **CALL CENTRE**

3.13.1 The FMSP shall present the Call Centre structure that shall be used within seven (7) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.

3.13.1.1 The FMSP shall ensure that the Call Centre is fully functional and that all CAFMS training provided within twenty-one (21) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.

3.13.2 The following options are available to the FMSP:

3.13.2.1 Make use of the services of a third (3rd) party call centre,

3.13.2.2 Make use of the FMSPs existing call centre

3.13.2.3 Establish a site-specific call centre.

3.13.3 During the six (6) years of the previous FM Contract, an average of nine thousand four hundred and thirty three (9,433) work requests were received in every twelve (12) month cycle. This information is provided without prejudice, as it could vary in the future.

3.13.4 The Call Centre shall be operational twenty four/seven (24/7), three hundred and sixty five (365) days per year.

3.13.5 The Call Centre shall provide for the following contact points:

3.13.5.1 Telephone number:

- It shall be specific to the Parliamentary Complex: Official Office Accommodation.
- All calls shall be answered within five (5) rings.

3.13.5.2 E-mail address:

- It shall be specific to the Parliamentary Complex: Official Office Accommodation.

3.13.5.3 WhatsApp:

- It shall be specific to the Parliamentary Complex: Official Office Accommodation.
- The information and any photos uploaded shall be diverted to the e-mail address for the Parliamentary Complex: Official Office Accommodation.

- 3.13.6 The Call Centre shall have ten (10) minutes to log work requests received by any means other than a telephone call. All requests initiated via telephone calls shall be logged immediately while the requestor is online and the work request number provided. The CAFMS shall allow for the recording of the time the work request was received. The proof thereof shall be uploaded to the relevant work request number.
- 3.13.7 The Call Centre shall ensure that all the information as required by the CAFMS shall be captured during the process of logging a work request.
- 3.13.8 The FMSP Service Level Agreement shall be considered to have been activated as soon as the Call Centre provides a work request number.
- 3.13.9 The FMSP personnel and Call Centre shall have no discretion to refuse to provide or fail to log a work request number.
- 3.13.10 Under no circumstances shall the Call Centre cancel a work request or communicate to the requestor that a work request is cancelled.
- 3.13.11 **REPORTING**
- 3.13.11.1 MONTHLY: The FMSP shall provide a detailed Call Centre Report (including portfolio of evidence). If a third (3rd) party Call Centre is used, then that Call Centre shall independently of the FMSP provide the required report.
- 3.13.11.2 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.14 **COMPUTER AIDED FACILITIES MANAGEMENT SYSTEM**

- 3.14.1 The FMSP shall present the CAFMS that shall be used within seven (7) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.
- 3.14.2 At the presentation, the FMSP shall provide a portfolio of evidence that is underwritten by the developers of the CAFMS confirming that the minimum requirements as detailed below are immediately available for use.
- 3.14.3 The FMSP shall ensure that the CAFMS is fully functional and ready for implementation within twenty-one (21) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.
- 3.14.4 The following options are available to the FMSP:
- 3.14.4.1 Make use of the CAFMS of a third (3rd) party call centre,
- 3.14.4.2 Make use of the FMSPs existing CAFMS,
- 3.14.5 Provide and maintain an appropriate real-time CAFMS that shall meet the specific requirements of DPWI including but not limited to:
- 3.14.5.1 A Fixed Asset Register hierarchy consisting of various levels in the segmenting of assets which shall allow the capturing of the relevant data on all levels within the structure for every work request logged.
- 3.14.5.2 It shall be web-based and user friendly.
- 3.14.5.3 It shall provide for multiple Login Preferences to enable DPWI, Parliament, Presidency and other stakeholders to access information, reports, etc. specific to their areas of responsibility. Each Login Preference shall bring up a customised real-time summary dashboard of information including the real time status of the Service Level Agreement.
- 3.14.5.4 It shall maintain all the relevant information and documentation uploaded to it. It shall not allow for the deletion of any information or documentation without prior written approval from DPWI even if such information is deemed to have been incorrectly captured or uploaded.
- 3.14.5.5 It shall manage the process of completing all work requests in real-time and shall not allow for the retrospective back dating of any statuses within the process including the completion of work date and time.
- 3.14.5.6 Standard pre-approved pre-programmed reports shall be developed in line with the contractual obligations of the FMSP and used for contractual reporting i.e. management and compliance of the Service Level Agreement, specific building requirements and information, etc.

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- 3.14.5.7 It shall allow for the automatic generation of work requests for failures identified during Proactive Inspections and Preventative Maintenance. It shall have the ability to link / record the work request number logged back to its Proactive Inspection or Preventative Maintenance reference and vice versa. The automation shall allow for the uploading of the relevant photos to each work request.
 - 3.14.5.8 It shall allow for Proactive Inspection schedules to be customised for specific areas, e.g. Chambers, Committee Rooms, etc.
 - 3.14.5.9 It shall allow for the consolidation of Preventative Maintenance e.g. servicing of fire extinguishers, cleaning of air conditioning filters, bait boxes, etc. which have hundreds of components on site to be managed efficiently without compromising the data and information of the individual assets.
 - 3.14.5.10 It shall allow for the identification of and transfer of assets and locations to / from DPWI Projects without compromising data.
 - 3.14.5.11 It shall allow for the management of warranties including the name of the SP responsible for the warranty, the date until such warranty is valid, etc.
 - 3.14.5.12 It shall allow for FMSP SP certification and security clearance management i.e. ensure that the SP to which the work request has been allocated it competent to do the work and their security clearance is valid.
 - 3.14.5.13 It shall allow for quality management on several levels i.e. by the FMSP, the occupant, Parliament Household Services, Presidency Corporate Services and DPWI on all Preventative Maintenance and Corrective Maintenance.
 - 3.14.5.14 It shall allow for the inventory management of Government Furnished Information, Equipment and Assets and any other inventory management as may be required.
 - 3.14.5.15 It shall allow for pre-determined SP allocation where applicable **Clause 3.2.2** and **Clause 3.2.3**.
 - 3.14.5.16 It shall have a mobile application that shall be accessed and used by the FMSP, its SP's and DPWI.
 - 3.14.5.17 The mobile application shall allow for full functionality including but not being limited to the logging of work requests, the uploading of relevant before and after photo's, occupant signatures, management of work by its SP, access to pre-determined Proactive Inspection schedules, etc.
 - 3.14.5.18 Integrate with the existing CAFMS utilised by Parliament.
 - 3.14.5.19 Integrate with the existing CAFMS (Archibus) utilised by DPWI.

- 3.14.5.20 Integrate with the existing CAFMS should a third (3rd) party Call Centre be used.
- 3.14.6 The FMSP shall ensure that all operational information, documentation and photos are uploaded within twenty-four (24) hours of work completion unless a more stringent timeline has provided for in this document.
- 3.14.7 TRAINING ON THE CAFMS
- 3.14.7.1 The FMSP shall train DPWI and any other stakeholders as required to a maximum of fifty (50) people.
- 3.14.8 MANAGEMENT OF THE CAFMS
- 3.14.8.1 The FMSP shall ensure that the use and management of the CAFMS improves the integrity of the information provided and thereafter contained therein.
- 3.14.8.2 The FMSP shall follow all processes and procedures as provided by DPWI.
- 3.14.8.3 The CAFMS and not the FMSP personnel and their respective e-mail addresses, shall remain the single point of contact for all work that is required and under no circumstances shall the FMSP manage work outside of the CAFMS i.e. identify and request information, quotations, etc. without a work request being logged.
- 3.14.8.4 The CAFMS is intended to be managed as a real time system and the FMSP shall comply in this regard.
- 3.14.8.5 Service Level Agreement requirements and timelines shall be programmed as part of the system and should a work request require to be completed at e.g. 15h30 on a specific day, the work shall be physically completed in full at the required location and the CAFMS updated before 15h30 on that specific day in order for the work to be within the Service Level Agreement and not subject to a penalty.
- 3.14.8.6 Service Level Agreement Priority 1 and 2 response and temporary solution times shall be programmed and measured on a twenty-four seven (24/7) basis.
- Volume 3: Part C3: Scope of Work.**
- 3.14.8.7 All other Service Level Agreement response, temporary solution and completion times shall be programmed and measured between 08h00 – 16h00 Monday to Friday excluding public holidays and weekends **Volume 3: Part C3: Scope of Work.**

- 3.14.8.8 All Service Level Agreement Compliance Reports shall be programmed to report on date and time of completion of every work request and not on the date and time of when the work request was logged. This shall apply to Preventative Maintenance and Corrective Maintenance.
- 3.14.8.9 Duplications shall be managed correctly i.e. the earliest work request logged shall always remain. Subsequent duplicate work requests shall be cancelled referencing the earliest. Duplications which refer to the same parent asset but the problem is identified in different locations, shall all remain open until the parent asset is functional and the service within each location has been determined as functional.
- 3.14.8.10 CAFMS shall have sequential numbering.
- 3.14.8.11 Splitting work requests in order to circumvent the Service Level Agreement requirements shall not be allowed and shall carry an automatic penalty.
- 3.14.8.12 Only work requests where the full scope of work has been completed shall be recorded as work completed.
- 3.14.8.13 Cancelling work requests near the Service Level Agreement completion time or after the Service Level Agreement completion time shall not be allowed and shall carry an automatic penalty.
- 3.14.8.14 The FMSP shall maintain and provide accurate logs of the performance of the CAFMS e.g. down time, system issues etc.
- 3.14.8.15 The FMSP shall inform DPWI in writing within fifteen (15) minutes of any experience or indication that the CAFMS is not available for use. The FMSP shall confirm its return to service within fifteen (15) minutes of it being deemed fully functional.
- 3.14.8.16 The FMSP shall not affect any material changes to the processes, back end information, the way in which the CAFMS is managed or information is reported, etc. without prior consultation and written approval from DPWI.
- 3.14.8.17 The FMSP shall ensure that all DPWI specific requirements are included and fully functional within twenty-one (21) days of the start of Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.2.**

3.14.9 REPORTING

3.14.9.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all activities relating to the CAFMS. If a third (3rd) party CAFMS is used, then that third (3rd) party shall independently of the FMSP provide the required report.

3.14.9.2 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.15 PROACTIVE INSPECTIONS

3.15.1 SCHEDULING

3.15.1.1 The FMSP shall ensure that its organisational structure is adequately staffed and competent to deliver this service for the duration of the contract. FMSP SPs shall not be used for Proactive Inspections.

3.15.1.2 The Proactive Inspection schedule shall be developed during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1** and uploaded to the CAFMS prior to the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.

3.15.1.3 The FMSP shall not deviate from the originally agreed Proactive Inspection schedule without prior consultation and written approval from DPWI.

3.15.1.4 The schedule for these proactive inspections shall be implemented and managed on the CAFMS in the same manner as the Preventative Maintenance schedule **Clause 3.16.1.3** but shall be identified as Proactive Inspections.

3.15.1.5 The FMSP shall prioritise this service in terms of the cluster approach **Clause 3.2.3** and the high profile, high impact areas and services **Clause 3.2.7**.

3.15.2 TICK SHEETS

3.15.2.1 The FMSP shall ensure that this service is implemented, actioned and documented to the highest possible standard by aligning the proactive inspection tick sheets to suit the specific needs of the various routines that have or shall still be identified.

3.15.2.2 Every tick sheet shall contain a place for the following information to be recorded:

3.15.2.2.1 The name of the building.

3.15.2.2.2 The time that the inspection started and the time that the inspection was completed.

3.15.2.2.3 The areas that were inspected.

3.15.2.2.4 The written out name and signature of the person that conducted the inspection.

3.15.2.2.5 The name of the company that the person is employed by.

3.15.2.2.6 In the instance where multiple floors are inspected or select areas on various floors are inspected, the start and completion inspection times shall be recorded for each floor / location.

- 3.15.2.3 The FMSP shall ensure that work identified is reported to the Call Centre within one (1) hour of completing the inspection and the work request numbers recorded on the tick sheet.
- 3.15.2.4 The FMSP shall ensure that the completed tick sheet and the supporting date and time-stamped photographic evidence is uploaded to the CAFMS within one (1) hour of the work request numbers being activated on the CAFMS.
- 3.15.2.5 **Clause 3.15.2.3** and **Clause 3.15.2.4** shall be followed in the case where Proactive Inspection failures and relevant photos are not automatically generated and uploaded as mentioned in **Clause 3.14.5.7**.
- 3.15.3 TYPES AND FREQUENCY OF INSPECTIONS
- 3.15.3.1 These proactive inspections shall include but not be limited to:
- 3.15.3.1.1 DAILY 08H00 AND DAILY 16H00: Valve management **Clause 3.15.6**.
- 3.15.3.1.2 DAILY: Early morning assessment of: the grounds for overnight pipe bursts, fallen trees, damaged boundary fences, damaged carports and shade cloth, Flame of Remembrance, general condition of the roofs and external façades of the facilities for damage, all external gas installations for leaking valves, sumps pumps, any sign of water that has collected overnight, blocked drains, etc.
- 3.15.3.1.3 DAILY: Early morning assessment of the: functionality of all walk-in fridges and freezers, any sign of leaking gas in the kitchens, visual inspection of all standby generators and the diesel day tanks including the bulk diesel tanks and record diesel levels, UPS availability, lift availability, main plant rooms, functionality of all central HVAC systems, etc.
- 3.15.3.1.4 DAILY: Morning assessment of all Chambers and Committee Rooms that shall be in use that day according to the Parliamentary Programme and Committee Room Schedule, etc.
- 3.15.3.1.5 ONGOING: Assessment of internal and external fused lights for replacement.
- 3.15.3.1.6 WEEKLY: Assessment of all Chambers and Committee Rooms whether indicated for use or not for issues e.g. fused lights, availability of HVAC, minor handyman repairs, to ensure their availability without prior notice.
- 3.15.3.1.7 WEEKLY: Comprehensive assessment of the Complex Grounds.
- 3.15.3.1.8 MONTHLY: Comprehensive assessment of the condition of all roofs, waterproofing gutters, downpipes and external façades elements, etc.
- 3.15.3.1.9 MONTHLY: Comprehensive assessment of all common internal areas in the facilities.

3.15.4 POWER OUTAGE PROTOCOL

- 3.15.4.1 The FMSP shall ensure that this protocol is managed and documented to the highest possible standards.
- 3.15.4.2 The FMSP shall develop and implement a Power Outage Protocol that shall be actioned every time the Parliamentary Complex is affected by a planned or unplanned power outage whether in part or as a whole, whether from an external or internal source.
- 3.15.4.3 This protocol shall include the management of all equipment and services affected during a power outage.
- 3.15.4.4 The FMSP shall ensure immediate and appropriate on site response and supervision during and after a power outage.
- 3.15.4.5 It shall not be assumed that equipment and services are under load of a standby generator or UPS and even if under load shall automatically function during a power outage or shall automatically be restored after a power outage.
- 3.15.4.6 The response protocol shall include but not be limited to:
 - 3.15.4.6.1 Immediate notification to DPWI and all affected stakeholders.
 - 3.15.4.6.2 Appropriate risk assessment that indicates what measures shall be put in place for the duration of the power outage.
- 3.15.4.7 The close out protocol shall include but not be limited to:
 - 3.15.4.7.1 All equipment and services to be checked for functionality. It is the sole responsibility of the FMSP to ensure that all equipment and services are functional following a power outage.
 - 3.15.4.7.2 Appropriate resolution communication to DPWI and all affected stakeholders.
- 3.15.4.8 The FMSP shall provide a report within twelve (12) hours of the resolution of a power outage.
- 3.15.4.9 The FMSP shall develop a summarised version of the protocol in the form of a one (1) page report. This report shall be uploaded to each specific work request on the CAFMS and provided as required with all other documentation. The report shall include but not be limited to the affected building, floor, area, DB, CB, cause, repair, etc. This summarised protocol shall be applied every time a circuit breaker trips in order to evaluate, repair and mitigate the risk of re-occurrence, especially after hours and especially where essential equipment and services can be rendered non-functional.

- 3.15.4.10 Any damage that occurs to the equipment and infrastructure, managed under this contract, as a direct result of poorly managed power outages shall be the responsibility of the FMSP to clean, repair, re-instate, etc. as its own costs.
- 3.15.5 WATER OUTAGE PROTOCOL
- 3.15.5.1 The FMSP shall ensure that this protocol is managed and documented to the highest possible standard.
- 3.15.5.2 The FMSP shall develop and implement a Water Outage Protocol that shall be actioned every time the Parliamentary Complex is affected by a planned or unplanned water outage whether in part or as a whole, whether from an external or internal source.
- 3.15.5.3 This protocol shall include the management of all equipment and services affected during a water outage. This shall include the management of water pressure fluctuations.
- 3.15.5.4 The FMSP shall ensure immediate and appropriate on site response and supervision during and after a water outage.
- 3.15.5.5 It shall not be assumed that equipment and services shall not be affected during a water outage or shall automatically be restored after a water outage.
- 3.15.5.6 The response protocol shall include but not be limited to:
- 3.15.5.6.1 Immediate notification to DPWI and all affected stakeholders.
- 3.15.5.6.2 Appropriate communication which shall include risk mitigation efforts e.g. don't open taps to check for water, etc.,
- 3.15.5.6.3 Place signage in areas where the water outage is being experienced.
- 3.15.5.6.4 Appropriate communication and liaison with CoCT Fire and Disaster Management Services in the case of fire sprinklers, hose reels and hydrants being affected.
- 3.15.5.6.5 The identification of other equipment affected by a water outage e.g. chilled water HVAC services, etc. in so far as systems must be appropriately managed or switched off.
- 3.15.5.6.6 Appropriate risk assessment that indicates what measures shall be put in place for the duration of the water outage.

- 3.15.5.7 The close out protocol shall include but not be limited to:
- 3.15.5.7.1 All equipment and services to be checked for functionality. It is the sole responsibility of the FMSP to ensure that all equipment and services are functional following a water outage e.g. domestic water tanks and fire tanks are refilling, water pressure are normalised, etc.,
- 3.15.5.7.2 Ensure that all affected areas are checked for taps being left open, etc. and removal of signage,
- 3.15.5.7.3 Appropriate resolution communication to DPWI and all affected stakeholders.
- 3.15.5.8 The FMSP shall provide a report within twelve (12) hours of the resolution of a water outage. The FMSP shall develop a summarised version of the protocol in the form of a one (1) page report. This report shall be uploaded to each specific work request on the CAFMS and provided as required with all other documentation. The report shall include but not be limited to the affected building, floor, area, cause, repair, etc.
- 3.15.5.9 This summarised protocol shall be applied every time a water outage occurs due to unknown reasons or planned work where shutoff valves are closed and then re-opened.
- 3.15.5.10 Any damage that occurs to the equipment and infrastructure, managed under this contract, as a direct result of poorly managed water outages shall be the responsibility of the FMSP to clean, repair, re-instate, etc. as its own costs.
- 3.15.6 VALVE MANAGEMENT
- 3.15.6.1 The management of valves encompasses the shutdown of any equipment including fire, HVAC, domestic water, etc.
- 3.15.6.2 Valves that are required to remain open and can be locked shall be locked in the open position at all times.
- 3.15.6.3 Valves that have been closed for a specific reason and can be locked shall be locked in the closed position and the appropriate notice attached to the valve indicating work request number, the date of closure, reason for the closure and the contact details of the person directly responsible for the management of valves.

- 3.15.6.4 Valves that cannot be locked shall be managed appropriately. Any shut off valve that has been closed shall have the appropriate notice attached to the valve indicating work request number, the date of closure, reason for the closure and the contact details of the person directly responsible for the management of valves.
- 3.15.6.5 Under no circumstances shall fire equipment related valves be left in the closed position overnight without prior written approval from DPWI and thereafter only after the necessary risk mitigation actions have been put in place.
- 3.15.6.6 The FMSP shall maintain a Valve Management Register that shall contain the detail of all planned and unplanned shut offs, instances where valve locks were found removed, valves found in the closed position without proper identification, etc.
- 3.15.7 **REPORTING**
- 3.15.7.1 MONTHLY: The FMSP shall provide a Proactive Inspection Schedule and Report for the previous month relating to activities e.g. the effectiveness of the inspections, the analysis of planned vs completed inspections, the analysis of Proactive Inspections vs work reported by the occupants, recommendations to add, omit, revise inspections and frequencies, etc.
- 3.15.7.2 MONTHLY: The FMSP shall provide the Proactive Inspection Schedule for the current (as reported previously and updated with progress to date) and the next month.
- 3.15.7.3 MONTHLY: The FMSP shall provide a Power Outage Report and copies of all previously issued reports including all summarised one (1) pagers, etc. **Clause 3.15.4.**
- 3.15.7.4 MONTHLY: The FMSP shall provide a Water Outage Report and copies of all reports including all summarised one (1) pagers, etc. **Clause 3.15.5.**
- 3.15.7.5 MONTHLY: The FMSP shall provide a Valve Management Report and copies of all previously issued risk assessments, notifications to DPWI, written approvals from DPWI and a copy of the Register, etc. **Clause 3.15.6.**
- 3.15.7.6 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.16 PREVENTATIVE MAINTENANCE

3.16.1 SCHEDULING

- 3.16.1.1 The Preventative Maintenance schedule shall be developed and the last and next service dates agreed based on available documentation and equipment inspections during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**. It shall be uploaded to the CAFMS prior to the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.
- 3.16.1.2 The FMSP shall not deviate from the originally agreed Preventative Maintenance schedule without prior consultation and written approval from DPWI.
- 3.16.1.3 The CAFMS shall automatically generate the routines according to the frequencies in the Preventative Maintenance Bills of Quantities but it remains the responsibility of the FMSP to ensure that no preventative maintenance routine is omitted, duplicated, etc.
- 3.16.1.4 The FMSP shall be responsible to identify and in writing advise DPWI of any omission on the part of the Preventative Maintenance schedule and frequencies should a requirement not be described in this document. Omissions shall be identified within twelve (12) months of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**. Any omissions thereafter shall be deemed to be part of the priced Preventative Maintenance Schedule. The frequency and scope of work shall be determined in conjunction with DPWI, scheduled and completed as required.
- 3.16.1.5 The FMSP General Machinery Regulation 2(1) appointee shall take responsibility for the implementation, actioning and reporting of the Preventative Maintenance schedule and completed work.
- 3.16.1.6 The FMSP shall provide the Preventative Maintenance Schedule and Report by the tenth (10th) of each month for the previous month which shall include but not be limited to feedback on all reported deviations found whether already actioned and completed, in progress, etc.

- 3.16.1.7 The FMSP shall also provide feedback on the Preventative Maintenance Schedule for the current month (as reported previously and updated with progress to date) and the next month in order for the occupants of the facilities to make access arrangements to the affected areas where access is usually restricted e.g. offices, IT Data Centre's, etc.
- 3.16.1.8 These reports shall be presented at the monthly Preventative Maintenance Meeting **Clause 3.16.1.6** and **Clause 3.16.1.7**. This process shall not diminish the responsibilities of the FMSP wrt this contract, the Service Level Agreement requirements and the availability or functionality of the equipment.
- 3.16.1.9 The FMSP shall not assume that areas shall automatically be available during office hours and therefore no prior access arrangements are necessary. This schedule shall highlight all planned after-hours work that may require the shutdown of equipment, planned power and water outages, etc.
- 3.16.1.10 The FMSP shall ensure that last-minute deviations to the schedule are minimised and where possible avoided completely.
- 3.16.1.11 The FMSP shall manage its SPs accordingly.
- 3.16.2 PREVENTATIVE MAINTENANCE COMPLIANCE FILE
- 3.16.2.1 The Preventative Maintenance Compliance File shall be developed within twenty-one (21) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.
- 3.16.2.2 The FMSP shall maintain this file, which shall contain all the documentation generated because of Preventative Maintenance. This file shall include but not be limited to the Preventative Maintenance schedule, the required registers and proof of compliance as issued by the responsible SPs whether in the form of a COC or when the proof of compliance is indicated on the equipment then a letter from the SP indicating compliance and all its SP reports. The next service dates shall also be recorded. This file shall be considered an annexure to the Project Health and Safety Plan and File.
- 3.16.2.3 The FMSP shall ensure that where applicable a copy of such proof of compliance is made available at the location of the equipment by affixing it and displaying it in an appropriate manner.

3.16.3 TICK SHEETS

- 3.16.3.1 The FMSP shall ensure that this service is implemented, actioned and documented to the highest possible standard by aligning the preventative maintenance tick sheets to suit the specific needs of the various routines that have been identified.
- 3.16.3.2 All tick sheets shall include general housekeeping elements to ensure that the plant rooms, equipment areas, etc. are clean, neat and fit for purpose.
- 3.16.3.3 Every tick sheet shall contain a place for the following information to be recorded:
- 3.16.3.3.1 The name of the building.
 - 3.16.3.3.2 The time that the inspection started and the time that the inspection was completed.
 - 3.16.3.3.3 The areas that were inspected.
 - 3.16.3.3.4 The written out name and signature of the person that conducted the inspection.
 - 3.16.3.3.5 The name of the company that the person is employed by.
 - 3.16.3.3.6 In the instance where multiple floors are inspected or select areas on various floors are inspected, the start and completion inspection times shall be recorded for each floor / location.
- 3.16.3.4 The FMSP shall ensure that work identified but not included in the preventative maintenance routine is reported to the Call Centre within twenty-four (24) hours and the work request number recorded on the tick sheet.
- 3.16.3.5 The FMSP shall ensure that all the requested information has been completed, that it is dated, signed and uploaded to the CAFMS including the date and time-stamped photographic evidence within twenty-four (24) hours of the preventative maintenance routine being completed.
- 3.16.3.6 **Clause 3.16.3.4** and **Clause 3.16.3.5** shall be followed in the case where Preventative Maintenance failures and relevant photos are not automatically generated and uploaded as mentioned in **Clause 3.14.5.7**.

3.16.4 REPORTING

- 3.16.4.1 MONTHLY: The FMSP shall provide the Preventative Maintenance Schedule and Report for the previous month **Clause 3.16.1.6**. This shall include all its SP reports issued for the same month.
- 3.16.4.2 MONTHLY: The FMSP shall provide the Preventative Maintenance Schedule for the current (as previously reported and updated with progress to date) and the next month **Clause 3.16.1.7**.
- 3.16.4.3 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.17 IMMOVABLE ASSET MANAGEMENT

3.17.1 ASSET TAGGING

- 3.17.1.1 The FMSP shall tag all assets in a manner appropriate to DPWI with equipment, licences and a software system.
- 3.17.1.2 The FMSP shall present the system that shall be used within seven (7) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**,
- 3.17.1.3 At the presentation the FMSP shall provide a portfolio of evidence that is underwritten by the developers of the system confirming that the minimum requirements as detailed below are immediately available for use and underwritten by the developers of the CAFMS that the system, if not part of the CAFMS can integrate with the CAFMS and confirmation by the FMSP that the system can integrate with DPWIs Archibus System.
- 3.17.1.4 The FMSP shall ensure that the system is fully functional and ready for implementation within twenty-one (21) days of the start of the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.
- 3.17.1.5 The equipment, licences and software system shall be managed by the FMSP for the duration of the contract as a Government Furnished Asset.
- 3.17.1.6 Using the existing Asset Register, assets shall be re-tagged in a manner that shall not bear any FMSP branding. The old asset tag shall be removed.
- 3.17.1.7 The new asset number shall be referenced back to the old asset number on the existing Asset Register. This process shall ensure that any previous asset history can be referenced as and when required.
- 3.17.1.8 Additional assets identified and not yet tagged, shall be tagged in the same manner.
- 3.17.1.9 New or replacement assets handed over to the FMSP by its SPs, after DPWI Projects, after occupant installations (if applicable), etc. shall be tagged in the same manner with a new asset number however the documentation shall include reference to the asset number of the equipment which has been made redundant / removed as a result of the new asset. In the case where an old asset number is not known, etc. it shall be referenced to a NIL number.

3.17.2 ASSET MANAGEMENT PLAN

3.17.2.1 Using the existing Asset Register, the FMSP shall develop an Asset Management Plan to the extent required by DPWI. The proposed methodology and schedule for the inspections and subsequent updating of the Asset Management Plan (CAFMS / Excel Data Base) shall be presented to DPWI during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1** for approval.

3.17.2.2 The Asset Management Plan may contain more information than is required by the CAFMS or DPWI Archibus System. The FMSP shall not only update / maintain the information in CAFMS, but shall also update / maintain the same and any other information in an Excel Data Base (where additional information is required and but the CAFMS makes no provision to capture the information) until the information can be handed over and included in and managed solely in the DPWI Archibus System.

3.17.2.3 The Asset Management Plan (all formats) shall be considered to have been generated because of the implementation of the services and activities in this contract. It shall be handed over to DPWI in all formats including the Excel Data Base format without any password protection or restrictions every six (6) months from the commencement of the Service Period with the final update being provided within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**.

3.17.2.4 No. 19 of 2007: Government Immovable Asset Management Act, 2007 Clause 13 (1) (d) shall form the basis on which all assets are managed:

- (d) *ensure that all activities that are associated with common law ownership are executed, including-*
 - (i) *managing an immovable asset throughout its life cycle;*
 - (ii) *assessing the performance of the immovable asset;*
 - (iii) *assessing the condition of the immovable asset at least every fifth year;*
 - (iv) *identifying the effect of the condition of an immovable asset on service delivery ability;*
 - (v) *determining the maintenance required in order to return the immovable asset to the state in which it would provide the most effect service,*
 - (vi) *estimating the cost of the maintenance activities identified;*

- 3.17.2.5 The FMSP shall schedule and undertake comprehensive annual audits of the Asset Management Plan.
- 3.17.2.6 The FMSP shall include but not be limited to:
- 3.17.2.6.1 Verify / update the current location of the asset,
- 3.17.2.6.2 Add and amend warranty / guarantee information as required,
- 3.17.2.6.3 Time and date stamped photographic evidence of the condition of asset at the time of the audit,
- 3.17.2.6.4 Assess the scope and priority of the maintenance required using the SLA: Summary **Volume 3: Part C3: Scope of Work**.
- 3.17.2.7 The FMSP shall also update the Asset Management Plan as and when individual asset details change because of day-to-day repairs, replacements, warranties / guarantees, DPWI Projects, occupant installations, etc.
- 3.17.3 ASSET MANAGEMENT ANALYSIS AND REPORTS
- 3.17.3.1 Using the updated Asset Management Plan information, the FMSP shall provide a “per building” Asset Management Analysis and Report which shall include a detailed quantitative and condition assessment and narrative summary to support the analysis.
- 3.17.3.2 The FMSP shall provide a consolidated Parliamentary Complex Management Analysis and Report which shall include a detailed quantitative and condition assessment and narrative to support the analysis.
- 3.17.3.3 All the facilities under the management of this contract shall be included in this consolidation.
- 3.17.3.4 The FMSP shall also identify various solutions including associated estimated costs which shall be duly confirmed by a FMSP Quantity Surveyor for DPWI consideration.
- 3.17.3.5 The FMSP shall deliver the following:
- 3.17.3.5.1 The updated Asset Management Plan shall be provided by the fifteenth (15th) of April and October of each year including an analysis of the revisions made.
- 3.17.3.5.2 The draft “per building” Asset Management Analysis and Reports and consolidated draft Parliamentary Complex Asset Management Analysis and Report by fifteenth (15th) October of each year.
- 3.17.3.5.3 Participate and present **Clause 3.17.6.5.2** documentation in any workshop / meeting environment as required by DPWI during the period sixteenth (16th) October to fifteenth (15th) November of each year.

- 3.17.3.5.4 Update and submit the final “per building” Asset Management Analysis and reports and the final consolidated Parliamentary Complex Asset Management Analysis and Report by thirtieth (30th) November of each year.
- 3.17.3.5.5 Participate and present the **Clause 3.17.6.5.4** documentation in any workshop / meeting environment as required by DPWI thereafter.
- 3.17.4 REPORTING
- 3.17.4.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all activities relating to asset tagging, asset management plan updating, assets excluded for projects, assets included from projects, assets still under warranty, assets were expiration of warranty is imminent, etc.
- 3.17.4.2 EVERY SIX (6) MONTHS: The FMSP shall provide an updated Asset Management Plan **Clause 3.17.5.3** and **Clause 3.17.6.5.1**.
- 3.17.4.3 ANNUALLY: The FMSP shall provide a draft and final per building Asset Management Analysis and Report **Clause 3.17.6.5.2** and **Clause 3.17.6.5.4**.
- 3.17.4.4 ANNUALLY: The FMSP shall provide a draft and final consolidated Parliamentary Complex Asset Management Analysis and Report **Clause 3.17.6.5.2** and **Clause 3.17.6.5.4**.
- 3.17.4.5 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.18 **DPWI AND OTHER MOVABLE ASSET MANAGEMENT**

- 3.18.1 DPWI movable assets are tagged and managed by DPWI.
- 3.18.2 All movable DPWI bar coded assets shall form part of, and have services rendered on them by means of this contract with the exception of:
 - 3.18.2.1 IT Equipment,
 - 3.18.2.2 Telephony equipment,
 - 3.18.2.3 AV equipment unless specifically stated.
- 3.18.3 Such services on movable DPWI bar coded assets shall only take the form of repairs and replacements of components but not the replacement of broken or damaged assets as a whole or system unless specifically stated or as agreed with and upon written instruction from DPWI at the time.
- 3.18.4 All heritage artwork and furniture shall be excluded from this document with the exception of the provision of batteries for e.g. timepieces, etc.
- 3.18.5 All other movable bar coded assets e.g. it bears a bar code for Parliament, Presidency or any other Department other than DPWI or where an asset has two (2) bar codes on it, one of which is DPWI or assets with no bar code shall be deemed to be excluded.
- 3.18.6 Movable assets that bear a bar code belonging to Parliament, Presidency or any other Department other than DPWI may only be repaired using labour and tools under the Handyman Service, or where the asset owner at its own costs provides the Handyman Service with the necessary components to affect a repair or replacement of a component.
- 3.18.7 The FMSP shall communicate with DPWI to verify the inclusion of other movable assets as DPWI may not repair movable assets that do not belong to DPWI. DPWI shall provide confirmation of their inclusion / exclusion in writing.
- 3.18.8 The FMSP shall not during the course of normal operations relocate DPWI bar coded movable assets from one location to another, without a properly completed and signed off DPWI Asset Movement Form.
- 3.18.9 The FMSP shall immediately notify DPWI should it become aware of DPWI bar coded movable assets relocated without a properly completed and signed off DPWI Asset Movement Form.
- 3.18.10 The FMSP shall not be responsible to relocate DPWI bar coded movable assets off site to another location e.g. Customs House Store.

3.18.11 The FMSP shall ensure that redundant bar coded assets are not relocated to any area other than a designated storeroom / area that is directly managed by the asset owner. It remains the responsibility of the asset owner to follow due process to remove redundant moveable assets from the Parliamentary Complex.

3.18.12 REPORTING

3.18.12.1 MONTHLY: The FMSP shall provide a report on all activities (including a portfolio of evidence) relating to the repair and relocation of moveable assets including copies of signed DPWI Asset Movement Forms, requests for inclusion / exclusion of moveable assets that are required to be repaired, etc.

3.19 KEY MANAGEMENT

- 3.19.1 All Key Registers and keys handed over by DPWI into the safekeeping of the FMSP for the duration of this contract in order to deliver the required services shall be managed in a way that ensures the security of the facilities and equipment are not compromised in any way. This handover will take place on the first (1st) day of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2** and include the Key Registers and Keys as described under Customer Care Centre.
- 3.19.2 The FMSP shall maintain the key registers and a register of keys signed in and out to anyone including its own personnel, its SPs or any third (3rd) party.
- 3.19.3 Any third (3rd) party requesting keys shall only obtain them if they have been authorised in writing to receive keys and hand such authorisation to the FMSP. All authorisations shall include the scope of work that shall be performed and if not already countersigned by DPWI, must be confirmed with DPWI in writing and attached to the authorisation letter prior to handing over the keys.
- 3.19.4 All keys signed out must be signed back in on the same day. The FMSP shall note all deviations in the key log. The FMSP shall contact the responsible person and request that the keys be returned immediately.
- 3.19.5 The FMSP shall ensure that no keys under the management of the FMSP other than those of areas exclusively allocated to and occupied by the FMSP and its SPs are removed from site. The removal of a key from the Parliamentary Complex shall be considered a serious breach of security.
- 3.19.6 The FMSP shall ensure that no area under the management of the FMSP is left unlocked in order to facilitate easier / after-hours access.
- 3.19.7 The FMSP shall ensure that no locks are changed or duplicate keys made without the prior written approval of DPWI. Reasons for lock changes and duplicate keys shall be provided by the FMSP.
- 3.19.8 The Key Register, key logs and keys shall be returned to DPWI on the last day of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.2**. This shall include the keys and registers as described under the Customer Care Centre.

3.19.9 REPORTING

- 3.19.9.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all activities relating to key management.

3.20 SECURITY CLEARANCE AND ACCESS MANAGEMENT

3.20.1 GENERAL

- 3.20.1.1 The FMSP shall not be able to access the Parliamentary Complex without company / individual security clearance and permits in place.
- 3.20.1.2 The FMSP SPs shall not be able to access the Parliamentary Complex without company / individual security clearance and permits in place.
- 3.20.1.3 Security clearance is provided at the sole discretion of the State Security Agency.
- 3.20.1.4 Security clearance shall not be provided to a company who has a shareholder or director who holds dual citizenship or is a non-South African citizen or to an individual who holds dual citizenship or is a non-South African citizen.
- 3.20.1.5 All documentation provided shall be certified. The certifications shall not be older than three (3) months at the time of submission.
- 3.20.1.6 Security clearance for an individual can only be requested by a company for its own personnel. Suppliers, consultants, etc. to that company shall obtain their own company / individual security clearance and permits.
- 3.20.1.7 The FMSP shall familiarise itself with the regulations and lead times in obtaining or renewing company / individual security clearance and permits.
- 3.20.1.8 Electronic access cards (herein also referred to as permits) will only be considered for FMSP and SP personnel who report to and provide services at the Parliamentary Complex on a daily basis. Electronic access cards can be applied for and shall be issued at the sole discretion of the Permit Office.

3.20.2 APPLICABLE DOCUMENTATION

- 3.20.2.1 A letter from the FMSP stating that the SP is being appointed by the FMSP for the purpose of providing services relating to this contract and has been vetted as competent to provide the services contemplated should they be security cleared.
- 3.20.2.2 The FMSP shall ensure that a copy of each letter **Clause 3.20.2.1** is attached to the Security Register.

- 3.20.2.3 A covering letter from the SP listing the documents that have been enclosed:
- Company Profile (a short history of the company and nature of its business)
 - Company Organisational Structure
 - Company Registration Certificate CM 29 / CK1
 - Copies of identity documents for all Directors and Shareholders
 - Valid Compensation for Occupational Injuries and Disease Act Letter of Good Standing
 - Valid South African Revenue Service Tax Clearance Certificate
 - Valid B-BBEE Compliance Certificate (South African National Accreditation System Approved)
 - Banking Details
 - Auditors Details
 - Trade References (including contact details)
 - Valid Private Security Industry Regulatory Authority Certificate (for all security / locksmith companies)
 - Valid Construction Industry Development Board Certificate (for all construction and renovation companies)
 - Valid Health Certificate (for all catering companies)
 - Valid SHE Compliance Certificate (for safety consultancy companies)
 - Company letterhead with the list of names and ID numbers of all individuals who require security clearance
 - Copy of each Identity Document
- 3.20.3 ON SITE ACCESS AND SECURITY MANAGEMENT
- 3.20.3.1 This process shall include but not be limited to:
- 3.20.3.1.1 Day-to-day access,
- 3.20.3.1.2 Special access for events,
- 3.20.3.1.3 Any other special access arrangements as required from time to time,
- 3.20.3.2 No access shall be provided to any individual who has not obtained the necessary company / individual security clearance and who does not have a valid permit.
- 3.20.3.3 Requests to the Permit Office to deviate from the said process and allow a non-security cleared individual to be provided with access will be at the sole discretion of the Permit Office.

- 3.20.3.4 The FMSP shall ensure that all requests for a non-security cleared company / individual to be provided with access are made to the Permit Office in writing stating the reason for the request and the period of time for which access is being requested. In terms of this contract, the FMSP shall notify DPWI at the same time by copy of any such request. The FMSP shall provide the Permit Office with the requested documentation to facilitate security screening. If permitted the request shall be considered a once-off deviation and no future access shall be allowed without the required company / individual security clearance and permits in place. All requests shall be attached to the Security Register.
- 3.20.3.5 The FMSP shall ensure that this process is not circumvented by gaining access for individuals via the Visitor Centre at 120 Plein Street or by any other means.
- 3.20.3.6 The FMSP shall adhere to the additional access arrangements for Africa House and Tuynhuys, including adhering to appointments made for Tuynhuys.
- 3.20.3.7 The FMSP shall ensure that it complies with all information as requested by the Permit Office to allow for after-hours access for planned work.
- 3.20.3.8 The FMSP shall maintain a Security Register of all companies / individuals that have obtained security clearance and permits because of the implementation requirements of this contract and its scope of service.
- 3.20.3.9 The FMSP shall ensure that permits of all individuals whose company services are no longer required are retrieved and handed back to the Permit Office, obtain signed proof and attach such proof to the Security Register.
- 3.20.3.10 The FMSP shall ensure that permits of all individuals who resign or are suspended are retrieved and handed back to the Permit Office, obtain signed proof and attach such proof to the Security Register.
- 3.20.3.11 The FMSP shall ensure that all expired permits are retrieved and handed back to the Permit Office, obtain signed proof and attach such proof to the Security Register.
- 3.20.3.12 The FMSP shall record all deviations in the Security Register.
- 3.20.3.13 No claims for penalties for non-compliance to Service Level Agreement requirements due to the non-issue or delay in issuing security clearance and permits will be entertained by DPWI.
- 3.20.3.14 No claims for penalties for services that are required but not rendered, or rendered by an inappropriately qualified SP due to the non-issue of security clearance permits will be entertained by DPWI.

- 3.20.3.15 No claims for delays or additional costs due to the non-issue or delay in issuing security clearance and permits will be entertained by DPWI.
- 3.20.3.16 The FMSP shall provide DPWI access to the Security Register and any other security clearance information as and when required.
- 3.20.3.17 The FMSP shall hand over all permits issued to it and its SPs to the Permit Office on the last day of the Outbound Transition and Handover at Expiry or Termination of Contract: Transitional Stage period **Clause 3.4.2**, obtain signed proof and attach such proof to the Security Register.
- 3.20.3.18 The FMSP shall hand over the Security Register including but not limited to all attachments **Clause 3.20.2.2**, **Clause 3.20.3.4**, **Clauses 3.20.3.9 - 11** and **Clause 3.20.3.17** to DPWI within seven (7) days of the Expiry or Termination of Contract date. **Clause 3.4.3.2**.
- 3.20.4 REPORTING
- 3.20.4.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all related activities that have been undertaken including all deviations, actions to remedy the deviations and provide evidence that the remedy is sustainable for the duration of the contract including but not limited a list of security cleared SPs including the current expiry date of their security clearance, the date on which the renewal documentation was requested, received, handed in and the new expiry date after clearance has been received including the request for and issuing of temporary permits and expiry dates if the renewal process has not been concluded and security clearance is about to expire / has already expired.

3.21 **GOVERNMENT FURNISHED ACCOMMODATION**

- 3.21.1 The FMSP shall sign an agreement with DPWI related to Government Furnished Accommodation that will be made available to the FMSP.
- 3.21.2 The FMSP shall not occupy any other Government Furnished Accommodation than mentioned in the **Clause 3.21.1** agreement without prior written approval from DPWI.
- 3.21.3 The FMSP shall identify and indicate which core services and personnel will be accommodated in the Government Furnished Accommodation.
- 3.21.4 All information pertaining to the management of the services, including the Health and Safety Plan and File **Clause 3.7.6**, Preventative Maintenance Compliance File **Clause 3.16.2**, all information and assets pertaining to Government Furnished Information, Equipment and Assets **Clause 3.22**, etc. shall be kept within the boundary of the main Parliamentary Complex in the provided Government Furnished Accommodation. This excludes the use of any of the off-site facilities or any other facilities occupied by the FMSP.
- 3.21.5 The FMSP shall furnish and equip the Government Furnished Accommodation appropriately to ensure they are fit for purpose.
- 3.21.6 Other accommodation, storage and facilities as required by the FMSP shall be the responsibility of the FMSP including the requirement to furnish and equip them appropriately to ensure they are fit for purpose.
- 3.21.7 All FMSP and SPs assets that will be stored in Government Furnished Accommodation shall be correctly tagged and listed as FMSP and SPs assets, where applicable serial numbers recorded, photos taken, etc. The FMSP and SPs shall make use of their respective asset movement forms when moving assets on/off site. The FMSP and SPs are solely responsible for the maintenance and replacements of these assets whatever the reason should be.
- 3.21.8 The FMSP and SPs may apply for unallocated parking in Nieuwmeester Parking. Parking is on a first come first serve basis.
- 3.21.9 Official FMSP and SP vehicles will be allowed within the boundary of the main Parliamentary Complex to deliver / collect materials, spares, etc. No on site parking will be allocated.

3.21.10 REPORTING

- 3.21.10.1 QUARTERLY: The FMSP shall provide a report (including portfolio of evidence) on all activities relating to Government Furnished Accommodation including but not limited to date and time stamped photographic evidence of their condition and the manner in which they are being utilised.

3.22 **GOVERNMENT FURNISHED INFORMATION, EQUIPMENT AND ASSETS**

- 3.22.1 The FMSP shall sign an agreement with DPWI related to Government Furnished Information, Equipment and Assets that will be made available to the FMSP.
- 3.22.2 An inventory of Government Furnished Information, Equipment and Assets that will be made available to the FMSP for use for the duration of this contract will be compiled and handed over to the FMSP for verification and acceptance during the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.
- 3.22.3 Information, equipment and assets that are accepted by the FMSP shall be returned in the same or better condition, than the condition in which they were received.
- 3.22.4 Information, equipment and assets that become irreparably damaged or mislaid shall be replaced by the FMSP at their own cost with the same or similar information, equipment or asset. The FMSP shall obtain prior written approval from DPWI that the proposed replacement item is comparable and acceptable.
- 3.22.5 The FMSP shall ensure that, where necessary, stock levels are monitored and replenished timeously in order to avoid delays when actioning work.
- 3.22.6 The FMSP shall ensure that any item, which has been paid for by DPWI but not utilised (e.g. small excesses, etc.), is added to the inventory list, labelled and stored appropriately and managed accordingly.
- 3.22.7 Diesel management and record keeping **Clause 5.8.6.9.5** shall form part of the Government Furnished Information, Equipment and Assets that shall be reported on.
- 3.22.8 Key management and record keeping, **Clause 3.19**, shall form part of the inventory that shall be reported on.
- 3.22.9 The FMSP shall undertake comprehensive quarterly audits.
- 3.22.10 DPWI will undertake audits from time to time. The FMSP shall co-operate and participate by ensuring that the FMSP personnel responsible for this service is available to assist and provide any information as required.

- 3.22.11 The handover of Government Information, Equipment and Assets will not be limited to a once-off process. This process will take place as and when further information, equipment and assets becomes available and is handed over to the FMSP for use for the duration of this contract.
- 3.22.12 The FMSP shall be responsible for the management and proper use thereof and hand it back to DPWI within seven (7) days of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period
Clause 3.4.2.
- 3.22.13 REPORTING
- 3.22.13.1 QUARTERLY: The FMSP shall audit and provide a report (including portfolio of evidence) on the status of information, equipment and assets, etc. including but not limited to current inventory levels, condition, use and location thereof, etc. **Clause 3.22.9.**

3.23 CONTRACT INFORMATION AND DOCUMENTATION MANAGEMENT

- 3.23.1 All information and documentation that is generated because of the implementation of this contract and its services irrespective of the source i.e. the FMSP and its personnel, its SPs and their personnel, its suppliers, its consultants, etc. shall be considered official contract documentation. This shall include but not be limited to quotations, reports, certificates, minutes of meetings, tick sheets, photographic evidence, etc.
- 3.23.2 Information and documentation shall be handed over to DPWI unaltered as and when requested **Clause 3.23.1** and during the Outbound Transition and Handover at Expiry or Termination of Contract: Transitional Stage period **Clause 3.4.3**.
- 3.23.3 Storage and handling of all documentation shall be in accordance with the State Security Agency Minimum Information Security Standards.
- 3.23.4 INFORMATION DISASTER RECOVERY, BACK-UP PLAN AND PROCEDURES
- 3.23.4.1 The FMSP shall employ proven information collection and delivery techniques, methodologies and systems.
- 3.23.4.2 The FMSP shall ensure that the CAFMS information and data are protected with due regard to security.
- 3.23.4.3 The FMSP shall provide DPWI with their Information Disaster Recovery, Back-up Plan and Procedures that are in place for both on- and off-site FMSP server and local computer locations during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**.

3.23.5 DELIVERY FRAMEWORK

3.23.5.1 The FMSP shall make all information and documentation available to DPWI in line with the Business Management System requirements, which is part of the ISO 9001:2015 Quality Management System. The overarching framework for the handling, storage and handover of this information shall be as follows:

3.23.5.1.1 Service 1: Facilities Management with the contractual clauses quoted, brief description, date, revision, etc.

3.23.5.1.2 Per building - per service and per service - per building (in essence duplicated but available for easy access and referencing) with the contractual clauses quoted, a brief description, date, revision, etc.

3.23.5.2 The FMSP shall present the framework, reference format, numbering, etc. in which the information and documentation shall be handed over to DPWI during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1** for discussion and approval.

3.23.5.3 The FMSP shall not deviate from the approved framework without prior written approval from DPWI.

3.23.5.4 Should the FMSP request and obtain approval from DPWI to revise the approved framework then all existing information and documentation already handed over shall be re-formatted accordingly at the cost of the FMSP.

3.23.5.5 It shall be the sole responsibility of the FMSP to provide evidence that none of the previously provided information has been omitted or altered in any way.

3.23.6 GOVERNMENT FURNISHED INFORMATION

3.23.6.1 Information handed over by DPWI to the FMSP during any period of this contract shall be scanned, referenced and included in the framework within one (1) month of acceptance of the information where after the original documentation shall be handed back to DPWI **Clause 3.22** and **Clause 3.23.5**.

3.23.7 DOCUMENT COMPLIANCE

3.23.7.1 The FMSP shall ensure that all information and documentation is dated, signed and referenced appropriately.

3.23.7.2 Documents that require to be updated at set/ad hoc frequency shall reference the applicable revision number in the header/footer of the document.

3.23.7.3 Where amendments to information and documents already handed in are made, the revised information and documentation shall be dated, signed and referenced with the appropriate revision number. The revised document shall clearly indicate the reason for the revision and clearly highlight the changes that have been made.

3.23.8 DELIVERY FORMAT

3.23.8.1 The FMSP shall ensure that all information and documentation is provided in printed and electronic .pdf format.

3.23.8.2 Documentation provided via e-mail to ensure continued operations shall not be considered as documentation that has been formally handed over. The handover shall be formalised and recorded as part of the monthly submission **Clause 3.36.4**.

3.23.8.3 Any documentation that is not part of the documentation mentioned in **Clause 3.36.4** but which has been generated because of the implementation of this contract and its services **Clause 3.23.1** shall also be handed over as Supplementary Documentation **Clause 3.36.5** and referenced appropriately **Clause 3.23.5**.

3.23.9 DELIVERY FREQUENCY

3.23.9.1 The monthly submission shall include all information and documentation pertaining to the work completed (Proactive Inspections), work completed and being claimed for (Preventative and Corrective Maintenance) and any other relevant information and documentation pertaining to this contract for the applicable month or as requested **Clause 3.36**.

3.23.9.2 A once-off electronic .pdf format of all information and documentation shall be delivered during the Outbound Transition and Handover at Expiry or Termination of Contract: Transitional Stage period **Clause 3.4.3**. In the case where information and documentation has not been delivered in printed form, it shall also be printed and referenced **Clause 3.23.5**.

3.23.10 STANDARD REGISTERS / LOG BOOKS

3.23.10.1 These registers shall bear no FMSP branding.

3.23.10.2 The FMSP shall collaborate with DPWI to develop templates and have registers printed which shall include but not be limited to:

3.23.10.2.1 Health and Safety Registers **Clause 3.7.14**. These registers shall be numbered and when full shall be retained by the FMSP for handover to DPWI within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**. This handover shall include all unused registers.

3.23.10.2.2 Access / Maintenance Registers **Clause 3.7.16**. These access registers shall be numbered and when full shall be retained by the FMSP for handover to DPWI within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**. This shall include all unused registers. The registers in use shall be verified by means of a visual inspection against the log.

3.23.10.2.3 Register of keys signed in and out **Clause 3.19.2**. These registers shall be numbered and when full shall be retained by the FMSP for handover to DPWI within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**. This handover shall include all unused registers.

3.23.10.2.4 Valve Management Registers **Clause 3.15.6.6**. These registers shall be numbered and when full shall be retained by the FMSP for handover to DPWI within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**. This handover shall include all unused registers.

3.23.10.2.5 BMS Register **Clause 5.10.6**. These registers shall be numbered and when full shall be retained by the FMSP for handover to DPWI within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**. This handover shall include all unused registers.

3.23.11 REPORTING

3.23.11.1 MONTHLY: The FMSP shall provide a revised Information and Documentation Register.

3.23.11.2 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.24 SERVICE LEVEL AGREEMENT COMPLIANCE AND PENALTY CALCULATIONS

3.24.1 The FMSP shall deliver a high-quality delivery of service within the time lines and standards that have been detailed **Volume 3: Part C3: Scope of Work**.

3.24.2 The Parliamentary Complex requires a high level of detail, organisation, responsiveness and a high degree of visibility by the FMSP.

3.24.3 The Penalty Schedule is a contractual consequence of a Service Level Agreement and is not designed to be punitive. DPWI is committed to working with the FMSP to ensure that standard processes, communication protocols, etc. are continually scrutinised and updated to find ways to enable the FMSP exceed the time lines and standards that are required.

3.24.4 REPORTING

3.24.4.1 MONTHLY: Facilities Management Service Level Agreement Compliance and Penalty Calculation **Clause 3.14.5.6**.

3.24.4.2 MONTHLY: Preventative Maintenance Service Level Agreement Compliance and Penalty Calculation **Clause 3.14.5.6**.

3.24.4.3 MONTHLY: Corrective Maintenance Service Level Agreement Compliance and Penalty Calculation **Clause 3.14.5.6**.

3.24.4.4 MONTHLY: Proactive Maintenance All Work in Progress Aged Analysis **Clause 3.14.5.6**.

3.24.4.5 MONTHLY: Preventative Maintenance All Work in Progress Aged Analysis **Clause 3.14.5.6**.

3.24.4.6 MONTHLY: Corrective Maintenance All Work in Progress Aged Analysis **Clause 3.14.5.6**.

3.24.4.7 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.25 **MANAGEMENT OF EXISTING DPWI CONTRACTS**

3.25.1 DPWI have long-term contracts in place, some of which may remain in force for the duration of the contract period or a portion thereof until those contracts expire. Some of these contracts may be novated. Where SPs accept the novation, the FMSP shall accept the novation, assume all liabilities thereafter, and receive all rights and benefits.

3.25.2 A novation of a contract in no way diminishes the level of service as described in this document.

3.25.3 The applicable services are:

3.25.3.1 Landscaping Maintenance **Clause 8**

3.25.3.2 Routine Building Cleaning 120 Plein Street and Parliament Towers **Clause 9.6**

3.25.3.2.1 The FMSP shall employ the current cleaning staff whether they are deployed on this or any other contract that the FMSP is responsible for.

3.25.3.3 Waste Management and Wheelie Bin Cleaning **Clause 10.9**

3.25.3.4 Sanitary Bin Service **Clause 9.8.2**

3.25.3.5 Sanitiser Units and Consumables **Clause 9.8.3**

3.25.3.6 COVID-19 Decontamination **Clause 9.9.1**

3.25.3.7 Kitchen Deep Cleaning **Clause 9.7.5**

3.25.3.8 Hygiene equipment and consumables **Clause 9.6.6.3** and **Clause 9.8.1**

3.25.4 DPWI will assist the FMSP in familiarising itself with the content of these long-term contracts and agreements.

3.25.5 The FMSP shall co-ordinate with DPWI and their SPs in terms of day-to-day on site activities, which integrate with or affect the activities or services of this contract but DPWI will continue to manage these SPs contractual and operational obligations.

3.25.6 The services as referred to in the applicable clauses, have been described and the frequency provided as if the FMSP shall provide the service from the onset of the contract.

3.25.7 **REPORTING**

3.25.7.1 MONTHLY: The FMSP shall provide a report on the day-to-day on site activities, which integrate with or affect the activities or services of this contract for the SPs who remain under contract to DPWI.

3.26 MANAGEMENT AND QUALITY CONTROL OF SUBCONTRACTED SERVICE PROVIDERS

3.26.1 Every SP shall provide a Health and Safety File. These files have been generated because of the implementation of this contract and its services and shall be considered annexures to the Project Health and Safety Plan and File

Clause 3.7.6.

3.26.2 Every SP shall obtain company / individual Security Clearance **Clause 3.20.1.**

3.26.3 No SP shall not be able to access the Parliamentary Complex until their Health and Safety File has been submitted and approved and they have obtained security clearance and permits **Clause 3.3.1.3** and **Clause 3.20.1.2.**

3.26.4 Multi-tiered subcontracting of SMMEs shall not be allowed.

3.26.5 Multi-tiered subcontracting of other SPs shall not be allowed without prior written approval from DPWI.

3.26.6 SPs shall ensure their personnel are neatly dressed, that their uniforms are clearly marked with the name of their company, always display their access permit, wear appropriate PPE and that they adhere to the same rules and regulations as the FMSP.

3.26.7 The FMSP shall monitor and report on each SPs responsiveness, quality of services delivered (quality control), Service Level Agreement adherence, security clearance status, B-BBEE, Construction Industry Development Board status, etc. and any other information as required and requested by DPWI.

3.26.8 The FMSP shall ensure that all information and documentation collected or generated by the SPs is dated, signed and made available to DPWI unaltered **Clause 3.23.1** and **Clause 3.23.2.**

3.26.9 The FMSP shall ensure that it undertakes quality control on all work completed.

3.26.10 DPWI will undertake audits from time to time. The FMSP shall co-operate and participate by ensuring that the FMSP personnel responsible for this service is available to assist and provide any information as required.

3.26.11 REPORTING

3.26.11.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on all related activities including all deviations, actions to remedy the deviations and provide evidence that the implemented remedies are sustainable for the duration of the contract.

3.27 **DPWI WORK, PROJECTS AND OCCUPANT INSTALLATIONS**

- 3.27.1 The FMSP shall participate in activities relating to any work and projects undertaken by DPWI and occupants as and when required.
- 3.27.2 The FMSP shall have a representative attend all DPWI Project Technical Meetings.
- 3.27.3 Under the direction of DPWI, the FMSP shall handover areas / buildings and assets to DPWI Projects when they commence, obtain training on equipment installed and take handover of the areas / building and assets on completion of the project.
- 3.27.4 The FMSP will be provided with the necessary drawings, operating and maintenance manuals, commissioning certificates, warranties / guarantees, etc. for the effective management of these assets for the remaining duration of the contract.
- 3.27.5 The information referenced in **Clause 3.27.4** and **Clause 3.23.6** shall be handed over by DPWI to the FMSP and added to the inventory of Government Furnished Information, Equipment and Assets, the CAFMS, Asset Register and Asset Management Plan including the Excel Data Base. The assets shall be tagged, warranties recorded, etc.
- 3.27.6 The FMSP shall not accept information and assets that are handed over directly to the FMSP without prior written approval from DPWI.
- 3.27.7 **REPORTING**
- 3.27.7.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on the status of meetings attended, actions taken as a result of the meetings, challenges being experienced, etc.
- 3.27.7.2 MONTHLY: The FMSP shall provide copies of the minutes of all these meetings.

3.28 **MANAGEMENT OF DISTURBANCE TO OCCUPANTS**

- 3.28.1 All facilities within this contract are deemed to be occupied, in daily use and subject to the activities of this contract.
- 3.28.2 The FMSP shall ensure that when planning for and delivering the required services, unnecessary disturbance and nuisance to the occupants is avoided or minimised as far as practically possible including:
 - 3.28.2.1 Minimisation of noise internally and externally as a result of all works including landscaping horticulture.
 - 3.28.2.2 Minimisation of dust.
 - 3.28.2.3 Facilitation of uninterrupted access.
 - 3.28.2.4 Cleanliness.
 - 3.28.2.5 Provision of hoarding and any other demarcations required in order to comply with all applicable Health and Safety regulations.

3.29 **CODE OF CONDUCT**

- 3.29.1 The FMSP shall commit to communicate and co-operate with mutual respect and trust, to achieve a cost-effective, high-quality delivery of service and level of innovation while providing a safe and productive working environment for all.
- 3.29.2 The FMSP shall support DPWI and the occupants in the delivery of the broader Government's broader objectives and shall:
 - 3.29.2.1 Ensure that activities are well planned, are communicated timeously and executed effectively,
 - 3.29.2.2 Establish and execute a code of conduct in which the FMSPs personnel interact with DPWI, occupants and other stakeholders in a professional manner,
 - 3.29.2.3 Maintain a cooperative and professional approach when liaising with occupants to ensure a high level of satisfaction,
 - 3.29.2.4 Take accountability for asset integrity,
 - 3.29.2.5 Co-operate with all security requirements.
- 3.29.3 Due to the nature of the work activities by the occupants and the security requirements that are in place, the FMSP shall adhered to appointments, ensure feedback is provided and that the work is done correctly and completely the first time.
- 3.29.4 The FMSP shall ensure that its personnel, its SPs and their personnel and any other person associated with the FMSP, shall adhere to all generally accepted rules, regulations and behaviours during the course of their duties in relation to any dealings associated with this contract and its services both on- and off-site.
- 3.29.5 Photos and videos relating to the equipment and infrastructure shall not be utilised for any other purpose than the implementation and reporting of the services as described in this document.
- 3.29.6 Internal photos of equipment and infrastructure in the space occupied by the Presidency for the purposes of the implementation of the services as described in this document shall not be allowed without prior written approval from the Presidency.
- 3.29.7 The use of photos and videos for any other purpose shall be considered a serious breach of security. This shall include the use thereof on any social media platform including selfies where equipment and infrastructure forms any part of the photo and video.

- 3.29.8 For the purposes of this contract, the breach of any aspect included in the induction programme and process from time to time shall be considered a serious breach of security.
- 3.29.9 The FMSP shall be required to notify DPWI in writing when dealing with personnel issues that directly affects the delivery of the service, security issues, code of conduct infringements, etc. These communications and their distribution shall be kept restricted and confidential.
- 3.29.10 DPWI reserves the right to request the removal of any person from this project who breaches any known or generally accepted rules, regulations and displays unacceptable behaviours.

3.30 **UNIFORMS AND DRESS CODE**

- 3.30.1 The FMSP shall ensure that personnel are neatly dressed and that their attire is professional and appropriate to their various job descriptions at all times including the use of appropriate PPE while on site generally, during the execution and quality control of the various services.
- 3.30.2 The FMSP shall ensure that the top portion of the uniform is always clearly marked with the company name of the FMSP across the back of the item and on the front left side of the item. The top portion refers to the items of clothing that covers the area between the neck / shoulders and the waistline. Any deviation shall required prior written approval from DPWI.
- 3.30.3 Taking lead times into account, the FMSP shall ensure that colour samples, materials and style of the proposed uniforms are provided to DPWI during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1** for approval before they are manufactured.
- 3.30.4 The FMSP shall keep registers of receipt of the uniforms by their personnel and submit them to DPWI as and when required.
- 3.30.5 **REPORTING**
- 3.30.5.1 AS CLAIMED: The FMSP shall keep and provide registers of receipt of the uniforms by their personnel and submit them to DPWI.

3.31 **BRANDING**

- 3.31.1 The management of the Parliamentary Complex by the FMSP shall be seamless and non-intrusive.
- 3.31.2 Other than the branding allowed for under **Clause 3.26.6** and **Clause 3.30**, the FMSP or its SPs shall refrain from utilising its company name and branding on permanent (the information is applicable beyond the expiry date of the contract) or temporary (the information applies to the contract period only) notices that might be required.
- 3.31.3 Requests to deviate from this policy wrt temporary (the information applies to the contract period only) notices shall be submitted to DPWI in writing and shall only be implemented on receipt of written approval from DPWI. This shall include any branding required on Government Furnished Accommodation specifically allocated to the FMSP or its SPs.
- 3.31.4 The FMSP shall be solely responsible for the supply and installation costs, repairs and maintenance, removal off and repairs to consequential damage as a result of the removal of branding that is approved by DPWI.
- 3.31.5 All branding shall be removed by the FMSP and damages repaired in the last two (2) weeks of the Outbound Transition and Handover at Expiry or Termination of Contract: Preparation for the Conclusion of the Services period **Clause 3.4.1**.
- 3.31.6 **REPORTING**
- 3.31.6.1 QUARTERLY: The FMSP shall provide a report (including portfolio of evidence) on the location, condition of all branding, etc.

3.32 CITY OF CAPE TOWN MANAGEMENT

- 3.32.1 The FMSP shall be responsible for the daily operational management of issues relating to CoCT involvement whether affecting the Parliamentary Complex:
- 3.32.1.1 Directly e.g. power and water supply, etc.
- 3.32.1.2 Indirectly i.e. the immediate areas surrounding the Parliamentary Complex e.g. pavements including the pavements and associated infrastructure on Plein Street between 120 Plein Street and Belvedere Building, manholes, landscaping, etc.
- 3.32.2 The FMSP shall utilise CoCTs Call Centre or online Report a Fault platform to report work or assistance that is required.
- 3.32.3 DPWI will provide the FMSP with information relevant to account numbers, meters numbers, etc. to assist in expediting this process. The FMSP shall update and where necessary include information obtained during this contract for hand over to DPWI within seven (7) days of the end of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Services period **Clause 3.4.3**.
- 3.32.4 The FMSP shall track all reference numbers and provide feedback.
- 3.32.5 Exemption requests required from CoCT to facilitate work at the Parliamentary Complex e.g. exemption from load shedding due to planned or unplanned work required on substations, standby generators, etc. shall be escalated by the FMSP to DPWI indicating the requirement, the associated timeline and motivation for the exemption. DPWI shall manage the request and approval process.
- 3.32.6 REPORTING
- 3.32.6.1 MONTHLY: The FMSP shall provide a report (including portfolio of evidence) on the status of work and assistance required, challenges being experienced, completed work, exemptions requested and associated approvals, etc.

3.33 **CONTRACT PARTICIPATION GOALS AND CIDB BUILD PROGRAMME**

3.33.1 The FMSP shall adhere to and report on the Contract Participation Goals and cidb BUILD Programme as included in the Contract Participation Goals and cidb BUILD Programme Implementation Guide **Volume 3: Part C3: Scope of Work**.

3.33.2 Targeted enterprises or beneficiaries of any CPG may not participate or form part of more than one (1) CPG.

3.33.3 The following Contract Participation Goals are applicable:

3.33.3.1 Minimum Targeted Local Building Suppliers Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract **CPG Implementation Guideline Reference 4.2 Page 5 Volume 3: Part C3: Scope of Work**.

Target (T) = 5% of the Tender Amount at the time of award excluding allowances and VAT.

Penalty (P) = 20% of the R-value of the shortfall.

3.33.3.2 DPWI National Youth Service Training and Development Programme (NYS) – Condition of Contract **CPG CPG Implementation Guideline Reference 4.6 Page 18 Volume 3: Part C3: Scope of Work**.

Target (T) = 212 learners

Penalty (P) = R2,500 per learner not trained

3.33.4 REPORTING

3.33.4.1 MONTHLY: According to the requirements in the Contract Participation Goals and cidb BUILD Programme Implementation Guide **Volume 3: Part C3: Scope of Work**.

3.33.4.2 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.34 YOUNG PROFESSIONAL DEVELOPMENT

- 3.34.1 The FMSP shall source and accept a minimum of ten (10) unemployed unregistered but qualified persons (education requirements completed) on secondment within their offices for the purpose of exposing them to the full extent of professional work, or as may be required according to specific circumstances, in order to gain experience which can be presented to the relevant professional bodies for consideration towards professional registration.
- 3.34.2 Any secondment agreements reached shall cease upon the professional registration of the seconded person and/or within twelve (12) months of the secondment start date.
- 3.34.3 Requests to extend the secondment period beyond twelve (12) months shall be submitted by the FMSP to DPWI in writing, at the beginning of the secondment period, giving reasons why the secondment period should be extended. Extension approvals are subject to DPWI approval and budget availability. Extensions shall not be regarded part of the minimum number of ten (10), **Clause 3.34.1.**
- 3.34.4 The FMSP shall appoint a suitably qualified supervisor that shall be capable of ensuring that the Young Professionals receive the correct training, attend and complete all training, work experience, etc. required for their professional registrations. The FMSP shall be responsible for all costs related to this appointment.
- 3.34.5 The responsibility for salaries of the seconded persons shall remain with DPWI.
- 3.34.6 The responsibility for operational costs of the seconded persons shall be the responsibility of the FMSP.
- 3.34.7 The FMSP shall ensure that each Young Professional provides their own report with respect to their view of their participation in their development.
- 3.34.8 All fields, trades, disciplines, etc. related to Facilities Management, Health and Safety, Environmental Management and any other that may be relevant to the scope of work as described in this document shall be considered.

Target (T) = 10 young professionals

Penalty (P) = 30% of the training R-value per learner not trained

3.34.9 REPORTING

3.34.9.1 MONTHLY: The FMSP shall provide a progress report on each Young Professional and attach thereto the report **Clause 3.34.7**. The FMSP report shall at the very minimum contain a list of completed activities that the Young Professional has participated in and the activity outcomes. These activities shall be aligned to the specific needs of each Young Professionals development.

3.34.9.2 ONCE-OFF: The FMSP shall provide a comprehensive Close Out Report within seven (7) days of the Expiry or Termination of Contract date. The FMSP shall present the report at the Contract Close-Out Review Meeting that will be held within twenty-one (21) days of the Expiry or Termination of Contract date.

3.35 **MEETING ATTENDANCE AND REQUIREMENTS**

- 3.35.1 The FMSP shall report and present on any elements of this contract at meetings with DPWI and other stakeholders as required.
- 3.35.2 Meetings shall include but not be limited to:
- 3.35.2.1 MONTHLY: Project Health and Safety Meeting,
- 3.35.2.2 MONTHLY: A progress meeting (contractual and financial),
- 3.35.2.3 MONTHLY: A technical meeting (operational),
- 3.35.2.4 MONTHLY: Preventative Maintenance Compliance Meeting,
- 3.35.2.5 AS REQUIRED: Emergency Evacuation Drill Closeout Meetings,
- 3.35.2.6 AS REQUIRED: DPWI Project & Occupant Installation Meetings,
- 3.35.2.7 ONCE-OFF: Contract Close-Out Review Meeting, etc.
- 3.35.3 The above-mentioned list does not preclude the need for DPWI and the FMSP to hold ad hoc meetings as and when required. This may include but not be limited to specific contractual, financial and performance issues, emergency or special issues, etc.
- 3.35.4 The FMSPs Senior Management (above Account Executive / Operations Manager level) shall be required to meet with DPWI at least every six (6) months or as and when required to review the performance of this contract.

3.36 REPORTING AND FINANCIAL MANAGEMENT

- 3.36.1 The FMSP shall be required to provide specific reports and information as described in the document.
- 3.36.2 The FMSP shall be required to provide ad hoc reports and information as required from time to time.
- 3.36.3 The FMSP shall submit all reports and information timeously, ensure that sufficient information is provided and that the information provided is accurate in order for all issues to be managed and communicated effectively, efficiently, planned, monitored and controlled.
- 3.36.4 The monthly FMSP Application for Payment and Reporting for the past month shall include but not be limited to:
- 3.36.4.1 **Annexure A**: FMSP Application for Payment
 - 3.36.4.2 **Annexure B**: Portfolio of evidence to support the Application for Payment
 - 3.36.4.3 **Annexure C**: Facilities Management Administration including the Project Execution Plan **Clause 3.5**
 - 3.36.4.3.1 C.1: **MONTHLY**: Facilities Management Report **Clause 3.5.4.1**
 - 3.36.4.3.2 C.2: **QUARTERLY**: Project Execution Plan **Clause 3.5.4.2**
 - 3.36.4.3.3 C.3: **ONCE-OFF**: Facilities Management and Project Execution Plan Close Out Report **Clause 3.5.4.3**
 - 3.36.4.4 **Annexure D**: Quality Management **Clause 3.6**
 - 3.36.4.4.1 D.1: **MONTHLY**: Quality Management Report **Clause 3.6.3.1**
 - 3.36.4.4.2 D.2: **ANNUALLY**: Quality Management Plan **Clause 3.6.3.2**
 - 3.36.4.4.3 D.3: **ONCE-OFF**: Quality Management Close Out Report **Clause 3.6.3.3**
 - 3.36.4.5 **Annexure E**: Health and Safety Management **Clause 3.7**
 - 3.36.4.5.1 E.1: **MONTHLY**: Health and Safety Management Report **Clause 3.7.17.1**
 - 3.36.4.5.2 E.2: **MONTHLY**: Project Health and Safety Committee Meeting Minutes **Clause 3.7.17.2**
 - 3.36.4.5.3 E.3: **MONTHLY**: Other Health and Safety Committee Meeting Minutes **Clause 3.7.17.3**
 - 3.36.4.5.4 E.4: **MONTHLY**: Incident Reports **Clause 3.7.17.4**
 - 3.36.4.5.5 E.5: **MONTHLY**: Emergency Evacuation Drill Close Out Reports **Clause 3.7.17.5**
 - 3.36.4.5.6 E.6: **MONTHLY**: Hazard Identification Risk Assessment Register, Scorecard and Report **Clause 3.7.17.6**

- 3.36.4.5.7 E.7: MONTHLY: General Compliance Monitoring and Reporting **Clause 3.7.17.7**
- 3.36.4.5.8 E.8: ANNUALLY: Health and Safety Management Plan **Clause 3.7.17.8**
- 3.36.4.5.9 E.9: ONCE-OFF: Health and Safety Management and Hazard Identification Risk Assessment Register, Scorecard Close Out Report **Clause 3.7.17.9**
- 3.36.4.6 **Annexure F**: Environmental Management **Clause 3.8**
- 3.36.4.6.1 F.1: MONTHLY: Environmental Management Report **Clause 3.8.4.1**
- 3.36.4.6.2 F.2: MONTHLY: Incident Reports **Clause 3.8.4.2**
- 3.36.4.6.3 F.3: ANNUALLY: Environmental Management Plan **Clause 3.8.4.3**
- 3.36.4.6.4 F.4: ONCE-OFF: Environmental Management Close Out Report **Clause 3.8.4.4**
- 3.36.4.7 **Annexure G**: Heritage Building Compliance **Clause 3.9**
- 3.36.4.7.1 G.1: QUARTERLY: Heritage Building Compliance Report **Clause 3.9.10.1**
- 3.36.4.7.2 G.2: QUARTERLY: Minutes of Meetings and interactions **Clause 3.9.10.2**
- 3.36.4.7.3 G.3: QUARTERLY: Legislation compliance Report **Clause 3.9.10.3**
- 3.36.4.7.4 G.4: QUARTERLY: Submission and Close Our Reports **Clause 3.9.10.4**
- 3.36.4.7.5 G.5: ONCE-OFF: Heritage Building Compliance Close Out Report **Clause 3.9.10.5**
- 3.36.4.8 **Annexure H**: MONTHLY: Operating Hours **Clause 3.10.7.1**
- 3.36.4.9 **Annexure I**: Organisational Structure **Clause 3.11**
- 3.36.4.9.1 I.1: QUARTERLY: Organisational Structure and Report **Clause 3.11.9.1**
- 3.36.4.9.2 I.2: QUARTERLY: Written notifications of structure changes and vacancies **Clause 3.11.9.2**
- 3.36.4.10 **Annexure J**: Customer Care Centre **Clause 3.12**
- 3.36.4.10.1 J.1: MONTHLY: Customer Care Centre Report **Clause 3.12.5.1**
- 3.36.4.10.2 J.2: ONCE-OFF: Customer Care Close Out Report **Clause 3.12.5.2**
- 3.36.4.11 **Annexure K**: Call Centre **Clause 3.13**
- 3.36.4.11.1 K.1: MONTHLY: Call Centre Report **Clause 3.13.11.1**
- 3.36.4.11.2 K.2: ONCE-OFF: Call Centre Close Out Report **Clause 3.13.11.2**
- 3.36.4.12 **Annexure L**: Computer Aided Facilities Management System **Clause 3.14**
- 3.36.4.12.1 L.1: MONTHLY: CAFMS Report **Clause 3.14.9.1**
- 3.36.4.12.2 L.2: ONCE-OFF: CAFMS Close Out Report **Clause 3.14.9.2**
- 3.36.4.13 **Annexure M**: Proactive Inspections **Clause 3.15**
- 3.36.4.13.1 M.1: MONTHLY: Proactive Inspection Schedule and Report (last month) **Clause 3.15.7.1**

- 3.36.4.13.2 M.2: MONTHLY: Proactive Inspection Schedule (current and next month)
Clause 3.15.7.2
- 3.36.4.13.3 M.3: MONTHLY: Power Outage Report **Clause 3.15.7.3**
- 3.36.4.13.4 M.4: MONTHLY: Water Outage Report **Clause 3.15.7.4**
- 3.36.4.13.5 M.5: MONTHLY: Valve Management Report **Clause 3.15.7.5**
- 3.36.4.13.6 M.6: ONCE-OFF: Proactive Inspection Close Out Report **Clause 3.15.7.6**
- 3.36.4.14 **Annexure N**: Preventative Maintenance **Clause 3.16**
- 3.36.4.14.1 N.1: MONTHLY: Preventative Maintenance Schedule and Report (last month)
Clause 3.16.4.1
- 3.36.4.14.2 N.2: MONTHLY: Preventative Maintenance Schedule (current and next month)
Clause 3.16.4.2
- 3.36.4.14.3 N.3: ONCE-OFF: Preventative Maintenance Close Out Report **Clause 3.16.4.3**
- 3.36.4.15 **Annexure O**: Immovable Asset Management **Clause 3.17**
- 3.36.4.15.1 O.1: MONTHLY: Asset Management Report **Clause 3.17.7.1**
- 3.36.4.15.2 O.2: EVERY SIX (6) MONTHS: Asset Management Plan **Clause 3.17.7.2**
- 3.36.4.15.3 O.3: ANNUALLY: Draft / Final per building Asset Management Analysis and Reports **Clause 3.17.7.3**
- 3.36.4.15.4 O.4: ANNUALLY: Draft / Final consolidated Parliamentary Complex Asset Management Plan and Report **Clause 3.17.7.4**
- 3.36.4.15.5 O.5: ONCE-OFF: Immovable Asset Management Close Out Report **Clause 3.17.7.5**
- 3.36.4.16 **Annexure P**: MONTHLY: DPWI Movable Asset Management Report **Clause 3.18.12.1**
- 3.36.4.17 **Annexure Q**: MONTHLY: Key Management Report **Clause 3.19.9.1**
- 3.36.4.18 **Annexure R**: MONTHLY: Security Clearance and Access Management Report
Clause 3.20.4.1
- 3.36.4.19 **Annexure S**: QUARTERLY: Government Furnished Accommodation Report
Clause 3.21.10.1
- 3.36.4.20 **Annexure T**: QUARTERLY: Government Furnished Information, Equipment and Assets Report **Clause 3.22.13.1**
- 3.36.4.21 **Annexure U**: Information and Documentation Management **Clause 3.23**
- 3.36.4.21.1 U.1: MONTHLY: Revised Information and Documentation Register **Clause 3.23.11.1**
- 3.36.4.21.2 U.2: ONCE-OFF: Information and Documentation Management Close Out Report **Clause 3.23.11.2**

- 3.36.4.22 **Annexure V: Service Level Agreement Compliance and Penalties** **Clause 3.24**
- 3.36.4.22.1 V.1: MONTHLY: Facilities Management Service Level Agreement Compliance and Penalty Calculation **Clause 3.24.4.1**
- 3.36.4.22.2 V.2: MONTHLY: Preventative Maintenance Service Level Agreement Compliance and Penalty Calculation **Clause 3.24.4.2**
- 3.36.4.22.3 V.3: MONTHLY: Corrective Maintenance Service Level Agreement Compliance and Penalty Calculation **Clause 3.24.4.3**
- 3.36.4.22.4 V.4: MONTHLY: Proactive Maintenance Work in Progress Aged Analysis **Clause 3.24.4.4**
- 3.36.4.22.5 V.5: MONTHLY: Preventative Maintenance Work in Progress Aged Analysis **Clause 3.24.4.5**
- 3.36.4.22.6 V.6: MONTHLY: Corrective Maintenance Work in Progress Aged Analysis **Clause 3.24.4.6**
- 3.36.4.22.7 V.7: ONCE-OFF: Service Level Agreement Compliance and Penalty Close Out Report **Clause 3.24.4.7**
- 3.36.4.23 **Annexure W: MONTHLY**: Management of Existing Contracts Report **Clause 3.25.6.1**
- 3.36.4.24 **Annexure X: MONTHLY**: Management and Quality Control of Subcontracted Service Providers Report **Clause 3.26.11.1**
- 3.36.4.25 **Annexure Y: DPWI Projects and Occupant Installations** **Clause 3.27**
- 3.36.4.25.1 Y.1: MONTHLY: DPWI Projects and Occupant Installations Report **Clause 3.27.7.1**
- 3.36.4.25.2 Y.2: MONTHLY: Minutes of the Meetings **Clause 3.27.7.2**
- 3.36.4.26 **Annexure Z: AS CLAIMED**: Uniform Registers **Clause 3.30.5.1**
- 3.36.4.27 **Annexure AA: QUARTERLY**: Branding Report **Clause 3.31.6.1**
- 3.36.4.28 **Annexure AB: MONTHLY**: CoCT Management Report **Clause 3.32.6.1**
- 3.36.4.29 **Annexure AC: Contract Participation Goals and cidb BUILD Programme** **Clause 3.33**
- 3.36.4.29.1 AC.1: MONTHLY: According to the requirements in the Contract Participation Goals and cidb BUILD Programme Implementation Guide **Clause 3.33.4.1**
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- 3.36.4.29.2 AC.2: ONCE-OFF: Contract Participation Goals and cidb BUILD Programme Implementation Guide Close Out Report **Clause 3.33.4.2**

- 3.36.4.30 **Annexure AD**: Young Professionals **Clause 3.34**
- 3.36.4.30.1 AD.1: **MONTHLY**: Individual FMSP Young Professional Reports **Clause**
 3.34.9.1
- 3.36.4.30.2 AD.2: **ONCE-OFF**: Young Professional Close Out Report **Clause 3.34.9.2**
- 3.36.5 **Annexure AE**: Supplementary Documentation **Clause 3.23.8.3**

4. **SERVICE 2: BUILDING INFRASTRUCTURE**

- 4.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that the facilities are clean, in a good state of repair and fit for purpose at all times.
- 4.2 The FMSP shall ensure this is achieved through Proactive Inspections, Preventative and Corrective Maintenance.
- 4.3 The FMSP shall ensure and provide evidence of the competency and registrations that are required for FMSP personnel, SPs and their personnel, etc. who shall be responsible for this service.
- 4.4 There are no height restrictions for this service.
- 4.5 There are no exclusions for this service unless communicated by DPWI in writing or where an exclusion is specifically mentioned in this document.
- 4.6 All Corrective Maintenance unless specified as being part of the Preventative Maintenance Schedule and BoQ shall be reported and dealt with under the Corrective Maintenance BoQ.
- 4.7 Omissions in no way imply that the work is excluded from this contract.

4.8 **EXTERNAL: CLEANING**

- 4.8.1 This shall include the use of all appropriate specialist access equipment in good working order.
- 4.8.2 The FMSP shall ensure that the personnel / SP carrying out the work is aware of and complies with all H&S Regulations including Working at Height Regulations.
- 4.8.3 Due to seasonal changes and other variables that may occur, the FMSP shall complete a risk assessment before each service.
- 4.8.4 The method statements shall be developed during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1** and shall be approved by DPWI and where necessary by SAHRA before implementation. The method statement shall be revised as and when required and shall be re-approved before implementation.
- 4.8.5 The FMSP shall ensure that all cleaning materials / products for different finishes e.g. cladding, plastered and painted surfaces, brickwork, sandstone, etc. are taken into account when developing each facilities method statement to ensure that the finishes are not damaged and are left in a better condition than before without the requirement for remedial work due to incorrect methods or practices.
- 4.8.6 Areas stained from atmospheric pollution, accidental spillage of material, bird droppings and the like, shall be pre-cleaned in an appropriate manner in order to ensure the removal of the stains before final cleaning takes place.
- 4.8.7 Surfaces shall bear no evidence of residual cleaning materials / products, smears, run marks, stains or finger marks, etc.
- 4.8.8 Only SABS approved, non-toxic, green certified, enzyme based materials / products shall be used. Materials / products that do not comply shall not be used without prior written approval from DPWI.
- 4.8.9 The MSDS of each cleaning material / product shall be attached to the method statement and be available on site for the duration of the service.

4.8.10 **Preventative Maintenance**

- 4.8.10.1 **MONTHLY**: Remove debris, litter and fouling from roof surfaces including waterproofing, gutters, down pipes, full bores etc. and any other type of roof, courtyard or patio covering, etc., to prevent the ingress of water and ensure they are left clean and stain free. This shall include bird netting.
- 4.8.10.2 **QUARTERLY**: Remove debris, litter and fouling from boundary and free-standing walls, fencing, railings, pillars, signage, roof surfaces and walls of guard houses, etc. and ensure they are left clean and stain free.
- 4.8.10.3 **QUARTERLY**: Remove debris, litter and fouling from façades, balconies (ground and upper levels), windows, window ledges, shutters, shop front type entrance / exits, external emergency staircases, entrance and exit stairs, landings, patios, balustrades, signage, etc. to ensure they are clean and stain free. Windows shall be dried and bear no evidence of residual cleaning materials / products, smears, run marks, stains or finger marks, etc.
- 4.8.10.4 **QUARTERLY**: Using suitable camera equipment and/or by other means, ensure that all down pipes (surface mounted or encased in concrete) are checked for blockages. Blockages shall be removed without causing damage. The downpipes shall be inspected for signs of corrosion, leaks, etc. Provide a report and before / after dated and time stamped photos and videos including recommendations for further work.

4.9 **EXTERNAL: REPAIRS AND MAINTENANCE**

- 4.9.1 The FMSP shall develop and use Proactive Inspection tick sheets to identify the necessary repairs and maintenance to the facilities **Clause 3.15.2.**
- 4.9.2 Reference the Handyman Service for further information **Clause 5.18.**
- 4.9.3 The FMSP shall utilise specialist personnel / SPs where the scope or extent of the service requires it.
- 4.9.4 All elements of the facilities shall be examined for general or structural cracking.
- 4.9.5 This service shall include but not be limited to:
 - 4.9.5.1 Structure and foundations,
 - 4.9.5.2 All roof coverings,
 - 4.9.5.3 Waterproofing,
 - 4.9.5.4 Fascia and barge boards,
 - 4.9.5.5 Gutters,
 - 4.9.5.6 Downpipes,
 - 4.9.5.7 Full bores,
 - 4.9.5.8 Façades,
 - 4.9.5.9 Shutters / louvres,
 - 4.9.5.10 Windows and ironmongery,
 - 4.9.5.11 Doors, frames and ironmongery,
 - 4.9.5.12 Shopfronts / entrances,
 - 4.9.5.13 Balustrades,
 - 4.9.5.14 Roller shutter doors,
 - 4.9.5.15 Bird netting,
 - 4.9.5.16 Boundary / internal walls and fencing,
 - 4.9.5.17 Boundary / internal vehicle and pedestrian gates including sliding gates,
 - 4.9.5.18 Boundary / internal retaining walls,
 - 4.9.5.19 Non-automated access booms,
 - 4.9.5.20 General painting, etc.

4.10 **INTERNAL: REPAIRS AND MAINTENANCE**

- 4.10.1 The FMSP shall develop and use Proactive Inspection tick sheets to identify the necessary repairs and maintenance to the facilities **Clause 3.15.2.**
- 4.10.2 Reference the Handyman Service for further information **Clause 5.18.**
- 4.10.3 The FMSP shall utilise specialist personnel / SPs where the scope or extent of the service requires it.
- 4.10.4 All elements of the facilities shall be examined for general or structural cracking.
- 4.10.5 This service shall include but not be limited to:
 - 4.10.5.1 Beams, columns, slabs, etc.,
 - 4.10.5.2 Walls coverings including wall paper and specialised painting.
 - 4.10.5.3 Floor coverings including fixed walk off mats,
 - 4.10.5.4 Skirting's,
 - 4.10.5.5 Ceilings and cornices,
 - 4.10.5.6 Wood panelling,
 - 4.10.5.7 Window coverings and railings including repairs and replacement of curtains,
 - 4.10.5.8 Windows, ironmongery and window film,
 - 4.10.5.9 Doors, frames and ironmongery
 - 4.10.5.10 Sliding doors,
 - 4.10.5.11 Aluminium glass doors,
 - 4.10.5.12 Balustrades,
 - 4.10.5.13 General carpentry,
 - 4.10.5.14 General painting, tiling, etc.
- 4.10.6 The FMSP shall escalate the following adverse findings to DPWI for further action:
 - 4.10.6.1 Wall paper and specialised painting **Clause 4.10.5.2,**
 - 4.10.6.2 Repairs and replacement of curtains **Clause 4.10.5.7.**

4.11 **LEATHER REPAIRS**

- 4.11.1 Leather repairs applies to the items and/or locations corresponding with Leather Cleaning **Clause 9.7.9.6.7**.
- 4.11.2 Additional locations may include the DPWI Ministry and Deputy Ministry in 120 Plein Street, 4th floor, and the DPWI Director General offices in Parliament Towers, 15th floor.
- 4.11.3 Further items and/or locations will be advised in writing by DPWI and shall be restricted to leather on immovable assets or DPWI barcoded movable assets.
- 4.11.4 The FMSP shall source and make available at least three (3) appropriately qualified SPs with previous experience in repairing and working with heritage leather and furniture.
- 4.11.5 During the first (1st) month of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**, the FMSP shall ensure a transparent process that shall allow the SPs to assess the status of items, update the inventory list, provide an assessment report with recommendations and a schedule of rates for specific and general items.
- 4.11.6 This service shall include minor repairs to tears, replacement of buttons, minor replacements of leather, etc.
- 4.11.7 DPWI will undertake major leather replacements via the Department of Correctional Services or other as deemed necessary. The FMSP shall participate, assist and co-ordinate any on site activities as may be required.
- 4.11.8 This service shall be subject to the multi-pronged methodology **Clause 3.2.2** within the building clusters **Clause 3.2.3**.
- 4.11.9 **Preventative Maintenance**
- 4.11.9.1 **QUARTERLY**: Inspect all applicable leather items for repairs, buttons replacements, minor leather replacements, etc., provide a report and a quotation based on the schedule of rates for further action.

4.12 **SIGNAGE**

- 4.12.1 The FMSP shall develop and use Proactive Inspection tick sheets to identify the necessary repairs and maintenance to signage **Clause 3.15.2**.
- 4.12.2 Reference the Handyman Service for further information **Clause 5.18**.
- 4.12.3 The FMSP shall utilise specialist personnel / SPs where the scope or extent of the service requires it.
- 4.12.4 This service shall include internal and external signage including but not limited to:
 - 4.12.4.1 Directional signage;
 - 4.12.4.2 Statutory signage;
 - 4.12.4.3 Frosted logo's and other on doors, sliding doors, etc.;
 - 4.12.4.4 Post office box signage;
 - 4.12.4.5 Door numbering, etc.
- 4.12.5 The service shall include but not be limited to:
 - 4.12.5.1 Repair and replacement of damaged signage,
 - 4.12.5.2 Replacement of missing parts or screws,
 - 4.12.5.3 Re-installation of signage,
 - 4.12.5.4 Installation of new signage, etc.
- 4.12.6 Updating signage following the completion of minor churn or personnel movement shall be limited to updating directional signage, frosted logo's and other on entrance doors, sliding doors, etc. Door name plates are restricted to Tuynhuys, the portion of Good Hope Building occupied by the Presidency, 120 Plein Street and Parliament Towers.
- 4.12.7 The FMSP shall agree design elements with DPWI, obtained written sign off and shall ensure only agreed formats are supplied and installed.
- 4.12.8 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

4.13 **FLAG POLES**

4.13.1 The supply and replacement of damaged flags is excluded.

4.13.2 The FMSP shall ensure that the flag poles and associated infrastructure are functional at all times.

4.13.3 **Preventative Maintenance**

4.13.3.1 **QUARTERLY**: Inspect the rope, pulleys and toggles, paint or varnish poles and associated infrastructure, etc. and provide a report including before and after date and time stamped photos (December, March, June and September).

4.13.3.2 **ANNUALLY**: Supply and install new ropes, new pulleys, new cleats and new toggles (December).

5. **SERVICE 3: TECHNICAL SERVICES**

- 5.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that the facilities and the equipment therein are in a good state of repair and fit for purpose at all times.
- 5.2 The FMSP shall ensure this is achieved through Proactive Inspections, Preventative and Corrective Maintenance.
- 5.3 The FMSP shall ensure and provide evidence of the competency and registrations that are required for FMSP personnel, SPs and their personnel, etc. who shall be responsible for this service.
- 5.4 There are no height restrictions for this work.
- 5.5 There are no exclusions for this service unless communicated by DPWI in writing or where an exclusion is specifically mentioned in this document.
- 5.6 All Corrective Maintenance unless specified as being part of the Preventative Maintenance Schedule and BoQ shall be reported and dealt with under the Corrective Maintenance BoQ.
- 5.7 Omissions in no way imply that the work is excluded from this contract.

5.8 ELECTRICAL SERVICES

- 5.8.1 The FMSP shall be responsible for the entire network from the MV point of supply at the intake substation.
- 5.8.2 The FMSP shall ensure that proper lockout procedures and notifications on all electrical equipment is strictly adhered to.
- 5.8.3 This specification comprises all aspects regarding the refurbishment and renovation of building electrical systems. Building electrical systems comprise of:
- 5.8.3.1 DBs and LV cable,
- 5.8.3.2 Interior and exterior lighting of buildings,
- 5.8.3.3 Small power and fixed appliances,
- 5.8.3.4 Earthing and lightning protection system, etc.
- 5.8.4 The following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

GENERAL	DISTRIBUTION AND METER BOARDS	LV CABLES AND CONDUCTORS	LIGHTING SYSTEMS	EARTHING AND BONDING	SMALL POWER INSTALLATIONS	
					POWER OUTLETS	CONDUITS, POWER SKIRTING, CABLE TRAYS AND DUCTING
SANS 0142	SANS 152	SANS 0150	SANS 0114	SANS 03	SANS 152	SANS 763
SANS 0160	SANS 156	SANS 0198	SANS 163	SANS 0199	SANS 163	SANS 764
SANS 0400	SANS 171	SANS 1411	SANS 1012		SANS 164	SANS 950
SANS 1222	SANS 172	SANS 1507	SANS 1084		SANS 1084	SANS 1065
	SANS 173		SANS 1250		SANS 1239	SANS 1085
	SANS 763		SANS 1279			SANS 1197
	SANS 1092		SANS 1777			

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- 5.8.5 MEDIUM VOLTAGE NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNITS, BATTERY TRIPPING UNITS, ETC.)
- 5.8.5.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheet **Clause 3.16.3**.
- 5.8.5.2 Any work which may result in the operation of the Parliamentary Complex being interrupted or placed at risk of interruption shall only be allowed to take place on a Saturday and/or Sunday.
- 5.8.5.3 **After each monthly / quarterly inspection**
- 5.8.5.3.1 The FMSP shall deliver a detailed report including tick sheets, with date and time stamped photographic evidence of the state of the equipment. This report shall detail all aspects relating to the equipment and services but shall also include any other information that requires consideration.
- 5.8.5.3.2 The FMSP shall present the report including the tick sheets to DPWI within two (2) working days of the completion of the services.
- 5.8.5.3.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA and the functionality of the equipment.
- 5.8.5.4 **Before/during each annual service**
- 5.8.5.4.1 The FMSP shall ensure that a risk assessment is completed.
- 5.8.5.4.2 The FMSP shall provide a programme of works that shall minimise the impact of the work on the activities of the Parliamentary Complex.
- 5.8.5.4.3 The FMSP shall present the programme of works and risk assessment to DPWI for discussion and approval before implementation of the work.
- 5.8.5.4.4 The FMSP shall be responsible to arrange all paperwork and make payment for the services of CoCT technicians in the CoCT Barrack Street Substation as and when required.
- 5.8.5.4.5 The FMSP shall provide on site standby technicians for HVAC, BMS, UPS, Standby Generators, LV and Fire Protection to ensure that the work done does not negatively impact on the functioning of the equipment and building infrastructure during the planned power outage **Clause 5.8.5.7**.

Discipline	Standby Requirements
HVAC	One (1) team consisting of two (2) technicians
BMS	One (1) technician
UPS	One (1) technician
Standby Generators	One (1) team consisting of two (2) technicians
LV	One (1) team consisting of two (2) technicians
Fire Services	One (1) technician

5.8.5.4.6 The Power Outage Protocol shall apply **Clause 3.15.4**.

5.8.5.5 **After each annual service**

5.8.5.5.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence of the state of the equipment before and after the service. This report shall detail all aspects relating to the equipment and service but shall also include any other information deemed relevant for consideration, etc.

5.8.5.5.2 The FMSP shall present the report including tick sheets to DPWI within two (2) working days of the completion of the services.

5.8.5.5.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.8.5.6 **Before/during each three (3) yearly CoCT service of the Barrack Street Substation**

5.8.5.6.1 The CoCT service of the Parliamentary Complex Incoming Feeders from the Barrack Street shall take place in November 2023, November 2026, etc.

5.8.5.6.2 The MV SP shall liaise with CoCT prior to the scheduled work to ensure that the work completed by CoCT is managed in a way that minimises a total power outage ensuring all services including Security Service interruptions are minimised or not interrupted at all.

5.8.5.6.3 The FMSP shall ensure that a risk assessment is completed.

5.8.5.6.4 The FMSP shall provide a programme of works that shall minimise the impact of the work on the activities of the Parliamentary Complex.

5.8.5.6.5 The FMSP shall present the programme of works and risk assessment to DPWI for discussion and approval before implementation of the work by CoCT.

- 5.8.5.6.6 The FMSP shall provide on site standby technicians for HVAC, BMS, UPS, Standby Generators, MV, LV and Fire Protection to ensure that the work done does not negatively impact on the functioning of the equipment and building infrastructure during the planned power outage.

Discipline	Standby Requirements
HVAC	One (1) team consisting of two (2) technicians
BMS	One (1) technician
UPS	One (1) technician
Standby Generators	One (1) team consisting of two (2) technicians
MV	One (1) team consisting of two (2) technicians
LV	One (1) team consisting of two (2) technicians
Fire Services	One (1) technician

- 5.8.5.6.7 The Power Outage Protocol shall apply **Clause 3.15.4**.

5.8.5.7 **Asset Register**

1	90 PLEIN STREET PLANT ROOM	SERIAL NUMBER
1.1	Mini Sub 1: Schneider RM6 CV	R0422081SF
1.1.1	Dry Type Transformer 500kVA	ZA0050/01
1.2	Mini Sub 2: Schneider RM6 CV	R0422082SF
1.2.1	Dry Type Transformer 500kVA	ZA0050/02
	90 PLEIN STREET SUBSTATION	SERIAL NUMBER
2.1	ABB Safeplus CCMVVVSVVV	20082359410001
2.2	Transformer 1: Free Breathing 1250kVA	JPT1956
2.3	Transformer 2: Sealed 500kVA	30695901/01
2.4	Transformer 3: Sealed 500kVA	30695301/01
2.5	Transformer 4: Sealed 500kVA	30695301/02
2.6	Transformer 5: Sealed 500kVA	30695101/02
2.7	Transformer 6: Sealed 500kVA	30695101/01
3	MARKS BUILDING SUBSTATION	SERIAL NUMBER
3.1	ABB Safeplus CCMVVV	20082359400001
3.2	Transformer 1: Sealed 500kVA	30695201/01
3.3	Transformer 2: Sealed 800kVA	T4202/02
3.4	Transformer 3: Sealed 500kVA	30695201/02

4	NATIONAL ASSEMBLY SUBSTATION	SERIAL NUMBER
4.1	ABB Safeplus CCMVVV	20082359400003
4.2	Transformer 1: Sealed 800kVA	30695501/01
4.3	Transformer 2: Sealed 1000kVA	PE42539
4.4	Transformer 3: Sealed 800kVA	30695501/02
5	NCOP MINI SUBSTATION	SERIAL NUMBER
5.1	ABB CCV	30699701/01
6	STALPLEIN SUBSTATION	SERIAL NUMBER
6.1	ABB Safeplus CCMVV	20082359870002
6.2	Transformer 1: Sealed 800kVA	30695401/01
6.3	Transformer 2: Sealed 800kVA	30695401/02
7	120 PLEIN STREET SUBSTATION A	SERIAL NUMBER
7.1	ABB Safeplus CCMVVV	20082359440004
7.2	Transformer 1: Sealed 800Kva	30695601/01
7.3	Transformer 2: Free Breathing 1000kVA	PE5633
7.4	Transformer 3: Sealed 800kVA	30695601/02
8	120 PLEIN STREET SUBSTATION B	SERIAL NUMBER
8.1	ABB Safeplus CCMVVV	20082359410002
8.2	Transformer 1: Sealed 800kVA	30695701/01
8.3	Transformer 2: Sealed 800kVA	30695701/02
8.4	Transformer 3: Sealed 800kVA	30695702/01
9	120 PLEIN STREET SUBSTATION C	SERIAL NUMBER
9.1	ABB Safeplus CCMVV	20082359880001
9.2	Transformer 1: Sealed 800kVA	30695801/01
9.3	Transformer 2: Sealed 800kVA	30695801/02
10	MAIN INTAKE SUBSTATION 1	SERIAL NUMBER
10.1	Bus-Tie Intake 2	1VC11AM00009150
10.2	90 Plein Street Substation	1VC11AM00009062
10.3	Barrack Street Incomer 2	1VC11AM00009118
10.4	Barrack Street Incomer 1	1VC11AM00009167
10.5	Stalplein Feeder 2	1VC11AM00008915
10.6	Substation A Feeder	1VC11AM00008957

11	MAIN INTAKE SUBSTATION 2	SERIAL NUMBER
11.1	Barrack Street Incomer 3	1VC11AM00009030
11.2	Bus-Tie Intake 1	1VC11AM00000166
11.3	Marks Building Feeder	1VC11AM00009117
11.4	National Assembly	1VC11AM00009026
11.5	PFC Feeder	1VC11AM00008974
11.6	Substation C Feeder	1VC11AM00008913
12	BATTERY TRIPPING UNITS	SERIAL NUMBER
12.1	Main Intake Substation 1: Blue Ginger: 52-31: 85 x battery KPL 10	18497/1
12.2	Substation A: Blue Ginger: 52-31-64-11-08: 85 x battery KPL 10	18166/1
12.3	Stalplein Substation: Blue Ginger: 52-31-64-11-08: 85 x battery KPL 10	18166/2
12.4	Substation C: Blue Ginger: 52-31-64-11-88: 85 x battery KPL 10	18166/3
12.5	Marks Substation: Blue Ginger: 85 x battery KPL 10	18166/4
12.6	National Assembly: 85 x battery KPL 10	18166/5
12.7	90 Plein Street Substation: Blue Ginger: 85 x battery KPL 10	18166/6
12.8	Substation B: 52-31-64-11-08: 85 x battery KPL 22	18166/7
13	MEDIUM VOLTAGE POWER FACTOR EQUIPMENT	SERIAL NUMBER
13.1	Magnalec Current Limiting Reactor – System V11000 / Rating 300kVAR	EJ01053
13.2	Magnalec Current Limiting Reactor – System V11000 / Rating 1200kVAR	EJ01053
13.3	Magnalec Current Limiting Reactor – System V11000 / Rating 600kVAR	EJ01053

5.8.5.8 **Preventative Maintenance**

5.8.5.8.1 **MONTHLY**: Inspect, clean, service, record findings and provide a report.

5.8.5.8.2 **QUARTERLY**: Inspect, record findings and provide a report.

5.8.5.8.3 **ANNUALLY**: Inspect, clean, service, record findings and provide a report.

5.8.5.8.4 **EVERY THREE (3) YEARS**: Liaise with CoCT prior to the scheduled work to ensure that the work completed by CoCT is managed in a way that minimises a total power outage ensuring all services including Security Service interruptions are minimised or not interrupted at all **Clause 5.8.5.6.2**.

5.8.5.9 **Schedule A**

5.8.5.9.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
SUBSTATIONS			
NO	SERVICE WORK		FREQUENCY
1	Are the substation access keys controlled?	Specialist	Quarterly
2	Are the substation access keys available?	Specialist	Quarterly
3	Are all safety signs still present?	Specialist	Quarterly
4	Are all safety signs in accordance to the safety regulations?	Specialist	Quarterly
5	Are substation name boards present?	Specialist	Quarterly
6	Are substation name boards in good condition?	Specialist	Quarterly
7	Are the substation doors obstructed?	Specialist	Quarterly
8	Are the substation doors locked?	Specialist	Quarterly
9	Are ventilation filters fitted in the substation doors?	Specialist	Quarterly
10	Is access controlled and recorded?	Specialist	Quarterly
11	Is there ventilation within the substation?	Specialist	Quarterly
12	Are substation floors painted? (Indoor substations only)	Specialist	Quarterly
13	Are the painted floors still in good condition?	Specialist	Quarterly
14	Is there a fire extinguisher available?	Specialist	Quarterly
15	Is the fire extinguisher easily available?	Specialist	Quarterly
16	Is the fire extinguisher the correct type and size?	Specialist	Quarterly
17	Is the fire extinguisher service date valid?	Specialist	Quarterly
18	Is the substation being used as a storage facility?	Specialist	Quarterly

5.8.5.10 **Schedule B**

5.8.5.10.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
MV SWITCHGEAR			
NO	SERVICE WORK		FREQUENCY
1	Is the switchgear bolted to the ground?	Specialist	Quarterly
2	Is the main earth present?	Specialist	Quarterly
3	Is the main earth in good condition?	Specialist	Quarterly
4	Is the main earth connected to the switchgear?	Specialist	Quarterly
5	Is the earth bonding straps connected between the switches? (Extendible gear only)	Specialist	Quarterly
6	Are operating handles available?	Specialist	Quarterly
7	Are feeder labels on switchgear visible, front?	Specialist	Quarterly
8	Are feeder labels on switchgear visible, rear?	Specialist	Quarterly
9	Are feeder labels on switchgear visible, inside switchgear?	Specialist	Quarterly
10	Are labels attached to a non-removable fixture?	Specialist	Quarterly
11	Are all padlocks in place?	Specialist	Quarterly
12	Is the gas pressure indicator in green area? (Safe zone)	Specialist	Quarterly
13	Are oil gauge glasses and sight glasses in good condition?	Specialist	Quarterly
14	Is the oil at the correct level?	Specialist	Quarterly
15	Are there any visible oil leaks?	Specialist	Quarterly
16	Are all cable box lids bolted closed?	Specialist	Quarterly
17	Is there any indication of rust on the switchgear?	Specialist	Quarterly
18	Is there any indication of rust on the enclosure?	Specialist	Quarterly
19	Is spray-painting necessary on the switchgear?	Specialist	Quarterly
20	Is spray-painting necessary on the enclosure?	Specialist	Quarterly
21	Was switchgear maintained before? (If yes, confirm the date)	Specialist	Quarterly

5.8.5.11 **Schedule C**

5.8.5.11.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
LV BOARDS			
NO	SERVICE WORK		FREQUENCY
1	Is access controlled and recorded?	Specialist	Quarterly
2	Are access keys available?	Specialist	Quarterly
3	Is the LV Room clearly identified?	Specialist	Quarterly
4	Is the LV Room easily accessible?	Specialist	Quarterly
5	Is there equipment or stock in the LV room?	Specialist	Quarterly
6	Are the LV lights sufficient?	Specialist	Quarterly
7	Check overall condition of the LV room?	Specialist	Quarterly
8	Are there signs of water leaks from the roof?	Specialist	Quarterly
9	Check ventilation of room including access door filters? (If fitted)	Specialist	Quarterly
10	Check ventilation fans and bump start once?	Specialist	Quarterly
11	Check if all safety signs and name plates are present, in good condition and according to regulations?	Specialist	Quarterly
12	Check if panel and individual breaker labelling is in place?	Specialist	Quarterly
13	Check if all LV doors and front access panels are present, closed and secured?	Specialist	Quarterly
14	Check if all rear access panels are closed and bolted shut?	Specialist	Quarterly
15	Verify earthing if external earth bar is utilised?	Specialist	Quarterly
16	Is the structural condition of the board good and free of rust?	Specialist	Quarterly
17	Any signs of previous blow-ups?	Specialist	Quarterly
18	Alarming electrical noise levels present?	Specialist	Quarterly
19	Check for sign of any visible hot areas in close proximity to the LV breakers?	Specialist	Quarterly
20	Check for possible moisture ingress to panels?	Specialist	Quarterly
21	Are cable entries (top and bottom) secured, supported and completely sealed?	Specialist	Quarterly
22	Vermin proofing LV cubicles to prevent rodent or animal access?	Specialist	Quarterly
23	Rodent traps present and filled?	Specialist	Quarterly
24	Room fire suppression system present?	Specialist	Quarterly

5.8.5.12 **Schedule D**

5.8.5.12.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
TRANSFORMERS			
NO	SERVICE WORK		FREQUENCY
1	Is the transformer installed indoor/outdoor?	Specialist	Quarterly
2	Is the transformer nameplate clearly visible?	Specialist	Quarterly
3	Is the MV and LV cable boxes marked and identified?	Specialist	Quarterly
4	Are labels attached to a non-removable fixture?	Specialist	Quarterly
5	Is the tap changer locked out with a padlock?	Specialist	Quarterly
6	Is the oil indication glass in good condition?	Specialist	Quarterly
7	Is the oil level above the specified level indicator?	Specialist	Quarterly
8	Are there visible sign of oil leaks?	Specialist	Quarterly
9	Are there any oil leaks at the base of the MV cable box?	Specialist	Quarterly
10	Are there any oil leaks at the base of the LV cable box?	Specialist	Quarterly
11	Are there any oil leaks at the bucholz?	Specialist	Quarterly
12	Are there any oil leaks at the tap changer?	Specialist	Quarterly
13	Are there any leaks at the flanges or any gasket surfaces?	Specialist	Quarterly
14	Are there any compound leaks visible?	Specialist	Quarterly
15	Is transformer casing earthed to the main switch?	Specialist	Quarterly
16	Is transformer LV cable earthed to the main box?	Specialist	Quarterly
17	Is transformer MV cable earthed to the MV main box?	Specialist	Quarterly
18	Is there any indication of rust on the transformer?	Specialist	Quarterly
19	Is spray-painting necessary on the transformer?	Specialist	Quarterly
20	Is the oil level correct in the breather dashpot?	Specialist	Quarterly
21	Is the correct breather installed on the transformer?	Specialist	Quarterly
22	Is the silica gel in the breather the correct colour? (Blue/orange/pink)	Specialist	Quarterly
23	Is the temperature gauge electrical or mechanical?	Specialist	Quarterly
24	Record the maximum transformer temperature?	Specialist	Quarterly
25	Record the current transformer temperature?	Specialist	Quarterly

5.8.5.13 **Schedule E**

5.8.5.13.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
BATTERY TRIPPING UNITS			
NO	SERVICE WORK		FREQUENCY
1	BTU cell voltages recorded	Specialist	Monthly
2	BTU input current	Specialist	Monthly
3	BTU output voltage (on)	Specialist	Monthly
4	Battery charger current	Specialist	Monthly
5	BTU input voltage	Specialist	Monthly
6	BTU output voltage (off)	Specialist	Monthly
7	BTU output current	Specialist	Monthly
8	Electrolyte levels	Specialist	Monthly
9	Terminal nuts torqued correct	Specialist	Monthly
10	Ventilation hole seals removed	Specialist	Monthly

5.8.5.14 **Schedule F**

5.8.5.14.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
RING MAIN UNIT			
NO	SERVICE WORK		FREQUENCY
1	Open all feeder switches, isolators, breakers and fuse units	Specialist	Annual
2	Earth all feeder switches, breakers, isolators and fuse units	Specialist	Annual
3	Remove all cable box overs	Specialist	Annual
4	Inspect all cable terminations and verify termination torques	Specialist	Annual
5	Check insulation boots, correct type and condition	Specialist	Annual
6	Ensure that the cable clamps are secured below the cable crutch to remove tension from the terminating bushing	Specialist	Annual
7	Inspect common earth bond between all cable boxes	Specialist	Annual
8	If fitted with CT's, check CT connections and the earth of the structure	Specialist	Annual
9	Inspect MV cable passing through CT for damage and insulation breakdown	Specialist	Annual
10	Inspect CT connections of earth fault indicators (where applicable)	Specialist	Annual
11	Inspect clean and align interlocking mechanism between main frame and cable box cover	Specialist	Annual
12	Check tightness of connections on test facilities at the rear of the unit	Specialist	Annual
13	Check common earth bond to test facilities	Specialist	Annual
14	Remove and inspect all fuses (if fitted)	Specialist	Annual
15	Replace fuses and prove trip setting mechanically	Specialist	Annual
16	Remove all mechanism covers	Specialist	Annual
17	Clean mechanism with dry compressed air	Specialist	Annual
18	Lubricate mechanism and interlocking sliders (Selithian on mechanism)	Specialist	Annual
19	Replace all covers	Specialist	Annual
20	Ensure that the pointer on the pressure indicator is in the green zone (should be equal to 1.4 bar at 20 degrees Celsius)	Specialist	Annual
21	Prove all interlocks are in all possible operating positions	Specialist	Annual

5.8.5.15 **Schedule G**

5.8.5.15.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
TRANSFORMERS: DRY TYPE TRANSFORMERS			
NO	SERVICE WORK		FREQUENCY
1	Ensure transformer is isolated and earthed, and all permit to work documentation completed	Specialist	Annual
2	Barricade area to ensure personnel safety	Specialist	Annual
3	Clean transformer and surrounding area prior to opening any access covers to the transformer core	Specialist	Annual
4	Open all transformer access panels	Specialist	Annual
5	Clean transformer core using Nitrogen. (Note: Do not exceed a maximum pressure of 3 kg/cmsq)	Specialist	Annual
6	Vacuum interior of transformer to remove all dust	Specialist	Annual
7	Clean transformer using a dry cloth and electrical solvent	Specialist	Annual
8	Inspect and tighten the core assembly in accordance to the manufacturer's torque specification. (Please note : Where a lubricant has been applied to specific bolts the torque setting will increase)	Specialist	Annual
9	Inspect and tighten all electrical connections and earths	Specialist	Annual
10	Inspect and tighten all auxiliary wiring	Specialist	Annual
11	Inspect and tighten all CT wiring connected to the thermal protection	Specialist	Annual
12	Open and inspect MV cable box	Specialist	Annual
13	Ensure correct phasing, breakdown MV termination to inspect torque, tighten all support insulators and re-insulate termination on completion and confirm correct phasing	Specialist	Annual
14	Clean MV cable box with electrical solvent	Specialist	Annual
15	Open and inspect LV cable box	Specialist	Annual
16	Tighten support insulators and inspect for cracks	Specialist	Annual
17	Please Note: The MV feeder breaker needs to be isolated from the earth for testing purposes	Specialist	Annual
18	Please Note: The flexible LV Bus bars and Neutral Earth Bar to be removed for testing purposes. Also remove the surge protection fuses as they are linked to earth.	Specialist	Annual
19	On completion of the testing restore MV breaker to Earth	Specialist	Annual
20	Restore LV flexible bus bars	Specialist	Annual
21	Restore Neutral Earth	Specialist	Annual
22	Restore surge protection fuses	Specialist	Annual
23	Inspect bus-bars for discolouring and confirm torque on all LV connected bus bars	Specialist	Annual
24	Inspect all Bi-metal plates for oxidation and re-lubricate if necessary. (Between aluminum and copper joints)	Specialist	Annual

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
TRANSFORMERS: DRY TYPE TRANSFORMERS			
NO	SERVICE WORK		FREQUENCY
25	Check earth connection from the Neutral bus bar to the transformer casing	Specialist	Annual
26	Clean LV cable box with the electrical solvent	Specialist	Annual
27	Initiate mechanical winding temperature alarm, and verify to protection relay on the control panel	Specialist	Annual
28	Initiate mechanical winding temperature trip, and verify to protection relay on control panel	Specialist	Annual
29	Ensure tightness of all auxiliary wiring in auxiliary termination box on thermal protection device.	Specialist	Annual
30	Check transformer earthing to Main Earth	Specialist	Annual
31	Check Transformer casing for corrosion or any damage	Specialist	Annual
32	Ensure all equipment used for cleaning have been removed from the transformer internal structure	Specialist	Annual
33	Replace all access covers including MV and cable box lids	Specialist	Annual
34	Clean external casing of transformer with electrical solvent	Specialist	Annual
35	Ensure all equipment has been removed from transformer and it is safe to energize	Specialist	Annual

5.8.5.16 **Schedule H**

5.8.5.16.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
TRANSFORMERS: FREE BREATHING OIL FILLED TRANSFORMERS			
NO	SERVICE WORK		FREQUENCY
1	Ensure transformer is isolated and earthed, and all permit to work documentation completed	Specialist	Annual
2	Barricade area to ensure personnel safety	Specialist	Annual
3	Clean transformer and surrounding area prior to commencing work	Specialist	Annual
4	Inspect transformer for leaks and repair if necessary	Specialist	Annual
5	Inspect Bucholtz relay and all sampling points	Specialist	Annual
6	Inspect Capillary tube and thermal device, including seals	Specialist	Annual
7	Clean and fill thermal pocket with oil	Specialist	Annual
8	Inspect conservator tank, level indication and filler cap	Specialist	Annual
9	Torque transformer top lid in accordance to manufacturer's specification	Specialist	Annual
10	Inspect all flange mountings, filler caps and drain cock valves, and torque to specification	Specialist	Annual
11	Open and inspect MV cable box	Specialist	Annual
12	Ensure correct phasing, breakdown MV termination, re-torque bushings and re-insulate termination (3M insulation products only) on completion and confirm correct phasing.	Specialist	Annual
13	Clean MV cable box with electrical solvent and replace lid gasket	Specialist	Annual
14	Open and inspect LV Cable box	Specialist	Annual
15	Tighten LV bushings	Specialist	Annual
16	Inspect bus-bars for discolouring and confirm torque in all LV connected bus-bars	Specialist	Annual
17	Check earth connection to casing and earth bars	Specialist	Annual
18	Initiate mechanical Bucholtz trip, and verify to protection relay on control panel	Specialist	Annual
19	Clean LV cable box with electrical solvent and replace lid gasket	Specialist	Annual
20	Replace transformer breather in accordance to specification and fill with certified oil	Specialist	Annual
21	Initiate mechanical Bucholtz trip, and verify to protection relay on control panel	Specialist	Annual
22	Initiate mechanical oil temperature alarm , and verify to protection relay on control panel	Specialist	Annual
23	Initiate mechanical oil temperature trip, and verify to protection relay on control panel	Specialist	Annual
24	Initiate mechanical winding temperature alarm, and verify to protection relay on control panel	Specialist	Annual

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
TRANSFORMERS: FREE BREATHING OIL FILLED TRANSFORMERS			
NO	SERVICE WORK		FREQUENCY
25	Initiate mechanical winding temperature trip, and verify to protection relay on control panel	Specialist	Annual
26	Ensure tightness of all auxiliary wiring in auxiliary termination box	Specialist	Annual
27	Check transformer earth link to main earth	Specialist	Annual
28	Check transformer tank for corrosion or any damage	Specialist	Annual
29	Clean transformer with electrical solvent	Specialist	Annual
30	Take oil sample at bottom drain valve in accordance to specification, send it to a laboratory for testing and provide test results	Specialist	Annual
31	Ensure all equipment has been removed from transformer and it is safe to energize	Specialist	Annual

5.8.5.17 **Schedule I**

5.8.5.17.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
TRANSFORMERS: SEALED OIL FILLED TRANSFORMERS			
NO	SERVICE WORK		FREQUENCY
1	Ensure transformer is isolated and earthed, and all permit to work documentation completed	Specialist	Annual
2	Barricade area to ensure personnel safety	Specialist	Annual
3	Clean transformer and surrounding area prior to opening any access covers to the transformer core	Specialist	Annual
4	Inspect transformer and surrounding area prior to commencing work	Specialist	Annual
5	Inspect level indication	Specialist	Annual
6	Open and inspect MV cable box	Specialist	Annual
7	Ensure correct phasing, breakdown MV termination, re-torque bushings and re-insulate termination (3M insulation products only) on completion and confirm correct phasing.	Specialist	Annual
8	Clean MV cable box with electrical solvent and treat with glyptol if necessary. Replace lid gasket	Specialist	Annual
9	Open and inspect LV cable box	Specialist	Annual
10	Tighten LV bushings	Specialist	Annual
11	Inspect bus-bars for discolouring and confirm torque on all LV connected bus bars	Specialist	Annual
12	Check earth connection to casing and earth bars	Specialist	Annual
13	Clean LV cable box with the electrical solvent and treat with glyptol if necessary. Replace lid gasket	Specialist	Annual
14	Check transformer earthing to Main Earth	Specialist	Annual
15	Check transformer tank for corrosion or any damage	Specialist	Annual
16	Clean transformer with electrical solvent	Specialist	Annual
17	Ensure all equipment has been removed from transformer and it is safe to energize	Specialist	Annual

5.8.5.18 **Schedule J**

5.8.5.18.1 The preventative maintenance tick sheet shall include but not be limited to:

MV NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT)			
ABB SAFERING CCMVVVSVVV, CVVVV, CCFF, CFFFF, CCC			
NO	SERVICE WORK		FREQUENCY
1	Open all feeder switches , isolators , breakers and fuse units	Specialist	Annual
2	Earth all feeder switches , breakers and fuse units	Specialist	Annual
3	Remove all cable box covers	Specialist	Annual
4	Inspect all cable terminations	Specialist	Annual
5	Inspect common earth bond between all cable boxes	Specialist	Annual
6	If fitted with a protection device inspect CT's and the earthing there off	Specialist	Annual
7	Check that all auxiliary wiring to CT's are properly secured and tightened	Specialist	Annual
8	Ensure no visible damage due to heat caused by loose connections of CT wire	Specialist	Annual
9	Inspect MV cable passing through CT for damage and insulation breakdown	Specialist	Annual
10	Inspect CT connection of earth fault indicators (where applicable)	Specialist	Annual
11	Inspect, clean and align interlocking mechanism between main frame and cable box cover	Specialist	Annual
12	Remove and inspect all fuses access covers	Specialist	Annual
13	Check tightness of connections on test facilities	Specialist	Annual
14	Remove and inspect all fuses (Hose clamps)	Specialist	Annual
15	Clean all fuse chambers with dry fluff free rag	Specialist	Annual
16	Inspect and clean vermin seal on fuse holder	Specialist	Annual
17	Replace fuses and prove trip setting mechanically	Specialist	Annual
18	Remove all mechanism covers	Specialist	Annual
19	Clean mechanism with dry compressed air	Specialist	Annual
20	Lubricate mechanisms and interlocking sliders (Selithian on Mechanism)	Specialist	Annual
21	Replace all covers	Specialist	Annual
22	Ensure that the pointer on the pressure indicator is in the green zone (Should be equal to 1.4 bar at 20 degrees Celsius	Specialist	Annual
23	Prove all interlocks in all possible positions	Specialist	Annual

5.8.6 STANDBY GENERATORS

5.8.6.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheet **Clause 3.16.3**.

5.8.6.2 The FMSP shall work with DPWI to ensure consistency across all facilities wrt what additional services might be required to be added to the standby generators. No additional load shall be added without prior written approval from DPWI.

5.8.6.3 Any work which may result in the operation of the Parliamentary Complex being interrupted or placed at risk of interruption shall only be allowed to take place on a Saturday and/or Sunday.

5.8.6.4 **After each weekly test**

5.8.6.4.1 This shall take place on a Monday or the very next working day a public holiday occur.

5.8.6.4.2 The FMSP shall deliver a detailed report including the status of in progress Corrective Maintenance work.

5.8.6.5 **Before each load test**

5.8.6.5.1 The FMSP shall ensure that four (4) load tests are conducted. These shall take place during office hours and Parliamentary Sessions (not recess periods) in January (during the annual service **Clause 5.8.6.7**) April, July and October of each year.

5.8.6.5.2 The FMSP shall provide a programme of works that shall minimise the impact of the work on the activities of the Parliamentary Complex.

5.8.6.5.3 The FMSP shall present the programme of works to DPWI for discussion and approval before implementation of the work.

5.8.6.6 **Before each annual service**

5.8.6.6.1 The annual service shall take place during working hours however the FMSP shall take into account, the programme of the Parliamentary Complex, CoCT load shedding, etc. in order for the annual service work to be interrupted and the standby generator rendered functional for use.

- 5.8.6.6.2 The annual service shall take place before the load test is conducted and not later twenty (20) January of each year.
- 5.8.6.6.3 This load test shall be conducted in the presence of various stakeholders including SAPS, PPS, etc. to ensure that the stakeholders are satisfied that services will not be interrupted or unduly compromised should a power outage occur during SONA.
- 5.8.6.7 **After each annual service**
- 5.8.6.7.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence of the state of the equipment before and after the service. This report shall detail all aspects relating to the equipment and service but shall also include any other information deemed relevant for consideration, etc.
- 5.8.6.7.2 The FMSP shall present the report to DPWI within two (2) working days of the completion of the services.
- 5.8.6.7.3 All identified Corrective Maintenance shall be completed within SLA or before the Friday before SONA, whichever comes 1st.
- 5.8.6.7.4 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.
- 5.8.6.8 **Bulk Diesel Tanks**
- 5.8.6.8.1 The bulk diesel tanks were installed and are owned by Total Energies. They are responsible for preventative maintenance, repairs, regulatory compliance, cleaning, etc.
- 5.8.6.8.2 Each bulk tank has a capacity of approximately twenty-three thousand (23,000) litres = total capacity approximately forty-six thousand (46,000) litres.
- 5.8.6.8.3 The FMSP shall not affect any repairs, cleaning or installations on the bulk tanks. All defects shall be reported to Total Energies immediately after identification, the reference numbers tracked and ongoing feedback provided to DPWI using the same principles **Clause 3.25**, **Clause 3.26** and **Clause 3.32**.
- 5.8.6.8.4 The FMSP shall ensure that it facilitates and monitors the continued security clearance of Total Energies, its personnel, its preferred SP and their personnel to ensure there is no disruption to the functionality of the equipment because of not being security clearance.

- 5.8.6.8.5 Bulk Tank 1 services the boiler for (120 Plein Street, 100 Plein Street and Old Assembly) and Bulk Tank 2 services the standby generators. The level of Bulk Tank 1 shall be managed appropriately taking into account that the boiler is not used for at least six (6) months of every year.
- 5.8.6.8.6 The FMSP shall ensure that Total Energies, at their own cost, clean the bulk diesel tanks and filter the diesel until it is of an acceptable clean useable standard every twelve (12) months.
- 5.8.6.8.7 The FMSP shall obtain one (1) sample annually from the bottom of each of the bulk diesel tanks, have it tested at an accredited laboratory and provide the test results. The sample shall be taken at a time that shall ensure the report is available before twenty (20) January of each year.
- 5.8.6.9 **Diesel management and re-fuelling (bulk and day tanks)**
- 5.8.6.9.1 The FMSP shall re-fuel appropriately to ensure that no standby generator fails due to a lack a diesel.
- 5.8.6.9.2 The FMSP shall manage the diesel quality to ensure a constant supply of useable diesel in the bulk tanks.
- 5.8.6.9.3 An appropriate mobile diesel trailer shall be used to refuel standby generators that require manual refuelling.
- 5.8.6.9.4 The FMSP shall re-fuel the bulk diesel tanks responsibly and bulk deliveries should be considered and planned to ensure there is no risk of diesel shortages while ensuring fair and reasonable rates by leveraging quantity and taking Total Energies maintenance and annual cleaning of the bulk diesel tanks into account.
- 5.8.6.9.5 Diesel shall be managed as a Government Furnished Asset and detailed record keeping from Day 1 of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2** to handover on the last day of the Outbound Transition and Handover at Expiry or Termination of Contract: Conclusion of Service period **Clause 3.4.2** shall be required. This record keeping shall include but not be limited to:
- 5.8.6.9.5.1 Date and time stamped photos of the levels at both handovers.
- 5.8.6.9.5.2 Date and time stamped photos of the levels as required by the Preventative Maintenance schedule.
- 5.8.6.9.5.3 Date and time stamped photos before and after bulk diesel deliveries.

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- 5.8.6.9.5.4 Date and time stamped photos before and after manual pumping transfer of diesel between the bulk tanks should it be required.
- 5.8.6.9.5.5 Date and time stamped photos before and after removing diesel to refuel standby generator day tanks not automatically refuelled.
- 5.8.6.9.5.6 Recording keeping of the dates on which boilers are turned on at the start of winter and turned off at the start of summer.
- 5.8.6.9.5.7 Recording keeping of the start / end of all planned and unplanned power outages including load shedding.
- 5.8.6.9.6 The FMSP shall ensure that it facilitates and monitors the continued security clearance of Total Energies, its personnel, its preferred bulk diesel SPs and their personnel to ensure there is no disruption to the availability of the diesel because of not being security clearance.
- 5.8.6.9.7 The FMSP shall ensure that the refuelling of the bulk tanks are done at a time and in a manner that does not compromise the day-to-day activities at the Parliamentary Complex whilst maintaining a secure area for refuelling and adhering to the regulations of how diesel trucks enter / exit the Complex Grounds. The FMSP shall co-ordinate this with PPS.
- 5.8.6.9.8 The labour cost of refuelling diesel day tanks shall be deemed to be part of the costs associated with the twenty-four/seven (24/7), three-hundred and sixty-five (365) days operating hours of the FMSP **Clause 3.10**.
- 5.8.6.9.9 A provisional amount has been allowed for in the Preventative Maintenance BoQ.
- 5.8.6.10 **Diesel Spill Kits**
- 5.8.6.10.1 Diesel spills shall be reported to DPWI in writing within one (1) hour of the incident occurrence. Each incident shall be investigated and a report provided which shall include but not be limited to the approximate wastage and associated cost, an Environmental Assessment, a Health & Safety Assessment, etc.
- 5.8.6.10.2 Where a diesel spill has occurred and it has been deemed to be due to negligence on the part of the FMSP, the replacement spill kit/s, the cost of diesel lost and any other consequential damages as a result of a diesel spill shall be borne by the FMSP.
- 5.8.6.10.3 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.8.6.11 **Preventative Maintenance**

5.8.6.11.1 **Standby Generators and Diesel Day Tanks**

5.8.6.11.1.1 WEEKLY: Inspect, off load test, record findings and provide a report.

5.8.6.11.1.2 QUARTERLY: Inspect, load test, record findings and provide a report.

5.8.6.11.1.3 ANNUALLY: Inspect, service, load test, record findings and provide a report.

5.8.6.11.2 **Bulk Diesel Tanks**

5.8.6.11.2.1 ANNUALLY: The FMSP shall obtain one (1) sample from the bottom of each of the bulk diesel tank, test it and provide a report.

5.8.6.11.3 **Duvalco Fuel Management System**

5.8.6.11.3.1 MONTHLY: Inspect, service, record findings and provide a report.

5.8.6.11.3.2 QUARTERLY: Supply and install new Duvalco BFS Red cartridge.

5.8.6.12 **Schedule K**

5.8.6.12.1 The preventative maintenance tick sheet shall include but not be limited to:

STANDBY GENERATORS			
NO	SERVICE WORK		FREQUENCY
1	General inspection	Specialist	Weekly
2	Test batteries	Specialist	Weekly
3	Check the diesel day tank level and refuel if necessary	Specialist	Weekly
4	Check for diesel leaks	Specialist	Weekly
5	Record the number of run hours	Specialist	Weekly
6	Check intake and exhaust	Specialist	Weekly
7	Manual start	Specialist	Weekly
8	Engine exercise	Specialist	Weekly
9	Make repairs if required	Specialist	Weekly
10	Replace filters if required	Specialist	Weekly
11	Lubricate mechanisms if required	Specialist	Weekly
12	Clean connectors if required	Specialist	Weekly
13	Cooling system servicing if required	Specialist	Weekly
14	Fuel system servicing if required	Specialist	Weekly
15	Remove and inspect all fuse access covers	Specialist	Weekly
16	Check for any leaks	Specialist	Weekly
17	Check auto mode is in working order	Specialist	Weekly
18	Check battery charger is working	Specialist	Weekly
19	Run the generator for at least 20 minutes (off load/on load)	Specialist	Weekly / Quarterly
20	Clean generator and associated equipment	Specialist	Quarterly
21	Clean surrounding area	Specialist	Quarterly
22	Check engine coolant levels	Specialist	Annually
23	Check engine coolant levels and top up if necessary	Specialist	Annually
24	Check engine oil levels and top up if necessary	Specialist	Annually
25	Flush cooling system	Specialist	Annually
26	Change oil filter, fuel filter and air filter	Specialist	Annually
27	Inspect wiring/electrical system	Specialist	Annually
28	Change spark plugs	Specialist	Annually
29	Test transfer switch	Specialist	Annually

5.8.6.13 **Schedule L**

5.8.6.13.1 The preventative maintenance tick sheet shall include but not be limited to:

DUVALCO FUEL MANAGEMENT SYSTEM			
NO	SERVICE WORK		FREQUENCY
1	Switch off power source (battery) by tripping the circuit breaker	Specialist	Monthly
2	Turn off ball valve on inlet of Duvalco filter (Top left of filter red handle)	Specialist	Monthly
3	Drain fuel out of the Duvalco into the plastic tray provided (off set on bottom on Duvalco 13mm spanner). Discard old fuel drained from filter	Specialist	Monthly
4	Remove bottom of Duvalco by means of special tool provided. Rinse bottom out with water taking care not to damage. Fill bottom completely with water to confirm dumping operation DO NOT DISMANTLE PURGING MECHANISM	Specialist	Monthly
5	Remove cartridge from top section of Duvalco once bottom section is removed	Specialist	Quarterly
6	Replace red BFS cartridge	Specialist	Quarterly
7	Reassemble in reverse order remembering to replace rubber gasket and drain plug O-ring as supplied with red BFS cartridge	Specialist	Quarterly
8	Before switching on check that ball valve is in the open position (refer to No 2)	Specialist	Monthly
9	The fuel pump will be noisy when first switched on. If this is for a prolonged period then switch off and check:	Specialist	Monthly
9.1	If ball valve is open	Specialist	Monthly
9.2	If there is fuel in the day tank	Specialist	Monthly
9.3	If piping is not kinked	Specialist	Monthly
10	Switch on again.	Specialist	Monthly

5.8.7 UNINTERRUPTED POWER SUPPLY

5.8.7.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheet **Clause 3.16.3**.

5.8.7.2 The FMSP shall work with DPWI to ensure consistency across all facilities wrt what additional services might be required to be added to UPSs. No additional load shall be added without prior written approval from DPWI.

5.8.7.3 **After each service**

5.8.7.3.1 The FMSP shall deliver a detailed report, with date and time stamped photos of the state of the equipment before and after the service. This report shall detail all aspects relating to the equipment and service but shall also include any other information deemed relevant for consideration, etc.

5.8.7.3.2 The FMSP shall present the report to DPWI within two (2) working days of the completion of the services.

5.8.7.3.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.8.7.4 **Preventative Maintenance**

5.8.7.4.1 **MONTHLY**: Inspect, clean, service, test and record information for the UPS and the batteries.

5.8.7.5 **Schedule M**

5.8.7.5.1 The preventative maintenance tick sheet shall include but not be limited to:

UNINTERRUPTED POWER SUPPLY			
NO	SERVICE WORK		FREQUENCY
1	UPS Make, model, serial number and location	Specialist	Monthly
2	Number of battery modules	Specialist	Monthly
3	Battery serial number	Specialist	Monthly
4	Date of UPS installation	Specialist	Monthly
5	Date of battery installation	Specialist	Monthly
6	Rectifier / Battery Charger Section		
6.1	Mains input voltage	Specialist	Monthly
6.2	Mains input current	Specialist	Monthly
6.3	DC bus voltage	Specialist	Monthly
6.4	Battery charger voltage	Specialist	Monthly
6.5	Battery charger current	Specialist	Monthly
6.6	Check physical appearance of DC capacitors	Specialist	Monthly
7	Inverter Section		
7.1	Inverter output voltage	Specialist	Monthly
7.2	Inverter output current	Specialist	Monthly
7.3	Inverter free running frequency	Specialist	Monthly

UNINTERRUPTED POWER SUPPLY			
NO	SERVICE WORK		FREQUENCY
8	Static Switch Section		
8.1	Make of batteries	Specialist	Monthly
8.2	Model of batteries	Specialist	Monthly
8.3	Number of batteries	Specialist	Monthly
8.4	Date or code on batteries	Specialist	Monthly
8.5	Condition of batteries	Specialist	Monthly
8.6	Individual battery recharge currents	Specialist	Monthly
9	Check fan operation	Specialist	Monthly
10	Check environmental conditions	Specialist	Monthly
11	Clean unit	Specialist	Monthly
12	Check front facia operation	Specialist	Monthly
13	Check electrical connections	Specialist	Monthly
14	Check mechanical connection	Specialist	Monthly
15	Check status of input surge protection	Specialist	Monthly
16	Check status of output surge protection	Specialist	Monthly

5.8.8 DISTRIBUTION BOARDS

5.8.8.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheet **Clause 3.16.3**.

5.8.8.2 These general housekeeping elements shall include observations of use of distribution board cupboards for the purpose of storage or other, unexplained damage, obstructions hampering the accessibility of equipment including access via areas where keys are restricted and equipment has not been placed in common areas.

5.8.8.3 Any work which may result in the operation of the Parliamentary Complex being interrupted or placed at risk of interruption shall only be allowed to take place on a Saturday and/or Sunday.

5.8.8.4 **Electrical Certificate of Compliance**

5.8.8.4.1 The FMSP shall ensure that a COC is issued for every:

5.8.8.4.1.1 Electrical Regulation 9(2)(a) New installation

5.8.8.4.1.2 Electrical Regulation 9(2)(b) Existing installation

5.8.8.4.1.3 Electrical Regulation 9(2)(c) New part to an existing installation

5.8.8.4.2 A COC is intended to be a traceable document under the law and the FMSP shall ensure that every COC issued is uploaded as required to the ECBSA and provide proof thereof.

5.8.8.4.3 Original COCs shall be filed and kept as part of the Preventative Maintenance Compliance File **Clause 3.16.2**. Scanned copies shall be uploaded to the CAFMS, printed copies shall be handed over as part of any documentation handover requirement as described in this document.

5.8.8.4.4 The COC number shall be recorded by placing a COC sticker on which the COC number has been recorded, discreetly on the inside of the DB doors near the DB legend.

5.8.8.5 **Labelling compliance**

5.8.8.5.1 This shall be managed as a Planned Corrective Maintenance Project under **JBCC Edition 6.2 May 2018** and shall be completed within twelve (12) months from the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.

5.8.8.5.2 The FMSP shall undertake a comprehensive programme of works to test and determine the location of all power outlets, light switches, isolators, etc. that are fed from the facilities DBs.

5.8.8.5.3 The FMSP shall label all power outlets, light switches, isolators, etc. appropriately.

5.8.8.5.4 Compile a register of the location and label number of every power outlet, light switch, etc. and update the Asset Management Plan accordingly.

5.8.8.5.5 At the end of the twelve (12) month process, the FMSP shall be responsible at its own cost and with no or minimal disruption to the occupants, investigate and label any power outlets, light switches, isolators, etc. that are found to be unlabelled and/or labelled incorrectly .

5.8.8.5.6 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.8.8.6 **Distribution Board Certificate of Compliance**

- 5.8.8.6.1 Annexure N, No 13 **Clause 5.8.8.9** requires that the entire DB be checked to ensure the installation is compliant as required by SANS 10142-1:2021 (Ed 3.1).
- 5.8.8.6.2 The FMSP shall develop a specific tick sheet that covers all aspects of compliance as required by SANS 10142-1:2021 (Ed 3.1).
- 5.8.8.6.3 During the first (1st) annual service of each DB, the FMSP shall use the tick sheet to record all elements which pass/fail the required compliance standard.
- 5.8.8.6.4 This tick sheet shall then be used to implement a Planned Corrective Maintenance Project under the **JBCC Edition 6.2 May 2018** for all the failed elements
- 5.8.8.6.5 This Planned Corrective Maintenance Project shall start within one (1) month and be completed within nineteen (19) months of the start of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.
- 5.8.8.6.6 This shall include but not be limited to:
- 5.8.8.6.6.1 Update and file a copy of each DB legend card in the Preventative Maintenance Compliance File **Clause 3.16.2**.
- 5.8.8.6.6.2 Issue and process a COC for each DB **Clause 5.8.8.4**.

5.8.8.6.6.3 Compile a register, in tabular format, of the location of each DB for easy reference, access and update the Asset Management Plan accordingly. The register shall contain but not be limited to the following:

Item	DB Description and Location	Feed Source	Type of DB Surface/ Recessed	No of Ways	Size and kA rating of Main CB	Sub-DBs Description and Location	Size and type of supply cable	Minimum kA rating of CB

- 5.8.8.6.6.4 At the end of the nineteen (19) months, the FMSP shall be responsible to ensure that all aspects of any DB omitted during the initial inspection complies with SANS 10142-01:2021 (Ed 3.1) and all other relevant processes at its own cost.
- 5.8.8.6.7 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.
- 5.8.8.7 **After each annual Distribution Board service**
- 5.8.8.7.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence (including thermal scan) of the state of the equipment before and after the service. This report shall also include any other information deemed relevant for consideration including **Clause 5.8.8.2**, etc.
- 5.8.8.7.2 The completed SANS 10142-1:2021 (Ed 3.1) tick sheet, **Clause 5.8.8.6.2**, shall thereafter form part of the DB COC Planned Corrective Maintenance Project. **Clause 5.8.8.6.**
- 5.8.8.7.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.
- 5.8.8.8 **Preventative Maintenance**
- 5.8.8.8.1 **MONTHLY**: Inspect, test and record findings.
- 5.8.8.8.2 **QUARTERLY**: Inspect, test, where necessary label and record findings.
- 5.8.8.8.3 **ANNUALLY**: Inspect, test, service, do thermal scan, repair, tighten, re-do thermal scan, record findings and provide a report.

5.8.8.9 **Schedule N**

5.8.8.9.1 The preventative maintenance tick sheet shall include but not be limited to:

DISTRIBUTION BOARDS		
NO	SERVICE WORK	FREQUENCY
1	Check all electrical enclosures are appropriate for the environment that they are exposed to	M
2	Check electrical boxes, breaker panels and electrical disconnects are in good condition and without obvious physical damage	M
3	Check that all unused openings in the top, sides and bottom of the electrical boxes , breaker panels, electrical disconnects, pull boxes are closed or sealed	M
4	Check all breaker spaces in the breaker boxes that are not being used are effectively covered	M
5	Check all pull boxes and junction boxes have their covers securely in place	M
6	Check all rigid conduits are in good condition and is not in need of repair. Ensure that they are well secured to their support structures and to the boxes that they enter	M
7	Check that all wires either end or are connected inside of the closed electrical box	M
8	Check that there is clear and easy access to all breaker panels and electrical disconnects and that there is proper clearances around these fixtures	M
9	Check that fuses that are fused are all replaced	M
10	Check that all breaker panels and electrical disconnects are well lit	Q
11	Check that all DBs are correctly labeled with the most up to date details of the installation	Q
12	Check that all legend cards are updated and correct	Q
13	Check that the entire DB installation meets SANS 10142-1:2021 (Ed 3.1) parameters	Y
14	Conduct a thermal scan of all DB and take the necessary steps to remedy any hotspots. Date and time stamped before and after photographic evidence to be made available.	Y
15	Check that the power factor correction system is fully functional	Y

5.8.9 GENERAL SERVICES

5.8.9.1 **Replacement of fused light bulbs, etc.**

- 5.8.9.1.1 The lighting scope of work for this contract in no way makes provision for or guarantees that all lighting at this contracts conclusion will be LED. The intention is:
- 5.8.9.1.1.1 To ensure that lighting levels of all areas are compliant with minimum lux levels.
- 5.8.9.1.1.2 Undertake easy replacements of lights i.e. replace the lights but not the lighting fittings from fluorescent, halogen, etc., to LED.
- 5.8.9.1.1.3 Provide DPWI with as much information as possible to allow for the planned conversion of all remaining non-LED lighting to LED.
- 5.8.9.1.2 The FMSP shall ensure that the lighting is always aesthetically pleasing and uniform.
- 5.8.9.1.3 The FMSP shall take the following into account:
- 5.8.9.1.3.1 Type (reflector, candle, spot, bulb, capsule, etc.),
- 5.8.9.1.3.2 Technology (LED, halogen, fluorescent, etc.),
- 5.8.9.1.3.3 Cap type (B15, B22, E14, E27, etc.),
- 5.8.9.1.3.4 Colour temperature (warm white and cool white),
- 5.8.9.1.3.5 Extra features (dimmable, etc.),
- 5.8.9.1.3.6 Glass type (frosted and clear),
- 5.8.9.1.3.7 Intended use (indoor or outdoor).
- 5.8.9.1.4 The FMSP shall ensure that the following principles are adhered to:
- 5.8.9.1.4.1 Lighting cannot be downgraded without prior consultation and consent from DPWI,
- 5.8.9.1.4.2 Any lighting change that may negatively impact on CCTV footage shall not be changed without prior written approval from DPWI.
- 5.8.9.1.4.3 Lighting levels of all areas are compliant with minimum lux levels,
- 5.8.9.1.4.4 Where easy replacements of lights can be made i.e. replace the lights but not the lighting fittings from fluorescent, halogen, etc., to LED are undertaken.
- 5.8.9.1.5 The areas which require scaffolding to be built to replace fused down lights and fused lights on double volume ceilings shall be prioritised for LED replacements.
- 5.8.9.1.6 The process and principles outlined shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.8.9.2 **Lights and light fittings**

5.8.9.2.1 The complete description of the lighting system shall be done for each installation. The system description shall be represented in a tabular format and shall contain, but not be limited to the following:

Item	Circuit Description	Switching Arrangement	Luminaire detail	Lamp detail

5.8.9.2.2 The FMSP shall use the information collected to:

5.8.9.2.2.1 Ensure sufficient inventory of the correct type of lights and light fittings,

5.8.9.2.2.2 Update the asset management plan, etc.

5.8.9.2.3 **Preventative Maintenance**

5.8.9.2.3.1 **EVERY SIX (6) MONTHS**: Inspect, test, repair and record findings.

5.8.9.3 **Emergency Lights**

5.8.9.3.1 The FMSP shall use the information collected to:

5.8.9.3.1.1 Ensure sufficient inventory of the correct type of lights, light fittings and batteries,

5.8.9.3.1.2 Update the asset management plan, etc.

5.8.9.3.2 **Preventative Maintenance**

5.8.9.3.2.1 **QUARTERLY**: Inspect, test, repair and record findings.

5.8.9.4 **Power Outlets**

5.8.9.4.1 The FMSP shall use the information collected to:

5.8.9.4.1.1 Ensure sufficient inventory of the correct type of power outlet covers,

5.8.9.4.1.2 Update the asset management plan, etc.

5.8.9.4.2 **Preventative Maintenance**

5.8.9.4.2.1 **EVERY SIX (6) MONTHS:** Inspect, test, repair and record findings.

5.8.9.5 **Power skirting**

5.8.9.5.1 The FMSP shall use the information collected to:

5.8.9.5.1.1 Ensure sufficient inventory of the correct type of power skirting,

5.8.9.5.1.2 Update the asset management plan, etc.

5.8.9.5.2 **Preventative Maintenance**

5.8.9.5.2.1 **EVERY SIX (6) MONTHS:** Inspect, test, repair and record findings.

5.8.9.6 **Isolators and Fixed Equipment**

5.8.9.6.1 The complete description of small power and fixed appliances shall be done for each installation individually. The system description shall be represented in tabular format and shall contain, but not be limited to the following:

Item	Circuit Description	Source and type of supply	Switching arrangement	Description of appliance	Location of appliance	Rating of appliance	Type and rating of isolating switch

5.8.9.6.2 The FMSP shall use the information collected to update the asset management plan, etc.

5.8.9.6.3 **Preventative Maintenance**

5.8.9.6.3.1 **QUARTERLY:** Inspect, test, repair and record findings.

5.8.9.7 **Schedule O**

5.8.9.7.1 The preventative maintenance tick sheet shall include but not be limited to:

LIGHTS AND LIGHT FITTINGS		
NO	SERVICE WORK	FREQUENCY
1	Check that all lights and light switches are in good condition and fully functional	6M
2	Record the number of light switches	6M
3	Label light switches if not already labelled	6M
4	Record the types of light fittings	6M
5	Record the number and type of lights for each type of light fitting	6M
6	Record the colour and wattage	6M
7	Measure and record the lux levels and indicate compliance with minimum standards for that specific area	6M

5.8.9.8 **Schedule P**

5.8.9.8.1 The preventative maintenance tick sheet shall include but not be limited to:

EMERGENCY LIGHTS		
NO	SERVICE WORK	FREQUENCY
1	Check that all emergency lights are in good condition and fully functional	Q
2	Mark and number the location of each emergency light fitting on a drawing	Q
3	Transfer the location and number to a register	Q
4	Note the type of emergency light fitting fitted	Q
5	Record the battery life / capacity	Q

5.8.9.9 **Schedule Q**

5.8.9.9.1 The preventative maintenance tick sheet shall include but not be limited to:

POWER OUTLETS		
NO	SERVICE WORK	FREQUENCY
1	Check that all power outlets are fully functional	6M
2	Inspect all power outlets and verify earthing	6M
3	Check contact points and tighten screws	6M
4	Replace missing screws and covers for outlet and draw boxes	6M
5	Record the number of power outlets and mark as normal, standby power, UPS, on / off earth leakage, etc.	6M
6	Record the type power outlets (double, single, etc.)	6M
7	Label power outlets if not already labelled	6M

5.8.9.10 **Schedule R**

5.8.9.10.1 The preventative maintenance tick sheet shall include but not be limited to:

POWER SKIRTING		
NO	SERVICE WORK	FREQUENCY
1	Check that all power skirting is fully functional and properly secured	6M
2	Record the type of power skirting including whether the power skirting is hidden behind other infrastructure or not	6M
3	Record the length of the different power skirting types	6M

5.8.9.11 **Schedule S**

5.8.9.11.1 The preventative maintenance tick sheet shall include but not be limited to:

ISOLATORS AND FIXED EQUIPMENT		
NO	SERVICE WORK	FREQUENCY
1	Check conditions and operation of local isolators and control switches for fixed equipment e.g. hydro boils, extractor fans, etc. and repair, replace if faulty, damaged or missing	Q
2	Inspect cable and wire ways. Check for rigidity and fastening of the cable ducts, ladders, ducting, power skirting and surface conduit, fasten and replace if loose or damaged	Q
3	Check earthing and test for earth continuity	Q
4	Check that isolators are labelled	Q

5.9 HEATING, VENTILATION AND COOLING SYSTEMS INCLUDING RETICULATION SYSTEMS

5.9.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheet **Clause 3.16.3**.

5.9.2 The FMSP shall provide a professionally managed, high quality maintenance service that, through a regular and organised approach shall ensure that all HVAC systems shall be maintained in a condition that ensures optimal functionality and availability of heating and cooling in all areas.

5.9.3 The FMSP shall provide an extraordinary responsive approach, to all work requests logged for cooling and heating issues being experienced. The FMSP shall prioritise the high profile, high impact areas **Clause 3.2.7**.

5.9.4 Where such issues can be resolved by making the required temperature changes, the FMSP shall action these immediately whether this must be done via the BMS or on the equipment itself.

5.9.5 As a result of this responsive approach, issues that are not related to simple temperature changes, shall be identified immediately and the FMSP shall act on them urgently.

5.9.6 The FMSP shall ensure that the SP is available on site from 18h00 until the completion of the last Chamber Session and/or Committee Meeting where the HVAC is not monitored and controlled via the BMS.

Discipline	Standby Requirements
HVAC	One (1) team consisting of two (2) technicians

5.9.7 **Before monthly, quarterly and annual inspections and services**

5.9.7.1 The FMSP shall minimise system disruptions to the occupants when undertaking inspections, services and repairs.

5.9.7.2 Should an inspection disrupt system functional to the occupants, such disruption shall be communicated timeously or scheduled for a time that shall minimise such disruption.

5.9.8 **After monthly, quarterly and annual inspections and services**

5.9.8.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence of the state of the equipment before and after the service. This report shall detail all aspects relating to the equipment and service but shall also include any other information deemed relevant for consideration, etc.

5.9.8.2 The FMSP shall present the report including tick sheets to DPWI within two (2) working days of the completion of the inspections and services.

5.9.8.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.9.9 **Preventative Maintenance**

5.9.9.1 **Water Cooled Chiller and Air Cooled Chiller**

5.9.9.1.1 MONTHLY: Inspect, test, record findings and provide a report.

5.9.9.1.2 QUARTERLY: Inspect, test, clean, record findings and provide a report.

5.9.9.1.3 ANNUALLY: Inspect, service, clean, take samples, test, record findings and provide a report.

5.9.9.2 **Cooling Tower and Closed Circuit Cooler**

5.9.9.2.1 MONTHLY: Inspect, test, clean, service, record findings and provide a report.

5.9.9.2.2 QUARTERLY: Inspect, test, clean, record findings and provide a report.

5.9.9.2.3 ANNUALLY: Inspect, test, service clean, record findings and provide a report.

5.9.9.3 **Water Treatment Plant**

5.9.9.3.1 MONTHLY: Inspect, test, clean, service, record findings and provide a report.

5.9.9.3.2 QUARTERLY: Take samples, test and provide a report.

5.9.9.3.3 ANNUALLY: Inspect, supply chemicals, record findings and provide a report.

5.9.9.4 **Pumps**

5.9.9.4.1 MONTHLY: Inspect, test, record findings provide a report.

5.9.9.4.2 QUARTERLY: Inspect, test, clean, service, record findings and provide a report.

5.9.9.4.3 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.5 **Pressure Tanks**

5.9.9.5.1 QUARTERLY: Inspect, test, record findings and provide a report.

5.9.9.5.2 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.6 **Make up Tanks**

5.9.9.6.1 QUARTERLY: Inspect, test, record findings and provide a report.

5.9.9.6.2 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.7 **Pipework and Ancillaries**

5.9.9.7.1 MONTHLY: Inspect, test, clean, record findings and provide a report.

5.9.9.7.2 QUARTERLY: Inspect, test, record findings and provide a report.

5.9.9.7.3 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.8 **Ductwork and Ancillaries**

5.9.9.8.1 MONTHLY: Inspect, test, record findings and provide a report.

5.9.9.8.2 QUARTERLY: Inspect, test, clean, record findings and provide a report.

5.9.9.8.3 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.9 **Air Handling Units**

5.9.9.9.1 MONTHLY: Inspect, test, clean, record findings and provide a report.

5.9.9.9.2 QUARTERLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.9.3 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.10 **Fans**

5.9.9.10.1 WEEKLY: Clean extractor canopy filters, record findings and provide a report.

5.9.9.10.2 MONTHLY: Inspect, test, record findings and provide a report.

5.9.9.10.3 QUARTERLY: Inspect, test, service, clean kitchen extract ducting, record findings and provide a report.

5.9.9.10.4 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.11 **Fire Critical Equipment**

5.9.9.11.1 MONTHLY: Inspect, test, record findings and provide a report.

5.9.9.11.2 QUARTERLY: Inspect, test, record findings and provide a report.

5.9.9.11.3 ANNUALLY: Inspect, test, service, record findings and provide a report.

5.9.9.12 **Package, Split and Water Cooled Units**

5.9.9.12.1 MONTHLY: Inspect, test, clean, record findings and provide a report.

5.9.9.12.2 QUARTERLY: Inspect, test, clean, record findings and provide a report.

5.9.9.12.3 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.9.13 **Switchboards**

5.9.9.13.1 MONTHLY: Inspect, test, service, record findings and provide a report.

5.9.9.13.2 QUARTERLY: Inspect, test, record findings and provide a report.

5.9.9.13.3 ANNUALLY: Inspect, test, record findings and provide a report.

5.9.9.14 **Non-BMS Controls**

5.9.9.14.1 MONTHLY: Inspect, test, record findings and provide a report.

5.9.9.14.2 ANNUALLY: Inspect, test, service, clean, record findings and provide a report.

5.9.10 **Schedule T**

5.9.10.1 The preventative maintenance tick sheet shall include but not be limited to:

WATER COOLED CHILLER & AIR COOLED CHILLER			
NO.	SERVICE WORK		FREQUENCY
1	Record Operating Hours		M
2	Check controller for alarm conditions and follow up		M
3	Check all gauges for proper operation		M
4	Check for abnormal sounds and vibration & rectify		M
5	Record condenser water inlet temperature		M
6	Record condenser water outlet temperature		M
7	Record condenser water inlet pressure		M
8	Record condenser water outlet pressure		M
9	Record chilled water inlet temperature		M
10	Record chilled water outlet temperature		M
11	Record chilled water inlet pressure		M
12	Record chilled water outlet pressure		M
13	Analyse pressure drops for possible heat exchanger fouling		M
14	Record refrigerant condensing pressure		M
15	Record refrigerant suction pressure		M
16	Record oil pressure		M
17	Record amperages (each phase)		M
18	Record voltage (each phase)		M
19	Check oil and refrigerant charge		M
20	High pressure spray clean with detergent refrigeration to air coils and air intake screens (Air cooled chiller)	Specialist	Q
21	Check all prop fans capacity control operation (Air cooled)	Specialist	Q
22	Check all prop fans operation (vibration, bearings) (Air cooled)	Specialist	Q
23	Check for refrigerant leaks	Specialist	Q
24	Check loading/unloading operation of cooling stages	Specialist	Q
25	Check the operation of safety controls and recalibrate	Specialist	Q
26	Check control panel and starter for wear	Specialist	Y
27	Tighten all starter and control terminals	Specialist	Y
28	Meg-ohm test motor windings	Specialist	Y

WATER COOLED CHILLER & AIR COOLED CHILLER			
NO.	SERVICE WORK		FREQUENCY
29	Check & recalibrate safety controls	Specialist	Y
30	Check all flanges for tightness & tighten if necessary	Specialist	Y
31	Check crankcase heater	Specialist	Y
32	Clean condenser tubes	Specialist	Y
33	Take oil sample for analysis	Specialist	Y
34	Check refrigerant for moisture	Specialist	Y
35	Exercise all valves	Specialist	Y
36	Check plenum structure and panels for rust. De-rust and paint	Specialist	Y

5.9.11 **Schedule U**

5.9.11.1 The preventative maintenance tick sheet shall include but not be limited to:

COOLING TOWER & CLOSED CIRCUIT COOLER			
NO.	SERVICE WORK		FREQUENCY
1	Check and adjust sump water level		M
2	Test operation of make-up float valve		M
3	Check operation of bleed off valve		M
4	Visually check cooling tower for leaks and corrosion		M
5	Clean sump strainer and overflow pipe		M
6	Sweep to full bore drain any water accumulating on yard floor		M
7	Record temperature of motors with laser sensor		M
8	Record temperature of bearings with laser sensor		M
9	Check drive belts for correct tension and alignment		M
10	Check for imbalance, abnormal noise or vibration		M
11	Oil/grease bearings if required		M
12	Record motor running amps (fan and water circulation pump)		M
13	Record voltage (each phase)		M
14	Check overloads		Q
15	Exercise all valves		Q
16	Test full bore for blockages		Q
17	Drain sump and inspect condition of sump		Q
18	Insect and clean spray nozzles		Q
19	Clean plastic fill packs and air inlet eliminators		Y
20	Inspect tower(detail) for corrosion and repair with appropriate paint		Y
21	Descale tubes		Y
22	Clean fan impellers		Y

5.9.12 **Schedule V**

5.9.12.1 The preventative maintenance tick sheet shall include but not be limited to:

WATER TREATMENT PLANT			
NO.	SERVICE WORK		FREQUENCY
1	Backwash sand filter (where required)	Specialist	M
2	Clean side stream filter (where required)	Specialist	M
3	Check operation of controls	Specialist	M
4	Check operation of solenoid bleed off valve (Manual & Auto test)	Specialist	M
5	Analyse sample of water	Specialist	M
6	Adjust ratio feeders and bleed off to suit water condition.	Specialist	M
7	Supply chemicals as required.	Specialist	Y
8	Dose close loop water systems with appropriate chemicals if required	Specialist	Y
9	Check power to panel	Specialist	M
10	Check electrode power light	Specialist	M
11	Check electrode pulse light - (Water flowing/No flow)	Specialist	M
12	Test voltage and amperage on electrode pulsar	Specialist	M
13	Measure TDS - (Make-up water, Circulating water)	Specialist	M
14	Measure Chlorides (Make-up water, Circulating water)	Specialist	M
15	Check inlet and outlet temperatures	Specialist	M
16	Samples of sump water in respect of all relevant Cooling Towers, evaporator condensers, etc. to be submitted to the CSIR Division of Water Technology, Pretoria, in accordance with their specifications.	Specialist	Q

5.9.13 **Schedule W**

5.9.13.1 The preventative maintenance tick sheet shall include but not be limited to:

PUMPS			
NO.	SERVICE WORK		FREQUENCY
1	Check sump pump operation by manipulating level controls		M
2	Check for imbalance, abnormal noise or vibration		M
3	Check shaft seal for leakage		M
4	Record motor running amps (each phase)		M
5	Record voltage (each phase)		M
6	Log discharge pressure (shut gauge cock after reading)		M
7	Log suction pressure (shut gauge cock after reading)		M
8	Check coupling and alignment		M
9	Check coupling guard		M
10	Record temperatures of motors with laser sensor		Q
11	Record temperatures of bearings with laser sensor		Q
12	Record temperature of terminal box with laser sensor		Q
13	Check overload settings		Q
14	Oil/grease bearings if required		Q
15	Clean drip tray and drain pan		Q
16	Inspect for corrosion and touch up paint where necessary		Q
17	Check flexible couplings for cracks/bulging		Q
18	Check flanges and couplings for tightness/leaks		Q
19	Clean strainers		Y
20	Exercise valves		Y
21	Clean down pump and motor and check water flow		M
22	Water valves on open condenser water circuits to be fully opened and closed, to prevent lime scale formation from inhibiting valve action		M
23	All ferrous metal components to be examined, corrosion, algae and lime scale to be removed & repainted to prevent further corrosion		Q

5.9.14 **Schedule X**

5.9.14.1 The preventative maintenance tick sheet shall include but not be limited to:

PRESSURE TANK			
NO.	SERVICE WORK		FREQUENCY
1	Inspect outside of tank for leaks	Specialist	Q
2	Check operation of safety devices	Specialist	Q
3	Clean out the inside of the tank	Specialist	Y
4	Exercise valves	Specialist	Y
5	Statutory inspection and tests	Specialist	Y

5.9.15 **Schedule Y**

5.9.15.1 The preventative maintenance tick sheet shall include but not be limited to:

MAKE UP TANK			
NO.	SERVICE WORK		FREQUENCY
1	Inspect outside of tank for leaks		Q
2	Check operation of float valve		Q
3	Check status of insulation and repair, including vapour barrier, where necessary		Y
4	Clean out the inside of the tank		Y
5	Exercise valves		Y

5.9.16 **Schedule Z**

5.9.16.1 The preventative maintenance tick sheet shall include but not be limited to:

PIPEWORK & ANCILLARIES			
NO.	SERVICE WORK		FREQUENCY
1	Check for leaks and rectify		Q
2	Check all instruments (pressure gauges, thermeters etc.) and replace where faulty		Q
3	Check all condensate traps for correct operation		Q
4	Heat exchangers - record inlet/outlet temperatures		M
5	Heat exchangers - record inlet/outlet pressures		M
6	Analyse pressure drops for possible heat exchanger fouling, clean where necessary		M
7	Clean all strainers		Y
8	Check status of insulation and repair, including vapour barrier, where necessary. Polish cladding externally.		Y
9	Check for corrosion and treat where necessary		Y
10	Check paintwork and touch up		Y
11	Manually operate all air vents		Y
12	Drain sediment from dirt legs		Y
13	Exercise valves		Y

5.9.17 **Schedule AA**

5.9.17.1 The preventative maintenance tick sheet shall include but not be limited to:

DUCTWORK & ANCILLARIES			
NO.	SERVICE WORK		FREQUENCY
1	Check for air leaks and rectify		Q
2	Check all instruments (pressure gauges, thermeters etc.) and replace where faulty		Q
3	Coils - record inlet/outlet temperatures		M
4	Coils - record inlet/outlet pressures		M
5	Analyse pressure drops for possible heat exchanger fouling, clean where necessary		M
6	Check filters and wash clean/replace if necessary		M
7	Refit filters and check sealing		M
8	Comb fins and clean coils with medium pressure spray		Y
9	Check status of insulation and repair, including vapour barrier, where necessary		Y
10	Check for corrosion and treat where necessary		Y
11	Check paintwork and touch up		Y
12	Air volume regulators - check operation		Y
13	Variable air volume diffusers & vary set plenums - check operation		Y
14	Constant volume air terminals (grilles, diffusers, louvres) - clean visible surfaces		Y
15	Check attenuators/splitters for sealing and signs of particle erosion		Y

5.9.18 **Schedule AB**

5.9.18.1 The preventative maintenance tick sheet shall include but not be limited to:

AIR HANDLING UNIT			
NO.	SERVICE WORK		FREQUENCY
1	Check filters and wash clean/replace if necessary		M
2	Refit filters and check sealing		M
3	Check for imbalance, abnormal noise or vibration		M
4	Record motor running amps(each phase)		M
5	Record voltage (each phase)		M
6	Check drive belts for correct tension and alignment		M
7	Check belt guard		M
8	Check controller settings and operation		M
9	Check operation of modulating valve		M
10	Check and service humidifier (where fitted)		M
11	Check for any signs of heater failure or overheating		M
12	Check that condensate drains away		M
13	Record temperature of motors with laser sensor		M
14	Record temperature of bearings with laser sensor		Q
15	Check overload settings		Q
16	Oil/ grease bearings if required		Q
17	Check flexible duct connection for leaks		Q
18	Clean drip tray and drain, check trap seal		Q
19	Check and treat any corrosion on coil and frame		Q
20	Check for water carry-over from drip tray		Q
21	Check panels and insulation for leaks / damage		Q
22	Check flexible pipe connections for damage/leaks		Q
23	Clean fan impeller and check for corrosion		Y
24	Tighten grub screws on pulleys and impeller		Y
25	Comb fins and clean coils with medium pressure spray		Y
26	Exercise valves		Y
27	Air filters - Check pressure drop and record		Y
28	Air filter frames to be checked for air by-pass and rectified, if necessary		Y

AIR HANDLING UNIT			
NO.	SERVICE WORK		FREQUENCY
29	Fresh air and return air damper settings and operation to be checked and adjust if necessary		Y
30	Switchboards and electrical control panels to be cleaned, check and tighten terminals and replace indicating light globes where necessary.		Y
31	Circuit breakers and fuses to be checked and investigate reasons for any blown fuses or circuit breakers in OFF position, rectify faults and replace blown fuses and faulty circuit breakers.		Y
32	Starters, Contactors and Relays to be checked to ensure moving bridges slide freely and that all contact points are clean. Investigate and rectify cause of excessive burning of contacts.		Y
33	Time switch settings to be checked and reset to start and stop plant at correct time if necessary.		Y
34	Control thermostats operation to be checked and recalibrate, if necessary.		Y
35	Safety controls to be checked and operation of controls to be tested.		Y
36	Inspection panels to be replaced and all fastening devices secured. Lubricate damper linkages, check operation and record damper operating parameters.		Y
37	Operate and check operation of plant. Take and record wet and dry bulb temperature in each conditioned zone and outside with reliable sling psychrometer.		Y

5.9.19 **Schedule AC**

5.9.19.1 The preventative maintenance tick sheet shall include but not be limited to:

FAN			
NO.	SERVICE WORK		FREQUENCY
1	Cleaning of extract canopy filters		W
2	Check filters (if fitted) and wash clean/replace if necessary		M
3	Refit filters and check sealing		M
4	Check for imbalance, abnormal noise or vibration		M
5	Check drive belts for correct tension and alignment		M
6	Check belt guard		M
7	Check for any signs of heater failure or overheating		M
8	Oil/grease bearings if required		Q
9	Check flexible duct connection for leaks		Q
10	Check overload setting		Q
11	Cleaning of kitchen extract ducting		Q
12	Clean fan impeller and check for corrosion		Y
13	Tighten grub screws on pulleys and impeller		Y

5.9.20 **Schedule AD**

5.9.20.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE CRITICAL EQUIPMENT			
NO.	SERVICE WORK		FREQUENCY
1	Check pressurisation and smoke exhaust fans for correct operation and leaks, fire door response, pressure in stairwells, force to open escape doors		M
2	Exercise and lubricate remote release fire dampers in CO2 protected rooms		M
3	Check damper status under different zone smoke evacuation conditions		Q
4	Exercise and lubricate motorised fire dampers		Q
5	Exercise and lubricate fusible link fire dampers		Y

5.9.21 **Schedule AE**

5.9.21.1 The preventative maintenance tick sheet shall include but not be limited to:

PACKAGE / SPLIT AIR / WATER-COOLED AC UNIT			
NO.	SERVICE WORK		FREQUENCY
1	Check filters and wash clean/replace if necessary		M
2	Refit filters and check sealing		M
3	Check for imbalance, abnormal noise or vibration		M
4	Check for any signs of heater failure or overheating		M
5	Check controller settings and operation		M
6	Check that condensate drains away		M
7	Check condensate pump operation (where fitted)		M
8	Spray clean condenser fin (if necessary) and comb		Q
9	Check drive belts for correct tension and alignment		Q
10	Check and treat any corrosion on outdoor unit		Q
11	Oil/ grease bearings if required		Y
12	Check flexible duct connection for leaks		Y
13	Clean drip tray and drain, check trap seal		Y
14	Check and treat any corrosion on coil and frame (indoor unit)		Y
15	Check for water carry-over from drip tray		Y
16	Check panels and insulation for leaks / damage		Y
17	Clean evaporator coil with medium pressure spray & comb fin		Y

PACKAGE / SPLIT AIR / WATER-COOLED AC UNIT			
NO.	SERVICE WORK		FREQUENCY
18	Clean water cooled condensers (if cleanable)		Y
19	Check oil and refrigerant charge		Y
20	Check for refrigerant leaks		Y
21	Check loading/unloading operation of cooling stages		Y
22	Check the operation of safety controls		Y
23	Check crankcase heater		Y
24	Check compressor running current (each phase)		Y
25	Check voltage (each phase)		Y
26	Check overload settings		Y
27	Check control panel and starter for wear		Y
28	Tighten all starter and control terminals		Y
29	Check and recalibrate safety controls		Y
30	Exercise valves		Y

5.9.22 **Schedule AF**

5.9.22.1 The preventative maintenance tick sheet shall include but not be limited to:

SWITCHBOARDS			
NO.	SERVICE WORK		FREQUENCY
1	Simulate fire alarm condition and check for correct response	Specialist	M
2	Check for noisy contactors and overheating		M
3	Check for any tripped MCBs or blown fuses		M
4	Check setting and lamp of remote control station		M
5	Check time clock setting	Specialist	M
6	Check operation of current valves for heaters	Specialist	M
7	Check operation of speed controllers and cooling of enclosure	Specialist	M
8	Replace any faulty pilot lamps		M
9	Record total amps (each phase)		Q
10	Record input voltage (each phase)		Q
11	Check the operation of the safety controls and interlocks	Specialist	Q
12	Check all heaters for burn-outs	Specialist	Q

SWITCHBOARDS			
NO.	SERVICE WORK		FREQUENCY
13	Check starters for wear	Specialist	Y
14	Check all overload settings	Specialist	Y
15	Tighten all overload settings	Specialist	Y
16	Check and recalibrate safety controls	Specialist	Y
17	Clean inside of panel	Specialist	Y
18	Check door seals for dust tightness	Specialist	Y
19	Check enclosure for weather protection (outdoor panels)		Y
20	Clean outside of panel & touch up any corrosion damage		Y
21	Terminals to be checked and tightened.	Specialist	Y
22	Starters, Contactors and Relays to be checked to ensure moving bridges slide freely and that all contact points are clean. Investigate and rectify cause of excessive burning of contacts.	Specialist	Y
23	Time switch settings to be checked and reset to start and stop plant at correct time, if necessary.	Specialist	Y
24	Check cable ways.		Y
25	Check cabling loops to doors, for scuffing.		Y
26	Check interlocks and inter-action with associated control systems.		Y
27	Check equipment amperages.		Y
28	Star Delta starter to be checked and delay timers to be correctly set.	Specialist	Y
29	Automatic sequences to be checked and reset, if necessary.	Specialist	Y
30	Internal wiring to be tied up and labeling to be checked.		Y
31	Calibrate volt and ammeters.		Y
32	Check insulation resistance.		Y
33	Check earth impedance.		Y

5.9.23 **Schedule AG**

5.9.23.1 The preventative maintenance tick sheet shall include but not be limited to:

NON-BMS CONTROLS			
NO.	SERVICE WORK		FREQUENCY
1	Check time clock settings	Specialist	M
2	Check controller setting, operation and alarms	Specialist	M
3	Analyse any faults recorded by controller	Specialist	M
4	Check operation of modulating valves	Specialist	M
5	Check operation of modulating dampers	Specialist	M
6	Check operation of current valves for heaters	Specialist	Y
7	Check and recalibrate safety controls	Specialist	Y
8	Clean inside of panel	Specialist	Y
9	Check door seals for dust tightness	Specialist	Y
10	Check enclosure for weather protection (outdoor panels)	Specialist	Y
11	Clean outside of panel & touch up any corrosion damage	Specialist	Y
12	Check calibration of sensors for digital & analogue controls	Specialist	Y
13	Review loaded programs and settings for digital controls	Specialist	Y
14	Review settings for analogue controls	Specialist	Y

5.10 **BUILDING MANAGEMENT SYSTEM**

5.10.1 The FMSP shall ensure that the BMS Control Room is monitored on site between the hours of 08h00 – 18h00 Monday to Friday excluding public holidays.

5.10.2 The FMSP shall ensure that the standard operating hours of HVAC controlled via the BMS is from 06h00 – 18h00 Monday – Friday excluding public holidays unless prior arrangements have been made for one or more systems to be functional outside of these hours.

Discipline	Standby Requirements
BMS	One (1) technician

5.10.3 The FMSP shall ensure that the BMS Control Room is monitored on site from 18h00 until the completion of the last Chamber Session and/or Committee Meeting where the HVAC is monitored and controlled via the BMS.

5.10.4 The FMSP shall monitor the Parliamentary Programme and where a Chamber Session and/or Committee Meeting is scheduled to extend past 18h00, the operating time shall be adjusted accordingly and shall be manually switched off immediately after the completion of the sitting and/or meeting. The FMSP shall ensure that the adjusted times do not become the normal operating hours thus allowing the systems to function without any requirement to do so.

5.10.5 The FMSP shall make a dedicated telephone number made available for the duration of the contract to enable easy access to the personnel affecting BMS temperature changes for in session Chamber Sessions and/or Committee Meetings only. The integrity of all requests must be traceable after the fact so the name and contact details of the person requesting the change shall be recorded.

5.10.6 The FMSP shall maintain a BMS Register that shall included but not be limited to the date, time and work request of all temperature changes, equipment isolations, changes in operating times, etc.

5.10.7 The FMSP shall ensure that equipment isolations are only activated as a result of a Preventative or Corrective Maintenance work request where specific work is required. The isolation shall be done against the applicable work request number that was logged for the work. The equipment shall be brought back into service on the same work request number prior to the completion of the work request on the CAFMS. The date and time of this action on the BMS shall be recorded in the BMS Register.

5.10.8 **Preventative Maintenance**

5.10.8.1 ONGOING: BMS Control Room is monitored on site between the hours of 08h00 – 18h00 Monday to Friday excluding public holidays.

5.10.8.2 MONTHLY: Inspect, test and provide a report.

5.10.8.3 QUARTERLY: Inspect, test, clean and provide a report.

5.10.8.4 ANNUALLY: Inspect, test, clean and provide a report.

5.10.9 **Schedule AH**

5.10.9.1 The preventative maintenance tick sheet shall include but not be limited to:

BUILDING MANAGEMENT SYSTEM			
NO.	SERVICE WORK		FREQUENCY
1	DIAGNOSTICS (HARDWARE)		
1.1	Perform comprehensive diagnostic test on operators terminals	Specialist	M
1.2	Perform comprehensive diagnostic test on all workstations	Specialist	M
2	ANALYSIS		
2.1	System faults report	Specialist	M
3	SYSTEM CHECKS (SOFTWARE)		
3.1	Software checks are to be done to ensure that all fitted facilities are:		
3.1.1	Functional	Specialist	Q
3.1.2	Secure	Specialist	Q
3.1.3	Operational	Specialist	Q
4	SYSTEM INTEGRITY		
4.1	Check for satisfactory operation individually and as a network	Specialist	Q
4.2	Outstations	Specialist	Q
4.3	System interface	Specialist	Q
5	MAINTENANCE OF INSTALLED EQUIPMENT SHALL INCLUDE THE FOLLOWING		
5.1	Check and synchronize time and date throughout the system.	Specialist	Q
5.2	Check power supplies.	Specialist	Q
5.3	Control device checks	Specialist	Q
5.3.1	Status	Specialist	Q
5.3.2	Command response as per control strategy and plant conditions.	Specialist	Q
5.4	Alarm checks (ensure that there is a correct response in an event of an alarm occurring.)	Specialist	Q
5.5	Interface checks (ensure that there is proper correlation between monitoring devices). Re-calibrate where necessary.	Specialist	Q
5.6	Accuracy and stability checks (conduct functional simulation test on control loops to verify that all equipment installed make the correct operational response to achieve the specified condition).	Specialist	Q
5.7	Conduct visual checks (e.g. installation, location).	Specialist	Q
5.8	Check fail safe systems.	Specialist	Q
5.9	Examine, adjust, clean, properly lubricate and calibrate control equipment (e.g. actuators, valves, dampers, thermostats etc.).	Specialist	Q
5.10	System backup (after each visit and data change that are done). Two (2) sets of backup: one (1) to be kept on site.	Specialist	Q
5.11	Test and ensure that all electrical connections are clean and tight.	Specialist	Y
5.12	A full technician report to be sent after each service, detailing work completed and any other work not included within this agreement	Specialist	M

5.11 FIRE PROTECTION SYSTEMS

5.11.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheets **Clause 3.16.3.**

5.11.2 The FMSP shall provide a professionally managed, high quality maintenance service that, through a regular and organised approach shall ensure that all Fire Protection Systems shall be maintained in a condition that ensures optimal functionality and availability.

5.11.3 FIRE SPRINKLER SYSTEMS

5.11.3.1 **Before/during each quarterly, every six (6) monthly, annually, three (3) yearly and fifteen (15) yearly service**

5.11.3.1.1 The FMSP shall ensure that a risk assessment is completed.

5.11.3.1.2 The FMSP shall provide a programme of works that clearly indicates the impact of the work on the activities of the Parliamentary Complex.

5.11.3.1.3 The FMSP shall present the programme of works and risk assessment to DPWI for discussion and approval before implementation of the work.

5.11.3.1.4 Valve Management shall apply **Clause 3.15.6.**

5.11.3.2 **After each quarterly, every six (6) monthly, annually, three (3) yearly and fifteen (15) yearly service**

5.11.3.2.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence of the state of the equipment before and after the service. This report shall detail all aspects relating to the equipment and service but shall also include any other information deemed relevant for consideration, etc.

5.11.3.2.2 The FMSP shall present the report to DPWI within two (2) working days of the completion of the services.

5.11.3.2.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.11.3.3 **Stock or Replacement Parts**

5.11.3.3.1 The FMSP shall ensure that the required stock or replacement parts and tools are available, adequately stored and the block plan/s updated as required within thirty (30) days of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.

5.11.3.3.2 This shall be added to the inventory of Government Furnished Information, Equipment and Assets and managed accordingly **Clause 3.22**.

10.2.1.1	Sprinklers
10.2.1.1.1	A stock of spare sprinklers, as supplied by the manufacturer, shall be kept on the premises, together with the necessary spanners, in order to replace operated or damaged sprinklers.
10.2.1.1.2	The number of sprinklers kept shall be at least
a)	24 if there are 1 or 2, or 36 if there are more than 2, ordinary-hazard class installations
b)	36 if there are 1 or 2, or 64 if there are more than 2, high-hazard class installations
	NOTES
	The number of sprinklers specified in 10.2.1.1.2 is the minimum. Where installations contain high-temperature sprinklers, sidewall or other variations of sprinkler patterns or contain multiple controls, an adequate number of spares shall be kept.
10.2.1.1.3	The stock of spare sprinklers shall be housed in a cabinet or cabinets located in a prominent and easily accessible position where the ambient temperature does not exceed 38 degrees Celsius. The location of the cabinet's shall be indicated on the block plan
10.2.1.1.4	The stock shall be replenished as spares are used.
10.2.1.2	Diesel engine tools and spare parts
	A standard toolkit, as recommended by the engine and pump manufacturer, shall be provided, together with the following spare parts:
a)	Two (2) sets of fuel filters, elements and seals
b)	Two (2) sets of lubricating-oil filter elements and seals
c)	Two (2) sets of belts (where used)
d)	One (1) complete set of engine joints, gaskets and hoses
e)	Two (2) injector nozzles
	NOTES
1	Spare parts shall be replaced as they are used
2	Tools and spare parts shall be available at all times

5.11.3.4 **Preventative Maintenance**

5.11.3.4.1 DAILY: Inspect, test and record findings.

5.11.3.4.2 WEEKLY: Inspect, test and record findings.

5.11.3.4.3 QUARTERLY: Inspect, test, clean, service, record findings and provide a report.

5.11.3.4.4 EVERY SIX (6) MONTHS: Inspect, test, record findings and provide a report.

5.11.3.4.5 ANNUALLY: Inspect, test, record findings and provide a report.

5.11.3.4.6 EVERY THREE (3) YEARS: Inspect, test, clean, service, record findings and provide a report.

5.11.3.4.7 EVERY FIFTEEN (15) YEARS: Inspect, test, clean, service, record findings and provide a report.

5.11.3.5 **Schedule A1**

5.11.3.5.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
DAILY	
10.2.2.2.1	The daily routine shall be carried out every day (as per DPWI requirements)
10.2.2.2.2	If the equipment and circuit connections for the automatic transmission of alarm signals from a sprinkler installation are not continuously monitored, such equipment and circuit connections shall be checked daily for
a)	the continuity of the connection
b)	the continuity of the connection between the alarm switch and the control unit.
	<u>NOTES</u>
1	1 The testing procedure should be agreed upon with the fire authority to avoid false alarms.
2	2 The fire service can do the test and might be prepared to give an undertaking to do so.
3	3 See 10.2.2.3.8 for checks on continuously monitored equipment.
Clause 3.15.6	Inspect all valves. Ensure the valves are still locked in the open / closed position and the keys are stored and accounted for in terms of the protocol as instructed by this document.

5.11.3.6 **Schedule AJ**

5.11.3.6.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
WEEKLY	
10.2.2.3.1	Each part of the weekly routine shall be carried out at intervals of not more than seven days.
10.2.2.3.2	The following shall be checked and recorded:
a)	all the water pressure gauge readings on installation and trunk mains
b)	all the water levels in elevated private reservoirs, rivers, canals, lakes and water storage tanks (including pump priming tanks).
10.2.2.3.3	Each water-flow alarm shall be sounded for at least 30 s.
	<u>NOTES</u>
1	The sounding of the alarm for at least 30 s serves to verify that it will not ring intermittently.
2	During the test any fire brigade connection (see 10.2.2.2.2) must also be tested.
10.2.2.3.4	Tests on automatic pumps shall include the following:
a)	checking the fuel and engine lubricating oil levels in diesel engines;
b)	reducing the water pressure on the starting device, thereby simulating the condition of automatic starting
c)	recording, when the pump starts, the starting (cut-in) pressure, and checking that this is correct; and
d)	in the case of diesel pumps, checking the oil pressure where gauges are fitted, and the flow of cooling water through open-circuit cooling systems.
10.2.2.3.5	Immediately after the pump start test given in 10.2.2.3.4, diesel engines shall be tested as follows
a)	run the engine for 30 min, or for the time recommended by the manufacturer, whichever is the longer
b)	shut down the engine and immediately use the manual start test button and check that the engine restarts
c)	check the water level in the primary circuit of closed-circuit cooling systems.
	<u>NOTES</u>
1	Oil pressure (where gauges are fitted), engine temperatures and the flow of coolant should be monitored throughout the test
2	Oil hoses should be checked and a general check should be done for leakage of fuel, coolant or exhaust fumes.
10.2.2.3.6	The electrolyte level and density of all lead-acid battery cells (including diesel engine starter batteries and those for control panel power supplies) shall be checked. If the density is low, the battery charger shall be checked and, if this is working normally, the affected battery or batteries shall be replaced
10.2.2.3.7	The following shall apply in the case of life safety installations:
a)	the mode (fully open or fully closed, as the case may be) monitoring system for control valves (including zone valves) shall be tested for satisfactory operation
b)	the weekly alarm test (see 10.2.2.3.3) shall be carried out without changing the setting of the control valves to duplicate installation control valves.

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
WEEKLY	
10.2.2.3.8	If the equipment and circuit connections for the automatic transmission of alarm signals from a sprinkler installation are continuously monitored, such equipment and circuit connections shall be checked for
a)	the continuity of the connection
b)	the continuity of the connection between the alarm switch and the control unit.
	<u>NOTES</u>
1	The testing procedure should be agreed upon with the fire authority to avoid false alarms.
2	The fire service can do the test and might be prepared to give an undertaking to do so.
10.2.2.3.9	Trace-heating and localized heating systems used to prevent freezing in the sprinkler installation shall be checked for correct operation.

5.11.3.7 **Schedule AK**

5.11.3.7.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
QUARTERLY	
10.2.3.1.1	In addition to the schedule given in this sub clause any procedures recommended by the component manufacturers shall be carried out.
10.2.3.1.2	Each routine of the schedule shall be carried out by a competent person who shall provide DPWI with a signed, dated report of the inspection and advise of any corrective action implemented or needed and also of any external factors (e.g. weather conditions) that might have affected the results.
10.2.3.1.3	Any corrective action needed that is revealed by the required inspection or testing, shall be taken as soon as practicable.
10.2.3.2.1	The checks and inspections of 10.2.3.2.2 to 10.2.3.2.11 (inclusive) shall be done at intervals not exceeding 13 weeks.
	<u>NOTES</u>
1	Before sprinkler engineers test any installation in any way that might release water, they might wish to obtain an indemnity form, signed by the owner of the work site or premises.
2	This should also indemnify the sprinkler engineers from claims of tenants or the owner (see 9.1.4.1.4 on separate occupancies)
10.2.3.2.2	The effect that any change in the structure, occupancy, heating, lighting or equipment of a building has on the fire-hazard classification or design shall be considered.
	<u>NOTES</u>
1	Where there are significant changes, the authority having jurisdiction should be consulted.
2	Changes in the type, packaging or the height or method of stacking goods might have a significant effect on the efficiency of sprinkler installations.
3	A change in temperature might necessitate the fitting of sprinklers of a different temperature rating.

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
QUARTERLY	
4	Obstructions might necessitate the repositioning of sprinklers.
10.2.3.2.3	There shall be no potential interference with sprinkler water distribution and, in particular, the roof trusses shall be accessible to water discharge from sprinklers. The clearance between the top the roof trusses shall be accessible to water discharge from sprinklers. The clearance between the top of goods and sprinklers shall be as specified in 6.3.
10.2.3.2.4	In the case of sprinklers, multiple controls and sprayers, the following shall apply:
a)	sprinklers, multiple controls and sprayers that are not free of deposits (except paint) shall be carefully cleaned;
b)	painted or distorted sprinkler heads, multiple controls or sprayers shall be replaced;
c)	in occupancies where variations of the generally applicable requirements are specified, petroleum jelly coatings shall be checked
d)	where necessary, the existing coatings shall be removed and the sprinklers, multiple controls or sprayers shall be coated twice with good quality petroleum jelly (in the case of glass bulb sprinklers, petroleum jelly shall be applied only to the sprinkler body and yoke).
	<u>NOTES</u>
1	See also the note to 6.2.1.1.
2	Particular attention should be paid to sprinklers in spray booths, where more frequent cleaning, or protective measures (or both) might be necessary.
10.2.3.2.5	In the case of pipework and hangers the following shall apply:
a)	pipework and hangers shall be checked for corrosion damage and shall be painted, as necessary;
b)	the electrical earthing connections of pipework shall be checked.
	<u>NOTES</u>
1	Bitumen-based paint on pipework, including the threaded ends of galvanized pipework, and hangers should be recoated as necessary.
2	Bitumen paint might need recoating at intervals varying from 1 year to 5 years depending on the severity of the environmental conditions.
3	Tape wrapping on pipes should be repaired as necessary.
10.2.3.2.6	Each water supply to the installation shall be tested independently with all other supplies isolated (see 10.1.4) and the supply pressure shall be measured on the installation control valve C gauge. The value obtained shall be
a)	recorded
b)	compared with the appropriate value required in terms of 8.3.2 and the value recorded during the commissioning test.
10.2.3.2.7	Pump(s), if fitted in the supply, shall start automatically and the supply pressure at the appropriate flow rate shall be not less than the appropriate value required in terms of 8.3.1.2.
10.2.3.2.8	In the case of electrical supplies, the following shall apply:
a)	the electrolyte level and density of all open nickel-cadmium cells (including those for diesel engines and for the power supplies of the control panel) shall be checked;
b)	if the density is low, the battery charger shall be checked and, if necessary, the charger shall be repaired or replaced;
c)	if the charger is working normally, the battery or batteries affected shall be replaced
d)	the secondary electrical supplies from diesel generators shall be checked for satisfactory operation.

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
QUARTERLY	
10.2.3.2.9	All control valves that control the flow of water to sprinklers shall be manipulated to ensure that they are in working order, and shall be securely refastened in the correct mode.
	<u>NOTE</u>
	All valves, including the control valves on all water supplies at the alarm valve(s) and all zone or other subsidiary control valves should be checked and manipulated.
10.2.3.2.10	All flow switches shall be checked to ensure that they function correctly.
10.2.3.2.11	All spare replacement parts shall be checked wrt quantity and condition.

5.11.3.8 **Schedule AL**

5.11.3.8.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
EVERY SIX (6) MONTHS	
10.2.3.1.1	In addition to the schedule given in this sub clause any procedures recommended by the component manufacturers shall be carried out.
10.2.3.1.2	Each routine of the schedule shall be carried out by a competent person who shall provide DPWI with a signed, dated report of the inspection and advise of any corrective action implemented or needed and also of any external factors (e.g. weather conditions) that might have affected the results.
10.2.3.1.3	Any corrective action needed that is revealed by the required inspection or testing, shall be taken as soon as practicable.
10.2.3.3.1	The checks and inspections given in 10.2.3.3.2 and 10.2.3.3.3 shall be done at intervals not exceeding six months.
10.2.3.3.2	Dry valves, and any accelerators and exhausters in dry installations and tail-end extensions shall be exercised.
	<u>NOTES</u>
1	Either remove the inspection cover plate and manually operate the moving parts or, if a screw-down diaphragm interlocking key type subsidiary valve is fitted downstream of the alarm valve (see 9.6.2.4), close the subsidiary control valve, prime the space between the dry valve clack and the underside of the subsidiary valve with water, and open the installation drain valve.
2	Alternate installations need not be tested in this way since they are exercised twice a year as a result of the change-over from wet to dry operation, and vice versa.
10.2.3.3.3	Where applicable, the electrical installation to the fire brigade and the remote central station alarm shall be checked.

5.11.3.9 **Schedule AM**

5.11.3.9.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
ANNUALLY	
10.2.3.1.1	In addition to the schedule given in this sub clause any procedures recommended by the component manufacturers shall be carried out.
10.2.3.1.2	Each routine of the schedule shall be carried out by a competent person who shall provide DPWI with a signed, dated report of the inspection and advise of any corrective action implemented or needed and also of any external factors (e.g. weather conditions) that might have affected the results.
10.2.3.1.3	Any corrective action needed that is revealed by the required inspection or testing, shall be taken as soon as practicable.
10.2.3.4.1	The checks and inspections given in 10.2.3.4.2 to 10.2.3.4.4 (inclusive) shall be done at intervals not exceeding 12 months.
10.2.3.4.2	Each automatic pump in the water supply installation shall be tested at the full-load condition (by means of the test line connection coupled to the pump delivery branch downstream of the back-pressure valve of the pump outlet (see 10.1.4)) and shall yield the pressure-flow values as given on the nameplate.
	NOTE
	Allow for pressure losses in the supply pipe and valves between the source and the installation control valve C gauge of each installation; calculate these in accordance with 8.3.
10.2.3.4.3	In the case of diesel engines the following shall apply:
a)	the fail-to-start alarm shall operate after the sixth cycle of cranking, when the following sequence is carried out
1)	isolate the fuel supply;
2)	crank the engine for not less than 15 s;
3)	stop the cranking for not less than 10 s and not more than 15 s;
4)	repeat (2) and (3) a further five times;
b)	the engine shall start immediately when the manual starting system is operated after the test in 10.2.3.4.3(a) has been carried out and the fuel supply has been restored.
10.2.3.4.4	Float valves on water storage tanks shall be checked to ensure that they function correctly

5.11.3.10 **Schedule AN**

5.11.3.10.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
EVERY THREE (3) YEARS	
10.2.3.1.1	In addition to the schedule given in this sub clause any procedures recommended by the component manufacturers shall be carried out.
10.2.3.1.2	Each routine of the schedule shall be carried out by a competent person who shall provide DPWI with a signed, dated report of the inspection and advise of any corrective action implemented or needed and also of any external factors (e.g. weather conditions) that might have affected the results.
10.2.3.1.3	Any corrective action needed that is revealed by the required inspection or testing, shall be taken as soon as practicable.
10.2.5.3.1	The checks and inspections given in 10.2.3.5.2 and 10.2.3.5.3 shall be done at intervals not exceeding three years.
10.2.3.5.2	In the case of suction, gravity and elevated private storage tanks the following shall apply:
a)	all tanks shall be examined externally for corrosion;
b)	type B and type D suction tanks (see 7.3.1.2) shall be drained and cleaned, as necessary, and examined internally for corrosion
c)	all tanks shall be repainted, or have their corrosion protection refurbished (or both), as necessary.
	NOTES
1	Type A tanks should be drained and cleaned, as necessary, and examined internally for corrosion if the external examination indicates that this is advisable.
2	The painting and protection against corrosion of suction tanks are dealt with in 5.1.2.3.
10.2.3.5.3	All water supply control valves, alarm valves and non-return valves shall be examined and replaced, or overhauled, as necessary.

5.11.3.11 **Schedule AQ**

5.11.3.11.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE SPRINKLER SYSTEMS	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10287 requirements.
EVERY FIFTEEN (15) YEARS	
10.2.3.1.1	In addition to the schedule given in this sub clause any procedures recommended by the component manufacturers shall be carried out.
10.2.3.1.2	Each routine of the schedule shall be carried out by a competent person who shall provide DPWI with a signed, dated report of the inspection and advise of any corrective action implemented or needed and also of any external factors (e.g. weather conditions) that might have affected the results.
10.2.3.1.3	Any corrective action needed that is revealed by the required inspection or testing, shall be taken as soon as practicable.
	At intervals not exceeding 15 years, type A pump suction tanks (see 7.3.1.2) shall be drained and cleaned, examined internally and attended to, as necessary.

5.11.4 FIRE HOSE REELS AND HYDRANTS

5.11.4.1 The FMSP shall maintain a detailed register of all fire hose reels and hydrants.

5.11.4.2 The FMSP shall ensure that any hose reel or hydrant that is found to be without is reported immediately to enable the water supply to be restored so that the inspection / service may continue.

5.11.4.3 Should it not be possible for the water supply to be restored immediately, the FMSP shall investigate the extent of the problem, conduct a risk assessment, put appropriate measures in place to mitigate the risk and advise DPWI in writing.

5.11.4.4 The FMSP shall provide a detailed report including the updated register to DPWI within two (2) working days of the completion of the inspection / service.

5.11.4.5 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.11.4.6 **Preventative Maintenance**

5.11.4.6.1 **WEEKLY**: Inspect, recording findings and provide an updated register.

5.11.4.6.2 **MONTHLY**: Inspect, clean, record findings and provide an updated register.

5.11.4.6.3 **ANNUALLY**: Inspect, service, record findings and provide an updated register.

5.11.4.7 **Schedule AP**

5.11.4.7.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE HOSE REELS AND HYDRANTS		
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 1475-2 and SANS 10105-2 requirements	FREQUENCY
1	Where a gauge is fitted: is the static water pressure to the hose reel and hydrant at least 300 kPa?	W
2	Is the security seal on the hose reel and hydrant sealed/broken?	W
3	Are there any missing/broken parts on the fire hose reel or hydrant?	W
4	Inspect all valves which are locked in terms of Clause 3.15.6 Valve Management. Ensure the valves are still locked in the open position and the keys are stored and accounted for in terms of the protocol as instructed by this document.	W
5	Is the equipment unobstructed and that signage is correct	M
6	Is the signage correct?	M
7	Are the fire hose reels and hydrants due for reconditioning?	M
8	Is the frame of the fire hose reel firmly fixed to the wall?	M

FIRE HOSE REELS AND HYDRANTS		
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 1475-2 and SANS 10105-2 requirements	FREQUENCY
9	Are all connections free from leaks or indications of weeping?	M
10	Is the hose reel hose showing signs of cracking or bleaching from the sun or damage from chemicals within the environment	M
11	Is the hose reel frame, drum and discs or the hydrant, showing signs of rust or deterioration from the weather or abnormal conditions within the environment?	M
12	Does the hose reel require reconditioning?	M
13	Clean hydrant chambers (Underground hydrants only)	M
14	When is the next annual service date?	M
15	<u>Update</u> the inspection label	M
16	Annual service in accordance with the details given in Annex B together with the relevant steps of the procedure given in 6.1.2 to 6.1.9	Y
17	Ensure statutory yellow markings are clearly visible or repaint accordingly (Underground hydrants only)	Y
18	Update the service label	Y

5.11.5 FIRE EXTINGUISHERS

- 5.11.5.1 A juristic or natural person may not fill, recharge, recondition, modify, repair or test a fire extinguisher unless such a person is the holder of a permit issued by the South African Bureau of Standards or certificate of competence issued by the South African Qualification Certification Committee.
- 5.11.5.2 The FMSP shall maintain a detailed register of all fire extinguishers.
- 5.11.5.3 At no time shall a fire extinguisher be removed from its position and taken to a different location for servicing without placing an equivalent type and size loan unit in its place. Fire extinguishers shall be placed back in their original position after servicing.
- 5.11.5.4 The FMSP shall provide a detailed report including the updated register to DPWI within two (2) working days of the completion of the inspection / service.
- 5.11.5.5 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.11.5.6 **Preventative Maintenance**

5.11.5.6.1 **MONTHLY**: Inspect, record findings and provide an updated register.

5.11.5.6.2 **ANNUALLY**: Inspect, service, record findings and provide an updated register.

5.11.5.6.3 **EVERY FIVE (5) YEARS**: Inspect, hydrostatically pressure test, record findings and provide an updated register.

5.11.5.6.4 **EVERY TEN (10) YEARS**: Inspect, hydrostatically pressure test, record findings and provide an updated register.

5.11.5.7 **Schedule AQ**

5.11.5.7.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE EXTINGUISHERS		
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 1475-1 & SANS 10105-1 requirements.	FREQUENCY
1	Is extinguisher in its assigned position?	M
2	Is extinguisher the correct type?	M
3	Is extinguisher the correct size?	M
4	Is access to and visibility of the extinguisher obstructed?	M
5	Are the operating instructions on the extinguisher visible and facing outward?	M
6	Has the security seal been broken?	M
7	Have the extinguisher and its mountings been physically damaged or corroded	M
8	Does the extinguisher shows signs of leakage or the nozzle shows signs of blockage	M
9	Are the pressure indicating devices, if fitted, in the operating range	M
10	When is the next annual service date?	M
11	Annual service by a registered technician.	Y
12	Update the service label	Y
13	Fire extinguisher cylinder must be hydrostatically pressure tested and verified. (Foam, water, water based, powder and halon)	5Y
14	Fire extinguisher cylinder must be hydrostatically pressure tested and verified. (CO ₂)	10Y

5.11.6 FIRE BLANKETS

- 5.11.6.1 The FMSP shall maintain a detailed register of all fire blankets.
- 5.11.6.2 Fire blankets shall be serviced on site.
- 5.11.6.3 Fire blankets shall be serviced and maintained in accordance with the manufacturer's guidelines.
- 5.11.6.4 The FMSP shall provide a detailed report including the updated register to DPWI within two (2) working days of the completion of the inspection / service.
- 5.11.6.5 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.11.6.6 **Preventative Maintenance**

- 5.11.6.6.1 MONTHLY: Inspect, record findings and provide an updated register.
- 5.11.6.6.2 ANNUALLY: Inspect, service, record findings and provide an updated register.

5.11.7 BREATHING APPARATUS

- 5.11.7.1 The FMSP shall maintain a detailed register of all breathing apparatus.
- 5.11.7.2 Breathing apparatus requires removal from site for servicing. To mitigate the associated risk, the following process shall apply:
 - 5.11.7.2.1 A full set of spare breathing apparatus shall be stored and managed as part of the Government Furnished Information, Equipment and Assets **Clause 3.22**.
 - 5.11.7.2.2 Irrespective of the expiry date, the stored breathing apparatus shall be serviced in the month prior to the expiry date of the breathing apparatus deployed on site.
 - 5.11.7.2.3 After service, the returned breathing apparatus shall be exchanged for the deployed breathing apparatus. The breathing apparatus now due for a service shall be sent for service and when returned shall be stored.
 - 5.11.7.2.4 In the case where breathing apparatus is used, it shall immediately be replaced by a serviced unit from the store, sent for service and returned to the store.
- 5.11.7.3 Breathing apparatus shall be serviced and maintained in accordance with the manufacturer's guidelines.
- 5.11.7.4 The FMSP shall provide a detailed report including the updated fire register to DPWI within two (2) working days of the completion of the inspection / service.
- 5.11.7.5 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.11.7.6 **Preventative Maintenance**

5.11.7.6.1 MONTHLY: Inspect, record findings and provide an updated register.

5.11.7.6.2 ANNUALLY: Inspect, service, record findings and provide an updated register.

5.11.8 EMERGENCY ESCAPE ROUTES, EXIT DOORS, STAIRWELLS, ETC.

5.11.8.1 The FMSP shall access the emergency escape route from every floor.

5.11.8.2 **After the inspection:**

5.11.8.2.1 The FMSP shall provide a detailed report including date and time stamped photographic evidence within two (2) working days of the completion of the service.

5.11.8.2.2 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability or functionality of the infrastructure and equipment.

5.11.8.3 **Preventative Maintenance**

5.11.8.3.1 MONTHLY: Inspect, record findings and provide a report.

5.11.8.4 **Schedule AR**

5.11.8.4.1 The preventative maintenance tick sheet shall include but not be limited to:

EMERGENCY ESCAPE ROUTES, EXIT DOORS, STAIRWELLS, ETC.		
NO	SERVICE WORK	FREQUENCY
1	Before entering the stairwell:	
1.1	Is there an evacuation stair chair available to evacuate disabled persons?	M
1.2	Is the emergency exit door free of obstruction?	M
1.3	Is the emergency exit door in the closed position?	M
1.4	Is there a push door installed?	M
1.5	Is there sufficient signage installed?	M
1.6	Is there any form of cabin hook or other device that allows the door to be left in the open position?	M
1.7	Does the activation of the push bar activate an alarm?	M
1.8	Does the door open easily?	M
2	After opening the emergency exit door and entering the stairwell::	
2.1	Is there a door closer installed on the door?	M
2.2	Is the stairwell landing free from obstruction?	M
2.3	Is the stairwell clean?	M
2.4	Are the stairs in good condition?	M
2.5	Are the stair nosings in good condition?	M
2.6	Is there a balustrade in the stairwell?	M
2.7	Is the balustrade in good condition?	M
2.8	Is there sufficient lighting?	M
2.9	Is the stairwell clean?	M

5.12 LIFE SAFETY ELECTRONIC SYSTEMS

5.12.1 The FMSP shall ensure that all general housekeeping elements for the areas in which this equipment is located, shall be added to the specific Preventative Maintenance tick sheets **Clause 3.16.3**.

5.12.2 The FMSP shall provide a professionally managed, high quality maintenance service that, through a regular and organised approach shall ensure that all Life Safety Electronic Systems shall be maintained in a condition that ensures optimal functionality and availability.

5.12.3 FIRE DETECTION AND ALARM, GAS CONTROL SYSTEMS

5.12.3.1 Preventative Maintenance

5.12.3.1.1 WEEKLY: Inspect, test, record findings and provide a report.

5.12.3.1.2 MONTHLY: Inspect, test, record findings and provide a report.

5.12.3.1.3 QUARTERLY: Inspect, test, record findings and provide a report.

5.12.3.1.4 ANNUALLY: Inspect, test, record findings and provide a report.

5.12.3.2 Schedule AS

5.12.3.2.1 The preventative maintenance tick sheet shall include but not be limited to:

FIRE DETECTION AND ALARM SYSTEM	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 10139 requirements
WEEKLY	
1.1	A Red MCP must be tested. Different Red MCP to be tested every week.
1.2	The control room to be contacted (notified) immediately before and after the test.
1.3	To be carried out at approx. the same time every week.
1.4	Give occupants instructions to report any instance of poor audio / visual alarms.
1.5	All test results to be recorded.
1.6	The duration for which any fire alarm signal is given at the time of the test should not exceed 1 min.
1.7	All input, output and ancillary device analogue readings to be inspected.
1.8	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
1.9	All service stickers to be updated.

MONTHLY	
2.1	Additional tests to be carried out at least once a month for employees who work at times other than when the tests are taking place.
2.2	The control room to be contacted (notified) immediately before and after the test.
2.3	Give occupants instructions to report any instance of poor audio / visual alarms.
2.4	All test results to be recorded.
2.5	The duration for which any fire alarm signal is given at the time of the test should not exceed 1 min.
2.6	An auto-start generator should be started once a month and operated on load for at least 1 hour.
2.7	Test to be in accordance with the manufacturer instructions.
2.8	At the end of the test, make sure the generator fuel tank is full and oil & coolant is checked and topped up.
2.9	Visual inspection of batteries and their connections. Action to be taken to rectify any shortcomings.
2.10	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
2.11	All service stickers to be updated.
QUARTERLY	
3.1	Inspection of vented batteries once every quarter.
3.2	Additional tests to be carried out at least once a month for employees who work at times other than when the tests are taking place.
3.3	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
3.4	All service stickers to be updated.
ANNUALLY	
4.1	Selected random red MCP's, sensing devices, ancillary devices, audio and visual devices must be tested. Different devices to be tested every year.
4.2	The control room to be contacted (notified) immediately before and after the test.
4.3	Give occupants instructions to report any instance of poor audio / visual alarms.
4.4	All test results to be recorded.
4.5	The duration for which any fire alarm signal is given at the time of the test should not exceed 1 min.
4.6	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
4.7	All service stickers to be updated.

5.12.4 VOICE ACTIVATION SYSTEMS

5.12.4.1 **Preventative Maintenance**

5.12.4.1.1 WEEKLY: Inspect, test, record findings and provide a report.

5.12.4.1.2 QUARTERLY: Inspect, test, record findings and provide a report.

5.12.4.1.3 ANNUALLY: Inspect, test, record findings and provide a report.

5.12.4.2 **Schedule AT**

5.12.4.2.1 The preventative maintenance tick sheet shall include but not be limited to:

VOICE EVACUATION SYSTEM	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 7240 Part 16 and Part 19 requirements
WEEKLY	
1.1	System Microphones must be tested.
1.2	All speakers connected to one speaker zone to be tested every week. A different zone to be tested every week.
1.3	The control room to be contacted (notified) immediately before and after the test.
1.4	To be carried out at approx. the same time every week.
1.5	Give occupants instructions to report any instance of poor audio quality.
1.6	All test results to be recorded.
1.7	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
1.8	All service stickers to be updated.
QUARTERLY	
2.1	Inspection of entire system head end including power and backup power supply to be tested once every quarter.
2.2	All speakers and microphones to be tested once every quarter.
2.3	The control room to be contacted (notified) immediately before and after the test.
2.4	Give occupants instructions to report any instance of poor audio quality.
2.5	All test results to be recorded.
2.6	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
2.7	All service stickers to be updated.

ANNUALLY	
3.1	Inspection of entire system head end including power and backup power supply to be tested once every year.
3.2	All speakers and microphones to be tested once every year.
3.3	The control room to be contacted (notified) immediately before and after the test.
3.4	Give occupants instructions to report any instance of poor audio quality.
3.5	All test results to be recorded.
3.6	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
3.7	All service stickers to be updated.

5.12.5 EMERGENCY COMMUNICATION SYSTEM

5.12.5.1 Preventative Maintenance

5.12.5.1.1 WEEKLY: Inspect, test, record findings and provide a report.

5.12.5.1.2 QUARTERLY: Inspect, test, record findings and provide a report.

5.12.5.1.3 ANNUALLY: Inspect, test, record findings and provide a report.

5.12.5.2 Schedule AU

5.12.5.2.1 The preventative maintenance tick sheet shall include but not be limited to:

EMERGENCY COMMUNICATION SYSTEM	
NO	SERVICE WORK Service and maintenance work, as minimum, to be as per SANS 7240 Part 16 and Part 19 requirements
WEEKLY	
1.1	System Out Stations must be tested.
1.2	All Out Stations connected to one Line Exchange Unit to be tested every week. A different Line Exchange Unit and Out Stations to be tested every week.
1.3	The control room to be contacted (notified) immediately before and after the test.
1.4	To be carried out at approx. the same time every week.
1.5	Give occupants instructions to report any instance of poor audio quality.
1.6	All test results to be recorded.
1.7	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
1.8	All service stickers to be updated.

QUARTERLY	
2.1	Inspection of entire system head end including power and backup power supply to be tested once every quarter.
2.2	All Line Exchange Unit and Out Stations to be tested once every quarter.
2.3	The control room to be contacted (notified) immediately before and after the test.
2.4	Give occupants instructions to report any instance of poor audio quality.
2.5	All test results to be recorded.
2.6	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
2.7	All service stickers to be updated.
ANNUALLY	
3.1	Inspection of entire system head end including power and backup power supply to be tested once every year.
3.2	All Line Exchange Unit and Out Stations to be tested once every year.
3.3	The control room to be contacted (notified) immediately before and after the test.
3.4	Give occupants instructions to report any instance of poor audio quality.
3.5	All test results to be recorded.
3.6	The system logbook should be examined. Any faults should be recorded and receive the appropriate attention.
3.7	All service stickers to be updated.

5.12.6 REMRAD SYSTEMS

5.12.6.1 The FMSP shall ensure the Remrad Systems are licensed and maintained appropriately.

5.12.6.2 The FMSP shall obtain the relevant log information for each of the Remrad Systems and present it to DPWI unaltered on a monthly basis. These logs shall be used as further evidence of testing, failures, alarms, etc. that have taken place.

5.12.6.3 **Preventative Maintenance**

5.12.6.3.1 WEEKLY: Undertake a manual test to ensure the equipment is functional, the signal is received and the responses are audible. Record the findings and provide a report.

5.12.6.3.2 MONTHLY: Undertake a fire condition simulation by activating three (3) smoke detectors to ensure the equipment is functional and the signal is received automatically without any manual intervention. Record the findings and provide a report. Notify the CoCT Goodwood Fire Station prior to the simulation.

5.12.6.3.3 MONTHLY: Obtain the relevant log information. The logs shall be used as further evidence of testing, failures, alarms, etc. that have taken place.

5.12.6.3.4 QUARTERLY: Inspect and service the system.

5.12.6.3.5 QUARTERLY: Pay the licencing fee.

5.13 LIQUID PETROLEUM GAS INSTALLATIONS

5.13.1 The FMSP shall ensure that all general housekeeping elements for the areas in which the equipment is located, shall be added to the specific Preventative Maintenance tick sheet **Clause 3.16.3**.

5.13.2 Six (6) commercial kitchens and the Flame of Remembrance **Clause 5.13.8** are supplied by LPG installations.

5.13.3 There are five (5) external LPG banks.

5.13.4 The FMSP shall supply full 48kg gas cylinders as and when work requests are logged.

5.13.5 The FMSP shall be responsible to ensure that the number of empty cylinders collected corresponds with the number of full cylinders delivered.

5.13.6 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.13.7 EXTERNAL LPG BANKS

5.13.7.1 After each inspection and service

5.13.7.1.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence of the state of the equipment and surrounding area before and after the inspection. The report shall detail all aspects relating to the equipment and service but shall also include any other information deemed relevant for consideration, etc.

5.13.7.1.2 The FMSP shall represent the report to DPWI within two (2) working days of the completion of the inspection and service.

5.13.7.1.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

5.13.7.2 Preventative Maintenance

5.13.7.2.1 EVERY TWO (2) WEEKS: Inspect, clean, record findings and provide a report.

5.13.7.2.2 QUARTERLY: Inspect, clean, service, record finding and provide a report.

5.13.7.2.3 ANNUALLY: Provide a COC for each external LPG installation (during December of each year).

5.13.8 FLAME OF REMEMBRANCE

5.13.8.1 The Flame of Remembrance shall remain lit twenty-four/seven (24/7), three hundred and sixty-five (365) day.

5.13.8.2 The flame shall be re-ignited within thirty (30) minutes of notification that the flame is off.

5.13.8.3 The FMSP shall ensure that the flame is on for 99% of the available hours in each month.

Description	No. of available Hours	Minimum availability
28 day month	672 hours	665 hours
29 day month	696 hours	689 hours
30 day month	720 hours	713 hours
31 day month	744 hours	737 hours

5.13.8.4 The FMSP shall manage this process via a cell phone sim that shall notify the FMSP and DPWI as and when the flame is off/on. The record of all transactions on the cell phone sim shall be included in the FMSPs monthly reporting and shall be used substantiate minimum availability.

5.13.8.5 The FMSP shall notify DPWI in writing should the flame not be able to be re-ignited with forty-five (45) minutes. Reasons and an expected re-ignition time shall be provided.

5.13.8.6 The FMSP shall ensure that two (2) sets of spares parts for all components are available on site so that immediate repairs can be undertaken.

5.13.8.7 These spare parts shall be procured and be available within thirty (30) days of the Inbound Transition and Handover: Commencement of Services period

Clause 3.3.2.

5.13.8.8 This shall be added to the inventory of Government Furnished Information, Equipment and Assets and managed accordingly **Clause 3.22.**

5.13.8.9 The installation uses approximately four (4) x forty-eight (48) kilograms LPG every four (4) weeks.

5.13.8.10 **Preventative Maintenance**

- 5.13.8.10.1 **MONTHLY**: All-inclusive preventative and corrective maintenance requirements including the supply and delivery of LPG, re-ignition of the flame, cleaning and repairs to the immediate surrounding infrastructure (e.g. cage, signage, etc.), spares, etc. (e.g. cage, signage, etc.). Provide a monthly report.
- 5.13.8.10.2 **ANNUALLY**: Provide a COC (during December of each year).

5.14 **COMMERCIAL CATERING APPLIANCES**

5.14.1 There are six (6) commercial kitchens within the Parliamentary Complex.

5.14.2 The fixed appliances and DPWI bar coded appliances and equipment fall within this contract including the walk-in freezers and fridges.

5.14.3 The commercial kitchens have been designated high profile, high impact areas
Clause 3.2.7.1.7.

5.14.4 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.14.5 **Preventative Maintenance**

5.14.5.1 **QUARTERLY**: Inspect, clean, check connections, service, record findings and provide a report.

5.15 DOMESTIC APPLIANCES

5.15.1 The applicable areas are:

5.15.1.1 The appliances in the laundry that is located in Old Gardeners Cottage.

5.15.1.2 Built in fridges in cabinets that are fixtures or moveable furniture where the furniture has a DPWI barcoded asset: Tuynhuys, Presidency occupied portion of Good Hope and Old Gardeners Cottage, DPWI Ministry and Deputy Ministry in 120 Plein Street, 4th floor, and the DPWI Director General offices in Parliament Towers, 15th floor.

5.15.1.3 Moveable DPWI barcoded domestic fridges: Tuynhuys, Presidency occupied portion of Good Hope, Old Gardeners Cottage, 120 Plein Street and Parliament Towers.

5.15.2 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.15.3 **Preventative Maintenance**

5.15.3.1 **QUARTERLY**: Inspect, clean, check connections, service, record findings and provide a report.

5.16 LIFTS

- 5.16.1 The FMSP shall provide a professionally managed, high quality maintenance service that, through a regular and organised approach shall ensure that all lifts operate at 100% between the hours of 06h00 – 20h00 Monday to Friday.
- 5.16.2 The FMSP shall ensure that preventative maintenance schedules are co-ordinated in such a manner that shall not disrupt the availability of lifts during the above mentioned times.
- 5.16.3 The lift SPs shall provide copies of the call logs from their own call centres as substantiating evidence.
- 5.16.4 The FMSP shall ensure that the lift service is managed via comprehensive repair and maintenance contracts with all lift SPs including the maintenance of all lift shafts, internal and external lift cars, call pads, etc.
- 5.16.5 Vandalism or damages due to intentional negligence or misuse by occupants shall be excluded. A provisional amount has been allowed for in the Preventative Maintenance BoQ.
- 5.16.6 The FMSP shall ensure that operating conditions i.e. power distribution systems, etc. function optimally, are regularly tested, monitored and maintained in such a way that ensures external factors that would normally be considered out of the control of the SP shall be mitigated.
- 5.16.7 The FMSP shall ensure that lift shafts and external lift cars are maintained in pristine condition i.e. clean, free from dust or debris, free of water, that lift car and shaft lighting is functional, etc.
- 5.16.8 The FMSP shall use an appropriately qualified and registered independent lift inspector that shall be contracted by the FMSP and not the lift SPs. The FMSP shall ensure that all findings by the independent lift inspector are remediated by the lift SP within the regulated period. The independent lift inspector or FMSP shall not grant an extension to this period without the prior written approval of DPWI.
- 5.16.9 Where lift SPs are changed i.e. the lift SP contracted by DPWI is replaced by the FMSP with another lift SP or where the lift SP used by the FMSP is not the manufacturer of the lift equipment, the FMSP shall obtain prior written approval from DPWI to make such changes.

- 5.16.10 The FMSP shall ensure that where no valid independent lift inspectors report is made available to the FMSP, the first (1st) independent lift inspection of the affected lifts shall be undertaken within two (2) weeks of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.
- 5.16.11 Where there is a valid independent lift inspectors report but the FMSP chooses to and obtains prior written approval to replace the lift SP with another lift SP, the FMSP shall at its own cost obtain a new independent lift inspectors report.
- 5.16.12 The use of a lift SP where they are not the manufacturer of the equipment shall in no way negate the FMSPs responsibilities in terms of this service. It shall be noted that it is the position of DPWI that the manufacturer of the lift is most appropriately placed to service and maintain its own lifts to ensure access to the appropriate spares, diagnostic equipment and software, etc.
- 5.16.13 The FMSP shall ensure that all general housekeeping elements for the areas associated with the lifts, shall be added to the specific Proactive Inspection tick sheets **Clause 3.15.2** and Preventative Maintenance tick sheets **Clause 3.16.3**. The repairs and maintenance to the associated infrastructure of the lift shafts, lift motor rooms, etc. i.e. roofs, floors, windows, extraction, fire extinguishers, storm water drainage, etc. inspected, repaired, maintained, serviced, etc. as the cost of any failure of lift equipment because of an associated infrastructure failure shall be borne by the FMSP.
- 5.16.14 The lift SPs shall provide copies of the call logs from their own call centre as substantiating evidence
- 5.16.15 **Preventative Maintenance**
- 5.16.15.1 **MONTHLY**: Comprehensive Repair and Maintenance Contracts. Lifts shall be inspected and serviced as required including all repairs and replacements of components. This shall include but not be limited to lift shafts, internal and externals of the lift car, lift motor room, power distribution systems, etc.
- 5.16.15.2 **ANNUALLY**: An appropriately qualified and registered independent lift inspector shall inspect the lifts, issue the findings, inspect the work until is it appropriately completed and issue a revised findings report, all within the regulated period.

5.17 **SATELLITE AND AUDIO VISUAL SYSTEMS**

5.17.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure the management, maintenance and availability of DStv and AV equipment including but not limited to all cabling, infrastructure, plant and equipment, etc. at all times.

5.17.2 **DIGITAL SATELLITE TELEVISION**

5.17.2.1 This service shall include but not be limited to the provision of replacement cabling, installation of new or relocation of existing TV points, clear sound and picture on TV's, swap out decoders still under warranty, etc. This service is only applicable to the existing installation at Tuynhuys.

5.17.3 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.17.3.1 Exclusions: SABC / DStv licence fees, purchase of additional or replacement decoders where existing decoders are damaged and not under warranty.

5.17.4 **AUDIO VISUAL SYSTEMS**

5.17.4.1 The FMSP shall ensure clear sound and picture on TV's including the provision of new or relocation of existing TV points, repairs and maintenance to the portion of the equipment, etc. that services and is contained in 120 Plein Street, Parliament Towers (excluding areas occupied by Parliament), Tuynhuys Presidency occupied portion of Good Hope and Old Gardeners Cottage.

5.17.4.2 The FMSP shall repair and maintain, relocate, remove and re-install the system and where necessary replace components e.g. faulty microphones, etc. This service is only applicable to the existing installations at Tuynhuys and 120 Plein Street: Committee Room 1 and Committee Room 2.

5.17.4.3 The FMSP shall hire additional AV equipment for use at official events within the Parliamentary Complex. This service is only applicable to an event that is authorised in writing by DPWI.

5.17.5 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.17.6 MASTER ANTENNA TELEVISION

5.17.6.1 The FMSP shall repair and maintain the DPWI portion of the Parliament provided MATV. The equipment is located in 100 Plein Street, 1st floor, Room 1.10 and services 120 Plein Street, Parliament Towers, Tuynhuys, Presidency occupied portion of Good hope and Old Gardeners Cottage.

5.17.7 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

5.18 HANDYMAN SERVICES

- 5.18.1 The FMSP shall provide an adaptable and responsive Handyman Service that does not expose FMSP personnel / SP personnel to danger due to a shortage of appropriate skills.
- 5.18.2 The FMSP shall be satisfied of the ability of FMSP personnel / SP personnel to carry out these duties professionally.
- 5.18.3 A wide range of maintenance and repair requests is likely to be demanded of this service.
- 5.18.4 This service shall include but not be limited to building infrastructure, electrical, plumbing and drainage.
- 5.18.5 The intention of this service is to provide a thirty (30) minute response to the location of the request and complete work within the following two and a half (2½) hours i.e. completion within three (3) hours of the work request being logged.
- 5.18.6 The FMSP shall be required to demonstrate the validity and maximum usage of the service in this format.

5.18.7 GENERAL BUILDING INFRASTRUCTURE

- 5.18.7.1 Tasks shall include but not be limited to:
- 5.18.7.1.1 Securing loose roof tiles and replacing broken roof tiles,
 - 5.18.7.1.2 Waterproofing touch ups,
 - 5.18.7.1.3 Repairing, replacing or securing gutters and downpipes,
 - 5.18.7.1.4 Securing or replacing full bore gratings,
 - 5.18.7.1.5 Internal and external painting,
 - 5.18.7.1.6 Treating corrosion on gates, fencing, balustrades including paint touch ups,
 - 5.18.7.1.7 Polishing brass ironmongery and other brass elements,
 - 5.18.7.1.8 Tiling,
 - 5.18.7.1.9 Installing brackets and TV's,
 - 5.18.7.1.10 Minor carpet repairs,
 - 5.18.7.1.11 Re-hang blinds, curtains, railings, minor repairs to blinds,
 - 5.18.7.1.12 General carpentry,
 - 5.18.7.1.13 Hanging of mirrors, pictures and whiteboards,
 - 5.18.7.1.14 Shelf installations,
 - 5.18.7.1.15 Re-fitting or replacing ceiling tiles,
 - 5.18.7.1.16 Neatening cables,

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- 5.18.7.1.17 Installing or replacing signage,
 - 5.18.7.1.18 Door and window repairs,
 - 5.18.7.1.19 Ironmongery repairs,
 - 5.18.7.1.20 Minor furniture repairs,
 - 5.18.7.1.21 Varnishing of doors, shutters and louvres,
 - 5.18.7.1.22 Replacement of broken windows and glass tops / partitions,
 - 5.18.7.1.23 Secure and re-install small fixtures and fittings,
 - 5.18.7.1.24 Minor repairs and re-rope flag poles,
 - 5.18.7.1.25 Replacement of batteries in hygiene equipment, clocks, remotes,
 - 5.18.7.1.26 Movement of boxes and small-scale furniture movement, etc.

 - 5.18.8 **PLUMBING AND DRAINAGE**
 - 5.18.8.1 Tasks shall include but not be limited to:
 - 5.18.8.1.1 Unblocking drains, toilets, urinals and basins,
 - 5.18.8.1.2 Repairing leaking pipes and taps,
 - 5.18.8.1.3 Repairing or replacing flushing mechanisms,
 - 5.18.8.1.4 Adjusting flushing mechanisms,
 - 5.18.8.1.5 Secure loose taps, handles,
 - 5.18.8.1.6 Replace broken toilet seats and lids, etc.

 - 5.18.9 **ELECTRICAL**
 - 5.18.9.1 Tasks shall include but not be limited to:
 - 5.18.9.1.1 Replacement of fused lights, securing or re-fitting light fittings,
 - 5.18.9.1.2 Installing additional power plugs,
 - 5.18.9.1.3 Neaten trunking,
 - 5.18.9.1.4 Re-set tripped CB's, etc.

 - 5.18.10 **HVAC**
 - 5.18.10.1 Tasks shall include but not be limited to:
 - 5.18.10.1.1 Switching HVAC systems on/off,
 - 5.18.10.1.2 Adjusting temperatures as required,
 - 5.18.10.1.3 Investigate and action all requests for faulty HVAC systems as required, etc.

5.18.11 FIRE SERVICES

5.18.11.1 Tasks shall include but not be limited to:

5.18.11.1.1 Monitor all fire detection panels for alarms,

5.18.11.1.2 Investigate and action all fire alarms as required, etc.

5.18.12 EXCLUSIONS

5.18.12.1 Movement of IT equipment, telephony, multi-functional devices, etc.

5.18.13 **Preventative Maintenance**

5.18.13.1 **ONGOING:** Handyman Services shall include labour, tools, appropriate consumables and supplies necessary to complete the tasks. These consumables and supplies shall include but not be limited to random screws, washers, nails, nuts, bolts, drywall anchors, fasteners, zip ties, adhesives, caulking, sealants, glues, staples, electrical tape, masking tape, thread seal tape, duct tape, wall patch / wood filler, shims, rags, wire connectors, popsicle / craft sticks, picture hanging wire, batteries, etc.

5.19 **GENERAL SERVICES**

5.19.1 **Preventative Maintenance**

5.19.1.1 **Fuel Fired Boilers**

5.19.1.1.1 EVERY THREE (3) YEARS: Inspect, test, service, record findings, provide certification and provide a report.

5.19.1.2 **Electrode Boilers**

5.19.1.2.1 EVERY THREE (3) YEARS: Inspect, test, service, record findings, provide certification and provide a report.

5.19.1.3 **Pressure Vessels**

5.19.1.3.1 EVERY THREE (3) YEARS: Inspect, test, service, record findings, provide certification and provide a report.

5.19.1.4 **Pumps (electrical)**

5.19.1.4.1 QUARTERLY: Inspect, test, service, record findings and provide a report.

5.19.1.5 **Pumps (mechanical)**

5.19.1.5.1 QUARTERLY: Inspect, test, service, record findings and provide a report.

5.19.1.6 **Automated sliding doors**

5.19.1.6.1 QUARTERLY: Inspect, test, service, record findings and provide a report.

5.19.1.7 **Automated roller shutter doors**

5.19.1.7.1 QUARTERLY: Inspect, test, service, record findings and provide a report.

5.19.1.8 **Automated sliding gates**

5.19.1.8.1 QUARTERLY: Inspect, test, service, record findings and provide a report.

6. **SERVICE 4: CIVILS**

- 6.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that the facilities are clean, in a good state of repair and fit for purpose at all times.
- 6.2 The FMSP shall ensure this is achieved through Proactive Inspections, Preventative and Corrective Maintenance.
- 6.3 The FMSP shall ensure and provide evidence of the competency and registrations that are required for FMSP personnel, SPs and their personnel, etc. who shall be responsible for this service.
- 6.4 There are no restrictions for this service.
- 6.5 There are no exclusions for this service unless communicated by DPWI in writing or where an exclusion is specifically mentioned in this document.
- 6.6 All Corrective Maintenance unless specified as being part of the Preventative Maintenance Schedule and BoQ shall be reported and dealt with under the Corrective Maintenance BoQ.
- 6.7 Omissions in no way imply that the work is excluded from this contract.
- 6.8 Reference the Handyman Service for further information **Clause 5.18**.
- 6.9 The FMSP shall utilise specialist FMSP personnel / SP personnel where the scope or extent of the service requires it.
- 6.10 All elements of the facilities shall be examined for general or structural cracking.
- 6.11 This service shall include but not be limited to:
- 6.11.1 Roads and parking surfaces including all cobble stoned areas and concrete or other slabs (for potholes, indentation, rutting, etc.),
- 6.11.2 All storm water structures (manholes, catch pits, drains, channels, etc.), etc.
- 6.11.3 Tree root removals affecting paved, concrete, etc. surfaces. Work with landscape horticulture in order to ensure that the best interest of the tree is taken into account.
- 6.12 **After each inspection / service**
- 6.12.1 The FMSP shall deliver a detailed report, with date and time stamped photographic evidence of the state of the infrastructure and surrounding area before and after the inspection / service. The report shall detail all aspects relating to the infrastructure / service but shall also include any other information deemed relevant for consideration, etc.

6.12.2 The FMSP shall represent the report to DPWI within two (2) working days of the completion of the inspection and service.

6.12.3 This process shall not diminish the responsibilities of the FMSP wrt this contract, the SLA, the availability and functionality of the equipment.

6.13 **Preventative Maintenance**

6.13.1 **Storm Water Drainage Systems**

6.13.1.1 MONTHLY: High pressure clean, inspect with a camera and where necessary use a drain auger to remove any blockages, tree roots, etc. Re-inspect with a camera. They shall be left free of sediment, debris or any other foreign materials.

6.13.2 **Soil Drainage Systems**

6.13.2.1 MONTHLY: Clean all drain systems by removing grates, removal all sediment, garden waste, litter, debris or any other foreign materials. Re-install grates.

7. **SERVICE 5: SECURITY SERVICES**

7.1 **SECURITY EQUIPMENT**

7.1.1 This contract excludes all activities related to Security Equipment, including but not limited to safe rooms, x-ray machines, security booths, metals detectors, including all cabling, infrastructure, plant, equipment, etc.

7.1.2 The FMSP shall make available appropriately qualified FMSP personnel that shall work with and act as liaison between the FMSP and the DPWI Project SP appointed to repair and maintain this equipment to ensure that services provided by the FMSP in no way negatively impacts on the functioning of the security equipment **Clause 3.11.7.4.**

7.2 SECURITY SYSTEMS

- 7.2.1 This contract excludes all activities related to Security Systems, including but not limited to access card readers, intruder alarms, intercoms, maglocks, CCTV (camera's, video walls, etc.) systems including all cabling, infrastructure, plant, equipment, etc.
- 7.2.2 The FMSP shall make available appropriately qualified FMSP personnel that shall work with and act as liaison between the FMSP and the DPWI Project SP appointed to repair and maintain this equipment to ensure that services provided by the FMSP in no way negatively impacts on the functioning of the security equipment **Clause 3.11.7.4.**
- 7.2.3 Shared infrastructure like doors, sliding doors, roller shutter doors, power supply, etc. which impact on access card readers and other equipment etc. when they are not functioning correctly remain the responsibility of the FMSP. This shall include but not be limited to motors, door closers, door hinges, etc.
- 7.2.4 The FMSP shall work with and structure a response that collaborates with the response of the appointed DPWI Project SP.

7.3 LOCKSMITH SERVICES

- 7.3.1 The FMSP shall appoint and use PSiRA registered locksmiths.
- 7.3.2 This service shall include the servicing and repair of locks, opening locks where keys are not readily available, the replacement of locks, removing broken keys and cutting of keys as and when required.
- 7.3.3 The FMSP shall not replace locks or provide additional keys without the proper authorisation in writing the relevant stakeholders.
- 7.3.4 The FMSP shall not replace locks on moveable assets that are not DPWI barcoded unless the relevant stakeholder provides the locks **Clause 3.18.6**.
- 7.3.5 The FMSP shall not provide additional keys for locks on moveable assets that are not DPWI barcoded.
- 7.3.6 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

7.4 **SAFE SERVICES**

- 7.4.1 The FMSP shall appoint and use PSiRA registered locksmiths.
- 7.4.2 This service shall include the repair, opening, replacement of safe locks and provision of additional keys.
- 7.4.3 The FMSP shall not replace locks or provide additional keys without the proper authorisation in writing the relevant stakeholders.
- 7.4.4 The FMSP shall be responsible to relocate safes between Parliamentary Complex facilities only.
- 7.4.5 The FMSP shall not replace locks on moveable assets that are not DPWI barcoded unless the relevant stakeholder provides the locks **Clause 3.18.6**.
- 7.4.6 The FMSP shall not provide additional keys for locks on moveable assets that are not DPWI barcoded.
- 7.4.7 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

8. **SERVICE 6: GROUNDS UPKEEP AND LANDSCAPE HORTICULTURE**

- 8.1 The FMSP shall provide a professionally managed, high quality service, that through a regular and organised approach shall ensure that the grounds upkeep and landscape horticulture is delivered to the highest possible standard, to ensure the grounds are clean, in a good state of repair and that landscape areas are clean, neat, free from debris and aesthetically pleasing.
- 8.2 The FMSP shall ensure this is achieved through Proactive Inspections, Preventative and Corrective Maintenance.
- 8.3 The FMSP shall ensure and provide evidence of the competency and registrations that are required for FMSP personnel, SPs and their personnel, etc. who shall be responsible for this service.
- 8.4 There are no height restrictions for this work.
- 8.5 There are no exclusions for this service unless communicated by DPWI in writing or where an exclusion is specifically mentioned in this document.
- 8.6 All Corrective Maintenance unless specified as being part of the Preventative Maintenance Schedule and BoQ shall be reported and dealt with under the Corrective Maintenance BoQ.
- 8.7 Omissions in no way imply that the work is excluded from this contract.

8.8 GROUND UPKEEP

- 8.8.1 The FMSP shall ensure consistent collaboration between the SPs for the grounds upkeep, landscaping, civils and waste management to ensure an organised and efficient turnkey solution.
- 8.8.2 The FMSP shall ensure that during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**, an appropriate method statement and programme of works for this service is presented to DPWI for approval before implementation. The method statement shall be revised as and when required and shall be re-approved before implementation.
- 8.8.3 The method statement shall include but not be limited to:
- 8.8.3.1 The resources, routes, frequency, etc. for patrol cleaning.
- 8.8.3.2 The cleaning methods and materials / products that shall be used for hard surfaces taking into account the different hard surface types and their unique requirements.
- 8.8.3.3 The method, resources, areas for weed control, equipment and the materials / products that shall be used for weed removal and retardation.
- 8.8.3.4 The FMSP shall ensure that its programme of works clearly indicates how and when each area shall be serviced.
- 8.8.4 Only SABS and/or NRCS approved, non-toxic, green certified, enzyme based materials / products shall be used. Materials / products that do not comply shall not be used without prior written approval from DPWI.
- 8.8.5 The MSDS of each material / product shall be attached to the method statement and be available on site for the duration of the service.
- 8.8.6 The FMSP shall ensure minimal disruption to the comings and goings of the public and Parliamentary Complex officials, especially wrt the immediate external areas as well as the internal high profile and most frequently used entrances to the grounds and various buildings.
- 8.8.7 The FMSP shall ensure that tasks requiring the use of equipment that is likely to be noisy be programmed on days and at times that shall in no way disrupt the activities of occupants in any of the facilities causing the tasks to be delayed in a manner that would negatively impact on the aesthetic appeal of the Parliamentary Complex.
- 8.8.8 The FMSP shall be required to revise the programme of works as and when required to accommodate the activities of the day and the day-to-day weather changes. Flexibility in delivering this service shall be required.

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- 8.8.9 No potable water shall be used while delivery this service. The FMSP shall provide non-potable water from an off-site location until suitable non-potable water is available on site.
- 8.8.10 The area applicable to this service shall include but not be limited to all external areas around and between buildings.
- 8.8.11 This service shall include but not be limited to footways, paths, pavements, road surfaces including road drainage; courtyards and terrace paving; steps and ramps to entrances; kerbs, edgings, and pre-formed channels and drains including subsoil drainage, etc.
- 8.8.12 **PATROL CLEANING**
- 8.8.12.1 There is no height restriction for this task.
- 8.8.12.2 **Preventative Maintenance**
- 8.8.12.2.1 **ONGOING**: Pick-up, collect and dispose of all litter, debris, packets, leaves, etc. to ensure the grounds are clean, neat and tidy.
- 8.8.13 **HARD SURFACE CLEANING**
- 8.8.13.1 High pressure cleaning on some hard surfaces has shown that it degrades the filler / grouting over time causing damage and the requirement for ongoing remedial work. This shall not be allowed as the only method of cleaning. The FMSP shall ensure that the frequency and intensity of the water pressure used shall be carefully managed. Other methods of cleaning, including more labour intensive methods shall also be undertaken.
- 8.8.13.2 **Preventative Maintenance**
- 8.8.13.2.1 **ONGOING**: Hard surfaces shall be swept and cleaned appropriately to ensure they are free from all stains, debris and atmospheric pollution, accidental spillage of material, bird droppings and the like.
- 8.8.14 **HARD SURFACE WEED CONTROL**
- 8.8.14.1 Weed removal using high pressure cleaning shall not be allowed.
- 8.8.14.2 Spraying of weeds and leaving them to wither and die before removal shall not be allowed.

8.8.14.3 Weeds shall be removed by hand as soon as growth is visible using a small appropriate tool that shall not damage the hard surface or its filler / grouting.

8.8.14.4 Spraying shall be done immediately after weed removal in order to retard re-growth.

8.8.14.5 **Preventative Maintenance**

8.8.14.5.1 **ONGOING**: Weed removal shall be undertaken by hand, after which an appropriate weed control material / product shall be used to retard weed growth.

8.8.15 **WATER FEATURES**

8.8.15.1 The FMSP shall ensure the water features are clean, free of sediment, waste water (if not in use), debris or any other foreign matter.

8.8.15.2 **Preventative Maintenance**

8.8.15.2.1 **ONGOING**: Inspect, clean and ensure they are free of sediment, debris or any other foreign matter.

8.9 LANDSCAPE HORTICULTURE

- 8.9.1 The request is not for a garden maintenance service but for an all-inclusive professional landscape horticulture service.
- 8.9.2 The landscaped areas shall not be re-designed or changed in any major way.
- 8.9.3 The FMSP shall ensure consistent collaboration between the SPs for the grounds upkeep, landscaping, civils and waste management to ensure an organised and efficient turnkey solution.
- 8.9.4 The FMSP shall ensure that the landscape horticulture SP provides a portfolio of evidence of previous experience of landscaping horticulture of a similar nature and scale including heritage landscaping.
- 8.9.4.1 The landscape horticulture SPs full time on site manager / supervisor shall have been registered for at least five (5) years, must still be registered and remain registered as a Professional Landscape Architect with the South African Council for the Landscape Architectural Profession for the duration of this contract.
- 8.9.5 The FMSP shall ensure that during the Inbound Transition and Handover: Implementation of Contract period **Clause 3.3.1**, a comprehensive inspection of the grounds is undertaken. The result shall translate to an appropriate method statement and programme of works for this service that shall be presented to DPWI for comment and approval before implementation.
- 8.9.6 The method statement shall include but not be limited to the initial findings, a programme of works, recommendations for routine landscaping services, Rehabilitation of landscaped areas and alien and invasive species identification.
- 8.9.7 There is no exclusion for the degree of difficulty and no height restriction for any task.
- 8.9.8 For the purpose of this document, the use of the phrase “landscaped areas” shall be considered to include plants in pots, planters whether loose or built-in, lawn areas, planted beds, climbing plants, etc.

8.9.9 ROUTINE LANDSCAPING HORTICULTURE SERVICES

8.9.9.1 The FMSP shall ensure that during the first three (3) months of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2** that sufficient resources, equipment and herbicides are available in order to bring about a significant improvement to the overall standard of the landscaped areas.

8.9.9.2 It shall be expected of the FMSP to liaise closely with the CoCT to ensure that the portions of property from the boundary fences to the road side kerbs of all facilities are maintained to the same standard as required by this service.

8.9.9.3 The FMSP shall ensure that the landscaped areas are clean, neat and free of weeds. All plant specimens shall be kept to a height and form that is safe and appropriate for its type and location of planting. All plants specimens shall be provided with sufficient water, compost, fertiliser, etc.

8.9.9.4 Indoor potted plants are restricted to Tuynhuys.

8.9.9.5 **Requirements**

8.9.9.5.1 **Equipment**

8.9.9.5.1.1 Equipment shall be functional, clean and appropriate for the task that it shall be used for.

8.9.9.5.1.2 Be cleaned and dried after use, then stored safely.

8.9.9.5.1.3 Replaced when damaged, broken, becomes worn or is unsafe.

8.9.9.5.1.4 All equipment shall be easy to use, emit zero emissions and be low noise.

8.9.9.5.1.5 equipment shall be returned to the landscaping holding area at the end of each day.

8.9.9.5.2 **Herbicides**

8.9.9.5.2.1 The MSDS for all herbicides are clearly visible in the storerooms in which they are stored.

8.9.9.5.2.2 All herbicides shall be stacked and stored appropriately.

8.9.9.5.2.3 Appropriate ongoing training shall be provided to the SP personnel with respect to the herbicides potential hazards (health, fire, reactivity and environmental) and the emergency procedures related to the hazards should they be ingested, inhaled or come into contact with the skin or eyes, etc.

8.9.9.5.2.4 Appropriate ongoing training shall be provided to the SP personnel on the proper use of each of the herbicides.

- 8.9.9.5.2.5 Herbicides that are decanted, are done so into appropriate containers for use, that they are properly labelled i.e. not handwritten and not in cool drink bottles, etc.
- 8.9.9.5.2.6 All herbicides shall be returned to the landscaping holding area at the end of each day.
- 8.9.9.5.2.7 Only SABS approved, non-toxic, green certified, enzyme based herbicides shall be used. Herbicides that do not comply shall not be used without prior written approval from DPWI.
- 8.9.9.5.3 **Landscaping records**
- 8.9.9.5.3.1 Records shall be kept for all areas detailing the scope of work undertaken daily, weekly, monthly, etc. with comments on the general condition of the landscaped areas, pest control that has been undertaken, compost and fertiliser application, etc.
- 8.9.9.5.3.2 Detail the reasons why tasks that have been programmed have not been actioned e.g. excessive rain and when they have been re-scheduled for.
- 8.9.9.5.3.3 Include the volume of rainfall experienced.
- 8.9.9.5.3.4 Include before and after date and time stamped photographic evidence shall record the milestones reached and be used as a portfolio of evidence of work undertaken.
- 8.9.9.5.4 **Uniforms and Protective Equipment**
- 8.9.9.5.4.1 Provide the SP personnel with appropriately branded fit for purpose uniforms and PPE related to the tasks that shall be performed including appropriate footwear, masks, gloves, etc. Under no circumstances shall clothes other than the prescribed uniforms be worn while working.
- 8.9.9.5.5 **General and Landscaping Waste Management**
- 8.9.9.5.5.1 The FMSP shall ensure that the SP personnel are provided with appropriate ongoing training with respect to the manner in which general and landscaping waste is managed and their role therein.
- 8.9.9.5.5.2 Landscaping waste shall not be disposed of with general waste.
- 8.9.9.5.5.3 All appropriate landscaping waste shall be retained and re-used to make compost. Where appropriate, tree branches that are pruned shall be processed and re-used as mulch or 50 mm wood chips.

- 8.9.9.5.5.4 The FMSP shall maintain records of landscaping waste that is retained and re-used on site.
- 8.9.9.5.5.5 Landscaping waste that cannot be re-used on site shall be collected, placed into bags that are made from recycled materials, removed daily and disposed of appropriately.
- 8.9.9.5.5.6 The FMSP shall programme and make provision for the occasional use of an on site skip bin for tasks like extensive tree pruning, etc. that would generate large items or quantities of landscaping waste. Each specific instance shall be arranged with DPWI timeously in order to avoid delays. Arrangements shall include the area of placement, the frequency of removals, etc.
- 8.9.9.5.6 **Water Management**
- 8.9.9.5.6.1 The FMSP shall ensure that the SP personnel are provided with appropriate ongoing training with respect to the requirement not to waste water especially potable water when in use by leaving taps running, sprinkler systems not set correctly and over watering, water leaks, etc.
- 8.9.9.5.7 **Landscaping Plan (Drawing) and Asset Register**
- 8.9.9.5.7.1 A detailed landscaping plan (drawing) shall be compiled during the first three (3) months of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**. This shall include an asset register of all plant specimens detailing the type, location and condition of each specimen, the extent of each planted area, the optimal growing conditions, the frequency of watering, pruning, composting, fertilising, etc. and any other relevant information.
- 8.9.9.5.7.2 The FMSP shall present the initial plan (drawing) to DPWI for comment. Thereafter the FMSP shall be required to update and present the plan (drawing), asset register and an updated programme of works to DPWI at three (3) monthly intervals, the start of which shall be aligned to the preparation of the landscaped areas for the spring/summer and autumn/winter seasons.

8.9.9.6 **Specification**

8.9.9.6.1 **Irrigation and watering**

8.9.9.6.1.1 The FMSP shall familiarise itself with the current CoCT restrictions, if any, and ensure that it remains abreast of any changes to ensure that all by-laws are fully complied with. It is not the intention of DPWI to apply for exemption for any current or future restrictions.

8.9.9.6.1.2 It shall be noted that the existing irrigation makes use of potable water that will be used until suitable non-potable water is available on site for all hand watering or watering with portable sprinklers.

8.9.9.6.1.3 In areas where automatic irrigation has not been installed, irrigation shall be done with portable sprinklers or by hand watering.

8.9.9.6.1.4 Automatic irrigation systems shall always functional optimally.

8.9.9.6.1.5 Weather changes shall be monitored continuously to ensure that automatic irrigation is only used when necessary and the timers updated accordingly.

8.9.9.6.1.6 Soil moisture levels shall be monitored and documented to ensure that they are at a level appropriate for each landscaped area.

8.9.9.6.2 **Composting and Fertilisation**

8.9.9.6.2.1 An appropriate type of composting and fertilisation shall be provided as required for each plant specimen including lawn areas and spread at a rate of grams per m² according to the manufacturer's specification.

8.9.9.6.2.2 The FMSP shall ensure that any compost generated from on site landscaping and wet waste shall be used.

8.9.9.6.3 **Weed control and removal**

8.9.9.6.3.1 Landscaped areas shall remain free of weeds.

8.9.9.6.3.2 Trees with stems less than 75 mm in diameter which are planted in a lawn area, shall have a circle of 1 m in diameter, which shall always remain free of lawn and weed growth.

8.9.9.6.3.3 Tree rings and trees planters in paving shall always remain free of weed growth.

8.9.9.6.3.4 All climbers and other plant material growing into a tree shall be removed immediately.

8.9.9.6.4 **Stoned areas**

8.9.9.6.4.1 Stoned areas shall remain free of weeds, shall not encroach on walkways and shall be maintained in a manner that is even and aesthetically pleasing.

8.9.9.6.5 **Pruning**

8.9.9.6.5.1 Seasonal pruning shall be required to all plants specimens where appropriate in their specific times.

8.9.9.6.5.2 Shrubs and ground covers shall be pruned to achieve the desired form and encourage healthy growth.

8.9.9.6.5.3 Ground covers and wall creepers which encroach on walkways, outdoor equipment e.g. condenser units shall be pruned to ensure no interference with the use of and functionality of facilities and equipment.

8.9.9.6.5.4 Potted plants, outdoor and indoor, shall be pruned to a size and shape appropriate for the size and location of the plants and pots.

8.9.9.6.5.5 Flowers shall be deadheaded daily.

8.9.9.6.5.6 Dead plant material and branches shall be pruned and removed immediately.

8.9.9.6.5.7 Debris from pruning activities shall be removed from site daily.

8.9.9.6.6 **Mulching**

8.9.9.6.6.1 Leaves shall be retained and used as mulch in flower beds.

8.9.9.6.6.2 50 mm wood chips shall be used as mulch in planting beds.

8.9.9.6.6.3 The FMSP shall ensure that mulch and wood chips generated from on site landscaping waste shall be used.

8.9.9.6.7 **Supplemental planting**

8.9.9.6.7.1 All landscaped areas shall be properly prepared before planting annuals / biennials or any other plants, shrubs, trees and lawn areas as required.

8.9.9.6.7.2 Appropriate summer and winter annuals / biennials shall be planted at main entrances to the grounds, entrances to buildings, etc. whether in planters, pots or planting beds. A second summer planting shall be done in the weeks leading up to SONA in February.

8.9.9.6.7.3 Once the rehabilitation period has been concluded, the FMSP shall bear the cost and responsibility to replace plants, shrubs, trees and lawn areas that have died, are not showing optimal growth, have been over or under watered, or for whatever other reason, etc.

8.9.9.6.8 **Lawns**

- 8.9.9.6.8.1 Where irrigation is not installed, lawns shall be irrigated by means of hand watering or portable sprinklers.
- 8.9.9.6.8.2 Soil moisture levels shall be monitored continuously to ensure that they are at an appropriate level.
- 8.9.9.6.8.3 All lawns shall be maintained at a length appropriate to each lawn type but generally between 20 – 40 mm from soil level.
- 8.9.9.6.8.4 Trim all lawn edges simultaneously to mowing the lawn.
- 8.9.9.6.8.5 Lawn trimmings shall not be left in adjacent landscaped areas, on paving or on the lawn surface. They shall be swept up, collected, etc. immediately and where appropriate added to compost or removed from site.
- 8.9.9.6.8.6 Trim vertical growth at lawn edges to the same height as the lawn where the lawn edges meet paving, walls, poles, tree trunks or any other element.
- 8.9.9.6.8.7 Planting lines shall be maintained in their original positions.
- 8.9.9.6.8.8 Shoots and runners shall be removed from flower and planting beds immediately.
- 8.9.9.6.8.9 The lawn shall not be allowed to overgrow paving.
- 8.9.9.6.8.10 Scarification and aeration shall take place in August to September.
- 8.9.9.6.8.11 Scarification shall remove all thatch and excess organic material.
- 8.9.9.6.8.12 Lawn areas affected by depressions or irregular surface levels, compaction, etc. shall be aerated immediately and not only in the months of August and September.
- 8.9.9.6.8.13 Provide and spread suitable topsoil in a top-dressing not exceeding 15 mm to eliminate unevenness. Care shall be taken to remove all irregularities during the process to ensure an even surface.
- 8.9.9.6.8.14 Lawn areas and edges shall remain free of weeds.

8.9.9.6.9 **Trees**

- 8.9.9.6.9.1 Newly planted young trees shall be appropriately supported to keep them upright in all weather conditions.
- 8.9.9.6.9.2 Supporting stakes shall be a minimum of 40 mm in diameter and a minimum length of 3 m.
- 8.9.9.6.9.3 The stakes shall be driven into solid ground within 100 – 150 mm of the tree stem.

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- 8.9.9.6.9.4 The tree shall be tied back with an appropriate tie-back to the stakes so that the tree is well supported but in a manner that shall not damage the tree or stunt its growth.
- 8.9.9.6.9.5 Staked trees shall be inspected and the necessary adjustments made until the stage where the tree no longer requires staking.
- 8.9.9.6.9.6 All tree felling and pruning shall be in compliance with the National Protected Tree Act No. 84 of 1996.
- 8.9.9.6.9.7 No tree, historical, protected or other shall be felled without receiving prior written approval from DPWI and in the case of historical and protected trees without the receipt of the required license from the Department of Forestry.
- 8.9.9.6.9.8 When a tree is felled, the stump and tree roots shall be dug up and removed.
- 8.9.9.6.9.9 Dead trees shall be felled and dead tree branches pruned as required.
- 8.9.9.6.9.10 Palm trees shall be appropriately pruned at the correct times of the year.
- 8.9.9.6.10 **Water features**
- 8.9.9.6.10.1 Water features shall be cleaned of any unwanted growth of plants, or algae and any water plants found in the water features shall be maintained in an appropriate manner.
- 8.9.9.6.10.2 The FMSP shall co-ordinate with other SPs to ensure that the water feature infrastructure is maintained.
- 8.9.9.6.11 **Pest and Disease Control**
- 8.9.9.6.11.1 Regular inspections shall be undertaken to ensure that all landscaped areas including lawns are free from insects, fungal growth, ants and other pests.
- 8.9.9.6.11.2 Any herbicide required shall be applied according to the manufacturer's specification, shall be appropriate for the pest or disease that it is being used to control, shall be applied by a competently trained person wearing the correct PPE.
- 8.9.9.6.11.3 It should be noted that the Parliamentary Complex is adjacent to the Company Gardens and as such, squirrels are found in the trees, drink water from the water features and even access the facilities from time to time. No herbicide shall be used if it in anyway endangers the health and welfare of the squirrels.

8.9.9.7 **Preventative Maintenance**

8.9.9.7.1 **Routine day-to-day landscaping horticulture**

8.9.9.7.1.1 ONGOING: Ensure that the landscaped areas are clean, neat and free of weeds. All plant specimens shall be kept to a height and form that is safe and appropriate for its type and location of planting. All plants specimens shall be provided with sufficient water, compost, fertiliser, etc.

Note: This encompasses the complete requirement and specification for Landscaping Horticulture unless specified separately elsewhere.

8.9.9.7.2 **Irrigation and watering**

8.9.9.7.2.1 MONTHLY: All sprinkler nozzles shall be inspected for blockages, cleaned, serviced and where necessary realigned for optimal functioning.

8.9.9.7.2.2 QUARTERLY: Controllers shall be tested, cleaned, serviced and timer settings confirmed.

8.9.9.7.3 **Water Features**

8.9.9.7.3.1 QUARTERLY: Empty the water feature for routine maintenance of tiling, plastering and painting, waterproofing, the webbing installed for the squirrels, lighting, pumps, ensure the day / night timer to switch lights on / off are appropriate to the seasons, refill the feature, etc. and ensure the water feature is fully commissioned. Return plants and other to the water feature.

8.9.10 **ALIEN AND INVASIVE SPECIES IDENTIFICATION**

8.9.10.1 A comprehensive identification of alien and invasive species shall be undertaken during the first three (3) months of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**.

8.9.10.2 The report with its findings and recommendations shall be presented to DPWI for comment and approval and if necessary the South African Heritage Resources Agency before any action to remove such shall be undertaken.

8.9.10.3 The report shall also contain the actions required for removal as gazetted by the Department of Environmental Affairs Government Notice No. R. 506 Dated 19 July 2013: National Environmental Management: Biodiversity Act, 2004: Alien and Invasive Species Regulations and any other regulations or by-laws.

8.9.10.4 Alien and invasive landscaping waste shall be disposed of in the appropriate manner through an appropriately licensed facility if required.

- 8.9.10.5 The location of any alien and invasive species shall be documented in detail and marked on the landscaping plan (drawing). The landscaping plan (drawing) shall be updated after removal.
- 8.9.10.6 A provisional amount has been allowed for in the Preventative Maintenance BoQ.
- 8.9.11 REHABILITATION OF LANDSCAPED AREAS
- 8.9.11.1 It is not the intention of this service to re-design landscaped areas or make any major changes but rather to ensure that the existing plants, shrubs, trees and lawn areas are provided with the best possible conditions for optimal growth to create an aesthetically pleasing environment.
- 8.9.11.2 The FMSP shall use the first three (3) months of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2**, during which Routine Landscaping Services would have been provided, the detailed landscaping plan (drawing) and asset register would have been compiled to do a further assessment of the landscaped areas with respect to the once-off process to rehabilitate areas that require it.
- 8.9.11.3 In conjunction with the presentation of the initial landscaping plan (drawing), the report and recommendations on Alien and Invasive Species, the FMSP shall provide a report, recommendation and detailed costs for the areas that require such rehabilitation including but not limited to:
- 8.9.11.3.1 Current plants, shrubs and trees that are planted in locations that are not suited to their growth and development with recommendations of the locations they could be moved to;
- 8.9.11.3.2 Pruning or possible removal of large trees that might pose a risk to structures and people;
- 8.9.11.3.3 Plants in pots that would be more suited to be planted in other landscaped areas and replaced with plants that are more suited to pots or the environment in which they are located;
- 8.9.11.3.4 Repair or replacement of existing pots;
- 8.9.11.3.5 High profile areas where placement of new potted plants would be aesthetically pleasing;
- 8.9.11.3.6 Landscaped areas where plant growth is limited or non-existence for whatever reason and requires supplemental planting;

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- 8.9.11.3.7 Recommendations for replacements for the plants, shrubs or trees due for removal as identified under the Alien and Invasive Species task;
- 8.9.11.3.8 Lawn areas where the type of planted lawn is not suited to the conditions and which would benefit from another type of lawn being introduced to those areas i.e. under large trees, etc. which would be blended in to existing lawn areas;
- 8.9.11.3.9 Additional automatic irrigation installations, changes to the current installations, etc.
- 8.9.11.4 It shall be noted that during the once-off rehabilitation process, all landscaped areas shall be dug over with compost and fertiliser and where necessary additional soil provided. Where practicably possible potted plants shall be removed from the pots, new soil, compost and fertiliser provided and re-planted.
- 8.9.11.5 All the information provided will be commented on by DPWI. Once the plan, programme of works and costs is approved, it shall be implemented and monitored accordingly.
- 8.9.11.6 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

9. **SERVICE 7: CLEANING AND HYGIENE**

- 9.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that the facilities and equipment therein are clean, in a good state of repair and fit for purpose at all times.
- 9.2 The FMSP shall ensure and provide evidence of the competency and registrations that are required for FMSP personnel, SPs and their personnel, etc. who shall be responsible for this service.
- 9.3 There are no height restrictions for this work.
- 9.4 There are no exclusions for this service unless communicated by DPWI in writing or where an exclusion is specifically mentioned in this document.
- 9.5 Omissions in no way imply that the work is excluded from this contract.

9.6 ROUTINE BUILDING CLEANING

- 9.6.1 DPWI seeks to maintain a high standard and quality of cleaning in its facilities. The scope of work described shall be provided in a manner that enhances the facilities using the best-known cleaning practices and equipment available including rigorous standards of professionalism, discipline, cleanliness and tidiness. Routine cleaning services shall be provided in a manner that minimises all forms of disruption and noise to the occupants.
- 9.6.2 The FMSP shall ensure that all cleaning materials / products for different finishes are taken into account when developing each facilities method statement to ensure that finishes are not damaged and are left in a better condition than before without the requirement for remedial work due to incorrect practices, equipment, materials / products, etc.
- 9.6.3 Costs for remedial work that is required due to incorrect practices, equipment, materials / products, etc. shall be borne by the FMSP.
- 9.6.4 The routine cleaning staff shall not be used to wash cars, run errands both on and off site, assist with administration work including filing and shredding of documents and washing up of crockery and glassware following events.
- 9.6.5 There is no exclusion for the degree of difficulty and no height restriction for any task unless specifically mentioned.

9.6.6 REQUIREMENTS

9.6.6.1 Equipment

- 9.6.6.1.1 The FMSP shall ensure that all equipment used is:
- 9.6.6.1.1.1 Functional, clean and appropriate for the task that it shall be used for.
- 9.6.6.1.1.2 Cleaned and dried after use, then stored safely.
- 9.6.6.1.1.3 Replaced when broken, becomes worn or unhygienic i.e. mops, cleaning cloths, etc.
- 9.6.6.1.2 The FMSP shall ensure that:
- 9.6.6.1.2.1 All vacuum cleaning equipment is regularly serviced, cleaned and emptied to ensure efficient operation with appropriate noise and dust control.
- 9.6.6.1.2.2 All electrical equipment is checked on a regular basis and their condition recorded on the appropriate checklist.
- 9.6.6.1.2.3 All damaged electrical cords or equipment are replaced immediately.
- 9.6.6.1.2.4 All used and unused cords are kept tidy, secure and stored in a manner that prevents damage.

- 9.6.6.1.2.5 All equipment is returned to the cleaning holding area at the end of each day. Equipment shall not be left on the occupant floors, in equipment shafts, bathrooms, kitchens, etc.
- 9.6.6.1.2.6 An appropriate colour coded cloth and equipment regime is implemented to reduce cross contamination between different risk areas in order to reduce the spread of germs and increase hygiene standards.
- 9.6.6.1.2.7 All cleaning cloths are swapped out and washed daily to ensure they are hygienic when re-used.
- 9.6.6.2 **Materials / Products**
- 9.6.6.2.1 The FMSP shall:
- 9.6.6.2.1.1 Ensure that the MSDS for all materials / products are clearly visible in the storerooms in which they are stored;
- 9.6.6.2.1.2 Ensure that all materials / products are stacked and stored appropriately;
- 9.6.6.2.1.3 Provide appropriate ongoing training to the SP personnel with respect to the materials / products potential hazards (health, fire, reactivity and environmental) and the emergency procedures related to the hazards should they be ingested, inhaled or come into contact with the skin or eyes, etc.;
- 9.6.6.2.1.4 Provide appropriate ongoing training to the SP personnel on the proper use of each material / product;
- 9.6.6.2.1.5 Ensure that where materials / products are decanted, they are done so into appropriate smaller containers for use, that they are properly labelled i.e. not handwritten and not in cool drink bottles, etc.;
- 9.6.6.2.1.6 Ensure that all materials / products are returned to the cleaning holding area at the end of each day. Materials / products shall not be left on the occupant floors, in equipment shafts, bathrooms, kitchens, etc.
- 9.6.6.2.2 Only SABS and NRCS approved, non-toxic, green certified, enzyme based materials / products shall be used. Materials / products that do not comply shall not be used without prior written approval from DPWI.
- 9.6.6.2.3 The FMSP shall ensure that, where relevant, materials / products used comply with all COVID-19 protocols, standards and regulations.

9.6.6.3 **Provision of consumables**

9.6.6.3.1 The FMSP shall supply the consumables for the hygiene equipment and toilet paper and shall ensure that dispensers remain full at all times.

9.6.6.4 **Cleaning Records**

9.6.6.4.1 Cleaning maintenance records shall be kept for all areas detailing the scope of work undertaken daily, weekly, monthly, etc., by whom (and a signature) and at what times.

9.6.6.4.2 These maintenance records shall also detail the reasons provided by the occupants to delay or refuse routine cleaning services.

9.6.6.5 **Uniforms and Personal Protective Equipment**

9.6.6.5.1 Provide the SP personnel with appropriately branded uniforms and PPE related to the tasks that shall be performed including appropriate footwear, masks, gloves, etc. Under no circumstances shall clothes other than the prescribed uniforms be worn while working.

9.6.6.6 **Covid-19 Decontamination And Protocols**

9.6.6.6.1 This specification does not include deep cleaning of workplaces where COVID-19 positive cases have been identified. This service shall be undertaken by an appropriate service provider using the appropriate PPE, equipment and materials / products **Clause 9.9.1**.

9.6.6.7 **Waste Management**

9.6.6.7.1 The FMSP shall ensure that the SP personnel are provided with appropriate ongoing training with respect to the manner in which waste is managed and their role therein.

9.6.6.8 **Water Management**

9.6.6.8.1 The FMSP shall ensure that the SP personnel are provided with appropriate ongoing training with respect to:

9.6.6.8.1.1 The requirement not to waste water by leaving taps running, etc.;

9.6.6.8.1.2 How and where wastewater from cleaning tasks is disposed of.

9.6.7 SPECIFICATION

9.6.7.1 **Litter pick-up and waste removal**

9.6.7.1.1 All litter shall be picked up, including papers, packets, leaflets, etc., and fouling from all areas and disposed of according to the prescribed waste management policy.

9.6.7.1.2 Dangerous items or sharps shall be taken directly to and be disposed of in the nearest appropriate waste disposal bin according to the prescribed waste management policy. Under no circumstances shall these or similar items be placed in any other refuse bags or bins.

9.6.7.1.3 All COVID-19 waste i.e. gloves, masks, etc. shall be disposed of according to the prescribed waste management policy. Under no circumstances shall these or similar items be placed in any other refuse bags or bins.

9.6.7.1.4 Any residue or staining left by any litter, deposits, or fouling shall be removed immediately with an appropriate anti-bacterial solution.

9.6.7.2 **Walk Off Mats**

9.6.7.2.1 The FMSP shall lift, where possible, shake out, sweep or vacuum walk-off mats and remove all dirt and debris, etc.

9.6.7.3 **Hard surfaces - Sweeping**

9.6.7.3.1 All floor coverings and hard surfaces shall be swept leaving them clean, free of litter and any deposits.

9.6.7.4 **Carpets - Vacuum**

9.6.7.4.1 Carpets shall be vacuumed and left clean including spot treatment and cleaning as and when required.

9.6.7.5 **Carpet - Washing**

9.6.7.5.1 The FMSP shall wash all carpets at least once a year as and when requested.

9.6.7.6 **Floors - Mop**

9.6.7.6.1 All floor types shall be swept or vacuumed to leave them free from debris and dust prior to being mopped.

9.6.7.6.2 Using a clean mop with an approved cleaning solution in water appropriate to the floor surface type, floors shall be mopped including spot treatment and cleaning to remove stubborn marks as necessary.

9.6.7.6.3 On completion, a final rinse of the area shall be provided with a neutraliser or clean water if the manufacturer of the cleaning solution has not specified a neutraliser.

9.6.7.6.4 All skirting's, base, thresholds, upstands and the like associated with the areas to be mopped shall be mopped or wiped clean with a soft damp cloth and dried using a lint free absorbent cloth.

9.6.7.7 **Doors, porches, architraves and associated areas**

9.6.7.7.1 They shall be dusted, wiped clean with a soft damp cloth and then dried with a lint free absorbent cloth.

9.6.7.7.2 Cleaning doors shall include frames, polishing all doorplates, ironmongery, including brass where fitted and any glazing that forms part of each door and adjacent partitions.

9.6.7.7.3 Glazing to doors shall be cleaned on both sides.

9.6.7.7.4 Care shall be taken when wiping down any security or other electronic equipment which is attached to these areas in order to avoid damage or misalignment thereof.

9.6.7.8 **Handrails, balustrades and banisters**

9.6.7.8.1 They shall be dusted, wiped clean with a soft damp cloth, dried with a lint free absorbent cloth and where necessary polished.

9.6.7.9 **Windows**

9.6.7.9.1 Windows, all glazing, glass doors, partitions, etc. shall be cleaned internally on both sides as and when required irrespective of the height thereof using an appropriate handheld water fed pole system or similar.

9.6.7.9.2 All associated areas like frames, heads, sills, panels, ironmongery and the like shall be cleaned and be left clean, smear free, free of loose dust, spillage, stains, cobwebs, etc.

9.6.7.10 **Walls, woodwork, ceiling, power outlets, skirting boards, ledges, conduits, panels, etc.**

9.6.7.10.1 The above description shall not be seen to limit the extent of work to be carried out and all similar items not specifically mentioned here or elsewhere shall be considered to be included.

9.6.7.10.2 High dusting shall be undertaken on the ceilings, corners, cornices and mouldings, walls, light fittings, and the like.

9.6.7.10.3 All fixtures, fittings of whatever nature including but not limited to ledges, lights, power outlets, picture frames, pin boards and whiteboards, etc. shall be dusted and wiped down.

9.6.7.10.4 Walls shall be washed down including spot cleaning to remove marks or spillage and as when required. Appropriate materials / products, cloths or equipment shall be used to ensure that no surface covering is damaged.

9.6.7.11 **Light coverings, etc.**

9.6.7.11.1 Light coverings shall be removed and cleaned, dried and re-fitted quarterly under the supervision of the relevant SP to ensure all Health and Safety Regulations are complied with.

9.6.7.12 **Upholstery, blinds, curtain and leather cleaning**

9.6.7.12.1 Upholstery shall be vacuumed and left clean including spot treatment as and when required.

9.6.7.12.2 Fabric blinds shall be lightly vacuumed on both sides using a brush or upholstery attachment. All other types of blinds shall be dusted, wiped clean with a soft damp cloth and dried with a lint free absorbent cloth. Blinds shall not be removed from their installations for routine cleaning.

9.6.7.12.3 Curtains and curtain linings shall be vacuumed on both sides, without causing damage to the fabric, using a brush or upholstery attachment. Curtains that are required to be removed for routine cleaning shall be re-hung immediately thereafter.

9.6.7.12.4 Leather shall be lightly vacuumed using a brush or upholstery attachment or wiped down with a soft cloth to remove debris and dust and cleaned with the appropriate material / product and equipment quarterly.

9.6.7.13 **Offices, boardrooms or similar areas**

- 9.6.7.13.1 All desks, tables, filing cabinets, waste bins, telephones, computer terminals and screens, printers, keyboards, lamps, chairs, pipe work, mirrors, the inside and outside of doors and door frames, floor surfaces, light units, wall surfaces, partitions, windows, etc. or any other item associated with office or similar areas shall be dusted, wiped clean with a soft damp cloth and an appropriate material / product and then dried with a lint free absorbent cloth. Where necessary items shall be polished.
- 9.6.7.13.2 Waste bins shall be emptied and relined regularly and the content disposed of according to the prescribed waste management policy

9.6.7.14 **Lift foyers and lifts**

- 9.6.7.14.1 The FMSP shall co-ordinate the cleaning of the exterior and interior of the lifts with the relevant lift SP according to manufacturer's specification and requirements using the appropriate materials / products, cloths and equipment.
- 9.6.7.14.2 Lift foyer walls, ceilings and fixtures shall be dusted, wiped clean with a soft damp cloth and an appropriate material / product and then dried with a lint free absorbent cloth.
- 9.6.7.14.3 Lift foyer floors shall not be swept, only vacuumed and then mopped. No bucket containing water or similar shall be placed in the lift foyer or anywhere near a lift while cleaning is undertaken or at any other time.
- 9.6.7.14.4 Interior lift floors shall not be swept, only vacuumed.
- 9.6.7.14.5 All lifts shall be cleaned as and when required including wiping clean and where necessary polishing the internal and external faces of all landing doors, walls, architraves, surrounds, call plates, etc. Mirrors are to be cleaned, polished and left smear free. All lift door runners shall be kept clean and free of litter and debris.

9.6.7.15 **Kitchen areas**

- 9.6.7.15.1 All materials / products used in this area shall be HACCP compliant.
- 9.6.7.15.2 Thoroughly wash, clean and sanitise the floors, walls and all cupboard and other surfaces including tile grouting, appliances, waste bins, sink units, pipe works, inside and outside of all doors and door frames, partitions and any other items located in the kitchen.

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- 9.6.7.15.3 High dust the ceilings, corners, cornices, etc. and ensure they are free from dust, debris and cobwebs, etc.
- 9.6.7.15.4 All fittings and fixtures including windows, window ledges, blinds, light fittings and light coverings shall be wiped cleaned.
- 9.6.7.15.5 Cupboards shall be unpacked, thoroughly cleaned and sanitised quarterly.
- 9.6.7.15.6 Freezers shall be defrosted and cleaned quarterly.
- 9.6.7.15.7 Fridges shall be unpacked, thoroughly cleaned and sanitised monthly.
- 9.6.7.15.8 Microwaves shall be cleaned and sanitised weekly.
- 9.6.7.15.9 Kettles and urns shall be descaled monthly.
- 9.6.7.15.10 Dishes found in the sink when cleaning the kitchen shall be washed, dried and packed away. Event crockery and glassware is excluded.
- 9.6.7.15.11 Waste bins shall be emptied and relined according to the prescribed waste management policy.
- 9.6.7.16 **Bathrooms, showers, changing room areas**
- 9.6.7.16.1 Toilets and wash-hand basins shall be cleaned and sanitised using appropriate materials / products and equipment including the use of a small, light-duty pressure / steam washer or similar. This shall include scrubbing and removing lime-scale from toilets, wash-hand basins, urinals, pipe work, panels, mirrors, hygiene equipment, countertops, vents, extractor fans, taps and walls including tiled walls, mirrors, rails, the inside and outside of doors and door frames, windows, lights and any other items located in these areas.
- 9.6.7.16.2 Waste bins shall be emptied and relined according to the prescribed policy.
- 9.6.7.17 **Internal building emergency stairwells and landings**
- 9.6.7.17.1 Spot clean floors, walls, etc. to remove all debris and marks.
- 9.6.7.17.2 High dust ceilings, corners, cornices, etc. to remove loose dust, debris, cobwebs, etc. Sweep or vacuum landings and stairs.
- 9.6.7.17.3 Wipe down, dry and where necessary polish all balustrades, etc.

9.6.7.18 **Preventative Maintenance**

9.6.7.18.1 **ONGOING**: Routine day-to day cleaning: Provide routine day-to-day cleaning that enhances the facilities using the best-known cleaning practices and equipment available including rigorous standards of professionalism, discipline and in a manner, that minimises all forms of disruption and noise to the occupants.

Note: This encompasses the complete requirement and specification for Routine Building Cleaning unless specified separately elsewhere.

9.7 SCHEDULED CLEANING

9.7.1 Scheduled cleaning shall mainly be undertaken during recess periods or at another pre-determined time as arranged with DPWI.

9.7.2 The FMSP shall co-ordinate the various scheduled cleaning items in an appropriate order and manner.

9.7.3 This service shall be subject to the multi-pronged methodology **Clause 3.2.2** within the building clusters **Clause 3.2.3**.

9.7.4 CLEAN INTERNAL GLAZED WINDOWS, DOORS AND PARTITIONING

9.7.4.1 The FMSP shall clean both sides of internal glazed windows, doors and partitioning and the internal face of façade glazed windows, doors and partitioning including frames, sills and ironmongery.

9.7.4.2 Areas shall be dry with no evidence of residual cleaning agents or finger marks.

9.7.4.3 There is no height restriction for the delivery of this service.

9.7.4.4 The FMSP shall ensure that appropriate equipment and PPE is utilised.

9.7.4.5 The FMSP shall provide a detailed m² breakdown per enclosed area for windows, doors and partitioning that has been cleaned. The date of service per enclosed area shall also be noted.

9.7.4.6 This breakdown shall also include a list of enclosed areas where the service should have been rendered but was not rendered and the reason for not rendering the service.

9.7.4.7 Preventative Maintenance

9.7.4.7.1 QUARTERLY: Clean internal glazed windows, doors and partitioning.

9.7.5 DEEP CLEAN BATHROOMS

9.7.5.1 The FMSP shall thoroughly clean including steam cleaning and sanitise all bathroom surfaces including walls, floors, ceilings, skirtings, handrails, coving, cornices, mirrors, pipes, vents, grilles, doors, door frames, cubicle partitioning, ironmongery, windows, window frames, window sills, hygiene equipment, all light fittings, ventilation diffusers, signage, etc.

9.7.5.2 All showers, toilets, urinals and basins shall be thoroughly clean including steam cleaning and sanitised.

- 9.7.5.3 Areas shall be dry with no evidence of residual cleaning agents, finger marks, Verdi Gris, etc.
- 9.7.5.4 There is no height restriction for the delivery of this service.
- 9.7.5.5 The FMSP shall ensure that appropriate equipment and PPE is utilised.
- 9.7.5.6 The FMSP shall provide a detailed breakdown per bathroom of all surface types, m², quantities, etc.
- 9.7.5.7 **Preventative Maintenance**
- 9.7.5.7.1 **QUARTERLY**: Deep clean bathrooms.
- 9.7.6 DEEP CLEAN COMMERCIAL KITCHENS, DINING ROOMS AND ASSOCIATED AREAS
- 9.7.6.1 The FMSP shall co-ordinate this service with the Cleaning of Internal Glazed Windows, Doors and Partitioning **Clause 9.7.3**, Deep Cleaning of Bathrooms **Clause 9.7.4** and Commercial Catering Appliances **Clause 5.14**.
- 9.7.6.2 The FMSP shall ensure that all electrical, gas equipment, etc. has been made safe prior to cleaning and inspected for functionality on completion of cleaning and servicing.
- 9.7.6.3 There is no height restriction for this service and it shall include all specialist equipment, PPE, etc.
- 9.7.6.4 The SP responsible for this service shall:
- 9.7.6.4.1 Be registered with the National Contract Cleaners Associations,
- 9.7.6.4.2 Adhere to the National Minimum Wage Act, 2018,
- 9.7.6.4.3 Comply with SANS 1850:2014 (Ed 2) for kitchen extraction ventilation systems,
- 9.7.6.4.4 Provide a method statement and risk assessment for approval prior by DPWI to actioning the work.
- 9.7.6.5 The method statement shall include the Material Data Safety Sheets for all products which shall be used. Only SABS, environmentally friendly, bio-degradable and HACCP compliant products shall be used.
- 9.7.6.6 This service shall not include the cleaning and packing away of pots, pans, crockery, glassware movable small appliances and the unpacking, cleaning, repacking of cupboards, fridges, freezers, etc.
- 9.7.6.7 This service shall not be scheduled to take place at night due to the requirement for as much natural light as possible in the work area.

9.7.6.8 The service shall be scheduled appropriately to fit in with the activities of the Parliamentary Complex at the time i.e. on any day Monday – Sunday between the hours of 08h30 – 16h30.

9.7.6.9 **Occupants Responsibilities**

9.7.6.9.1 These responsibilities shall include but not be limited to:

9.7.6.9.1.1 Pots, pans, crockery, glassware, movable small appliances, etc. to be cleared out of the kitchen areas and locked in a suitable storeroom.

9.7.6.9.1.2 All bain maries to be drained.

9.7.6.9.1.3 Empty ice machines.

9.7.6.9.1.4 All used cooking oil to be removed from deep fryers, etc.

9.7.6.9.1.5 Empty all internal waste bins to the appropriate external waste areas.

9.7.6.9.1.6 Complete routine day-to-day cleaning prior to deep cleaning.

9.7.6.10 **Specification**

9.7.6.10.1 This service shall include but not be limited to:

9.7.6.10.1.1 Remove build up and clean: gas stove tops, gas ovens, open flame gas grillers, etc.

9.7.6.10.1.2 Wipe down and sanitise any appliances left on the counters: microwave ovens, electric mixers, etc.

9.7.6.10.1.3 Wipe down and sanitise tilting pans, deep-fryers, etc.

9.7.6.10.1.4 Clean and sanitise all internal waste bins.

9.7.6.10.1.5 Clean and sanitise all kitchen sinks, taps, hand held water dispensers, etc.

9.7.6.10.1.6 Clean and sanitise all walls, ceilings and floor types using an appropriate method e.g. steam cleaning, scrubbers, etc.

9.7.6.10.1.7 Wipe down and sanitise all security doors, doors and door frames, door handles, light switches and power outlets, light fittings, window sills, skirting's, railings, etc.

9.7.6.10.1.8 Wipe down and sanitise all walk-in fridges and freezers, other fridges and freezers, cupboards, storerooms, etc. including all shelving, floors, walls, etc. This shall apply to empty facilities only.

9.7.6.10.1.9 Wipe down and sanitise all general fittings and fixtures e.g. shelving, pipes, kitchen tables, under table shelving, kitchen and restaurant trolleys, etc.

9.7.6.10.1.10 Ranges and ventilation (extractor hoods) including the provision of certification.

9.7.6.10.1.11 Wipe down all restaurant furniture and kitchen office furniture, spot clean carpets and upholstery, vacuum soft blinds and upholstery, wipe down all other blinds, dust all artwork, etc.

9.7.6.11 **Preventative Maintenance**

9.7.6.11.1 **QUARTERLY**: Deep clean commercial kitchens, dining rooms and associated areas.

9.7.7 **DEEP CLEAN INTERNAL EMERGENCY EXIT STAIRWELLS**

9.7.7.1 High dust ceilings, corners, cornices, etc. to remove loose dust, debris, cobwebs, etc.

9.7.7.2 Sweep or vacuum landings and stairs.

9.7.7.3 Thoroughly wash, clean and dry all landings, stairs, walls to remove all debris and dirt.

9.7.7.4 Wipe down, dry and where necessary polish all balustrades, etc.

9.7.7.5 **Preventative Maintenance**

9.7.7.5.1 **QUARTERLY**: Deep clean internal emergency exit stairwells

9.7.8 **DEEP CLEAN LIFT FOYERS AND LIFTS**

9.7.8.1 The FMSP shall co-ordinate the cleaning of the exterior and interior of the lifts with the relevant lift SP according to manufacturer's specification and requirements using the appropriate materials / products, cloths and equipment.

9.7.8.2 Lift foyer walls, ceilings and fixtures shall be dusted, wiped clean with a soft damp cloth and an appropriate material / product and then dried with a lint free absorbent cloth.

9.7.8.3 Lift foyer floors shall not be swept, only vacuumed and then mopped. No bucket containing water or similar shall be placed in the lift foyer or anywhere near a lift while cleaning is undertaken or at any other time.

9.7.8.4 Interior lift floors shall not be swept, only vacuumed. Interior lift floors shall be washed under the supervision of and in a manner as approved by the relevant lift SP to ensure no damage to lift equipment including equipment located in the lift shaft. No bucket containing water or similar shall be placed in the lift foyer or anywhere near a lift while cleaning is undertaken or at any other time.

9.7.8.5 All lifts shall be cleaned as and when required including wiping clean and where necessary polishing the internal and external faces of all landing doors, walls, architraves, surrounds, call plates, etc. Mirrors are to be cleaned, polished and left smear free. All lift door runners shall be kept clean and free of litter and debris.

9.7.8.6 **Preventative Maintenance**

9.7.8.6.1 **QUARTERLY:** Deep clean lift foyers and lifts

9.7.9 **WALK OFF MATS**

9.7.9.1 The FMSP shall lift, where possible, shake out, sweep or vacuum walk-off mats and remove all dirt and debris, etc.

9.7.9.2 Rubber walk off mats shall be thoroughly soaped, brushed clean, dried and where loose, put back in their original position.

9.7.9.3 Carpet walk off mats shall be cleaned like any other carpet. Care should be taken to ensure minimal water is used in the case of fixed walk off mats so they do not smell mouldy.

9.7.9.4 The FMSP shall provide a detailed description, quantity, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.9.5 **Preventative Maintenance**

9.7.9.5.1 **QUARTERLY:** Deep clean walk off mats

9.7.10 **RECESS DEEP CLEANING**

9.7.10.1 There are usually four (4) recess periods annually.

9.7.10.2 A comprehensive programme of works is undertaken in December / January in preparation for SONA and to a similar extent in June / July.

9.7.10.3 A limited programme of works is undertaken in March / April and September / October.

9.7.10.4 Recess deep cleaning is restricted to specific locations, common areas, facilities and on instruction of DPWI.

9.7.10.5 This service shall be subject to the multi-pronged methodology **Clause 3.2.2** within the building clusters **Clause 3.2.3**.

9.7.10.6 **Specification**

9.7.10.6.1 **Curtain vacuuming**

- 9.7.10.6.1.1 The FMSP shall ensure that curtains and linings are vacuumed on both sides, without causing damage to the fabric, using a brush or upholstery attachment.
- 9.7.10.6.1.2 The FMSP shall ensure that in the case where curtains must be removed before they are vacuumed, they are re-hung.
- 9.7.10.6.1.3 The FMSP shall provide a detailed description, type, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.2 **Curtain vacuuming and steam cleaning**

- 9.7.10.6.2.1 The FMSP shall ensure that curtains and their linings which can be steam cleaned and do not require dry cleaning are vacuumed on both sides using a brush or upholstery attachment and then steam cleaned.
- 9.7.10.6.2.2 The FMSP shall ensure that in the case where curtains need to be removed before they are vacuumed and steamed cleaned, they are re-hung.
- 9.7.10.6.2.3 The FMSP shall provide a detailed description, type, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.3 **Curtain dry cleaning**

- 9.7.10.6.3.1 The FMSP shall ensure that curtains and their linings which cannot be steam cleaned **Clause 9.7.9.6.2** and must be dry cleaned are removed, inspected with the SP and DPWI so that any existing damage or staining can be noted in writing.
- 9.7.10.6.3.2 The FMSP shall ensure that all curtains removed from site are recorded on a temporary asset removal form and sign for by the SP.
- 9.7.10.6.3.3 The FMSP, SP and DPWI shall ensure that the curtains are re-inspected for damage and staining against the pre-inspection and that further notes are recorded when they are returned to site. The temporary asset removal form shall indicated the return of the asset, be filed and recorded as part of the Government Furnished Information, Equipment and Assets **Clause 3.22**.
- 9.7.10.6.3.4 The FMSP shall ensure that the curtains are re-hung.
- 9.7.10.6.3.5 The FMSP shall provide a detailed description, type, kg, etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.4 **Blind cleaning**

- 9.7.10.6.4.1 The FMSP shall ensure that all fabric blinds are lightly vacuumed on both sides using a brush or upholstery attachment without removing them.
- 9.7.10.6.4.2 The FMSP shall ensure that all other types of blinds are wiped clean with a soft damp cloth without removing them.
- 9.7.10.6.4.3 The FMSP shall provide a detailed description, type, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.5 **Chandelier cleaning**

- 9.7.10.6.5.1 The FMSP shall ensure that the appropriate equipment, PPE, products and method of cleaning is used.
- 9.7.10.6.5.2 Several chandeliers require the building of scaffolding (over fixed furniture that will have to be protected).
- 9.7.10.6.5.3 The FMSP shall ensure that where scaffolding is required, the SP responsible for the replacement of fused lights, makes use of the opportunity to replaced fused lights.
- 9.7.10.6.5.4 The FMSP shall provide a detailed description, type, quantity, etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.6 **Surface cleaning and high dusting**

- 9.7.10.6.6.1 The FMSP shall surface clean and do high dusting in the specific areas.
- 9.7.10.6.6.2 This service shall include but not be limited to hard surfaces, doors, porches, architraves and associated areas, handrails, balustrades and banisters, walls, woodwork, ceilings, power outlets, skirting boards, ledges, conduits, panels, light coverings, desks, tables, cabinets etc.
- 9.7.10.6.6.3 The FMSP shall provide a detailed description, type, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.7 **Leather cleaning**

- 9.7.10.6.7.1 Leather shall be lightly vacuumed using a brush or upholstery attachment or wiped down with a soft cloth to remove dust and debris.
- 9.7.10.6.7.2 The leather shall be cleaned with the appropriate leather cleaning product using an appropriate application method.
- 9.7.10.6.7.3 The FMSP shall provide a detailed description, type, quantity, etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.8 Loose rugs and carpets, carpet runners and fitted carpet cleaning

9.7.10.6.8.1 The FMSP shall provide a service that includes pre-vacuuming, pre-treatment of stains followed by an appropriate cleaning method for:

9.7.10.6.8.1.1 Full floor fitted carpets and underfelt,

9.7.10.6.8.1.2 Carpet tiled floors,

9.7.10.6.8.1.3 Persian, Oriental, Kilim, African woven and Dhurrie loose rugs, carpets and various carpet runners.

9.7.10.6.8.2 The FMSP shall provide a detailed description, type, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.9 Marble cleaning and polishing

9.7.10.6.9.1 The FMSP shall provide a service that includes pre-cleaning, pre-treatment of etched areas, use of an appropriate powder or detergent and then gentle polishing.

9.7.10.6.9.2 The FMSP shall ensure that the method is appropriate and shall not cause damage.

9.7.10.6.9.3 The FMSP shall provide a detailed description, m², etc. of what has been cleaned per area. The date of service shall also be noted.

9.7.10.6.10 Upholstery vacuuming and steam cleaning

9.7.10.6.10.1 The FMSP shall provide a service that includes pre-vacuuming, pre-treatment of stains and steam cleaning of all soft furniture furnishings.

9.7.10.6.10.2 The FMSP shall provide a detailed description, type, quantity, etc. of what has been cleaned per area. The date of service shall also be noted.

9.8 HYGIENE SERVICES

9.8.1 HYGIENE EQUIPMENT

9.8.1.1 The FMSP shall be responsible for the provision, repair, replacement, installation and re-installation of hygiene equipment including the replacement of batteries via the Handyman Service **Clause 5.18:**

9.8.1.1.1 120 Plein Street,

9.8.1.1.2 Parliament Towers,

9.8.1.1.3 Tuynhuys,

9.8.1.1.4 Old Gardeners Cottage,

9.8.1.1.5 Good Hope Building (portion occupied by the Presidency)

9.8.1.2 The above-mentioned hygiene equipment is owned by DPWI.

9.8.1.3 In the case where the FMSP has to provide replacement equipment and the equipment cannot be matched, the FMSP shall in consultation with DPWI, replace all the equipment in a specific bathroom. The undamaged equipment that shall be removed shall be added to the inventory of the Government Furnished Information, Equipment and Asset and used as and when required.

9.8.1.4 The FMSP shall re-install hygiene equipment in all facilities as and when required via the Handyman Service **Clause 5.18.**

9.8.1.5 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

9.8.2 SANITARY BIN SERVICE

9.8.2.1 The FMSP shall service the sanitary bins on a seven (7) day cycle in:

9.8.2.1.1 120 Plein Street,

9.8.2.1.2 Parliament Towers.

9.8.2.2 The FMSP shall service the Sanitary bins on a fourteen (14) day cycle in:

9.8.2.2.1 Tuynhuys,

9.8.2.2.2 Old Gardeners Cottage,

9.8.2.2.3 Good Hope Building (portion occupied by the Presidency).

9.8.2.3 The sanitary bins are owned by DPWI.

- 9.8.2.4 In the case where the FMSP has to provide replacement equipment and the equipment cannot be matched, the FMSP shall in consultation with DPWI, replace all the equipment in a specific bathroom. The undamaged equipment that shall be removed shall be added to the inventory of the Government Furnished Information, Equipment and Asset and used as and when required.
- 9.8.2.5 The FMSP shall ensure that the sanitary waste removed is transported to and disposed of in a licensed facility for incineration and a disposal certificate provided.
- 9.8.2.6 A provisional amount has been allowed for in the Preventative Maintenance BoQ.
- 9.8.2.7 **Preventative Maintenance**
- 9.8.2.7.1 **SEVEN (7) DAY CYCLE**: Remove bin liner containing waste, transport and dispose of it. Insert a new bin liner.
- 9.8.2.7.2 **FOURTEEN (14) DAY CYCLE**: Remove bin liner containing waste, transport and dispose of it. Insert a new bin liner.
- 9.8.3 **SANITISER UNITS AND CONSUMABLES**
- 9.8.3.1 The FMSP shall be responsible for the provision, repair, replacement, installation and re-installation of equipment in:
- 9.8.3.1.1 120 Plein Street,
- 9.8.3.1.2 Parliament Towers,
- 9.8.3.1.3 Tuynhuys,
- 9.8.3.1.4 Old Gardeners Cottage,
- 9.8.3.1.5 Good Hope Building (portion occupied by the Presidency).
- 9.8.3.2 The FMSP shall re-install equipment in all facilities as and when required via the Handyman Service **Clause 5.18**.
- 9.8.3.3 A provisional amount has been allowed for in the Preventative Maintenance BoQ.
- 9.8.3.4 **Preventative Maintenance**
- 9.8.3.4.1 **ONGOING**: Supply and re-fill consumables.

9.9 GENERAL SERVICES

9.9.1 COVID-19 DECONTAMINATION

9.9.1.1 This service shall be provided in:

9.9.1.1.1 DPWI Ministry and Deputy Ministry in 120 Plein Street, 4th floor.

9.9.1.1.2 DPWI Director General Office Suite in Parliament Towers, 15th Floor.

9.9.1.1.3 Tuynhuys.

9.9.1.1.4 Old Gardeners Cottage.

9.9.1.1.5 Good Hope Building (portion occupied by the Presidency).

9.9.1.1.6 Any other facility where the decontamination is required because of DPWI, DPWI SP personnel, FMSP personnel or FMSP SP personnel.

9.9.1.2 The FMSP shall ensure a service response of not more than eight (8) working hours or by appointment as required.

9.9.2 EMERGENCY ON-CALL CLEANING

9.9.2.1 The FMSP shall ensure an immediate and urgent twenty-four/seven (24/7) three-hundred and sixty-five (365) days response where emergency cleaning is required e.g. roof leaks, leaking toilets, leaking pipes, etc.

9.9.2.2 The FMSP shall ensure that the response is mobilised with appropriate equipment from an on-site location to minimise damage to equipment and infrastructure.

9.9.2.3 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

9.9.3 ROUTINE PLANTROOM CLEANING

9.9.3.1 The FMSP shall ensure that all equipment plantrooms are clean, free of debris and not used as storerooms. They shall be regularly swept, walls shall be kept clean and wiped down.

9.9.3.2 All cat ladders and platforms in shafts shall be kept free of debris and clean.

9.9.3.3 Misuse of plantrooms, shafts, and electrical cupboards for storage of any kind is not allowed.

9.9.3.4 Where the FMSP maintains equipment in shared environments e.g. data centres, etc., the FMSP shall ensure that the environment is left clean and free of debris.

9.9.3.5 **Preventative Maintenance**

9.9.3.5.1 ONGOING: Inspect, clean and record all related activities (including a portfolio of evidence of date and time stamped before and after photos).

10. **SERVICE 8: ENVIRONMENTAL SERVICES**

- 10.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that the facilities are clean, in a good state of repair and fit for purpose at all times.
- 10.2 The FMSP shall ensure this is achieved through Proactive Inspections, Preventative and Corrective Maintenance.
- 10.3 The FMSP shall ensure and provide evidence of the competency and registrations that are required for FMSP personnel, SPs and their personnel, etc. who shall be responsible for this service.
- 10.4 There are no height restrictions for this work.
- 10.5 There are no exclusions for this service unless communicated by DPWI in writing or where an exclusion is specifically mentioned in this document.
- 10.6 All Corrective Maintenance unless specified as being part of the Preventative Maintenance Schedule and BoQ shall be reported and dealt with under the Corrective Maintenance BoQ.
- 10.7 Omissions in no way imply that the work is excluded from this contract.

10.8 **ENVIRONMENTAL SPILLAGES**

- 10.8.1 The FMSP shall ensure that it has competent, registered and security cleared SPs who are able to deal with any type of environmental spillage.
- 10.8.2 The FMSP shall provide an immediate service to ensure that all environmental spillages, as and when identified, including oil spillages and stains from vehicles, equipment are contained, thoroughly cleaned, recorded, the waste disposed of at a licensed facility and provide a disposal certificate.
- 10.8.3 The FMSP shall report such incidents **Clause 3.8.3** make appropriate recommendations and manage the outcomes as part of the Hazard Identification and Risk Assessment Register **Clause 3.7.12**.
- 10.8.4 A provisional amount has been allowed for in the Preventative Maintenance BoQ.

10.9 WASTE MANAGEMENT

- 10.9.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that the volume of waste sent to landfill is minimised or eliminated.
- 10.9.2 The FMSP shall comply with but not be limited to the National Environmental Management: Waste Act 59 of 2008.
- 10.9.3 The FMSP shall develop a Waste Management Policy and Programme that shall support the Department of Environment, Forestry and Fisheries National Waste Management Strategy 2020 with specific focus on the Chemical and Waste Economy Phakisa and the Good Green Deeds Programme.
- 10.9.4 The FMSP shall observe the waste volumes and present its Draft Waste Management Policy and Programme within three (3) months of the Inbound Transition and Handover: Commencement of Services period **Clause 3.3.2** for approval.
- 10.9.5 The draft document shall report on the state of waste management and the volumes of the different waste sources. It shall identify key interventions, actions required, performance indicators, targets and timelines to minimise or eliminate waste sent to landfills. It shall identify internal and external stakeholders that can support this initiative. It shall also recommend an appropriate Waste Awareness Campaign that shall be considered for implementation across the Parliamentary Complex once approved.
- 10.9.6 The performance of the FMSP and stakeholders shall be measured against the baseline established during the period **Clause 10.9.4**.
- 10.9.7 Innovative and creative strategies to re-use and re-cycle all waste, including suitable food waste for compost, shall be utilised.
- 10.9.8 The FMSP shall ensure that the Waste Management Policy and Programme does not affect Health and Safety with respect to lingering waste awaiting collection, vermin and other pests and ensure it does not pollute the surrounding atmosphere.
- 10.9.9 The FMSP shall ensure the provision of all equipment, materials and consumables associated with the provision of this service, including but not limited to a compactor, trained SP personnel for the safe operation of the compactor and the existing Industrial Paper Shredder, waste bags and bin liners, containers for re-cycling of all appropriate products, appropriate number of wheelie bins, etc.

- 10.9.10 Potable water shall not be used during the provision of this service. The FMSP shall provide suitable non-potable water from an off-site location until suitable non-potable water is available on site.
- 10.9.11 The Waste Management SP shall be ISO 14001:2015 compliant for the duration of this contract.
- 10.9.12 WASTE AREAS INCLUDING WASTE COMPACTION
- 10.9.12.1 The FMSP shall take over current waste areas. Where new facilities or upgrades to existing facilities are required, the FMSP shall provide DPWI with the necessary scope of work and costs including the costs for any local authority approvals that may be required in order to ensure compliance.
- 10.9.12.2 This shall include but not be limited to:
- 10.9.12.2.1 Concrete slabs, non-potable water supply, wastewater drainage, painting of facilities, replacing wire cages, etc.
- 10.9.12.3 The construction work required for completion of new facilities or the upgrading of existing facilities shall be completed within three (3) months of the approval of the Draft Waste Management Policy and Programme, **Clause 10.9.4**, and the costs provided **Clause 10.9.12.1**.
- 10.9.13 WASTE SEPARATION
- 10.9.13.1 **General Waste (not recyclable and for landfill)**
- 10.9.13.1.1 **Preventative Maintenance**
- 10.9.13.1.1.1 **ONGOING**: Compactor shall be removed, emptied, cleaned and retuned as required but not less than once a week. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.
- 10.9.13.1.1.2 **ONGOING**: The compactor area, other waste areas and wheelie bins shall be cleaned as often as required but not less than twice a week with non-potable water from an off-site location until suitable non-potable water is available on site. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.
- 10.9.13.1.1.3 **ANNUALLY + 1**: The compactor shall be removed before 07h00 on the day before SONA and returned before 07h00 the day after SONA.

10.9.13.2 **Wet Waste (Food)**

10.9.13.2.1 Food waste that can be utilised for compost shall be handed over to the Landscape Horticulture SP.

10.9.13.2.2 **Preventative Maintenance**

10.9.13.2.2.1 **ONGOING**: All other food waste shall be transported to a licensed facility for incineration and a disposal certificate provided.

10.9.13.3 **Wet Waste (Fat Traps)**

10.9.13.3.1 **Preventative Maintenance**

10.9.13.3.1.1 **WEEKLY (FRIDAY)**: Remove waste, clean fat trap and dispose of the waste at a licensed facility and provide a disposal certificate.

10.9.13.4 **Dry Waste (Plastic, cardboard, glass, etc.)**

10.9.13.4.1 **Preventative Maintenance**

10.9.13.4.1.1 **ONGOING**: Collect, separate and transport all waste identified for recycling to a licensed facility for further sorting and recycling. Provide a disposal certificate.

10.9.13.5 **Medical Waste**

10.9.13.5.1 The FMSP shall with the assistance of DPWI and other stakeholders undertake an exercise to identify the need for medical waste disposal including but not limited to PPE relating to COVID-19 and sharpie medical waste.

10.9.13.5.2 The quantity, type and placement of appropriate disposal containers shall be determined.

10.9.13.5.3 **Preventative Maintenance**

10.9.13.5.3.1 **EVERY TWO (2) WEEKS**: Medical waste shall be collected and transported by a licenced SP to a licensed medical waste disposal facility for incineration and provide a disposal certificate.

10.9.13.6 **Hazardous Waste (Chemicals, diesel, fluorescent tubes, etc.)**

10.9.13.6.1 The FMSP shall provide for and appropriately manage the collection and disposal of hazardous waste as and when required in the manner as designated by the relevant Acts by licensed SPs to licensed facilities and provide disposal certificates.

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- 10.9.13.6.2 The cost for disposal of hazardous waste generated as a direct result of the failure of equipment under the management of this contract shall be borne by the FMSP e.g. rotten food in walk-in fridges and freezers, etc.
- 10.9.13.6.3 Hazardous waste generated as a direct result of the operations of occupants shall be excluded e.g. used kitchen oil, expired food stuffs, waste chemicals as a result of printing operations, etc. and remains the responsibility of the occupant to correctly dispose of it and obtain a disposal certificate.
- 10.9.13.7 A provisional amount has been allowed for in the Preventative Maintenance BoQ.
- 10.9.13.8 **Building and Equipment Waste**
- 10.9.13.8.1 The FMSP shall ensure that building and equipment waste is not collected / stored on site but is removed by the relevant SPs on an ongoing basis. Obsolete or irreparable mechanical, electrical equipment, etc. e.g. HVAC equipment, standby generator and UPS batteries, motors, pumps, sliding doors mechanisms shall be recorded on an asset disposal form and referenced back to the relevant work request number, date and time stamped photographic attached as a portfolio of evidence and where necessary, due to the quantity or larger items e.g. UPSs, signed off by DPWI prior to its removal. These records shall be retained on site and handed over to DPWI as and when required.
- 10.9.13.8.2 Excluded is building and equipment waste generated by the occupant or DPWI Projects. It remains the responsibility of the occupant or DPWI Project Manager and their SPs to remove it from site according to the agreed project waste management policy.
- 10.9.13.8.3 The FMSP shall not dispose of damaged movable assets belonging to DPWI or any other Department, Presidency or Parliament.

10.9.14 INDUSTRIAL SHREDDER AND PAPER RECYCLING

10.9.14.1 The FMSP shall collect paper for shredding and already shredded paper from all facilities back to the shredder facility in 120 Plein Street.

10.9.14.2 **Preventative Maintenance**

10.9.14.2.1 **WEEKLY**: Transport the shredded paper to a licenced facility and obtain a certificate of disposal.

10.9.14.2.2 **ONGOING**: Provide a competent operator and shred paper as required.

10.9.14.2.3 **QUARTERLY**: Clean and service the Industrial Shredder.

10.10 **PEST CONTROL**

- 10.10.1 The FMSP shall provide a professionally managed, high quality service that, through a regular and organised approach shall ensure that adequate pest control measures are in place while taking cognisance of wild life that frequents the Parliamentary Complex from time to time.
- 10.10.2 The FMSP shall ensure that all pest control SPs are registered as required and that all SP personnel are appropriately qualified and use the appropriate PPE throughout the service.
- 10.10.3 The FMSP shall ensure that SPs are registered with the National Pest Management Association, South African Pest Control Association, are ISO 14001:2015 compliant and provide evidence thereof for the duration of the contract.
- 10.10.4 This service shall include but not be limited to ants, bed bugs, fleas, rodents, birds, termites, moles, mosquitoes, spiders, ants, silver fish, cockroaches, beetles, dust mites, carpet and paper lice, scorpions, spiders, millipedes, ticks, wasps, feral cats, bats, biting insects, crickets, snakes, flies, etc.
- 10.10.5 The FMSP shall ensure that it investigates the regulations pertaining to specialist requests for bee relocation, squirrel relocation, wood beetles, feral cats, removal of animal carcasses, avian infestations, snakes, scorpions, etc. before acting on any such requests.
- 10.10.6 Where necessary the FMSP shall conduct a detailed survey before any major pest control is undertaken. The findings and results of the survey together with all relevant information shall then be used to formulate an action plan e.g. Specialist requests, requests triggered on medical advice, etc. After such a service, the FMSP shall provide a report that shall be supplemented by annotated maps, plans or sketches, if applicable. The reports shall be clear, concise and complete. They shall contain a summary of what was found, including the species involved, the degree of infestation, its significance, if possible its origin and recommendation for future risk mitigation. The FMSP shall ensure that a follow up visit is done to observe and provide a report on the extent of the success of the service that was been provided.
- 10.10.7 The FMSP shall ensure that all work related to bees are undertaken in accordance to the regulations by a registered SP and that only strains which are listed as pests shall be eradicated. Other bee strains shall be relocated.

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- 10.10.8 Only SABS approved, non-toxic, green certified, enzyme based materials / products shall be used. Materials / products that do not comply shall not be used without prior written approval from DPWI.
- 10.10.9 Any request for pest control whether planned or unplanned shall be preceded with an appropriate written notification of any warnings or precautions that are to be undertaken before the service can be provided.
- 10.10.10 MSDSs for all products shall be available on site for easy reference should they be required.
- 10.10.11 The FMSP shall ensure that pest control certificates are issued immediately after the servicing indicating what pesticide was used, the ratio of mix with water, etc. shall be indicated. The MSDSs for the pesticide on the pest control certificates shall be attached to the pest control certificates.
- 10.10.12 The FMSP shall immediately inform DPWI in writing of any person who has an adverse reaction seemingly associated with pest control services. Each instance shall be investigated for future risk mitigation.
- 10.10.13 No equipment or materials relating to this service shall be stored on the Parliamentary Complex.

10.10.14 **Preventative Maintenance**

- 10.10.14.1 **EVERY NINE (9) WEEKS**: Plan, schedule and undertake general building pest control.
- 10.10.14.2 **EVERY TWELVE (12) WEEKS**: Plan, schedule and undertake pest control in the Art Stores. Treatment shall include light spray for cockroaches, gel for silver fish, check for borer beetle, check for moths, small flies, etc. and treat as required.
- 10.10.14.3 **MONTHLY**: Re-fill tamper proof bait boxes, re-secure signage and bait boxes where necessary and update register.
- 10.10.14.4 **MONTHLY**: Plan, schedule and undertake pest control in pump rooms.
- 10.10.14.5 **MONTHLY**: Plan, schedule and undertake pest control in commercial kitchens and associated areas.
- 10.10.14.6 **EVERY TWO (2) WEEKS**: Plan, schedule and undertake pest control in areas (after the areas and wheelie bins have been high pressure washed).
- 10.10.14.7 **QUARTERLY**: Plan, schedule and undertake pest control in basement parking areas, basements in general and all basement plant rooms.
- 10.10.14.8 **QUARTERLY**: Plan, schedule and undertake pest control all chambers and Committee Rooms (after scheduled cleaning).
- 10.10.14.9 **QUARTERLY**: Plan, schedule and undertake pest control in all internal emergency stairwells (after scheduled cleaning).

10.11 **ENERGY MANAGEMENT**

- 10.11.1 DPWI undertook an energy efficiency and savings project at the Parliamentary Complex which came to an end in December 2020.
- 10.11.2 The Department of Mineral Resources and Energy Notice 700 of 2020 National Energy Act, 1998 (Act 34 of 1995) Regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings was gazetted on 8 December 2020 Government Gazette 43972.
- 10.11.3 The objective of the regulations are to:
 - 10.11.3.1 Introduce mandatory requirements for the display of energy performance certificates in non-residential buildings,
 - 10.11.3.2 Provide for the submission of energy performance certificates by organs of the state and owners of buildings.
- 10.11.4 The majority of the buildings fall within the classification A1 Entertainment and public Assembly and A3 Offices of which the total net floor area is over 1000 m² and has not been subject to major renovation within the past two (2) years of operation.
- 10.11.5 The due date for certification and display of these certificates is by 7 December 2025.
- 10.11.6 Certification is required every five (5) years.
- 10.11.7 The FMSP terms of reference shall be formulated, the handover of any equipment facilitated, a Service Level Agreement put in place, etc.
- 10.11.8 The FMSP shall participate in the programme to collect, verify and submit the required information for certification.
- 10.11.9 The FMSP shall appoint and use a SANAS approved inspection authority for the certification.

10.12 **WATER MANAGEMENT**

- 10.12.1 DPWI are currently undertaking a major water sustainability and savings project at the Parliamentary Complex. This project shall come to an end in May 2023.
- 10.12.2 The FMSP shall participate in meetings as requested in order to familiarise itself with the work completed.
- 10.12.3 The FMSP terms of reference shall be formulated, the handover of any equipment facilitated, a Service Level Agreement put in place, etc.
- 10.12.4 Regulations similar to those as described under Energy Management may be introduced and shall be applicable to the Parliamentary Complex.

11. **SERVICE 9: CEREMONIAL SERVICES**

- 11.1 The FMSP shall provide building and technical services, repairs and maintenance, and general support services as described in this document.
- 11.2 The FMSP shall not be required to:
- 11.2.1 Provide Event Management services,
- 11.2.2 Procure or install temporary services, equipment or structures,
- 11.2.3 Procure or provide services for off-site events and facilities not described in this document.

11.3 STATE OF THE NATION ADDRESS

11.3.1 SONA usually occurs six (6) times in every five (5) year cycle.

11.3.2 The FMSP shall ensure a full FMSP on site presence until 23h00 hours on the day or until the completion of the event as described **Clause 3.10.2**, the costs are deemed part of **Clause 3.10**.

11.3.3 The FMSP shall ensure that any ad hoc SPs required but working from off-site locations are on site on standby from 13h00 to 23h00 hours or until the completion of the event and any dedicated SPs working on site remain on site on standby from 18h00 hours to 23h00 hours or until the completion of the event.

Discipline	Standby Requirements
Lifts	Two (2) technicians responsible for Schindler Lifts
	One (1) technician responsible for Otis Lifts
	One (1) technician responsible for Tuynhuys Lift VE0046
HVAC	Three (3) teams each consisting of two (2) technicians
BMS	One (1) technician
UPS	One (1) technician
Standby Generators	One (1) team consisting of two (2) technicians
Plumbing	One (1) team consisting of two (2) technicians
MV	One (1) team consisting of two (2) technicians
LV	Two (2) teams each consisting of two (2) technicians
Fire Services	Two (2) technicians
Handyman Services	Two (2) team each consisting of two (2) technicians
AV	One (1) technician
Routine Cleaning	Six (6) SP routine cleaning personnel responsible for 120 Plein Street Ground Floor Bathroom Facilities

11.3.4 The FMSP shall ensure that all FMSP personnel and SP personnel required on site has the necessary SONA clearance required to be on site as described in **Clause 3.20.3**.

- 11.3.5 The FMSP shall co-ordinate and hand over a consolidated SONA H&S File in collaboration with DPWI SPs by 16h00 hours on the Monday prior to the event.
- 11.3.6 The FMSP shall provide for two (2) files, each in three (3) parts:
- 11.3.6.1 Part One (1): The FMSP portion of the file:
- 11.3.6.1.1 Copies of relevant documentation contained in the Preventative Maintenance Compliance File **Clause 3.16.2** for the period of this contract preceding the submission date of the SONA H&S.
- 11.3.6.1.2 Diesel sample results
- 11.3.6.1.3 The temperature results as recorded on the BMS for the National Assembly Chamber and Gallery for the seventy-two (72) hours prior to the day of the event.
- 11.3.6.2 Part Two (2): The DPWI appointed SP for the DPWI Project: Repairs & Maintenance of Security Equipment & Systems portion of the file:
- 11.3.6.2.1 All servicing records for the Security Equipment and Systems.
- 11.3.6.3 Part Three (3): The DPWI appointed SPs specifically for the event portion of the file.
- 11.3.6.3.1 Electrical COC's for all temporary installations.
- 11.3.6.3.2 Temporary structures: Scaffolding, marques, etc. CoC's and CoCT permits where required, etc.
- 11.3.7 One (1) file shall be handed over to the DPWI representative responsible for the event and one (1) file shall be handed over to DPWI.
- 11.3.8 The two (2) files shall contain the same documentation. Any changes or updates required after handover shall be affected to both files, and such amendments and the reason for them shall be recorded in writing by the FMSP.
- 11.3.9 The FMSP shall provide a detailed close out report within five (5) working days of the event. This report shall include but not be limited to all findings as issued by the CoCT Safety & Security, Fire and Rescue Service before, during or after the event including the reasons for, resolutions and where applicable recommendations to mitigate similar findings in future.
- 11.3.10 **Preventative Maintenance**
- 11.3.10.1 ANNUAL + ONE (1): Co-ordinate and hand over consolidated Health and Safety Files in collaboration with the DPWI SPs appointed specifically for this event.
- 11.3.10.2 ANNUAL + ONE (1): Provide a detailed close out report of the event.

11.4 **BUDGET SPEECH**

11.4.1 The Budget Speech usually occurs five (5) or six (6) times in every five (5) year cycle.

11.4.2 The FMSP shall ensure that ad hoc SPs working from off-site locations are on standby on site from 13h00 – 16h00 on the day or until the completion of the event:

Discipline	Standby Requirements
Lifts	One (1) technician responsible for the 120 Plein Street Lifts
	One (1) technician responsible for the National Assembly Lifts
	One (1) technician responsible for the Tuynhuys Lift VE0046

11.5 MEDIUM TERM BUDGET POLICY STATEMENT

11.5.1 The MTBPS usually occurs five (5) or six (6) times in every five (5) year cycle.

11.5.2 The FMSP shall ensure that ad hoc SPs working from off-site locations are on standby on site from 13h00 – 16h00 on the day or until the completion of the event:

Discipline	Standby Requirements
Lifts	One (1) technician responsible for the 120 Plein Street Lifts
	One (1) technician responsible for the National Assembly Lifts
	One (1) technician responsible for the Tuynhuys Lift VE0046

11.6

OFFICIAL PRESIDENCY AND PARLIAMENTARY ACTIVITIES

11.6.1

The FMSP shall ensure that its SPs are on standby on site as requested by DPWI as and when required:

Discipline	Standby Requirements
Lifts	One (1) technician responsible for Schindler Lifts
	One (1) technician responsible Otis Lifts
	One (1) technician responsible for the Tuynhuys Lift VE0046
HVAC	One (1) team consisting of two (2) technicians
BMS	One (1) technician
UPS	One (1) technician
Standby Generators	One (1) team consisting of two (2) technicians
Plumbing	One (1) team consisting of two (2) technicians
MV	One (1) team consisting of two (2) technicians
LV	One (1) team consisting of two (2) technicians
Handyman Services	One (1) team consisting of two (2) technicians
Fire Services	One (1) team consisting of two (2) technicians
AV	One (1) team consisting of two (2) technicians
Routine Cleaning	One (1) SP routine cleaning personnel

Please note:

For ease of reference, some clauses have been referenced however the FMSP shall not assume that the referencing is exhaustive, complete, including everything, correct, etc.



TENDER NO: CPT1001/23

PARLIAMENTARY COMPLEX: HERITAGE: OFFICIAL OFFICE ACCOMMODATION:

PROVIDE INTEGRATED FACILITIES MANAGEMENT SERVICES FOR A FIVE YEAR PERIOD

C3.3 Matrix of Services

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	NO. OF SERVICES	90 PLEIN STREET	100 PLEIN STREET	120 PLEIN STREET	STALPLEIN	AFRICA HOUSE	MARKS BUILDING	NCOP
3	N/A	N/A	SERVICE 1: FACILITIES MANAGEMENT	59	✓	✓	✓	✓	✓	✓	✓
4	N/A	N/A	SERVICE 2: BUILDING INFRASTRUCTURE								
4.8	N/A	N/A	EXTERNAL: CLEANING								
	No schedule reference	Monthly	Remove debris, litter and fouling from roof surfaces including waterproofing, gutters, down pipes, full bores etc. and any other type of roof, courtyard or patio covering, etc., to prevent the ingress of water and ensure they are left clean and stain free. This shall include bird netting.	59	✓	✓	✓	N/A	✓	✓	✓
	No schedule reference	Quarterly	Remove debris, litter and fouling from boundary and free-standing walls, fencing, railings, pillars, signage, roof surfaces and walls of guard houses, etc. and ensure they are left clean and stain free.	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Remove debris, litter and fouling from façades, balconies (ground and upper levels), windows, window ledges, shutters, shop front type entrance / exits, external emergency staircases, entrance and exit stairs, landings, patios, balustrades, signage, etc. to ensure they are clean and stain free. Windows shall be dried and bear no evidence of residual cleaning materials / products, smears, run marks, stains or finger marks, etc.	20	✓	✓	✓	N/A	✓	✓	✓
	No schedule reference	Quarterly	Using suitable camera equipment and/or by other means, ensure that all down pipes (surface mounted or encased in concrete) are checked for blockages. Blockages shall be removed without causing damage. The downpipes shall be inspected for signs of corrosion, leaks, etc. Provide a report and before / after dated and time stamped photos and videos including recommendations for further work.	20	✓	✓	✓	N/A	✓	✓	✓
4.11	N/A	N/A	LEATHER REPAIRS								
	No schedule reference	Quarterly	Inspect all applicable leather items for repairs, buttons replacements, minor leather replacements, etc., provide a report and a quotation based on the schedule of rates for further action.	20	✓	N/A	✓	N/A	N/A	✓	✓
4.13	N/A	N/A	FLAG POLES								
	No schedule reference	Quarterly	Inspect the rope, pulleys and toggles, paint or varnish poles and associated infrastructure, etc. and provide a report including before and after date and time stamped photos (December, March, June and September).	20	✓	N/A	N/A	N/A	✓	N/A	✓
	No schedule reference	Annually	Supply and install new ropes, new pulleys, new cleats and new toggles (December).	5	✓	N/A	N/A	N/A	✓	N/A	✓
5	N/A	N/A	SERVICE 3: TECHNICAL SERVICES								
5.8	N/A	N/A	ELECTRICAL SERVICES								
5.8.5	N/A	N/A	MEDIUM VOLTAGE NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT, BTUs, ETC.)								
5.8.5.9	Schedule A	Quarterly	Substations - Inspect, record findings and provide a report.	20	✓	N/A	✓	✓	N/A	✓	✓
5.8.5.10	Schedule B	Quarterly	MV Switchgear - Inspect, record findings and provide a report.	20	✓	N/A	✓	✓	N/A	✓	N/A
5.8.5.11	Schedule C	Quarterly	LV Boards - Inspect, record findings and provide a report.	20	✓	N/A	✓	✓	N/A	✓	N/A
5.8.5.12	Schedule D	Quarterly	Transformers - Inspect, record findings and provide a report.	20	✓	N/A	✓	✓	N/A	✓	N/A
5.8.5.13	Schedule E	Monthly	BTUs - Inspect, clean, service, record findings and provide a report.	59	✓	N/A	✓	✓	N/A	✓	N/A
	No schedule reference	Quarterly	MV Power Factor Equipment - Inspect, record findings and provide a report.	20	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.8.5.14	Schedule F	Annually	Ring Main Unit - Inspect, clean, service, record findings and provide a report.	5	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.8.5.15	Schedule G	Annually	Transformers: Dry Type Transformers - Inspect, clean, service, record findings and provide a report.	5	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.16	Schedule H	Annually	Transformers: Free Breathing Oil Filled Transformers - Inspect, clean, service, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	N/A	N/A
5.8.5.17	Schedule I	Annually	Transformers: Sealed Oil Filled Transformers - Inspect, clean, service, record findings and provide a report.	5	✓	N/A	✓	✓	N/A	✓	N/A
5.8.5.18	Schedule J	Annually	ABB SAFERING CCMVVVSVVV, CVVVV, CCFF, CFFFF, CCC - Inspect, clean, service, record findings and provide a report.	5	✓	N/A	✓	✓	N/A	✓	✓
	No schedule reference	Annually	MW Power Factor Equipment - Inspect, clean, service, record findings and provide a report.	5	N/A	N/A	✓	N/A	N/A	N/A	N/A
	No schedule reference	Every three (3) years	Liaise with CoCT prior to the scheduled work to ensure that the work completed by CoCT is managed in a way that minimises a total power outage ensuring all services including Security Service interruptions are minimised or not interrupted at all	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.6	N/A	N/A	STANDBY GENERATORS								
5.8.6.12	Schedule K	Weekly	Inspect, off load test, record findings and provide a report.	256	✓	N/A	✓	✓	✓	✓	N/A
5.8.6.12	Schedule K	Quarterly	Inspect, load test, record findings and provide a report.	20	✓	N/A	✓	✓	✓	✓	N/A
5.8.6.12	Schedule K	Annually	Inspect, service, load test, record findings and provide a report.	5	✓	N/A	✓	✓	✓	✓	N/A
	No schedule reference	Annually + 1	Bulk Diesel Tanks: Obtain one (1) sample annually from the bottom of each of the bulk diesel tanks, have it tested at an accredited laboratory and provide the test results.	12 samples	N/A	N/A	✓	N/A	N/A	N/A	N/A

CLAUSe	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	NO. OF SERVICES	90 PLEIN STREET	100 PLEIN STREET	120 PLEIN STREET	STALPLEIN	AFRICA HOUSE	MARKS BUILDING	NCOP
5.8.6.13	Schedule L	Monthly	Duvalco FMS: Inspect, service, record findings and provide a report.	59	✓	N/A	✓	✓	✓	✓	N/A
5.8.6.13	Schedule L	Quarterly	Duvalco FMS: Supply and install new Duvalco BFS Red cartridge.	20	✓	N/A	✓	✓	✓	✓	N/A
5.8.7	N/A	N/A	UNINTERRUPTED POWER SUPPLY								
5.8.7.5	Schedule M	Monthly	Inspect, clean, service, test and record information for the UPS and the batteries.	59	✓	✓	N/A	N/A	✓	N/A	✓
5.8.8	N/A	N/A	DISTRIBUTION BOARDS								
5.8.8.9	Schedule N	Monthly	Inspect, test and record findings.	59	✓	✓	✓	✓	✓	✓	✓
5.8.8.9	Schedule N	Quarterly	Inspect, test, where necessary label and record findings.	20	✓	✓	✓	✓	✓	✓	✓
5.8.8.9	Schedule N	Annually	Inspect, test, service, do thermal scan, repair, tighten, re-do thermal scan, record findings and provide a report.	5	✓	✓	✓	✓	✓	✓	✓
5.8.9	N/A	N/A	GENERAL SERVICES								
5.8.9.7	Schedule O	Every six (6) months	Lights and light fittings: Inspect, test, repair and record findings.	10	✓	✓	✓	✓	✓	✓	✓
5.8.9.8	Schedule P	Quarterly	Emergency lights: Inspect, test, repair and record findings.	20	✓	✓	✓	✓	✓	✓	✓
5.8.9.9	Schedule Q	Every six (6) months	Power outlets: Inspect, test, repair and record findings.	10	✓	✓	✓	✓	✓	✓	✓
5.8.9.10	Schedule R	Every six (6) months	Power skirting: Inspect, test, repair and record findings.	10	✓	✓	✓	✓	✓	✓	✓
5.8.9.11	Schedule S	Quarterly	Isolators and fixed equipment: Inspect, test, repair and record findings.	20	✓	✓	✓	✓	✓	✓	✓
5.9	N/A	N/A	HEATING VENTILATION AND COOLING								
5.9.9.1	N/A	N/A	WATER COOLED CHILLER AND AIR COOLED CHILLER								
5.9.10	Annexure T	Monthly	Inspect, test, record findings and provide a report.	59	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.10	Annexure T	Quarterly	Inspect, test, clean, record findings and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.10	Annexure T	Annually	Inspect, service, clean, take samples, test, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.2	N/A	N/A	COOLING TOWER AND CLOSED CIRCUIT COOLER								
5.9.11	Annexure U	Monthly	Inspect, test, clean, service, record findings and provide a report.	59	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.11	Annexure U	Quarterly	Inspect, test, clean, record findings and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.11	Annexure U	Annually	Inspect, test, service clean, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.3	N/A	N/A	WATER TREATMENT PLANT								
5.9.12	Annexure V	Monthly	Inspect, test, clean, service, record findings and provide a report.	59	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.12	Annexure V	Quarterly	Take samples, test and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.12	Annexure V	Annually	Inspect, supply chemicals, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.4	N/A	N/A	PUMPS								
5.9.13	Annexure W	Monthly	Inspect, test, record findings provide a report.	59	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.13	Annexure W	Quarterly	Inspect, test, clean, service, record findings and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.13	Annexure W	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.5	N/A	N/A	PRESSURE TANKS								
5.9.14	Annexure X	Quarterly	Inspect, test, record findings and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.14	Annexure X	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.6	N/A	N/A	MAKE UP TANKS								

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	No. of Services	90 Plein Street	100 Plein Street	120 Plein Street	Stalplein	Africa House	Marks Building	NCOP
5.9.15	Annexure Y	Quarterly	Inspect, test, record findings and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.15	Annexure Y	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.7	N/A	N/A	PIPEWORK AND ANCILLARIES								
5.9.16	Annexure Z	Monthly	Inspect, test, clean, record findings and provide a report.	59	✓	✓	✓	N/A	N/A	✓	N/A
5.9.16	Annexure Z	Quarterly	Inspect, test, record findings and provide a report.	20	✓	✓	✓	N/A	N/A	✓	N/A
5.9.16	Annexure Z	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	✓	✓	N/A	N/A	✓	N/A
5.9.9.8	N/A	N/A	DUCTWORK AND ANCILLARIES								
5.9.17	Annexure AA	Monthly	Inspect, test, record findings and provide a report.	59	✓	✓	✓	N/A	N/A	✓	N/A
5.9.17	Annexure AA	Quarterly	Inspect, test, clean, record findings and provide a report.	20	✓	✓	✓	N/A	N/A	✓	N/A
5.9.17	Annexure AA	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	✓	✓	N/A	N/A	✓	N/A
5.9.9.9	N/A	N/A	AIR HANDLING UNITS								
5.9.18	Annexure AB	Monthly	Inspect, test, clean, record findings and provide a report.	59	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.18	Annexure AB	Quarterly	Inspect, test, service, clean, record findings and provide a report.	20	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.18	Annexure AB	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	N/A	✓	N/A	N/A	✓	N/A
5.9.9.10	N/A	N/A	FANS								
5.9.19	Annexure AC	Weekly	Clean extractor canopy filters, record findings and provide a report.	256	✓	N/A	N/A	N/A	N/A	✓	✓
5.9.19	Annexure AC	Monthly	Inspect, test, record findings and provide a report.	59	✓	N/A	N/A	N/A	N/A	✓	✓
5.9.19	Annexure AC	Quarterly	Inspect, test, service, clean kitchen extract ducting, record findings and provide a report.	20	✓	N/A	N/A	N/A	N/A	✓	✓
5.9.19	Annexure AC	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	N/A	N/A	N/A	N/A	✓	✓
5.9.9.11	N/A	N/A	FIRE CRITICAL EQUIPMENT								
5.9.20	Annexure AD	Monthly	Inspect, test, record findings and provide a report.	59	✓	N/A	N/A	N/A	N/A	N/A	✓
5.9.20	Annexure AD	Quarterly	Inspect, test, record findings and provide a report.	20	✓	N/A	N/A	N/A	N/A	N/A	✓
5.9.20	Annexure AD	Annually	Inspect, test, service, record findings and provide a report.	5	✓	N/A	N/A	N/A	N/A	N/A	✓
5.9.9.12	N/A	N/A	PACKAGE, SPLIT AND WATER COOLED UNITS								
5.9.21	Annexure AE	Monthly	Inspect, test, clean, record findings and provide a report.	59	✓	✓	✓	N/A	✓	✓	✓
5.9.21	Annexure AE	Quarterly	Inspect, test, clean, record findings and provide a report.	20	✓	✓	✓	N/A	✓	✓	✓
5.9.21	Annexure AE	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	✓	✓	N/A	✓	✓	✓
5.9.9.13	N/A	N/A	SWITCHBOARDS								
5.9.22	Annexure AF	Monthly	Inspect, test, service, record findings and provide a report.	59	✓	✓	✓	N/A	N/A	✓	N/A
5.9.22	Annexure AF	Quarterly	Inspect, test, record findings and provide a report.	20	✓	✓	✓	N/A	N/A	✓	N/A
5.9.22	Annexure AF	Annually	Inspect, test, record findings and provide a report.	5	✓	✓	✓	N/A	N/A	✓	N/A
5.9.9.14	N/A	N/A	NON-BMS CONTROLS								
5.9.23	Annexure AG	Monthly	Inspect, test, record findings and provide a report.	59	✓	✓	✓	N/A	N/A	✓	N/A
5.9.23	Annexure AG	Annually	Inspect, test, service, clean, record findings and provide a report.	5	✓	✓	✓	N/A	N/A	✓	N/A
5.10	N/A	N/A	BUILDING MANAGEMENT SYSTEM								

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	NO. OF SERVICES	90 PLEIN STREET	100 PLEIN STREET	120 PLEIN STREET	STALPLEIN	AFRICA HOUSE	MARKS BUILDING	NCOP
	No schedule reference	Monthly	Monitor the BMS Control Room between the hours of 08h00 – 18h00 Monday to Friday excluding public holidays.	59	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.10.9	Annexure AH	Monthly	Inspect, test and provide a report.	59	✓	✓	✓	N/A	N/A	✓	N/A
5.10.9	Annexure AH	Quarterly	Inspect, test, clean and provide a report.	20	✓	✓	✓	N/A	N/A	✓	N/A
5.10.9	Annexure AH	Annually	Inspect, test, clean and provide a report.	5	✓	✓	✓	N/A	N/A	✓	N/A
5.11	N/A	N/A	FIRE PROTECTION SERVICES								
5.11.3	N/A	N/A	FIRE SPRINKLER SYSTEMS								
5.11.3.5	Schedule AI	Daily	Inspect, test and record findings.	1750	✓	✓	✓	✓	✓	✓	✓
5.11.3.6	Schedule AJ	Weekly	Inspect, test and record findings.	256	✓	✓	✓	✓	✓	✓	✓
5.11.3.7	Schedule AK	Quarterly	Inspect, test, clean, service, record findings and provide a report.	20	✓	✓	✓	✓	✓	✓	✓
5.11.3.8	Schedule AL	Every six (6) months	Inspect, test, record findings and provide a report.	10	✓	✓	✓	✓	✓	✓	✓
5.11.3.9	Schedule AM	Annually	Inspect, test, record findings and provide a report.	5	✓	✓	✓	✓	✓	✓	✓
5.11.3.10	Schedule AN	Every three (3) years	Inspect, test, clean, service, record findings and provide a report.	2	✓	✓	✓	✓	✓	✓	✓
5.11.3.11	Schedule AO	Every fifteen (15) years	Inspect, test, clean, service, record findings and provide a report.	1	✓	✓	✓	✓	✓	✓	✓
5.11.4	N/A	N/A	FIRE HOSE REELS AND HYDRANTS								
5.11.4.7	Schedule AP	Weekly	Inspect, recording findings and provide an updated register.	256	✓	✓	✓	✓	✓	✓	✓
5.11.4.7	Schedule AP	Monthly	Inspect, clean, record findings and provide an updated register.	59	✓	✓	✓	✓	✓	✓	✓
5.11.4.7	Schedule AP	Annually	Inspect, service, record findings and provide an updated register.	5	✓	✓	✓	✓	✓	✓	✓
5.11.5	N/A	N/A	FIRE EXTINGUISHERS								
5.11.5.6	Schedule AQ	Monthly	Inspect, record findings and provide an updated register.	59	✓	✓	✓	✓	✓	✓	✓
5.11.5.6	Schedule AQ	Annually	Inspect, service, record findings and provide an updated register.	5	✓	✓	✓	✓	✓	✓	✓
5.11.5.6	Schedule AQ	Every five (5) years	Inspect, hydrostatically pressure test, record findings and provide an updated register.	1	✓	✓	✓	✓	✓	✓	✓
5.11.5.6	Schedule AQ	Every ten (10) years	Inspect, hydrostatically pressure test, record findings and provide an updated register.	1	✓	✓	✓	✓	✓	✓	✓
5.11.6	N/A	N/A	FIRE BLANKETS								
	No schedule reference	Monthly	Inspect, record findings and provide an updated register.	59	✓	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Annually	Inspect, service, record findings and provide an updated register	5	✓	N/A	N/A	N/A	N/A	✓	✓
5.11.7	N/A	N/A	BREATHING APPARATUS								
	No schedule reference	Monthly	Inspect, record findings and provide an updated register	59	✓	N/A	✓	✓	✓	N/A	N/A
	No schedule reference	Annually	Inspect, service, record findings and provide an updated register.	5	✓	N/A	✓	✓	✓	N/A	N/A
5.11.8	N/A	N/A	EMERGENCY ESCAPE ROUTES, EXIT DOORS, STAIRWELLS, ETC.								
5.11.8.4	Schedule AR	Monthly	Inspect, record findings and provide a report.	59	✓	✓	✓	✓	✓	✓	✓
5.12	N/A	N/A	LIFE SAFETY ELECTRONIC SYSTEMS								
5.12.3	N/A	N/A	FIRE DETECTION AND ALARM SYSTEMS, GAS CONTROL SYSTEMS								
5.12.3.2	Schedule AS	Weekly	Inspect, test, record findings and provide a report	256	✓	✓	✓	✓	✓	✓	✓
5.12.3.2	Schedule AS	Monthly	Inspect, test, record findings and provide a report	59	✓	✓	✓	✓	✓	✓	✓
5.12.3.2	Schedule AS	Quarterly	Inspect, test, record findings and provide a report	20	✓	✓	✓	✓	✓	✓	✓

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	NO. OF SERVICES	90 PLEIN STREET	100 PLEIN STREET	120 PLEIN STREET	STALPLEIN	AFRICA HOUSE	MARKS BUILDING	NCOP
5.12.3.2	Schedule AS	Annually	Inspect, test, record findings and provide a report	5	✓	✓	✓	✓	✓	✓	✓
5.12.4	N/A	N/A	VOICE ACTIVATION SYSTEMS								
5.12.4.2	Schedule AT	Weekly	Inspect, test, record findings and provide a report	256	✓	✓	✓	N/A	✓	✓	✓
5.12.4.2	Schedule AT	Quarterly	Inspect, test, record findings and provide a report	20	✓	✓	✓	N/A	✓	✓	✓
5.12.4.2	Schedule AT	Annually	Inspect, test, record findings and provide a report	5	✓	✓	✓	N/A	✓	✓	✓
5.12.5	N/A	N/A	EMERGENCY COMMUNICATION SYSTEM								
5.12.5.2	Schedule AU	Weekly	Inspect, test, record findings and provide a report	256	✓	✓	✓	N/A	✓	✓	✓
5.12.5.2	Schedule AU	Quarterly	Inspect, test, record findings and provide a report	20	✓	✓	✓	N/A	✓	✓	✓
5.12.5.2	Schedule AU	Annually	Inspect, test, record findings and provide a report	5	✓	✓	✓	N/A	✓	✓	✓
5.12.6	N/A	N/A	REMRAD SYSTEMS								
	No schedule reference	Weekly	Undertake a manual test to ensure the equipment is functional, the signal is received and the responses are audible. Record the findings and provide a report.	256	✓	N/A	✓	N/A	✓	N/A	N/A
	No schedule reference	Monthly	Undertake a fire condition simulation by activating three (3) smoke detectors to ensure the equipment is functional and the signal is received automatically without any manual intervention. Record the findings and provide a report. Notify the CoCT Goodwood Fire Station prior to the simulation.	59	✓	N/A	✓	N/A	✓	N/A	N/A
	No schedule reference	Monthly	Obtain the relevant log information. The logs shall be used as further evidence of testing, failures, alarms, etc. that have taken place.	59	✓	N/A	✓	N/A	✓	N/A	N/A
	No schedule reference	Quarterly	Inspect and service the system.	20	✓	N/A	✓	N/A	✓	N/A	N/A
	No schedule reference	Quarterly	Pay the licencing fee.	20	✓	N/A	✓	N/A	✓	N/A	N/A
5.13	N/A	N/A	LIQUID PETROLEUM GAS INSTALLATIONS								
5.13.7	N/A	N/A	EXTERNAL LPG BANKS								
	No schedule reference	Every two (2) weeks	Inspect, clean, record findings and provide a report.	128	N/A	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Quarterly	Inspect, clean, service, record finding and provide a report.	20	N/A	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Annually	Provide a COC for each external LPG installation (during December of each year).	5	N/A	N/A	N/A	N/A	N/A	✓	✓
5.13.8	N/A	N/A	FLAME OF REMEMBRANCE								
	No schedule reference	Monthly	All-inclusive preventative and corrective maintenance requirements including the supply and delivery of LPG, cleaning and repairs to the immediate surrounding infrastructure (e.g. cage, signage, etc.), spares, etc. (e.g. cage, signage, etc.). Provide a monthly report.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Provide a COC (during December of each year).	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.14	N/A	N/A	COMMERCIAL CATERING APPLIANCES								
	No schedule reference	Quarterly	Inspect, clean, check connections, service, record findings and provide a report.	20	✓	N/A	N/A	N/A	N/A	✓	✓
5.15	N/A	N/A	DOMESTIC APPLIANCES								
	No schedule reference	Quarterly	Inspect, clean, check connections, service, record findings and provide a report.	20	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.16	N/A	N/A	LIFTS								
	No schedule reference	Monthly	Comprehensive Repair and Maintenance Contracts. Lifts shall be inspected and serviced as required including all repairs and replacements of components. This shall include but not be limited to lift shafts, internal and externals of the lift car, lift motor room, power distribution systems, etc.	59	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Annually	An appropriately qualified and registered independent lift inspector shall inspect the lifts, issue the findings, inspect the work until it is appropriately completed and issue a revised findings report, all within the regulated period.	5	✓	✓	✓	✓	✓	✓	✓
5.18	N/A	N/A	HANDYMAN SERVICES								
	No schedule reference	Ongoing	Handyman Services shall include labour, tools, appropriate consumables and supplies necessary to complete the general tasks for day-to-day building infrastructure, plumbing and drainage, electrical. HVAC and Fire Services. E.g. consumables and supplies could include but not be limited to random screws, washers, nails, nuts, bolts, drywall anchors, fasteners, zip ties, adhesives, caulking, sealants, glues, staples, electrical tape, masking tape, thread seal tape, duct tape, wall patch / wood filler, shims, rags, wire connectors, popsicle / craft sticks, picture hanging wire, batteries, etc.	59	✓	✓	✓	✓	✓	✓	✓

CLAUSe	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	NO. OF SERVICES	90 PLEIN STREET	100 PLEIN STREET	120 PLEIN STREET	STALPLEIN	AFRICA HOUSE	MARKS BUILDING	NCOP
5.19	N/A	N/A	GENERAL SERVICES								
5.19.1.1	N/A	N/A	FUEL FIRED BOILERS								
	No schedule reference	Every three (3) years	Inspect, test and service	2	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.19.1.2	N/A	N/A	ELECTRODE BOILERS								
	No schedule reference	Every three (3) years	Inspect, test and service	2	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.3	N/A	N/A	PRESSURE VESSELS								
	No schedule reference	Every three (3) years	Inspect, test and service	2	✓	N/A	✓	N/A	N/A	N/A	N/A
5.19.1.4	N/A	N/A	PUMPS (ELECTRICAL)								
	No schedule reference	Quarterly	Inspect, test and service	20	✓	N/A	✓	✓	N/A	N/A	N/A
5.19.1.5	N/A	N/A	PUMPS (MECHANICAL)								
	No schedule reference	Quarterly	Inspect, test and service	20	✓	N/A	✓	✓	N/A	N/A	N/A
5.19.1.6	N/A	N/A	AUTOMATED SLIDING DOORS								
	No schedule reference	Quarterly	Inspect, test and service	20	✓	✓	✓	N/A	N/A	✓	✓
5.19.1.7	N/A	N/A	AUTOMATED ROLLER SHUTTER DOORS								
	No schedule reference	Quarterly	Inspect, test and service	20	✓	N/A	N/A	✓	N/A	N/A	N/A
5.19.1.8	N/A	N/A	AUTOMATED SLIDING GATES								
	No schedule reference	Quarterly	Inspect, test and service	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	N/A	N/A	SERVICE 4: CIVILS								
6.13.1	N/A	N/A	STORM WATER DRAINAGE SYSTEMS								
	No schedule reference	Monthly	High pressure clean, inspect with a camera and where necessary use a drain auger to remove any blockages, tree roots, etc. Re-inspect with a camera. They shall be eft free of sediment, debris or any other foreign materials.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6.13.2	N/A	N/A	SOIL DRAINAGE SYSTEMS								
	No schedule reference	Monthly	Clean all drain systems by removing grates, removal all sediment, garden waste, litter, debris or any other foreign materials. Re-install grates.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	N/A	N/A	SERVICE 5: SECURITY SERVICES								
8	N/A	N/A	SERVICE 6: GROUNDS UPKEEP AND LANDSCAPE HORTICULTURE								
8.8	N/A	N/A	GROUNDS UP KEEP								
8.8.12	N/A	N/A	PATROL CLEANING								
	No schedule reference	Ongoing	Pick-up, collect and dispose of all litter, debris, packets, leaves, etc. to ensure the grounds are clean, neat and tidy.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8.13	N/A	N/A	HARD SURFACE CLEANING								
	No schedule reference	Ongoing	Hard surfaces shall be swept and cleaned appropriately to ensure they are free from all stains, debris and atmospheric pollution, accidental spillage of material, bird droppings and the like.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8.14	N/A	N/A	HARD SURFACE WEED CONTROL								
	No schedule reference	Ongoing	Weed removal shall be undertaken by hand, after which an appropriate weed control material / product shall be used to retard weed growth.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8.15	N/A	N/A	WATER FEATURES								
	No schedule reference	Ongoing	Inspect, clean and ensure they are free of sediment, debris or any other foreign matter.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9	N/A	N/A	LANDSCAPE HORTICULTURE								
8.9.9	N/A	N/A	ROUTINE LANDSCAPE HORTICULTURE SERVICES								

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	No. of Services	90 Plein Street	100 Plein Street	120 Plein Street	Stalplein	Africa House	Marks Building	NCOP
	No schedule reference	Ongoing	Routine day-to-day landscaping horticulture: Ensure that the landscaped areas are clean, neat and free of weeds. All plant specimens shall be kept to a height and form that is safe and appropriate for its type and location of planting. All plants specimens shall be provided with sufficient water, compost, fertiliser, etc. Note: This encompasses the complete requirement and specification for Landscaping Horticulture unless specified separately elsewhere.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9.9.7.2	N/A	N/A	IRRIGATION AND WATERING								
	No schedule reference	Monthly	All sprinkler nozzles shall be inspected for blockages, cleaned, serviced and where necessary realigned for optimal functioning.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Controllers shall be tested, cleaned, serviced and timer settings confirmed.	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9.9.7.3	N/A	N/A	WATER FEATURES								
	No schedule reference	Quarterly	Empty the water feature for routine maintenance of tiling, plastering and painting, waterproofing, the webbing installed for the squirrels, lighting, pumps, ensure the day / night timer to switch lights on / off are appropriate to the seasons, refill the feature, etc. and ensure the water feature is fully commissioned. Return plants and other to the water feature.	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	N/A	N/A	SERVICE 7: CLEANING AND HYGIENE								
9.6	N/A	N/A	ROUTINE BUILDING CLEANING								
	No schedule reference	Ongoing	Routine day-to-day cleaning: Provide routine day-to-day cleaning that enhances the facilities using the best-known cleaning practices and equipment available including rigorous standards of professionalism, discipline and in a manner that minimises all forms of disruption and noise to the occupants. Note: This encompasses the complete requirement and specification for Routine Building Cleaning unless specified separately elsewhere.	59	N/A	N/A	✓	✓	N/A	N/A	N/A
9.7	N/A	N/A	SCHEDULED CLEANING								
9.7.4	N/A	N/A	CLEAN INTERNAL GLAZED WINDOWS, DOORS AND PARTITIONING								
	No schedule reference	Quarterly	Clean internal glazed windows, doors and partitioning.	20	✓	✓	✓	✓	✓	✓	✓
9.7.5	N/A	N/A	DEEP CLEAN BATHROOMS								
	No schedule reference	Quarterly	Deep clean bathrooms	20	✓	✓	✓	✓	✓	✓	✓
9.7.6	N/A	N/A	DEEP CLEAN COMMERCIAL KITCHENS, DINING ROOMS AND ASSOCIATED AREAS								
	No schedule reference	Quarterly	Deep clean commercial kitchens, dining rooms and associated areas.	20	✓	N/A	N/A	N/A	N/A	✓	✓
9.7.7	N/A	N/A	DEEP CLEAN INTERNAL EMERGENCY EXIT STAIRWELLS								
	No schedule reference	Quarterly	Deep clean internal emergency exit stairwells	20	✓	✓	✓	✓	✓	✓	✓
9.7.8	N/A	N/A	DEEP CLEAN LIFT FOYERS AND LIFTS								
	No schedule reference	Quarterly	Deep clean lift foyers and lifts	20	✓	✓	✓	✓	✓	✓	✓
9.7.9	N/A	N/A	DEEP CLEAN WALK OFF MATS								
	No schedule reference	Quarterly	Deep clean walk off mats	20	✓	✓	✓	N/A	N/A	✓	✓
9.8	N/A	N/A	HYGIENE SERVICES								
9.8.2	N/A	N/A	SANITARY BIN SERVICE								
	No schedule reference	Every seven (7) days	Remove liner containing waste and replace with a clean liner.	248	N/A	N/A	✓	N/A	N/A	N/A	N/A
	No schedule reference	Every fourteen (14) days	Remove liner containing waste and replace with a clean liner.	124	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.8.3	N/A	N/A	SANITISER UNITS AND CONSUMABLES								
	No schedule reference	Ongoing	Supply and re-fill consumables	59	N/A	N/A	✓	N/A	N/A	N/A	N/A
9.9	N/A	N/A	GENERAL SERVICES								
9.9.3	N/A	N/A	ROUTINE PLANTROOM CLEANING								
	No schedule reference	Ongoing	Inspect, clean and record all related activities (including a portfolio of evidence of date and time stamped before and after photos).	59	✓	✓	✓	✓	✓	✓	✓
10	N/A	N/A	SERVICE 8: ENVIRONMENTAL SERVICES								
10.9	N/A	N/A	WASTE MANAGEMENT								

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	NO. OF SERVICES	90 PLEIN STREET	100 PLEIN STREET	120 PLEIN STREET	STALPLEIN	AFRICA HOUSE	MARKS BUILDING	NCOP
10.9.13	N/A	N/A	WASTE SEPARATION								
10.9.13.1	N/A	N/A	GENERAL WASTE (NOT RECYCLABLE AND FOR LANDFILL)								
	No schedule reference	Ongoing	Compactor shall be removed, emptied, cleaned and retuned as required but not less than once a week. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Ongoing	The compactor area, other waste areas and wheelie bins shall be cleaned as often as required but not less than twice a week with non-potable water from an off-site location until suitable non-potable water is available on site. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.	59	✓	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Annually + 1	The compactor shall be removed before 07h00 on the day before SONA and returned before 07h00 the day after SONA.	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.9.13.2	N/A	N/A	WET WASTE (FOOD)								
	No schedule reference	Ongoing	All other food waste shall be transported to a licensed facility for incineration and a disposal certificate provided	59	✓	N/A	N/A	N/A	N/A	✓	✓
10.9.13.3	N/A	N/A	WET WASTE (FAT TRAPS)								
	No schedule reference	Weekly	Remove waste, clean fat trap and dispose of the waste at a licensed facility and provide a disposal certificate.	256	✓	N/A	N/A	N/A	N/A	✓	✓
10.9.13.4	N/A	N/A	DRY WASTE (PLASTIC, CARDBOARD, GLASS, ETC.)	Price under Complex Grounds.							
	No schedule reference	Ongoing	Collect, separate and transport all waste identified for recycling to a licensed facility for further sorting and recycling. Provide a disposal certificate.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.9.13.5	N/A	N/A	MEDICAL WASTE								
	No schedule reference	Every two (2) weeks	Medical waste shall be collected and transported by a licenced SP to a licensed medical waste disposal facility for incineration and provide a disposal certificate.	128	✓	X	✓	N/A	✓	✓	✓
10.9.14	N/A	N/A	INDUSTRIAL SHREDDER AND PAPER RECYCLING	Located at 120 Plein Street but is used for the entire complex. Price under Complex Grounds.							
	No schedule reference	Weekly	Transport the shredded paper to a licenced facility and obtain a certificate of disposal.	256	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Ongoing	Provide a competent operator and shred paper as required.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Clean and service the Industrial Shredder	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.1	N/A	N/A	PEST CONTROL								
	No schedule reference	Every nine (9) weeks	Plan, schedule and undertake general building pest control.	29	✓	✓	✓	N/A	✓	✓	✓
	No schedule reference	Every twelve (12) weeks	Plan, schedule and undertake pest control in the Art Stores. Treatment shall include light spray for cockroaches, gel for silver fish, check for borer beetle, check for moths, small flies, etc. and treat as required.	22	✓	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Monthly	Re-fill tamper proof bait boxes, re-secure signage and bait boxes where necessary and update register.	59	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Monthly	Plan, schedule and undertake pest control in pump rooms.	59	✓	✓	✓	✓	N/A	✓	✓
	No schedule reference	Monthly	Plan, schedule and undertake pest control in commercial kitchens and associated areas.	59	✓	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Every two (2) weeks	Plan, schedule and undertake pest control in areas (after the areas and wheelie bins have been high pressure washed).	128	✓	N/A	N/A	N/A	N/A	✓	✓
	No schedule reference	Quarterly	Plan, schedule and undertake pest control in basement parking areas, basements in general and all basement plant rooms.	20	✓	✓	✓	✓	N/A	✓	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control all chambers and Committee Rooms (after scheduled cleaning).	20	N/A	N/A	✓	N/A	N/A	✓	✓
	No schedule reference	Quarterly	Plan, schedule and undertake pest control in all internal emergency stairwells (after scheduled cleaning).	20	✓	✓	✓	✓	✓	✓	✓
11	N/A	N/A	SERVICE 9: CEREMONIAL SERVICES	Applicable for the entire Complex. Price under Complex Grounds							
	No schedule reference	Annually + 1	Co-ordinate and hand over consolidated Health and Safety Files in collaboration with the DPWI SPs appointed specifically for this event.	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually + 1	Provide a detailed closeout report of the event	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	Old Assembly	National Assembly	Bakers Cottage	Good Hope Building	Tuynhuys	Old Gardeners Cottage	Belvedere Building	Conservation Centre
3	N/A	N/A	Service 1: Facilities Management	✓	✓	✓	✓	✓	✓	✓	✓
4	N/A	N/A	Service 2: Building Infrastructure								
4.8	N/A	N/A	EXTERNAL: CLEANING								
	No schedule reference	Monthly	Remove debris, litter and fouling from roof surfaces including waterproofing, gutters, down pipes, full bores etc. and any other type of roof, courtyard or patio covering, etc., to prevent the ingress of water and ensure they are left clean and stain free. This shall include bird netting.	✓	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Quarterly	Remove debris, litter and fouling from boundary and free-standing walls, fencing, railings, pillars, signage, roof surfaces and walls of guard houses, etc. and ensure they are left clean and stain free.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Remove debris, litter and fouling from façades, balconies (ground and upper levels), windows, window ledges, shutters, shop front type entrance / exits, external emergency staircases, entrance and exit stairs, landings, patios, balustrades, signage, etc. to ensure they are clean and stain free. Windows shall be dried and bear no evidence of residual cleaning materials / products, smears, run marks, stains or finger marks, etc.	✓	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Quarterly	Using suitable camera equipment and/or by other means, ensure that all down pipes (surface mounted or encased in concrete) are checked for blockages. Blockages shall be removed without causing damage. The downpipes shall be inspected for signs of corrosion, leaks, etc. Provide a report and before / after dated and time stamped photos and videos including recommendations for further work.	✓	✓	✓	✓	✓	✓	✓	✓
4.11	N/A	N/A	LEATHER REPAIRS								
	No schedule reference	Quarterly	Inspect all applicable leather items for repairs, buttons replacements, minor leather replacements, etc., provide a report and a quotation based on the schedule of rates for further action.	✓	✓	N/A	✓	✓	N/A	N/A	N/A
4.13	N/A	N/A	FLAG POLES								
	No schedule reference	Quarterly	Inspect the rope, pulleys and toggles, paint or varnish poles and associated infrastructure, etc. and provide a report including before and after date and time stamped photos (December, March, June and September).	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually	Supply and install new ropes, new pulleys, new cleats and new toggles (December).	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5	N/A	N/A	Service 3: Technical Services								
5.8	N/A	N/A	ELECTRICAL SERVICES								
5.8.5	N/A	N/A	MEDIUM VOLTAGE NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT, BTUs, ETC.)								
5.8.5.9	Schedule A	Quarterly	Substations - Inspect, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.10	Schedule B	Quarterly	MV Switchgear - Inspect, record findings and provide a report.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.11	Schedule C	Quarterly	LV Boards - Inspect, record findings and provide a report.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.12	Schedule D	Quarterly	Transformers - Inspect, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.13	Schedule E	Monthly	BTUs - Inspect, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	MV Power Factor Equipment - Inspect, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.14	Schedule F	Annually	Ring Main Unit - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.15	Schedule G	Annually	Transformers: Dry Type Transformers - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.16	Schedule H	Annually	Transformers: Free Breathing Oil Filled Transformers - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.17	Schedule I	Annually	Transformers: Sealed Oil Filled Transformers - Inspect, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.18	Schedule J	Annually	ABB SAFERING CCMVVVSVVV, CVVVV, CCFF, CFFFF, CCC - Inspect, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	MW Power Factor Equipment - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Every three (3) years	Liaise with CoCT prior to the scheduled work to ensure that the work completed by CoCT is managed in a way that minimises a total power outage ensuring all services including Security Service interruptions are minimised or not interrupted at all	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.6	N/A	N/A	STANDBY GENERATORS								
5.8.6.12	Schedule K	Weekly	Inspect, off load test, record findings and provide a report.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.6.12	Schedule K	Quarterly	Inspect, load test, record findings and provide a report.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.6.12	Schedule K	Annually	Inspect, service, load test, record findings and provide a report.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually + 1	Bulk Diesel Tanks: Obtain one (1) sample annually from the bottom of each of the bulk diesel tanks, have it tested at an accredited laboratory and provide the test results.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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5.8.6.13	Schedule L	Monthly	Duvalco FMS: Inspect, service, record findings and provide a report.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.6.13	Schedule L	Quarterly	Duvalco FMS: Supply and install new Duvalco BFS Red cartridge.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.8.7	N/A	N/A	UNINTERRUPTED POWER SUPPLY								
5.8.7.5	Schedule M	Monthly	Inspect, clean, service, test and record information for the UPS and the batteries.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.8.8	N/A	N/A	DISTRIBUTION BOARDS								
5.8.8.9	Schedule N	Monthly	Inspect, test and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.8.9	Schedule N	Quarterly	Inspect, test, where necessary label and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.8.9	Schedule N	Annually	Inspect, test, service, do thermal scan, repair, tighten, re-do thermal scan, record findings and provide a report.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.9	N/A	N/A	GENERAL SERVICES								
5.8.9.7	Schedule O	Every six (6) months	Lights and light fittings: Inspect, test, repair and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.9.8	Schedule P	Quarterly	Emergency lights: Inspect, test, repair and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.9.9	Schedule Q	Every six (6) months	Power outlets: Inspect, test, repair and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.9.10	Schedule R	Every six (6) months	Power skirting: Inspect, test, repair and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.8.9.11	Schedule S	Quarterly	Isolators and fixed equipment: Inspect, test, repair and record findings.	✓	✓	✓	✓	✓	✓	✓	✓
5.9	N/A	N/A	HEATING VENTILATION AND COOLING								
5.9.9.1	N/A	N/A	WATER COOLED CHILLER AND AIR COOLED CHILLER								
5.9.10	Annexure T	Monthly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.10	Annexure T	Quarterly	Inspect, test, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.10	Annexure T	Annually	Inspect, service, clean, take samples, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.2	N/A	N/A	COOLING TOWER AND CLOSED CIRCUIT COOLER								
5.9.11	Annexure U	Monthly	Inspect, test, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.11	Annexure U	Quarterly	Inspect, test, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.11	Annexure U	Annually	Inspect, test, service clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.3	N/A	N/A	WATER TREATMENT PLANT								
5.9.12	Annexure V	Monthly	Inspect, test, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.12	Annexure V	Quarterly	Take samples, test and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.12	Annexure V	Annually	Inspect, supply chemicals, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.4	N/A	N/A	PUMPS								
5.9.13	Annexure W	Monthly	Inspect, test, record findings provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.13	Annexure W	Quarterly	Inspect, test, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.13	Annexure W	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.5	N/A	N/A	PRESSURE TANKS								
5.9.14	Annexure X	Quarterly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.14	Annexure X	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.6	N/A	N/A	MAKE UP TANKS								

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5.9.15	Annexure Y	Quarterly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.15	Annexure Y	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.7	N/A	N/A	PIPEWORK AND ANCILLARIES								
5.9.16	Annexure Z	Monthly	Inspect, test, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.16	Annexure Z	Quarterly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.16	Annexure Z	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.8	N/A	N/A	DUCTWORK AND ANCILLARIES								
5.9.17	Annexure AA	Monthly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.17	Annexure AA	Quarterly	Inspect, test, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.17	Annexure AA	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.9	N/A	N/A	AIR HANDLING UNITS								
5.9.18	Annexure AB	Monthly	Inspect, test, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.18	Annexure AB	Quarterly	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.18	Annexure AB	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.10	N/A	N/A	FANS								
5.9.19	Annexure AC	Weekly	Clean extractor canopy filters, record findings and provide a report.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.19	Annexure AC	Monthly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.19	Annexure AC	Quarterly	Inspect, test, service, clean kitchen extract ducting, record findings and provide a report.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.19	Annexure AC	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.9.11	N/A	N/A	FIRE CRITICAL EQUIPMENT								
5.9.20	Annexure AD	Monthly	Inspect, test, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.9.20	Annexure AD	Quarterly	Inspect, test, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.9.20	Annexure AD	Annually	Inspect, test, service, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.9.9.12	N/A	N/A	PACKAGE, SPLIT AND WATER COOLED UNITS								
5.9.21	Annexure AE	Monthly	Inspect, test, clean, record findings and provide a report.	✓	✓	X	✓	✓	✓	✓	✓
5.9.21	Annexure AE	Quarterly	Inspect, test, clean, record findings and provide a report.	✓	✓	X	✓	✓	✓	✓	✓
5.9.21	Annexure AE	Annually	Inspect, test, service, clean, record findings and provide a report.	✓	✓	X	✓	✓	✓	✓	✓
5.9.9.13	N/A	N/A	SWITCHBOARDS								
5.9.22	Annexure AF	Monthly	Inspect, test, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.22	Annexure AF	Quarterly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.22	Annexure AF	Annually	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.14	N/A	N/A	NON-BMS CONTROLS								
5.9.23	Annexure AG	Monthly	Inspect, test, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.23	Annexure AG	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.10	N/A	N/A	BUILDING MANAGEMENT SYSTEM								

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	No schedule reference	Monthly	Monitor the BMS Control Room between the hours of 08h00 – 18h00 Monday to Friday excluding public holidays.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.10.9	Annexure AH	Monthly	Inspect, test and provide a report.	✓	✓	N/A	✓	✓	N/A	N/A	N/A
5.10.9	Annexure AH	Quarterly	Inspect, test, clean and provide a report.	✓	✓	N/A	✓	✓	N/A	N/A	N/A
5.10.9	Annexure AH	Annually	Inspect, test, clean and provide a report.	✓	✓	N/A	✓	✓	N/A	N/A	N/A
5.11	N/A	N/A	FIRE PROTECTION SERVICES								
5.11.3	N/A	N/A	FIRE SPRINKLER SYSTEMS								
5.11.3.5	Schedule AI	Daily	Inspect, test and record findings.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.3.6	Schedule AJ	Weekly	Inspect, test and record findings.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.3.7	Schedule AK	Quarterly	Inspect, test, clean, service, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.3.8	Schedule AL	Every six (6) months	Inspect, test, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.3.9	Schedule AM	Annually	Inspect, test, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.3.10	Schedule AN	Every three (3) years	Inspect, test, clean, service, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.3.11	Schedule AO	Every fifteen (15) years	Inspect, test, clean, service, record findings and provide a report.	✓	✓	✓	✓	✓	✓	N/A	N/A
5.11.4	N/A	N/A	FIRE HOSE REELS AND HYDRANTS								
5.11.4.7	Schedule AP	Weekly	Inspect, recording findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.4.7	Schedule AP	Monthly	Inspect, clean, record findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.4.7	Schedule AP	Annually	Inspect, service, record findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.5	N/A	N/A	FIRE EXTINGUISHERS								
5.11.5.6	Schedule AQ	Monthly	Inspect, record findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.5.6	Schedule AQ	Annually	Inspect, service, record findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.5.6	Schedule AQ	Every five (5) years	Inspect, hydrostatically pressure test, record findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.5.6	Schedule AQ	Every ten (10) years	Inspect, hydrostatically pressure test, record findings and provide an updated register.	✓	✓	✓	✓	✓	✓	✓	✓
5.11.6	N/A	N/A	FIRE BLANKETS								
	No schedule reference	Monthly	Inspect, record findings and provide an updated register.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually	Inspect, service, record findings and provide an updated register	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.11.7	N/A	N/A	BREATHING APPARATUS								
	No schedule reference	Monthly	Inspect, record findings and provide an updated register	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓
	No schedule reference	Annually	Inspect, service, record findings and provide an updated register.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓
5.11.8	N/A	N/A	EMERGENCY ESCAPE ROUTES, EXIT DOORS, STAIRWELLS, ETC.								
5.11.8.4	Schedule AR	Monthly	Inspect, record findings and provide a report.	✓	✓	✓	✓	✓	✓	✓	✓
5.12	N/A	N/A	LIFE SAFETY ELECTRONIC SYSTEMS								
5.12.3	N/A	N/A	FIRE DETECTION AND ALARM SYSTEMS, GAS CONTROL SYSTEMS								
5.12.3.2	Schedule AS	Weekly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.3.2	Schedule AS	Monthly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.3.2	Schedule AS	Quarterly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	OLD ASSEMBLY	NATIONAL ASSEMBLY	BAKERS COTTAGE	GOOD HOPE BUILDING	TUYNHUYTS	OLD GARDENERS COTTAGE	BELVEDERE BUILDING	CONSERVATION CENTRE
5.12.3.2	Schedule AS	Annually	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.4	N/A	N/A	VOICE ACTIVATION SYSTEMS								
5.12.4.2	Schedule AT	Weekly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.4.2	Schedule AT	Quarterly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.4.2	Schedule AT	Annually	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.5	N/A	N/A	EMERGENCY COMMUNICATION SYSTEM								
5.12.5.2	Schedule AU	Weekly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.5.2	Schedule AU	Quarterly	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.5.2	Schedule AU	Annually	Inspect, test, record findings and provide a report	✓	✓	✓	✓	✓	✓	N/A	N/A
5.12.6	N/A	N/A	REMRAD SYSTEMS								
	No schedule reference	Weekly	Undertake a manual test to ensure the equipment is functional, the signal is received and the responses are audible. Record the findings and provide a report.	✓	N/A	N/A	N/A	✓	N/A	N/A	N/A
	No schedule reference	Monthly	Undertake a fire condition simulation by activating three (3) smoke detectors to ensure the equipment is functional and the signal is received automatically without any manual intervention. Record the findings and provide a report. Notify the CoCT Goodwood Fire Station prior to the simulation.	✓	N/A	N/A	N/A	✓	N/A	N/A	N/A
	No schedule reference	Monthly	Obtain the relevant log information. The logs shall be used as further evidence of testing, failures, alarms, etc. that have taken place.	✓	N/A	N/A	N/A	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Inspect and service the system.	✓	N/A	N/A	N/A	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Pay the licencing fee.	✓	N/A	N/A	N/A	✓	N/A	N/A	N/A
5.13	N/A	N/A	LIQUID PETROLEUM GAS INSTALLATIONS								
5.13.7	N/A	N/A	EXTERNAL LPG BANKS								
	No schedule reference	Every two (2) weeks	Inspect, clean, record findings and provide a report.	N/A	N/A	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Inspect, clean, service, record finding and provide a report.	N/A	N/A	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually	Provide a COC for each external LPG installation (during December of each year).	N/A	N/A	N/A	✓	✓	N/A	N/A	N/A
5.13.8	N/A	N/A	FLAME OF REMEMBRANCE								
	No schedule reference	Monthly	All-inclusive preventative and corrective maintenance requirements including the supply and delivery of LPG, cleaning and repairs to the immediate surrounding infrastructure (e.g. cage, signage, etc.), spares, etc. (e.g. cage, signage, etc.). Provide a monthly report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Provide a COC (during December of each year).	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.14	N/A	N/A	COMMERCIAL CATERING APPLIANCES								
	No schedule reference	Quarterly	Inspect, clean, check connections, service, record findings and provide a report.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.15	N/A	N/A	DOMESTIC APPLIANCES								
	No schedule reference	Quarterly	Inspect, clean, check connections, service, record findings and provide a report.	N/A	N/A	N/A	N/A	✓	✓	N/A	N/A
5.16	N/A	N/A	LIFTS								
	No schedule reference	Monthly	Comprehensive Repair and Maintenance Contracts. Lifts shall be inspected and serviced as required including all repairs and replacements of components. This shall include but not be limited to lift shafts, internal and externals of the lift car, lift motor room, power distribution systems, etc.	✓	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually	An appropriately qualified and registered independent lift inspector shall inspect the lifts, issue the findings, inspect the work until it is appropriately completed and issue a revised findings report, all within the regulated period.	✓	✓	N/A	✓	✓	N/A	N/A	N/A
5.18	N/A	N/A	HANDYMAN SERVICES								
	No schedule reference	Ongoing	Handyman Services shall include labour, tools, appropriate consumables and supplies necessary to complete the general tasks for day-to-day building infrastructure, plumbing and drainage, electrical. HVAC and Fire Services. E.g. consumables and supplies could include but not be limited to random screws, washers, nails, nuts, bolts, drywall anchors, fasteners, zip ties, adhesives, caulking, sealants, glues, staples, electrical tape, masking tape, thread seal tape, duct tape, wall patch / wood filler, shims, rags, wire connectors, popsicle / craft sticks, picture hanging wire, batteries, etc.	✓	✓	✓	✓	✓	✓	✓	✓

CLAUSe	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	OLD ASSEMBLY	NATIONAL ASSEMBLY	BAKERS COTTAGE	GOOD HOPE BUILDING	TUYNHUYS	OLD GARDENERS COTTAGE	BELVEDERE BUILDING	CONSERVATION CENTRE
5.19	N/A	N/A	GENERAL SERVICES								
5.19.1.1	N/A	N/A	FUEL FIRED BOILERS								
	No schedule reference	Every three (3) years	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.2	N/A	N/A	ELECTRODE BOILERS								
	No schedule reference	Every three (3) years	Inspect, test and service	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.3	N/A	N/A	PRESSURE VESSELS								
	No schedule reference	Every three (3) years	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.4	N/A	N/A	PUMPS (ELECTRICAL)								
	No schedule reference	Quarterly	Inspect, test and service	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.5	N/A	N/A	PUMPS (MECHANICAL)								
	No schedule reference	Quarterly	Inspect, test and service	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.6	N/A	N/A	AUTOMATED SLIDING DOORS								
	No schedule reference	Quarterly	Inspect, test and service	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
5.19.1.7	N/A	N/A	AUTOMATED ROLLER SHUTTER DOORS								
	No schedule reference	Quarterly	Inspect, test and service	N/A	✓	N/A	N/A	✓	N/A	N/A	N/A
5.19.1.8	N/A	N/A	AUTOMATED SLIDING GATES								
	No schedule reference	Quarterly	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	N/A	N/A	SERVICE 4: CIVILS								
6.13.1	N/A	N/A	STORM WATER DRAINAGE SYSTEMS								
	No schedule reference	Monthly	High pressure clean, inspect with a camera and where necessary use a drain auger to remove any blockages, tree roots, etc. Re-inspect with a camera. They shall be eft free of sediment, debris or any other foreign materials.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6.13.2	N/A	N/A	SOIL DRAINAGE SYSTEMS								
	No schedule reference	Monthly	Clean all drain systems by removing grates, removal all sediment, garden waste, litter, debris or any other foreign materials. Re-install grates.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	N/A	N/A	SERVICE 5: SECURITY SERVICES								
8	N/A	N/A	SERVICE 6: GROUNDS UPKEEP AND LANDSCAPE HORTICULTURE								
8.8	N/A	N/A	GROUNDS UP KEEP								
8.8.12	N/A	N/A	PATROL CLEANING								
	No schedule reference	Ongoing	Pick-up, collect and dispose of all litter, debris, packets, leaves, etc. to ensure the grounds are clean, neat and tidy.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8.13	N/A	N/A	HARD SURFACE CLEANING								
	No schedule reference	Ongoing	Hard surfaces shall be swept and cleaned appropriately to ensure they are free from all stains, debris and atmospheric pollution, accidental spillage of material, bird droppings and the like.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8.14	N/A	N/A	HARD SURFACE WEED CONTROL								
	No schedule reference	Ongoing	Weed removal shall be undertaken by hand, after which an appropriate weed control material / product shall be used to retard weed growth.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8.15	N/A	N/A	WATER FEATURES								
	No schedule reference	Ongoing	Inspect, clean and ensure they are free of sediment, debris or any other foreign matter.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9	N/A	N/A	LANDSCAPE HORTICULTURE								
8.9.9	N/A	N/A	ROUTINE LANDSCAPE HORTICULTURE SERVICES								

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	Old Assembly	National Assembly	Bakers Cottage	Good Hope Building	Tuynhuys	Old Gardeners Cottage	Belvedere Building	Conservation Centre
	No schedule reference	Ongoing	Routine day-to-day landscaping horticulture: Ensure that the landscaped areas are clean, neat and free of weeds. All plant specimens shall be kept to a height and form that is safe and appropriate for its type and location of planting. All plants specimens shall be provided with sufficient water, compost, fertiliser, etc. Note: This encompasses the complete requirement and specification for Landscaping Horticulture unless specified separately elsewhere.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9.9.7.2	N/A	N/A	IRRIGATION AND WATERING								
	No schedule reference	Monthly	All sprinkler nozzles shall be inspected for blockages, cleaned, serviced and where necessary realigned for optimal functioning.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Controllers shall be tested, cleaned, serviced and timer settings confirmed.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9.9.7.3	N/A	N/A	WATER FEATURES								
	No schedule reference	Quarterly	Empty the water feature for routine maintenance of tiling, plastering and painting, waterproofing, the webbing installed for the squirrels, lighting, pumps, ensure the day / night timer to switch lights on / off are appropriate to the seasons, refill the feature, etc. and ensure the water feature is fully commissioned. Return plants and other to the water feature.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	N/A	N/A	SERVICE 7: CLEANING AND HYGIENE								
9.6	N/A	N/A	ROUTINE BUILDING CLEANING								
	No schedule reference	Ongoing	Routine day-to-day cleaning: Provide routine day-to-day cleaning that enhances the facilities using the best-known cleaning practices and equipment available including rigorous standards of professionalism, discipline and in a manner that minimises all forms of disruption and noise to the occupants. Note: This encompasses the complete requirement and specification for Routine Building Cleaning unless specified separately elsewhere.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.7	N/A	N/A	SCHEDULED CLEANING								
9.7.4	N/A	N/A	CLEAN INTERNAL GLAZED WINDOWS, DOORS AND PARTITIONING								
	No schedule reference	Quarterly	Clean internal glazed windows, doors and partitioning.	✓	✓	✓	✓	✓	✓	✓	✓
9.7.5	N/A	N/A	DEEP CLEAN BATHROOMS								
	No schedule reference	Quarterly	Deep clean bathrooms	✓	✓	✓	✓	✓	✓	✓	✓
9.7.6	N/A	N/A	DEEP CLEAN COMMERCIAL KITCHENS, DINING ROOMS AND ASSOCIATED AREAS								
	No schedule reference	Quarterly	Deep clean commercial kitchens, dining rooms and associated areas.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
9.7.7	N/A	N/A	DEEP CLEAN INTERNAL EMERGENCY EXIT STAIRWELLS								
	No schedule reference	Quarterly	Deep clean internal emergency exit stairwells	✓	✓	✓	✓	✓	✓	✓	✓
9.7.8	N/A	N/A	DEEP CLEAN LIFT FOYERS AND LIFTS								
	No schedule reference	Quarterly	Deep clean lift foyers and lifts	✓	✓	N/A	✓	✓	N/A	N/A	N/A
9.7.9	N/A	N/A	DEEP CLEAN WALK OFF MATS								
	No schedule reference	Quarterly	Deep clean walk off mats	✓	✓	N/A	✓	✓	N/A	N/A	N/A
9.8	N/A	N/A	HYGIENE SERVICES								
9.8.2	N/A	N/A	SANITARY BIN SERVICE								
	No schedule reference	Every seven (7) days	Remove liner containing waste and replace with a clean liner.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Every fourteen (14) days	Remove liner containing waste and replace with a clean liner.	N/A	N/A	N/A	✓	✓	✓	N/A	N/A
9.8.3	N/A	N/A	SANITISER UNITS AND CONSUMABLES								
	No schedule reference	Ongoing	Supply and re-fill consumables	N/A	N/A	N/A	✓	✓	✓	N/A	N/A
9.9	N/A	N/A	GENERAL SERVICES								
9.9.3	N/A	N/A	ROUTINE PLANTROOM CLEANING								
	No schedule reference	Ongoing	Inspect, clean and record all related activities (including a portfolio of evidence of date and time stamped before and after photos).	✓	✓	N/A	✓	✓	N/A	N/A	N/A
10	N/A	N/A	SERVICE 8: ENVIRONMENTAL SERVICES								
10.9	N/A	N/A	WASTE MANAGEMENT								

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	Old Assembly	National Assembly	Bakers Cottage	Good Hope Building	Tuynhuys	Old Gardeners Cottage	Belvedere Building	Conservation Centre
10.9.13	N/A	N/A	Waste Separation								
10.9.13.1	N/A	N/A	General Waste (Not Recyclable and for Landfill)								
	No schedule reference	Ongoing	Compactor shall be removed, emptied, cleaned and retuned as required but not less than once a week. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Ongoing	The compactor area, other waste areas and wheelie bins shall be cleaned as often as required but not less than twice a week with non-potable water from an off-site location until suitable non-potable water is available on site. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually + 1	The compactor shall be removed before 07h00 on the day before SONA and returned before 07h00 the day after SONA.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.9.13.2	N/A	N/A	WET WASTE (FOOD)								
	No schedule reference	Ongoing	All other food waste shall be transported to a licensed facility for incineration and a disposal certificate provided	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
10.9.13.3	N/A	N/A	WET WASTE (FAT TRAPS)								
	No schedule reference	Weekly	Remove waste, clean fat trap and dispose of the waste at a licensed facility and provide a disposal certificate.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
10.9.13.4	N/A	N/A	DRY WASTE (PLASTIC, CARDBOARD, GLASS, ETC.)								
	No schedule reference	Ongoing	Collect, separate and transport all waste identified for recycling to a licensed facility for further sorting and recycling. Provide a disposal certificate.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.9.13.5	N/A	N/A	MEDICAL WASTE								
	No schedule reference	Every two (2) weeks	Medical waste shall be collected and transported by a licenced SP to a licensed medical waste disposal facility for incineration and provide a disposal certificate.	✓	✓	✓	✓	✓	✓	✓	N/A
10.9.14	N/A	N/A	INDUSTRIAL SHREDDER AND PAPER RECYCLING								
	No schedule reference	Weekly	Transport the shredded paper to a licenced facility and obtain a certificate of disposal.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Ongoing	Provide a competent operator and shred paper as required.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Clean and service the Industrial Shredder	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.1	N/A	N/A	PEST CONTROL								
	No schedule reference	Every nine (9) weeks	Plan, schedule and undertake general building pest control.	✓	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Every twelve (12) weeks	Plan, schedule and undertake pest control in the Art Stores. Treatment shall include light spray for cockroaches, gel for silver fish, check for borer beetle, check for moths, small flies, etc. and treat as required.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Monthly	Re-fill tamper proof bait boxes, re-secure signage and bait boxes where necessary and update register.	✓	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Monthly	Plan, schedule and undertake pest control in pump rooms.	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Monthly	Plan, schedule and undertake pest control in commercial kitchens and associated areas.	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Every two (2) weeks	Plan, schedule and undertake pest control in areas (after the areas and wheelie bins have been high pressure washed).	N/A	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control in basement parking areas, basements in general and all basement plant rooms.	N/A	✓	N/A	N/A	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control all chambers and Committee Rooms (after scheduled cleaning).	✓	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control in all internal emergency stairwells (after scheduled cleaning).	✓	✓	✓	✓	✓	N/A	✓	✓
11	N/A	N/A	SERVICE 9: CEREMONIAL SERVICES								
	No schedule reference	Annually + 1	Co-ordinate and hand over consolidated Health and Safety Files in collaboration with the DPWI SPs appointed specifically for this event.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually + 1	Provide a detailed closeout report of the event	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	SWANS BUILDING	COMPLEX GROUNDS	PARLIAMENT TOWERS	GARMOR HOUSE	GARMOR HOUSE PARKING	NIEUWMEESTER PARKING	HOPE STREET PARKING
3	N/A	N/A	SERVICE 1: FACILITIES MANAGEMENT	✓	✓	✓	✓	✓	✓	✓
4	N/A	N/A	SERVICE 2: BUILDING INFRASTRUCTURE							
4.8	N/A	N/A	EXTERNAL: CLEANING							
	No schedule reference	Monthly	Remove debris, litter and fouling from roof surfaces including waterproofing, gutters, down pipes, full bores etc. and any other type of roof, courtyard or patio covering, etc., to prevent the ingress of water and ensure they are left clean and stain free. This shall include bird netting.	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Remove debris, litter and fouling from boundary and free-standing walls, fencing, railings, pillars, signage, roof surfaces and walls of guard houses, etc. and ensure they are left clean and stain free.	N/A	✓	✓	N/A	✓	N/A	✓
	No schedule reference	Quarterly	Remove debris, litter and fouling from façades, balconies (ground and upper levels), windows, window ledges, shutters, shop front type entrance / exits, external emergency staircases, entrance and exit stairs, landings, patios, balustrades, signage, etc. to ensure they are clean and stain free. Windows shall be dried and bear no evidence of residual cleaning materials / products, smears, run marks, stains or finger marks, etc.	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Using suitable camera equipment and/or by other means, ensure that all down pipes (surface mounted or encased in concrete) are checked for blockages. Blockages shall be removed without causing damage. The downpipes shall be inspected for signs of corrosion, leaks, etc. Provide a report and before / after dated and time stamped photos and videos including recommendations for further work.	✓	N/A	✓	✓	N/A	N/A	N/A
4.11	N/A	N/A	LEATHER REPAIRS							
	No schedule reference	Quarterly	Inspect all applicable leather items for repairs, buttons replacements, minor leather replacements, etc., provide a report and a quotation based on the schedule of rates for further action.	N/A	N/A	✓	N/A	N/A	N/A	N/A
4.13	N/A	N/A	FLAG POLES							
	No schedule reference	Quarterly	Inspect the rope, pulleys and toggles, paint or varnish poles and associated infrastructure, etc. and provide a report including before and after date and time stamped photos (December, March, June and September).	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Supply and install new ropes, new pulleys, new cleats and new toggles (December).	N/A	✓	N/A	N/A	N/A	N/A	N/A
5	N/A	N/A	SERVICE 3: TECHNICAL SERVICES							
5.8	N/A	N/A	ELECTRICAL SERVICES							
5.8.5	N/A	N/A	MEDIUM VOLTAGE NETWORK (SUBSTATIONS, TRANSFORMERS, RING MAIN UNIT, BTUs, ETC.)							
5.8.5.9	Schedule A	Quarterly	Substations - Inspect, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.8.5.10	Schedule B	Quarterly	MV Switchgear - Inspect, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.11	Schedule C	Quarterly	LV Boards - Inspect, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.12	Schedule D	Quarterly	Transformers - Inspect, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.13	Schedule E	Monthly	BTUs - Inspect, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	MV Power Factor Equipment - Inspect, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.8.5.14	Schedule F	Annually	Ring Main Unit - Inspect, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.8.5.15	Schedule G	Annually	Transformers: Dry Type Transformers - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.16	Schedule H	Annually	Transformers: Free Breathing Oil Filled Transformers - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.17	Schedule I	Annually	Transformers: Sealed Oil Filled Transformers - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.5.18	Schedule J	Annually	ABB SAFERING CCMVVVSVVV, CVVVV, CCFF, CFFFF, CCC - Inspect, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	MW Power Factor Equipment - Inspect, clean, service, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Every three (3) years	Liaise with CoCT prior to the scheduled work to ensure that the work completed by CoCT is managed in a way that minimises a total power outage ensuring all services including Security Service interruptions are minimised or not interrupted at all	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.8.6	N/A	N/A	STANDBY GENERATORS							
5.8.6.12	Schedule K	Weekly	Inspect, off load test, record findings and provide a report.	✓	N/A	✓	N/A	N/A	N/A	N/A
5.8.6.12	Schedule K	Quarterly	Inspect, load test, record findings and provide a report.	✓	N/A	✓	N/A	N/A	N/A	N/A
5.8.6.12	Schedule K	Annually	Inspect, service, load test, record findings and provide a report.	✓	N/A	✓	N/A	N/A	N/A	N/A
	No schedule reference	Annually + 1	Bulk Diesel Tanks: Obtain one (1) sample annually from the bottom of each of the bulk diesel tanks, have it tested at an accredited laboratory and provide the test results.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	Swans Building	Complex Grounds	Parliament Towers	Garmor House	Garmor House Parking	Nieuwmeester Parking	Hope Street Parking
5.8.6.13	Schedule L	Monthly	Duvalco FMS: Inspect, service, record findings and provide a report.	✓	N/A	✓	N/A	N/A	N/A	N/A
5.8.6.13	Schedule L	Quarterly	Duvalco FMS: Supply and install new Duvalco BFS Red cartridge.	✓	N/A	✓	N/A	N/A	N/A	N/A
5.8.7	N/A	N/A	UNINTERRUPTED POWER SUPPLY							
5.8.7.5	Schedule M	Monthly	Inspect, clean, service, test and record information for the UPS and the batteries.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.8.8	N/A	N/A	DISTRIBUTION BOARDS							
5.8.8.9	Schedule N	Monthly	Inspect, test and record findings.	✓	N/A	✓	✓	N/A	N/A	✓
5.8.8.9	Schedule N	Quarterly	Inspect, test, where necessary label and record findings.	✓	N/A	✓	✓	N/A	N/A	✓
5.8.8.9	Schedule N	Annually	Inspect, test, service, do thermal scan, repair, tighten, re-do thermal scan, record findings and provide a report.	✓	N/A	✓	✓	N/A	N/A	✓
5.8.9	N/A	N/A	GENERAL SERVICES							
5.8.9.7	Schedule O	Every six (6) months	Lights and light fittings: Inspect, test, repair and record findings.	✓	✓	✓	✓	✓	✓	✓
5.8.9.8	Schedule P	Quarterly	Emergency lights: Inspect, test, repair and record findings.	✓	N/A	✓	✓	N/A	N/A	N/A
5.8.9.9	Schedule Q	Every six (6) months	Power outlets: Inspect, test, repair and record findings.	✓	✓	✓	✓	N/A	N/A	✓
5.8.9.10	Schedule R	Every six (6) months	Power skirting: Inspect, test, repair and record findings.	✓	N/A	✓	✓	N/A	N/A	✓
5.8.9.11	Schedule S	Quarterly	Isolators and fixed equipment: Inspect, test, repair and record findings.	✓	N/A	✓	✓	N/A	N/A	N/A
5.9	N/A	N/A	HEATING VENTILATION AND COOLING							
5.9.9.1	N/A	N/A	WATER COOLED CHILLER AND AIR COOLED CHILLER							
5.9.10	Annexure T	Monthly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.10	Annexure T	Quarterly	Inspect, test, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.10	Annexure T	Annually	Inspect, service, clean, take samples, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.2	N/A	N/A	COOLING TOWER AND CLOSED CIRCUIT COOLER							
5.9.11	Annexure U	Monthly	Inspect, test, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.11	Annexure U	Quarterly	Inspect, test, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.11	Annexure U	Annually	Inspect, test, service clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.3	N/A	N/A	WATER TREATMENT PLANT							
5.9.12	Annexure V	Monthly	Inspect, test, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.12	Annexure V	Quarterly	Take samples, test and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.12	Annexure V	Annually	Inspect, supply chemicals, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.4	N/A	N/A	PUMPS							
5.9.13	Annexure W	Monthly	Inspect, test, record findings provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.13	Annexure W	Quarterly	Inspect, test, clean, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.13	Annexure W	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.5	N/A	N/A	PRESSURE TANKS							
5.9.14	Annexure X	Quarterly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.14	Annexure X	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.6	N/A	N/A	MAKE UP TANKS							

CLAUSe	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	SWANS BUILDING	COMPLEX GROUNDS	PARLIAMENT TOWERS	GARMOR HOUSE	GARMOR HOUSE PARKING	NIEUWMEESTER PARKING	HOPE STREET PARKING
5.9.15	Annexure Y	Quarterly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.15	Annexure Y	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.7	N/A	N/A	PIPEWORK AND ANCILLARIES							
5.9.16	Annexure Z	Monthly	Inspect, test, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.16	Annexure Z	Quarterly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.16	Annexure Z	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.8	N/A	N/A	DUCTWORK AND ANCILLARIES							
5.9.17	Annexure AA	Monthly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.17	Annexure AA	Quarterly	Inspect, test, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.17	Annexure AA	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.9	N/A	N/A	AIR HANDLING UNITS							
5.9.18	Annexure AB	Monthly	Inspect, test, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.18	Annexure AB	Quarterly	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.18	Annexure AB	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.10	N/A	N/A	FANS							
5.9.19	Annexure AC	Weekly	Clean extractor canopy filters, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.19	Annexure AC	Monthly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.19	Annexure AC	Quarterly	Inspect, test, service, clean kitchen extract ducting, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.19	Annexure AC	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.11	N/A	N/A	FIRE CRITICAL EQUIPMENT							
5.9.20	Annexure AD	Monthly	Inspect, test, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.20	Annexure AD	Quarterly	Inspect, test, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.20	Annexure AD	Annually	Inspect, test, service, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.12	N/A	N/A	PACKAGE, SPLIT AND WATER COOLED UNITS							
5.9.21	Annexure AE	Monthly	Inspect, test, clean, record findings and provide a report.	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.21	Annexure AE	Quarterly	Inspect, test, clean, record findings and provide a report.	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.21	Annexure AE	Annually	Inspect, test, service, clean, record findings and provide a report.	✓	N/A	✓	✓	N/A	N/A	N/A
5.9.9.13	N/A	N/A	SWITCHBOARDS							
5.9.22	Annexure AF	Monthly	Inspect, test, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.22	Annexure AF	Quarterly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.22	Annexure AF	Annually	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.9.14	N/A	N/A	NON-BMS CONTROLS							
5.9.23	Annexure AG	Monthly	Inspect, test, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.9.23	Annexure AG	Annually	Inspect, test, service, clean, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.10	N/A	N/A	BUILDING MANAGEMENT SYSTEM							

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	SWANS BUILDING	COMPLEX GROUNDS	PARLIAMENT TOWERS	GARMOR HOUSE	GARMOR HOUSE PARKING	NIEUWMEESTER PARKING	HOPE STREET PARKING
	No schedule reference	Monthly	Monitor the BMS Control Room between the hours of 08h00 – 18h00 Monday to Friday excluding public holidays.	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.10.9	Annexure AH	Monthly	Inspect, test and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.10.9	Annexure AH	Quarterly	Inspect, test, clean and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.10.9	Annexure AH	Annually	Inspect, test, clean and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.11	N/A	N/A	FIRE PROTECTION SERVICES							
5.11.3	N/A	N/A	FIRE SPRINKLER SYSTEMS							
5.11.3.5	Schedule AI	Daily	Inspect, test and record findings.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.3.6	Schedule AJ	Weekly	Inspect, test and record findings.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.3.7	Schedule AK	Quarterly	Inspect, test, clean, service, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.3.8	Schedule AL	Every six (6) months	Inspect, test, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.3.9	Schedule AM	Annually	Inspect, test, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.3.10	Schedule AN	Every three (3) years	Inspect, test, clean, service, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.3.11	Schedule AO	Every fifteen (15) years	Inspect, test, clean, service, record findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.11.4	N/A	N/A	FIRE HOSE REELS AND HYDRANTS							
5.11.4.7	Schedule AP	Weekly	Inspect, recording findings and provide an updated register.	✓	✓	✓	✓	N/A	N/A	N/A
5.11.4.7	Schedule AP	Monthly	Inspect, clean, record findings and provide an updated register.	✓	✓	✓	✓	N/A	N/A	N/A
5.11.4.7	Schedule AP	Annually	Inspect, service, record findings and provide an updated register.	✓	✓	✓	✓	N/A	N/A	N/A
5.11.5	N/A	N/A	FIRE EXTINGUISHERS							
5.11.5.6	Schedule AQ	Monthly	Inspect, record findings and provide an updated register.	✓	N/A	✓	✓	N/A	✓	✓
5.11.5.6	Schedule AQ	Annually	Inspect, service, record findings and provide an updated register.	✓	N/A	✓	✓	N/A	✓	✓
5.11.5.6	Schedule AQ	Every five (5) years	Inspect, hydrostatically pressure test, record findings and provide an updated register.	✓	N/A	✓	✓	N/A	✓	✓
5.11.5.6	Schedule AQ	Every ten (10) years	Inspect, hydrostatically pressure test, record findings and provide an updated register.	✓	N/A	✓	✓	N/A	✓	✓
5.11.6	N/A	N/A	FIRE BLANKETS							
	No schedule reference	Monthly	Inspect, record findings and provide an updated register.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Inspect, service, record findings and provide an updated register	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.11.7	N/A	N/A	BREATHING APPARATUS							
	No schedule reference	Monthly	Inspect, record findings and provide an updated register	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Inspect, service, record findings and provide an updated register.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.11.8	N/A	N/A	EMERGENCY ESCAPE ROUTES, EXIT DOORS, STAIRWELLS, ETC.							
5.11.8.4	Schedule AR	Monthly	Inspect, record findings and provide a report.	✓	N/A	✓	✓	N/A	N/A	N/A
5.12	N/A	N/A	LIFE SAFETY ELECTRONIC SYSTEMS							
5.12.3	N/A	N/A	FIRE DETECTION AND ALARM SYSTEMS, GAS CONTROL SYSTEMS							
5.12.3.2	Schedule AS	Weekly	Inspect, test, record findings and provide a report	✓	N/A	✓	N/A	N/A	N/A	N/A
5.12.3.2	Schedule AS	Monthly	Inspect, test, record findings and provide a report	✓	N/A	✓	N/A	N/A	N/A	N/A
5.12.3.2	Schedule AS	Quarterly	Inspect, test, record findings and provide a report	✓	N/A	✓	N/A	N/A	N/A	N/A

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	SWANS BUILDING	COMPLEX GROUNDS	PARLIAMENT TOWERS	GARMOR HOUSE	GARMOR HOUSE PARKING	NIEUWMEESTER PARKING	HOPE STREET PARKING
5.12.3.2	Schedule AS	Annually	Inspect, test, record findings and provide a report	✓	N/A	✓	N/A	N/A	N/A	N/A
5.12.4	N/A	N/A	VOICE ACTIVATION SYSTEMS							
5.12.4.2	Schedule AT	Weekly	Inspect, test, record findings and provide a report	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.12.4.2	Schedule AT	Quarterly	Inspect, test, record findings and provide a report	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.12.4.2	Schedule AT	Annually	Inspect, test, record findings and provide a report	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.12.5	N/A	N/A	EMERGENCY COMMUNICATION SYSTEM							
5.12.5.2	Schedule AU	Weekly	Inspect, test, record findings and provide a report	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.12.5.2	Schedule AU	Quarterly	Inspect, test, record findings and provide a report	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.12.5.2	Schedule AU	Annually	Inspect, test, record findings and provide a report	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.12.6	N/A	N/A	REMRAD SYSTEMS							
	No schedule reference	Weekly	Undertake a manual test to ensure the equipment is functional, the signal is received and the responses are audible. Record the findings and provide a report.	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Monthly	Undertake a fire condition simulation by activating three (3) smoke detectors to ensure the equipment is functional and the signal is received automatically without any manual intervention. Record the findings and provide a report. Notify the CoCT Goodwood Fire Station prior to the simulation.	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Monthly	Obtain the relevant log information. The logs shall be used as further evidence of testing, failures, alarms, etc. that have taken place.	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Inspect and service the system.	✓	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Pay the licencing fee.	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.13	N/A	N/A	LIQUID PETROLEUM GAS INSTALLATIONS							
5.13.7	N/A	N/A	EXTERNAL LPG BANKS							
	No schedule reference	Every two (2) weeks	Inspect, clean, record findings and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Inspect, clean, service, record finding and provide a report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Provide a COC for each external LPG installation (during December of each year).	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.13.8	N/A	N/A	FLAME OF REMEMBRANCE							
	No schedule reference	Monthly	All-inclusive preventative and corrective maintenance requirements including the supply and delivery of LPG, cleaning and repairs to the immediate surrounding infrastructure (e.g. cage, signage, etc.), spares, etc. (e.g. cage, signage, etc.). Provide a monthly report.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually	Provide a COC (during December of each year).	N/A	✓	N/A	N/A	N/A	N/A	N/A
5.14	N/A	N/A	COMMERCIAL CATERING APPLIANCES							
	No schedule reference	Quarterly	Inspect, clean, check connections, service, record findings and provide a report.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.15	N/A	N/A	DOMESTIC APPLIANCES							
	No schedule reference	Quarterly	Inspect, clean, check connections, service, record findings and provide a report.	N/A	N/A	✓	N/A	N/A	N/A	N/A
5.16	N/A	N/A	LIFTS							
	No schedule reference	Monthly	Comprehensive Repair and Maintenance Contracts. Lifts shall be inspected and serviced as required including all repairs and replacements of components. This shall include but not be limited to lift shafts, internal and externals of the lift car, lift motor room, power distribution systems, etc.	✓	N/A	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually	An appropriately qualified and registered independent lift inspector shall inspect the lifts, issue the findings, inspect the work until it is appropriately completed and issue a revised findings report, all within the regulated period.	✓	N/A	✓	✓	N/A	N/A	N/A
5.18	N/A	N/A	HANDYMAN SERVICES							
	No schedule reference	Ongoing	Handyman Services shall include labour, tools, appropriate consumables and supplies necessary to complete the general tasks for day-to-day building infrastructure, plumbing and drainage, electrical. HVAC and Fire Services. E.g. consumables and supplies could include but not be limited to random screws, washers, nails, nuts, bolts, drywall anchors, fasteners, zip ties, adhesives, caulking, sealants, glues, staples, electrical tape, masking tape, thread seal tape, duct tape, wall patch / wood filler, shims, rags, wire connectors, popsicle / craft sticks, picture hanging wire, batteries, etc.	✓	✓	✓	✓	✓	✓	✓

CLAUSe	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	SWANS BUILDING	COMPLEX GROUNDS	PARLIAMENT TOWERS	GARMOR HOUSE	GARMOR HOUSE PARKING	NIEUWMEESTER PARKING	HOPE STREET PARKING
5.19	N/A	N/A	GENERAL SERVICES							
5.19.1.1	N/A	N/A	FUEL FIRED BOILERS							
	No schedule reference	Every three (3) years	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.2	N/A	N/A	ELECTRODE BOILERS							
	No schedule reference	Every three (3) years	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.3	N/A	N/A	PRESSURE VESSELS							
	No schedule reference	Every three (3) years	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.4	N/A	N/A	PUMPS (ELECTRICAL)							
	No schedule reference	Quarterly	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.5	N/A	N/A	PUMPS (MECHANICAL)							
	No schedule reference	Quarterly	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.6	N/A	N/A	AUTOMATED SLIDING DOORS							
	No schedule reference	Quarterly	Inspect, test and service	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.7	N/A	N/A	AUTOMATED ROLLER SHUTTER DOORS							
	No schedule reference	Quarterly	Inspect, test and service	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.19.1.8	N/A	N/A	AUTOMATED SLIDING GATES							
	No schedule reference	Quarterly	Inspect, test and service	N/A	✓	N/A	N/A	✓	N/A	N/A
6	N/A	N/A	SERVICE 4: CIVILS							
6.13.1	N/A	N/A	STORM WATER DRAINAGE SYSTEMS							
	No schedule reference	Monthly	High pressure clean, inspect with a camera and where necessary use a drain auger to remove any blockages, tree roots, etc. Re-inspect with a camera. They shall be eft free of sediment, debris or any other foreign materials.	N/A	✓	N/A	N/A	N/A	N/A	N/A
6.13.2	N/A	N/A	SOIL DRAINAGE SYSTEMS							
	No schedule reference	Monthly	Clean all drain systems by removing grates, removal all sediment, garden waste, litter, debris or any other foreign materials. Re-install grates.	N/A	✓	✓	✓	N/A	N/A	N/A
7	N/A	N/A	SERVICE 5: SECURITY SERVICES							
8	N/A	N/A	SERVICE 6: GROUNDS UPKEEP AND LANDSCAPE HORTICULTURE							
8.8	N/A	N/A	GROUNDS UP KEEP							
8.8.12	N/A	N/A	PATROL CLEANING							
	No schedule reference	Ongoing	Pick-up, collect and dispose of all litter, debris, packets, leaves, etc. to ensure the grounds are clean, neat and tidy.	N/A	✓	✓	✓	✓	✓	✓
8.8.13	N/A	N/A	HARD SURFACE CLEANING							
	No schedule reference	Ongoing	Hard surfaces shall be swept and cleaned appropriately to ensure they are free from all stains, debris and atmospheric pollution, accidental spillage of material, bird droppings and the like.	N/A	✓	✓	✓	✓	✓	✓
8.8.14	N/A	N/A	HARD SURFACE WEED CONTROL							
	No schedule reference	Ongoing	Weed removal shall be undertaken by hand, after which an appropriate weed control material / product shall be used to retard weed growth.	N/A	✓	✓	✓	✓	✓	✓
8.8.15	N/A	N/A	WATER FEATURES							
	No schedule reference	Ongoing	Inspect, clean and ensure they are free of sediment, debris or any other foreign matter.	N/A	✓	N/A	N/A	N/A	N/A	N/A
8.9	N/A	N/A	LANDSCAPE HORTICULTURE							
8.9.9	N/A	N/A	ROUTINE LANDSCAPE HORTICULTURE SERVICES							

Clause	Schedule	Frequency	Preventative Maintenance Matrix of Services	Swans Building	Complex Grounds	Parliament Towers	Garmor House	Garmor House Parking	Nieuwmeester Parking	Hope Street Parking
	No schedule reference	Ongoing	Routine day-to-day landscaping horticulture: Ensure that the landscaped areas are clean, neat and free of weeds. All plant specimens shall be kept to a height and form that is safe and appropriate for its type and location of planting. All plants specimens shall be provided with sufficient water, compost, fertiliser, etc. Note: This encompasses the complete requirement and specification for Landscaping Horticulture unless specified separately elsewhere.	N/A	✓	✓	N/A	N/A	✓	✓
8.9.9.7.2	N/A	N/A	IRRIGATION AND WATERING							
	No schedule reference	Monthly	All sprinkler nozzles shall be inspected for blockages, cleaned, serviced and where necessary realigned for optimal functioning.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Controllers shall be tested, cleaned, serviced and timer settings confirmed.	N/A	✓	N/A	N/A	N/A	N/A	N/A
8.9.9.7.3	N/A	N/A	WATER FEATURES							
	No schedule reference	Quarterly	Empty the water feature for routine maintenance of tiling, plastering and painting, waterproofing, the webbing installed for the squirrels, lighting, pumps, ensure the day / night timer to switch lights on / off are appropriate to the seasons, refill the feature, etc. and ensure the water feature is fully commissioned. Return plants and other to the water feature.	N/A	✓	N/A	N/A	N/A	N/A	N/A
9	N/A	N/A	SERVICE 7: CLEANING AND HYGIENE							
9.6	N/A	N/A	ROUTINE BUILDING CLEANING							
	No schedule reference	Ongoing	Routine day-to-day cleaning: Provide routine day-to-day cleaning that enhances the facilities using the best-known cleaning practices and equipment available including rigorous standards of professionalism, discipline and in a manner that minimises all forms of disruption and noise to the occupants. Note: This encompasses the complete requirement and specification for Routine Building Cleaning unless specified separately elsewhere.	N/A	N/A	✓	N/A	N/A	N/A	N/A
9.7	N/A	N/A	SCHEDULED CLEANING							
9.7.4	N/A	N/A	CLEAN INTERNAL GLAZED WINDOWS, DOORS AND PARTITIONING							
	No schedule reference	Quarterly	Clean internal glazed windows, doors and partitioning.	✓	✓	✓	✓	N/A	N/A	✓
9.7.5	N/A	N/A	DEEP CLEAN BATHROOMS							
	No schedule reference	Quarterly	Deep clean bathrooms	✓	N/A	✓	✓	N/A	N/A	✓
9.7.6	N/A	N/A	DEEP CLEAN COMMERCIAL KITCHENS, DINING ROOMS AND ASSOCIATED AREAS							
	No schedule reference	Quarterly	Deep clean commercial kitchens, dining rooms and associated areas.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.7.7	N/A	N/A	DEEP CLEAN INTERNAL EMERGENCY EXIT STAIRWELLS							
	No schedule reference	Quarterly	Deep clean internal emergency exit stairwells	✓	N/A	✓	✓	N/A	N/A	N/A
9.7.8	N/A	N/A	DEEP CLEAN LIFT FOYERS AND LIFTS							
	No schedule reference	Quarterly	Deep clean lift foyers and lifts	✓	N/A	✓	✓	N/A	N/A	N/A
9.7.9	N/A	N/A	DEEP CLEAN WALK OFF MATS							
	No schedule reference	Quarterly	Deep clean walk off mats	N/A	N/A	✓	N/A	N/A	N/A	N/A
9.8	N/A	N/A	HYGIENE SERVICES							
9.8.2	N/A	N/A	SANITARY BIN SERVICE							
	No schedule reference	Every seven (7) days	Remove liner containing waste and replace with a clean liner.	N/A	N/A	✓	N/A	N/A	N/A	N/A
	No schedule reference	Every fourteen (14) days	Remove liner containing waste and replace with a clean liner.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.8.3	N/A	N/A	SANITISER UNITS AND CONSUMABLES							
	No schedule reference	Ongoing	Supply and re-fill consumables	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.9	N/A	N/A	GENERAL SERVICES							
9.9.3	N/A	N/A	ROUTINE PLANTROOM CLEANING							
	No schedule reference	Ongoing	Inspect, clean and record all related activities (including a portfolio of evidence of date and time stamped before and after photos).	✓	N/A	✓	✓	N/A	N/A	N/A
10	N/A	N/A	SERVICE 8: ENVIRONMENTAL SERVICES							
10.9	N/A	N/A	WASTE MANAGEMENT							

CLAUSE	SCHEDULE	FREQUENCY	PREVENTATIVE MAINTENANCE MATRIX OF SERVICES	SWANS BUILDING	COMPLEX GROUNDS	PARLIAMENT TOWERS	GARMOR HOUSE	GARMOR HOUSE PARKING	NIEUWMEESTER PARKING	HOPE STREET PARKING
10.9.13	N/A	N/A	WASTE SEPARATION							
10.9.13.1	N/A	N/A	GENERAL WASTE (NOT RECYCLABLE AND FOR LANDFILL)							
	No schedule reference	Ongoing	Compactor shall be removed, emptied, cleaned and retuned as required but not less than once a week. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Ongoing	The compactor area, other waste areas and wheelie bins shall be cleaned as often as required but not less than twice a week with non-potable water from an off-site location until suitable non-potable water is available on site. This shall take place before 07h00 or after 18h00 to ensure minimum disruption to the applicable entrances / exits.	N/A	✓	✓	✓	N/A	N/A	N/A
	No schedule reference	Annually + 1	The compactor shall be removed before 07h00 on the day before SONA and returned before 07h00 the day after SONA.	N/A	✓	N/A	N/A	N/A	N/A	N/A
10.9.13.2	N/A	N/A	WET WASTE (FOOD)							
	No schedule reference	Ongoing	All other food waste shall be transported to a licensed facility for incineration and a disposal certificate provided	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.9.13.3	N/A	N/A	WET WASTE (FAT TRAPS)							
	No schedule reference	Weekly	Remove waste, clean fat trap and dispose of the waste at a licensed facility and provide a disposal certificate.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.9.13.4	N/A	N/A	DRY WASTE (PLASTIC, CARDBOARD, GLASS, ETC.)							
	No schedule reference	Ongoing	Collect, separate and transport all waste identified for recycling to a licensed facility for further sorting and recycling. Provide a disposal certificate.	N/A	✓	N/A	N/A	N/A	N/A	N/A
10.9.13.5	N/A	N/A	MEDICAL WASTE							
	No schedule reference	Every two (2) weeks	Medical waste shall be collected and transported by a licenced SP to a licensed medical waste disposal facility for incineration and provide a disposal certificate.	✓	N/A	✓	✓	N/A	N/A	N/A
10.9.14	N/A	N/A	INDUSTRIAL SHREDDER AND PAPER RECYCLING							
	No schedule reference	Weekly	Transport the shredded paper to a licenced facility and obtain a certificate of disposal.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Ongoing	Provide a competent operator and shred paper as required.	N/A	✓	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Clean and service the Industrial Shredder	N/A	✓	N/A	N/A	N/A	N/A	N/A
10.1	N/A	N/A	PEST CONTROL							
	No schedule reference	Every nine (9) weeks	Plan, schedule and undertake general building pest control.	✓	N/A	✓	✓	N/A	✓	✓
	No schedule reference	Every twelve (12) weeks	Plan, schedule and undertake pest control in the Art Stores. Treatment shall include light spray for cockroaches, gel for silver fish, check for borer beetle, check for moths, small flies, etc. and treat as required.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Monthly	Re-fill tamper proof bait boxes, re-secure signage and bait boxes where necessary and update register.	✓	✓	✓	✓	✓	✓	✓
	No schedule reference	Monthly	Plan, schedule and undertake pest control in pump rooms.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Monthly	Plan, schedule and undertake pest control in commercial kitchens and associated areas.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Every two (2) weeks	Plan, schedule and undertake pest control in areas (after the areas and wheelie bins have been high pressure washed).	N/A	✓	✓	✓	N/A	N/A	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control in basement parking areas, basements in general and all basement plant rooms.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control all chambers and Committee Rooms (after scheduled cleaning).	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Quarterly	Plan, schedule and undertake pest control in all internal emergency stairwells (after scheduled cleaning).	✓	✓	✓	✓	N/A	N/A	N/A
11	N/A	N/A	SERVICE 9: CEREMONIAL SERVICES							
	No schedule reference	Annually + 1	Co-ordinate and hand over consolidated Health and Safety Files in collaboration with the DPWI SPs appointed specifically for this event.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	No schedule reference	Annually + 1	Provide a detailed closeout report of the event	N/A	N/A	N/A	N/A	N/A	N/A	N/A

C3.4 Service Level Agreement

1 ADMINISTRATIVE SERVICE LEVEL AGREEMENT

- 1.1 Service 1: Facilities Management and Service 9: Ceremonial Services shall be administered via written warnings, penalties and rectification periods as described in the Administrative SLA.
- 1.2 **Clause 1.1** shall also apply to statements or instructions provided in the scope of work and pertaining to the way in which work shall be carried out in Services 2 – 8.
- 1.3 The FMSP shall rectify the identified issue within the allotted rectification period. Should the FMSP fail to rectify the identified issue within the allotted rectification period, the FMSP shall receive a daily penalty equal to twenty-five (25%) percent of the initial penalty applied.
- 1.4 Where the Administrative SLA is silent on a specific clause, the Administrative SLA: Summary description shall be utilised to identify the correct Penalty Level. In the event that the penalty level descriptions are not relevant to a specific clause, Penalty Level three (3) shall automatically apply.

ADMINISTRATIVE SERVICE LEVEL AGREEMENT: SUMMARY						
PENALTY LEVEL	DESCRIPTION		WARNING	PENALTY PER INCIDENT Excl. VAT	RECTIFICATION PERIOD	DAILY PENALTY Excl. VAT
One (1)	Matters affecting Conditions of Contract and Amendments to Conditions of Contract	1 st	Not Applicable	Breach of Contract Letter	Ten (10) days	R25,000
Two (2)	Matters affecting Health and Safety Management, Environmental Management, Quality Management, Security Management and non - adherence to all applicable legislation and other standards	1 st	Yes	R10,000	Seven (7) days	R2,500
		2 nd	Yes	R15,000	Seven (7) days	R3,750
		3 rd	Yes	R20,000	Seven (7) days	R5,000
		4 th	Not Applicable	Breach of Contract Letter	Ten (10) days	R25,000
Three (3)	All other matters that will affect the management, equipment and building infrastructure.	1 st	Yes	R5,000	Five (5) days	R1,250
		2 nd	Yes	R7,500	Five (5) days	R1,850
		3 rd	Yes	R10,000	Five (5) days	R2,500
		4 th	Yes	R12,500	Five (5) days	R3,125
		Etc.	Etc.	Etc.	Etc.	Etc.
Four (4)	Not keeping DPWI informed of matters as requested and/or obtaining approval.	1 st	Yes	R1,000	Two (2) days	R250
		2 nd	Yes	R2,000	Two (2) days	R500
		3 rd	Yes	R4,000	Two (2) days	R1,000
		4 th	Yes	R8,000	Two (2) days	R2,000
		Etc.	Etc.	Etc.	Etc.	Etc.

2 **SERVICE LEVEL AGREEMENT**

- 2.1 DPWI has prioritised work descriptions in the SLA. Each priority has been described and a response, temporary solution and permanent solution time has been assigned.
- 2.2 The SLA is activated as soon as a work request has been logged. The measurements for the response, temporary solution and permanent solution shall run in parallel starting from the date and time the work request was logged.
- 2.3 Based on history, the premise for the SLA is that:
- 2.3.1 Work descriptions that have already or will inevitably in the very short term cause damage to equipment and building infrastructure represent the smaller percentage of work that is logged. The focus shall be on a shorter response and temporary solution time in order to limit such damage and a longer permanent solution time to ensure effective permanent solutions are implemented. The longer permanent solution time might in some cases still not be practicably possible to deliver and therefore the permanent solution time shall be replaced by the administration of such as a Priority 5 via the JBCC Edition 6.2 May 2018 Contract and Penalty Schedule.
- 2.3.2 The larger percentage of work that is logged is related mainly to fused lights, general plumbing issues and small handyman issues where temporary solutions are not possible or not applicable. The response time is quick in order to satisfy occupants that the work has been noted and a permanent solution is being planned for. The permanent solution time is moderate to ensure that these issues are turned over consistently and as quickly as possible.

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- 2.4 For the purposes of this contract the following definitions shall apply:
- 2.4.1 RESPONSE: The FMSP and/or its SP has physically arrived at the identified location of the work request, assumed control and is investigating the work request. The corresponding status that shall be updated on the CAFMS is RESPONDED AT LOCATION. The agreed process flow shall follow thereafter.
- 2.4.2 TEMPORARY SOLUTION: The FMSP and/or its SP has physically provided a temporary solution to mitigate damage or safely bypass the identified issue without placing any person or infrastructure at risk so as to allow normal operations to continue unhindered while the work request is being resolved. The corresponding status that shall be updated on the CAFMS is TEMPORARY SOLUTION IMPLEMENTED. The agreed process flow shall follow thereafter.
- 2.4.3 PERMANENT SOLUTION: The FMSP and/or its SP has completed and quality controlled all work related to the identified issue whether at the identified location, another location or multiple locations (parent / child assets). The corresponding status that shall be updated on the CAFMS is PERMANENT SOLUTION IMPLEMENTED.
- 2.5 Not every work request shall have a temporary solution. Where a temporary solution not possible or applicable, the corresponding status that shall be updated on the CAFMS is PERMANENT SOLUTION IN PROGRESS. The effect shall be that the permanent solution Service Level Agreement time shall be reduced by 50%.
- 2.6 Service Level Agreement Priority 1 and 2 response and temporary solution times shall be programmed and measured on a twenty-four seven (24/7) basis.
- Volume 3: Part C3: Scope of Work: Service 1: Facilities Management: Clause 3.14.8.6.**
- 2.7 All other Service Level Agreement response, temporary solution and permanent solution times shall be programmed and measured between 08h00 – 16h00 Monday to Friday excluding public holidays and weekends. **Volume 3: Part C3: Scope of Work: Service 1: Facilities Management: Clause 3.14.8.7.**
- 2.8 Where the SLA is silent on a specific clause, the Summary description shall be utilised to identify the correct Priority Level. In the event that that the priority level descriptions are not relevant to a specific descriptions, Priority three (3) shall automatically apply.
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SERVICE LEVEL AGREEMENT: SUMMARY					
PRIORITY	CLASS	DESCRIPTION	RESPONSE	TEMPORARY SOLUTION	PERMANENT SOLUTION
1	Emergency	<p>GENERIC DESCRIPTION: A deficiency, which has already occurred, and has already or will shortly cause damage to equipment and building infrastructure to become completely inoperative.</p> <p>i.e. Leaking water through the roof, windows, from the ceiling above, water leaking down shafts, leaking pipes: HVAC pipes, domestic water pipes, sewerage pipes, fire pipes, irrigation pipes, overflowing tanks: fire tanks, domestic water tanks, trees blown over, damage to roof coverings and other building and external infrastructure, etc.</p>	½ hour	Not applicable Not possible	32 hours

SERVICE LEVEL AGREEMENT: SUMMARY					
PRIORITY	CLASS	DESCRIPTION	RESPONSE	TEMPORARY SOLUTION	PERMANENT SOLUTION
1	Health, Safety and Security	GENERIC DESCRIPTION: A deficiency, which has already occurred and has already or will shortly pose an imminent risk to the health, safety and security of persons or equipment and building infrastructure if left uncorrected. i.e. Issues with steps, balustrades, walks ways, uneven paving, broken floor tiles, 3 rd party external vandalism or damage, motor vehicle accident damaged to external boundary walls and fences, fire alarms, etc.	½ hour	Not applicable Not possible	32 hours
			½ hour	4 hours	64 Hours
	Essential Services	GENERIC DESCRIPTION: A service that has already been interrupted and has already or will shortly endanger the health, safety and security if left uncorrected. i.e. No power to buildings, areas of buildings, standby generator failures, UPS failures, etc.			
			½ hour	4 hours	Priority 5 JBCC Contract And Penalty Schedule

SERVICE LEVEL AGREEMENT: SUMMARY					
PRIORITY	CLASS	DESCRIPTION	RESPONSE	TEMPORARY SOLUTION	PERMANENT SOLUTION
2	Operational Efficiency	GENERIC DESCRIPTION: A deficiency that is likely to occur soon due to the current condition of equipment and infrastructure and threatens the ability of the occupant to be productive.	2 hours	Not applicable Not possible	16 hours
	System Integrity	GENERIC DESCRIPTION: A deficiency that is likely to occur soon due to the current condition of equipment and infrastructure and if it occurs it shall shut down a critical service or building.	2 hours	4 hours	32 hours
			2 hours	4 hours	Priority 5 JBCC Contract and Penalty Schedule
3	Operational Efficiency	GENERIC DESCRIPTION: A deficiency that should it occur would inconvenience the occupant and cause the occupant to be unproductive.	3 hours	Not applicable Not possible	12 hours
	System Integrity	GENERIC DESCRIPTION: A deficiency that should it occur would affect services In a building.	3 hours	6 hours	24 hours
			3 hours	6 hours	Priority 5 JBCC Contract and Penalty Schedule

SERVICE LEVEL AGREEMENT: SUMMARY					
PRIORITY	CLASS	DESCRIPTION	RESPONSE	TEMPORARY SOLUTION	PERMANENT SOLUTION
4	General asset maintenance and appearance	GENERIC DESCRIPTION: A deficiency that has been identified but has not and will not cause damage to equipment or infrastructure, is not a health, safety or security risk and will not disrupt services or inconvenience occupants should it be left uncorrected.	4 hours	Not applicable Not possible	8 hours
			4 hours	8 hours	16 hours
5	Planned Corrective Maintenance	Will be administered as per JBCC Edition 6.2 May 2018			

C3.5 Penalty Schedule

PENALTY SCHEDULE

Tenderers are advised that in terms of the conditions of this contract, penalties in the form of payment deductions are applicable where the FMSP fails to perform any service to the standard required under the Service Level Agreement.

Tenderers are referred to Volume 3: Part C3 – Scope of Work for detailed Scope of Works and Service Level Agreement.

1.0 PREVENTATIVE MAINTENANCE

Preventive Maintenance Compliance (PMC) is a measure of how many preventive maintenance work orders are completed on time within a set amount of time.

Preventive Maintenance Compliance is determined by dividing the number of PM work orders *completed on time* by the number of *originally scheduled* work orders within the timeframe, then multiplying by 100 to get a percentage.

$$PMC = \frac{(\# \text{ of Completed PM Work Orders})}{(\# \text{ of Scheduled PM Work Orders})} \times 100$$

1.1. Work Orders Completed

Assessment of Work Orders Completed on time will be undertaken monthly and the calculation of penalties will be as per the below formula.

$$P_{(A)} = V_{(A)} \times (1 - PMC) \times 10\%$$

Where $P_{(A)}$ = *Penalty Amount*
 $V_{(A)}$ = *Cumulative value of work orders completed at time of assessment excluding escalation and VAT*
 PMC = *Percentage of Preventative Maintenance Compliance*
 10% = *Penalty multiplying factor*

Note that the *scheduled* and *completed* will only count those work orders that were *originally scheduled* to be completed in this timeframe.

2.0 CORRECTIVE MAINTENANCE

2.1 “Mini Projects”

The FMSP shall manage the corrective maintenance work as per the BoQ as instructed by the Service Manager. Works instructions for corrective maintenance which will be regarded as “Mini Projects” will be administered in term of the JBCC Series 2000 Edition 6.2 May 2018. Penalties will be applied in terms of the below table.

CALCULATION OF PENALTY PER CALENDAR DAY

CONTRACT PERIOD	RATE R100 OF ESTIMATE
MONTHS	CENTS
1.0	27.50
1.5	22.00
2.0	16.50
2.5	13.50
3.0	11.00
3.5	9.50
4.0	8.50
4.5	7.50
5.0	6.25
6.0	5.75
7.0	4.75
8.0	4.00
9.0	3.75
10.0	3.50
11.0	3.00
12.0	2.75
14.0	2.50
15.0	2.25
16.0	2.00
18.0	1.75
20.0	1.50
21.0	1.50
24.0	1.25
30.0	1.00
36.0	1.00
42.0	1.00

CALCULATION OF PENALTY

**PENALTY AMOUNT = TOTAL TENDER ESTIMATE (EXCLUDING VAT) x RATE
PER R100 OF ESTIMATE FOR APPLICABLE CONTRACT PERIOD**

2.2 Work Requests

Whenever a work request is logged with the Call Centre and forwarded to the FMSP, the FMSP shall minimize the maintenance down-time until the system/component is fully operational to the satisfaction of the *Service Manager*.

The FMSP shall respond to each work in accordance with the Service Level Agreement.

The FMSP shall ensure that downtime is minimized.

The FMSP shall keep the Service Manager informed of all Work in Progress as required, whether completion is estimated to be within or outside of the Service Level Agreement.

In the Monthly Report, the FMSP shall calculate the applicable penalties as per Computer Aided Facilities Management (CAFMS) Report.

Thereafter, the FMSP shall have the opportunity to provide substantiated mitigating reasons why any one or more of the requests were not able to be completed with the Service Level Agreement.

The mitigating reasons shall be taken into account by the Service Manager when preparing the non-performance penalty deductions.

The maximum allowance down-times is as stated in **Volume 3: Part C3.5 – Service Level Agreement**.

Priority	Penalty Amount	
	<i>Temporary Solution</i>	<i>Permanent Solution</i>
1	R2 000	R2 000 /day
2	R1 000	R1 000 /day
3	R 750	R 750 /day
4	R3 000	R1 500 /day

“Maximum down-time” means the time period allowed to repair a breakdown and “actual down-time” means the measured period from the time the work request was logged on the system until the works was completed to its functional/operational specification.

3.0 CONTRACT PARTICIPATION GOAL TARGETS AND CIDB BUILD PROGRAMME

In calculating the respective CPGs, allowances and VAT are excluded from the tender amount at the time of award.

Allowances include the following;

- Provisional amounts (Contractor and Consultants);
- CPG Allowances (Contractor and Consultants);
- Nominated and/or selected subcontractors (Contractor);
- Contract price adjustments (Not provided for within the B of Q by NDWPI);
- Contingency amounts (Not provided for within the B of Q by NDWPI).

3.1 Targeted Local Building Material Suppliers CPG

CPG Calculation

CPG is expressed as percentage of the "Contract amount" = Tender amount at the time of award excluding allowances and VAT.

The PQS shall determine the value of material obtainable from compliant local material suppliers, expressed as a percentage of Contract Amount (pre-tender estimate excluding allowances and VAT / Tender amount excluding allowances and VAT). The actual CPG to be achieved will be recalculated based on the Tender amount of the awarded bid, excluding allowances and VAT.

CPG calculation example

- Tender Amount = R150 Mil all inclusive of allowances and VAT;
- Contract Amount = R130 Mil excluding allowances and VAT;
- CPG to be achieved = 5% as specified in the Scope of Works;
- CPG target value = R130 Mil x 5% = R6.5 Mil (Value of material to be purchased from local suppliers, excluding VAT);

CPG Penalty Calculation example

- Percentage penalty applicable = 20% as specified in the Scope of Works;
- CPG Value = R6.5 Mil;
- CPG Achieved = R5.5 Mil (R1Mil shortfall).
- Penalty = R1 mil x 20% = R200 000 Excluding VAT.

3.2 National Youth Service Programme (NYS) CPG

The programme shall be implemented in terms of the Implementation of the National Youth Service Programme under the Expanded Public Works (EPWP) and shall be priced in the CPG section of the Bills of Quantities.

CPG Calculation

- CPG determined in conjunction with NDPWI NYS component.

CPG Penalty Calculation

Penalty reduction as stipulated in the CPG bill of quantities per person not trained (Excluding VAT).

4.0 YOUNG PROFESSIONALS' DEVELOPMENT

Penalties shall be a minimum of thirty percent (30%) of the training value, excluding VAT.

Cost of Training Value

- Provisional Amount for training = R10 000 000 Excl. VAT;
- Service Provider mark-up/profit and attendance= 5% = R500 000 Excl. VAT.
- Number of Young Professionals to be trained (No.) = 10.
- Cost of training per Young Professional = $R10\,000\,000 \times 1.05 = R10\,500\,000/10 = R1\,050\,000$ Excl. VAT.

Penalties -

- Number of Young Professionals to be trained (No.) = 10.
- Cost of training per Young Professional = R 1 050 000
- Total number trained = 6 (4 shortfall);
- Penalty = $R1\,050\,000 \times 4 \times 30\% = R1\,260\,000$ Excl. VAT

C3.6 Contract Participation Goal Targets and CIDB BUILD Programme

CONTRACT PARTICIPATION GOALS AND CIDB BUILD PROGRAMME IMPLEMENTATION GUIDE

6 FEBRUARY 2023

NDPWI CONTRACT PARTICIPATION GOALS AND CIDB BUILD PROGRAMME IMPLEMENTATION GUIDE

1. PURPOSE

The purpose of this Contract Participation Goal (CPG) guideline is to provide guidance on the implementation of the CPGs which forms part of the Economic Reconstruction and Recovery Plan which also includes the cidb BUILD Programme that entails Enterprise Development and Skills Development through infrastructure and construction projects.

2. INTRODUCTION

The applicable cidb Standards establishes uniformity and standardisation of implementing CPGs and the cidb BUILD programme on construction and engineering works.

A separate CPG section for the Bill of Quantities was created to include all CPGs and the cidb BUILD programme for the following reasons (Document available @ www.publicworks.gov.za/consultantsdocs.html under Forms and Documents / Consultant's Guidelines / **Item 3 Quantity Surveyors/**):

- The implementation of CPGs should not give any bidder a competitive advantage. Borderline value thresholds can be manipulated by tenderers electing to tender just below the CPG value threshold requirement thereby creating a competitive advantage in not pricing for CPG;
- Bidders can determine the project estimate cost of the project through reverse calculations;
- Provisional amounts to be provided for in the Bills of Quantities, which is adjusted once enterprises and individual beneficiaries have been identified and associated cost have been determined;
- Different methods of calculating CPG values in terms of the definition used for "Contract Amount" in the respective cidb Standards; and
- Ease of extracting CPG reports and associated costs as well as contributions in the form of one overall report and/or individual CPGs.

Targeted enterprises or beneficiaries of any CPG may not participate or form part of more than one CPG.

All CPGs are Conditions of Contract, i.e. the tender does not need to submit any proof of CPG participation at the time of tender.

Sanctions (penalties) are applicable to all CPGs where the contractor fails to achieve the minimum specified requirements, unless the contractor can prove to the Employer's satisfaction that the non-achievement was beyond his/her control. The minimum percentage sanctions currently indicated in the tender documents are recommended by the cidb and can be adjusted to be project specific. All sanctions to be fair and reasonable and exclude VAT. Note that minimum percentage sanctions applicable to the cidb BUILD Programme elements is 30%.

The minimum required specifications and pricing instructions have been included in the Scope of Works (PG01.1, PG01.2) and the Pricing Assumption documents (PG02.1 and PG02.2) respectively.

Normative reference documents:

- SANS 10845-5:2015 ISO 10845-5:2011. Construction procurement – Part 5: Participation of targeted enterprises in contracts. South African Bureau of Standards.
- SANS 10845-8:2015 ISO 10845-8:2011. Construction procurement – Part 8: Participation of targeted labour in contracts. South African Bureau of Standards.

Even though minimum project requirements are prescribed by the cidb, CPGs may be implemented on any project where feasible, irrespective of the cidb prescribed project value, categories and construction period.

In calculating the respective CPGs, allowances and VAT are excluded from the Tender Amount at the time of award.

Allowances include the following:

- Provisional amounts (Contractor and Consultants)
- CPG allowances (Contractor and Consultants)
- Nominated and/or selected subcontractors (Contractor)
- Other expenses included in consultant pricing activity schedule (Consultants)
- Contract price adjustment (Not provided for within the B of Q by NDPWI)
- Contingency amounts (Not provided for within the B of Q by NDPWI)

Note: CPG values in the CPG Bill of Quantities Section will be recalculated based on the awarded “Tender Amount” excluding provisional amount, allowances and VAT, i.e. the Contract Amount as defined by the cidb Standards. No penalties will be applied should the CPG value based on the original “Tender Amount” or the “Contract Amount”, have been achieved. The CPG values do not increase in the event of any expansion to the construction cost after award by way of variation orders or remeasurements.

The main contractor shall submit monthly reports in terms of CPGs achievement and accumulative targets achieved including audited supporting documentation to the Employer’s Representative. The final CPG reconciliation will form part of the final account, clearly indicating the CPG targets, CPGs achieved and penalties applied if applicable.

3. FEASIBILITY STUDY

The project must be introduced to the local community well in advance before going out on tender (at least 12 months) if possible upon which a feasibility study must be conducted to determine both the viability and extent of implementing the respective CPGs. A Social Facilitator to be appointed to assist in this regard either as a disbursement to the Principal Agent or a direct appointment.

Liaise with:

Community leaders	Department of labour
Business forum/s	Emerging contractor development forum/s
Any other Civic organisations / forums	

Refer to the cidb Standard for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017 for:

- Appendix A: Guidelines for Undertaking a Feasibility Study for Specifying CPGs.

3.1 Establish a Community Project Steering Committee

The objectives of this Memorandum of Understanding (MOU) Agreement are to establish and enter into an agreement with the Community Project Steering Committee, representing the affected communities on the following aspects:

- Targeting strategies and contract participation goals to be implemented on the project;
- Establish minimum requirements of beneficiaries for subcontracting, NYS and skills development.
- Establish respective roles and responsibilities of:
 - NDPWI
 - Community Project Steering Committee
 - Community Liaison Officer (CLO)
 - Consultants
 - Contractor
- Deliverables and Timeframes
- Mediation for the resolution of community matters affecting the performance of the construction works contract;
- Enter into a written agreement

Refer to the cidb Standard for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017 for:

- Appendix B: Guidelines for Community Engagement.

4. CONTRACT PARTICIPATION GOALS

4.1. Targeted Local Material Manufacturers CPG

A targeted local manufacturer is a targeted enterprise that operates or maintains a factory or establishment that produces on its premises materials or goods required by the principal contractor for the performance of the contract.

This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than pricing the item in the CPG section of the Bills of Quantities.

The main contractor shall submit monthly reports in terms of CPG monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

4.1.1. Applicable standards and implementation documents

- The cidb Standard for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017; and
- cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020

4.2.2 Minimum Requirements

- Grade 7GB / 7EC and higher (project value above R20 000 000);
- Minimum construction period 6 months;
- Selected materials subject to Local Content requirements as published by TDI&C from time to time;
- Material to meet SABS / SANS requirements;
- Material to meet minimum specified requirements; and
- Must be economically viable in terms of price and be aware of price fixing and / or cover quoting.

4.2.3 Penalties

The percentage penalty applicable to be **indicated** in the Scope of Works (PG01.1 or PG01.2) and is applied to the prorated targeted value of material not achieved with (Excluding VAT). **The percentage penalty is project specific to a maximum of 30% and should be fair and reasonable.**

4.2.4 CPG Calculation

- Feasibility study to indicate achievable CPG and specified in the Scope of Works (PG-01.1. / PG-01.2)
- CPG is Expressed as a percentage of the "Contract Amount" = Tender amount at the time of award excluding allowances and VAT.
- Feasibility study established compliant material manufacturers.

The PQS determines value of material obtainable from compliant local material manufacturers, expressed as a percentage of Contract Amount (Pre-tender estimate excluding allowances and VAT / Tender amount excluding allowances and VAT). The actual CPG to be achieved will be based on the Tender amount of the awarded bid, excluding allowances and VAT.

CPG calculation example:

"Tender Amount" = R150 Mil all inclusive of allowances and VAT

"Contract Amount" = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

CPG to be achieved = 5% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG target value = R130 Mil x 5% = R 6,5 Mil (Value of material to be purchased from local manufacturers, excluding VAT)

Calculation of penalty:

Percentage penalty applicable = 10% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG target value = R6,5 Mil excluding VAT

CPG Achieved = R5,5 Mil (R1 Mil shortfall) excluding VAT

Penalty = R1 Mil x 10% = R100 000 excluding VAT

4.2. Targeted Local Building Material Suppliers CPG

A targeted local supplier is a targeted enterprise which:

- owns, operates or maintains a store, warehouse or other establishment in which goods are bought, kept in stock and regularly sold to wholesalers, retailers or the public in the usual course of business; and
- engages as its principal business and in its own name, in the purchase and sale of goods.

This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than pricing the item in the CPG section of the Bills of Quantities.

The main contractor shall submit monthly reports in terms of CPG monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative

4.2.1. Applicable standards and implementation documents

- The cidb Standard for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017; and
- cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020

4.2.2 Minimum Requirements

- Grade 7GB / 7EC and higher (above R20 000 000);
- Minimum construction period 6 months;
- Selected materials subject to Local Content requirements as published by TDI&C from time to time;
- Material to meet SABS / SANS requirements;
- Material to meet minimum specified requirements; and
- Must be economically viable in terms of price and be aware of price fixing and / or cover quoting.

4.2.3 Penalties

The percentage penalty applicable to be **indicated** in the Scope of Works (PG01.1 or PG01.2) and is applied to the prorated targeted value of material not achieved with (Excluding VAT). **The percentage penalty is project specific to a maximum of 30% and should be fair and reasonable.**

4.2.4. CPG Calculation

- Feasibility study to indicate achievable CPG and specified in Scope of Works (PG-01.1. / PG-01.2)
- CPG is Expressed as a percentage of the "Contract Amount" = Tender amount at the time of award excluding allowances and VAT.
- Feasibility study established compliant material suppliers.

The PQS determines value of material obtainable from compliant local material suppliers, expressed as a percentage of Contract Amount (Pre-tender estimate excluding allowances and VAT or the Tender amount excluding allowances and VAT). The actual CPG to be achieved will be recalculated based on the Tender amount of the awarded bid, excluding allowances and VAT.

CPG calculation example:

"Tender Amount" = R150 Mil all inclusive of allowances and VAT

"Contract Amount" = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

CPG to be achieved = 5% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG target value = R130 Mil x 5% = R 6,5 Mil (Value of material to be purchased from local suppliers, excluding VAT).

Calculation of penalty:

Percentage penalty applicable = 20% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG target value = R6,5 Mil excluding VAT

CPG Achieved = R5,5 Mil (R1 Mil shortfall) excluding VAT

Penalty = R1 Mil x 20% = R200 000 excluding VAT.

4.3. Targeted Local Labour Skills Development CPG

Targeted labour are individuals who:

- a) are employed by the principal contractor, sub-contractor or targeted enterprises in the performance of the contract;
- b) are defined as the target group in the Scope of Works (PG-01.1. / PG-01.2); and
- c) permanently reside in the target area or who are recognized as being residents of the target area on the basis of identification and association with and recognition by the residents of the target area.

Targeting of local labour by skills categories is only permissible within categories of semi-skilled and unskilled labour.

Contract participation goals for semi-skilled and unskilled labour shall be limited to on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract and in a manner that does not compromise worker health and safety. Training can either be provided by an appointed suitably qualified training service provider or a foreman or artisan employed by the main contractor.

This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than pricing the item in the CPG section of the Bills of Quantities.

The contractor to submit monthly reports on training provided to include beneficiary particulars, type of training provided and the number of man hours converted to working days.

4.3.1. Applicable standards and implementation documents

- The cidb Standard for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017; and
- cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020

4.3.2. Minimum Requirements

- Grade 7GB / 7EC and higher (above R20 000 000)
- Minimum construction period 12 months.
- Only semi-skilled and unskilled labour.
- Subject to the nature of the work.

4.3.3 Penalties

Failure to achieve the minimum Targeted Local Labour Skills Development CPG will result in a payment reduction of an amount specified in the Scope of Works (PG01.1 or PG01.2) per working day where training was not provided.

4.3.4 CPG Calculation

- Feasibility study to indicate achievable CPG and specified in the Scope of Works (PG-01.1. / PG-01.2).
- Expressed as a percentage of the "Contract amount" = Tender amount at the time of award excluding allowances and VAT.

The cidb standard provides 2 calculation methods:

Method 1:

Converting the total monetary value of wages and allowances paid to targeted labour, exclusive of any value added tax or sales tax required by law, to a percentage of the applicable contract amount and multiplying such values by the appropriate weightings for the different target groups, if any, as identified in the feasibility study and targeting strategy; **or**

Method 2:

Converting the amount (number) equal to the person days worked for which the principal contractor, sub-contractors or targeted enterprises contract to engage targeted labour expressed as a percentage of the total person days worked associated with the targeting strategy that is identified in the feasibility study and defined in the Scope of Works (PG-01.1.

/ PG-01.2).

Method 2 should be used for ease of calculation and standardisation. The POPI Act also makes it very difficult to obtain all the personal information, especially from subcontractors and SMME subcontractors.

The number of working days allocated to local labour skills development will be derived from the feasibility study based on the nature of the work, the contract period and local labour available.

The PQS to determine the number of CPG % expressed as a percentage of the total number working days required to complete the Works.

The labour intensity outputs per person per day for the respective trades as per the EPWP LABOUR INTENSITY OUTPUTS PER PERSON PER DAY FOR BUILDING WORKS could be used as a guide in determining the number of working days applicable to the beneficiaries.

A suitably qualified and experienced training service provider to be appointed by the main contractor.

CPG calculation example:

"Tender Amount" = R150 Mil all inclusive of allowances and VAT

"Contract amount" = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

Number of working days required to complete the Works based on the construction period = 600 days

CPG percentage participation to be achieved = 30% as specified in the Scope of Works (PG-01.1. / PG-01.2)

Required number of working days training to be provided = 180 days (600 x 30%)

Calculation of penalty:

Payment reduction = R 5 000 per day for not providing training as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG = 600 x 30% = 180 working days training to be provided

CPG Achieved = 160 days (20 days shortfall where no training was provided)

Penalty = 20 days x R5 000 payment reduction per day= R100 000 excluding VAT

4.4 Cidb BUILD Programme: Enterprise Development (Principal contractor including subcontractors)

The aim is to promote enterprise development by providing for a **minimum** contract participation goal (CPG) of **five percent (5%)** of the **contract amount** as defined in the Standard (Tender amount, excluding allowances and VAT) on selected contracts to be undertaken by joint-venture partners or to be sub-contracted to developing contractors that are also to be beneficiaries of enterprise development support from the main contractor. **A minimum 5% CPG is applicable to projects with a tender amount above R20 000 000.** The contract participation goal for projects above R30 Million (Tender Value) to be 30% depending on the nature of the works and the extent of specialised work. The participation goals may therefore vary between 5% and 30% on projects above R30 Million. Note that the 30% threshold is subject to a specific directive yet to be issued in this regard at the time of compilation of this implementation guide, although it is advisable to apply to avoid disruptions on site). **The training to be provided to the SMME business owners which is limited to one beneficiary per business.**

This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than pricing the item in the CPG section of the Bills of Quantities.

It is **applicable to contracts in Grades 7 to 9 General Building and Civil Engineering contracts and can be adopted to other CIDB Classes of Works** at the discretion of the end users/Construction Management Branch.

A targeted enterprise is an enterprise which:

- Is a contractor registered with the cidb acting in the capacity of a subcontractor or JV partner; and
- The contractor does not have an equity holding exceeding 20% in the enterprise, either directly or through a flow through calculation in accordance with the Construction Sector Code of Good Practice published in General Notice 862 of 2009 in Government Gazette No 32305 of 2009 in terms of BBBEE Act of 2003) (Act 53 of 2003); and
- Employs at least three permanent employees other than the owner; and
- Be registered in terms of the Company's Act of 2008 (Act No. 71 of 2008) or Close Corporation Act of 1984

- (Act No. 69 of 1984); and
- e) Is 50% or more black owned or 30% or more black women owned; and
 - f) Has entered into a written relationship agreement of co-operation and assistance with the developed enterprise (main contractor) for the duration of the contract.

Where 30% black woman owned is an enterprise in which black people who are women:

- a) Hold more than 30% of the voting rights that are not subject to any limitation; and
- b) Hold more than 30% of the economic interest.

The criteria for The Standard for Indirect Targeting and the Skills Standard is as follows:

There must be a needs analysis for indirect targeting and development or skill standard and should be development in at least any two developmental areas namely;

- a) Management and labour skills transfer;
- b) Establishment of Administrative systems
- c) Establishment of Cost Control systems
- d) Establishment of construction management systems and plans (health and safety, quality and environmental)
- e) Planning, tendering and programming skills transfer
- f) Business skills transfer with emphasis on entrepreneurial and negotiation skills
- g) Technical skills transfer with emphasis on innovation
- h) Legal compliance
- i) Establishing financial loan capacity / Credit rating/history
- j) Contractual knowledge

The above needs analysis shall be mutually agreed upon between the contractor and the targeted enterprise. However, it is advisable to provide the same training to all the SMMEs

The main contractor shall submit monthly reports in terms of CPG monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer's Representative.

Training requirements

The main contractor must develop a training plan to address the developmental needs of the Targeted Enterprise. As a guide the development plan should refer to applicable unit standards that reside in NQF level 3 National Certificate: Supervision of Construction Process qualification or equivalent. Contractual knowledge development and planning, tendering and programming skills transfer must be pitched at NQF 3 level and aligned to the outcomes of the applicable unit standard.

The contractor shall appoint an enterprise development coordinator to:

- a) develop a project specific enterprise development plan; and
- b) submit to the employer's representative a monthly enterprise development report.

To assist the contractor to comply with contractor development, the contractor is guided by the **cidb Competence Standard for Contractors, Government Gazette No. 41237, 10 November 2017**, which outlines the minimum recognised qualifications to which development of Targeted Enterprises must be undertaken by the main contractor. Note that development will not necessarily translate into an accredited outcome.

4.4.1 Applicable standards and implementation documents

- Minimum Targeted Enterprise Development Contract Participation Goal in accordance with the cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013; and
- cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020

read in conjunction with:

- The cidb Standard for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, and
- SANS 10845-5:2015 ISO 10845-5:2011. Construction procurement – Part 5: Participation of targeted enterprises in contracts. South African Bureau of Standards.

4.4.2 Minimum requirements

- Grade 7GB / 7 EC or higher
- In the case of a JV at least one of the JV partners must be 7GB / 7CE or higher.
- Minimum construction period 6 months
- **Minimum 5%** of contract amount to be subcontracted to beneficiaries to receive training and a maximum 30% on projects above R30 million.
- Minimum 25 % of project to be subcontracted to CE, EB, GB and/or ME.
- Only Qualifying Small Enterprises (QSE) and Exempt Micro Enterprises (EME)

4.4.3 Penalties

Minimum thirty percent (30%) penalty of the value not achieved in terms of % to be subcontracted and the training value, excluding VAT.

4.4.4 CPG Calculation

- Feasibility study to indicate achievable percentage CPG and specified in the Scope of Works (PG-01.1. / PG-01.2)
- CPG is expressed as a percentage of the “Contract amount” = Tender amount at the time of award excluding allowances and VAT.

EXAMPLE 1: 5% CPG PARTICIPATION

Part 1: Calculation of minimum 5% CPG example:

“Tender Amount” = R150 Mil all inclusive of allowances and VAT

“Contract Amount” = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

CPG percentage participation to be achieved = 5% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG value = R6,5 Mil (Value of work to be subcontracted to emerging enterprises)

Calculation of penalty:

Percentage penalty applicable = 30% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG Minimum 5% = R6,5 Mil

Achieved = R5,5 Mil (Only subcontracted work to the value of R5,5 Mil, i.e. R1 Mil shortfall)

Penalty = R1 Mil x 30% = R300 000 Excl. VAT

Part 2: Calculations in terms of training to be provided:

The number of enterprises to be developed is subject to the contract amount and the apportionment of the work as per Example 1 below.

Number of enterprises to be trained = 6 x 1 GB subcontractors

Total cost for training = R 1 660 000

Calculation of penalty

Total number of enterprises to be trained = 6

Total number trained = 4 (2 Shortfall)

Training cost per beneficiary = R1 660 000 / 6 = R 276 666,67 per beneficiary

Penalty = R 276 666,67 x 2 x 30% = R166 000 Excl. VAT

TABLE 1: EXAMPLE 1 - MINIMUM 5% CPG PARTICIPATION (MINI BILL OF QUANTITIES)

B of Q Item	Description	Unit	Rate	Quantity	Amount (R)
5	Enterprise Development				
5.1	Enterprise Development of Targeted Enterprise or JV partners				
5.1.1	Appointment of training co-ordinator *	Per Quarter	45,000	8	360,000
5.1.2	Appointment of Mentor /Training Service provider *	Per Quarter	101,250	8	810,000
5.1.3	Needs Analysis and Enterprise Development Plan per Targeted Enterprise **	No.	5,000	6	30,000
5.1.4	Monitoring and Interim reporting per targeted enterprise *	Per Quarter	20,000	8	160,000
5.1.5	Project Completion report per Targeted Enterprise*	No.	5,000	6	30,000
	Provisional Sum to be carried over to CPG bill of quantities				1,390,000

"Contract amount" Tender amount excl. allowances and VAT,

130,000,000

150 Mil - allowances and VAT = R130 Mil

CPG Monetary value (30%) to be subcontracted to beneficiary SMMEs

39,000,000

130 000 000 x 30% = 39 000 000

No of enterprises based on the CPG value and agreed by project steering committee

6

Grade 1 / 2 GB/CE,ETC.

Contract period (months)

24

Number of Quarters

8

24 / 3 = 8

*** Rates prescribed by the cidb. PQS to determine rate depending on the location of the project**

**** Rates to be determined by PQS and adjusted to accepted quotation amounts**

The number of periods is project specific.

The training coordinator & the mentor/training service provider can be the same service provider which could reduce costs.

- The mini bill will be used to reflect actual cost once the bid has been awarded, the actual cost of the respective items are known and the provisional amount adjusted accordingly. Rather overestimate than underestimate in order not to negatively impact on the 20% expansion limitation on the project value.
- The Community Project Steering Committee needs to be sensitised with regards to the number of enterprise development beneficiaries and may insist that all SMMEs are to be trained which will have a major financial impact on the training allowance as reflected in Example 2 below.
- Training is a once off event for each SMME beneficiary. However, the example allowed for training throughout the contract period as and when SMMEs are appointed and additional mentoring. The training period should be project specific. The number of quarters training to be provided will depend on the nature of the work, the trades to be subcontracted, and the anticipated date of appointments in relation to the construction programme. One can if possible arrange one training session for all beneficiaries in some instances.
- The mini bill will be used to reflect actual cost once the bid has been awarded, the actual cost of the respective items are known and the provisional amount adjusted accordingly. Rather overestimate than underestimate in order not to negatively impact on the 20% expansion limitation on the project cost.
- The Community Project Steering Committee needs to be sensitised with regards to the number of enterprise development beneficiaries and agree on the beneficiaries of the CPG.
- Training to be provided as close as possible to the project site to minimize cost.
- The intention is not to provide training for the full duration of the project. The assessment of the SMMEs will determine the type of training to be provided whilst noting that this is managerial/business training for the

owners of the companies. It is also dependent on the nature of the works, SMME trades to be appointed and when the SMMEs are appointed. The ideal would be to limit the training sessions to a maximum of three sessions.

- Beneficiaries will not be replaced should a beneficiary exit the programme prematurely for whatever reason.

EXAMPLE 2: 30% CPG PARTICIPATION (MINI BILL OF QUANTITIES)

Part 1: Calculation of minimum 30% CPG example:

"Tender Amount" = R150 Mil all inclusive of allowances and VAT

"Contract Amount" = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

CPG percentage participation to be achieved = 30% **as specified** in the Scope of Works (PG-01.1. / PG-01.2)

CPG value = R39,000,000 (Value of work to be subcontracted to emerging enterprises to undergo training)

Calculation of penalty:

Percentage penalty applicable = 30% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG Minimum 30% = R39,000,000 Mil

Achieved = R30 Mil (Only subcontracted work to the value of R30 Mil, i.e. R9 Mil shortfall)

Penalty = R9 Mil x 30% = R 2 700 000 Excl. VAT

Part 2: Calculations in terms of training allowance for training to be done:

The number of enterprises to be developed is subject to the contract amount and the apportionment of the work as per Example 1 below.

Number of enterprises to be trained = 15 (1GB) + 3 (1CE) + 5 (2GB) + 3 (2CE) = 26 SMME subcontractors

Total cost for training = R 4 020 000

Calculation of penalty

Total number of enterprises to be trained = 26

Total number trained = 24 (2 Shortfall)

Training cost per beneficiary = R4 020 000 / 26 = R154 615 per beneficiary

Penalty = R154 615 x 2 x 30% = R 92 769.23 Excl. VAT

TABLE 2: EXAMPLE 2 - 30% CPG PARTICIPATION

Example of calculating cost of SMME training (Worst case scenario)

B of Q Item	Description	Unit	Rate	Quantity	Amount (R)
5	Enterprise Development				
5.1	Enterprise Development of Targeted Enterprise or JV partners				
5.1.1	Appointment of training co-ordinator *	Per Quarter	45,000	8	360,000
5.1.2	Appointment of Mentor /Training Service provider *	Per Quarter	390,000	8	3,120,000
5.1.3	Needs Analysis and Enterprise Development Plan per Targeted Enterprise **	No.	5,000	26	130,000
5.1.4	Monitoring and Interim reporting per targeted enterprise *	Per Quarter	20,000	8	160,000
5.1.5	Project Completion report per Targeted Enterprise*	No.	5,000	26	130,000
	Provisional Sum to be carried over to CPG bill of quantities				3,900,000

"Contract amount" Tender amount excl. allowances and VAT,

130,000,000

150 Mil - allowances and VAT = R130 Mil

CPG Monetary value (30%) to be subcontracted to beneficiary SMMEs	39,000,000	130 000 000 x 30% = 39 000 000
No of enterprises based on the CPG value and agreed by project steering committee	26	Grade 1 / 5 GB/CE,ETC.
Contract period (months)	24	
Number of Quarters	8	24 / 3 = 8
* Rates prescribed by the cidb. PQS to determine rate depending on the location of the project		
** Rates to be determined by PQS and adjusted to accepted quotation amounts		
All rates are provisional and will be adjusted upon receipt of quotations from service providers and acceptance.		

4.5 Cidb BUILD Programme: Skills Development (Principal contractor including subcontractors and consultants)

The aim is to provide opportunities to learners requiring structured workplace learning facilitated by the principal contractor including subcontractors and consultant service providers.

This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than pricing the item in the CPG section of the Bills of Quantities.

The contract Skills Development Goal (CSDG) shall be expressed as follows:

- In the case of engineering and construction works contracts, design and build contracts and services contracts the contract skills development participation goals, expressed in Rand, shall be no less than the “contract amount” multiplied by a percentage (%) factor given in Table 2 for the applicable class of construction works used in the application of the Construction Industry Development Regulations issued in terms of the Construction Industry Development Board Act of 2000.
- In the case of professional services contracts the contract skills development goals, expressed in hours, shall be not less than the professional fees in millions of Rand multiplied by 150.

Upon registration of the project with the cidb, NDPWI will be invoiced to pay the cidb 0,2% to a maximum of R2 Mil under second contract (0002) on the WCS as a once off Payment. Project Managers must ensure that provision is for the payment of the BUILD programme costs when requesting funding prior to the invitation of tenders and ideally register a Contract 0002 on the WCS for that purpose as soon as they become aware that the cidb BUILD Programme will be applicable to the project. The PQS is to include the cost in his estimate based on the pretender estimate including allowances and VAT.

The main contractor shall submit monthly reports in terms of CPG monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer’s Representative

Contract skills development credits will not be awarded for learners enrolled as beneficiaries of other funded or subsidised programmes.

In the case of services contracts:

- a) The contract skills development goals shall be granted by multiplying the number of people employed by the contractors and placed for continuous training opportunities in a three-month period by the notional values contained in Table 3, or as revised in a Gazette notice.
- b) The contractor may source beneficiaries of the contract skills development goal from the cidb Skills Development Agency (SDA).
- c) All beneficiaries of the Standard must be registered with the cidb Skills Development Agency (SDA). Where an unemployed learner is employed directly by the service provider / contractor, the service provider / contractor shall pay the stipend directly to the learner
- d) Where an unemployed learner is sourced through an SDA, training provider or skills development facilitator the consultant / contractor must pay the stipend to the SDA, training provider or skills development facilitator

- who in turn will pay the learner
- e) The notional cost of providing training opportunities will be increased by CPI on an annual basis. The new, revised costs will be published on the cidb website on the 1st of April in each year.

Credits towards the contract skills development goal for professional services contracts shall be granted by summing the hours of structured workplace learning opportunities provided to P1 and P2 learners as well as professional candidates in accordance with this standard.

No more than 45 hours may be claimed per week for any individual.

Contract skills development goal credits shall be reduced to the extent that they fail to comply with the requirements of this standard.

Role and function of skills development agency

The Skills Development Agency (SDA) will provide career management and compliance reporting functions for all learners for CSDG compliance in terms of this Standard. Where the service providers / contractors provide direct employment to unemployed learners, or enrols own employees for CSDG compliance, the service provider shall register them with the cidb SDA. The SDA can also act as an employment intermediary for unemployed learners. NOTE: The role and function of a cidb SDA is outlined in Annex B of the standard for skills development.

Providing workplace learning opportunities through direct employment from colleges and indirect employment through Skills Development Agency (SDA). The aim of the SDA will be to facilitate structured, workplace training for beneficiaries of the CIDB Standard for Developing Skills through Infrastructure Contractors (Skills Standard) and their roles will be to ensure the smooth processing of training learners or beneficiaries in partnership with the contractor.

Appointing a coach/mentor for learners whose responsibilities are:

- Submitting compliance baseline training plans 30 days after contract award (60 to 90 days is more realistic);
- Submitting quarterly compliance reports; and
- Submitting final contract compliance report prior to achieving Practical Completion and not 30 days after practical completion as per the cidb Standard. Certificate of Practical Completion will not be issued unless the report has been issued to the project manager.**

Career management and compliance reporting

The contractor shall enter into a contract agreement with the cidb SDA, training provider or skills development facilitator to manage their learners according to the provisions given below:

- preparing training plans for registered learners, including details of the scope of experiential work to be covered and expected outcomes;
- registering learners with the appropriate Sector Educational and Training Authority established in terms of the Skills Development Act of 2008 (Act 37 of 2008);
- conducting entry and exit level medicals for learners at the conclusion of each placement opportunity;
- providing personal protective equipment;
- liaising with the supervisor to monitor onsite training progress of learners;
- liaising with the supervisor to arrange for summative assessments at appropriate stages of the training; and
- liaising with the supervisor to prepare reports for the employer's representative and cidb at practical completion of the contract.

The relevant training provider or skills development facilitator shall invoice the contractors for the provision of these services as per cost schedule in Table 3.

The cidb SDA shall open a trust fund to ring-fence monies essential for all learner requirements where necessary provided for in this standard such as personal protective equipment, medical assessments, insurance, course fees, monitoring as well as top up training and assessment.

Employment Intermediary

The cidb SDA can act as an employment intermediary for unemployed learners and provide contractors with learners qualifying for participation in the CSDG, as well as managing their employment functions such as payment of stipends, workman's compensation, provision of personal protective equipment, trade specific tools, etc.

In such cases, the consultant / contractor shall contract directly with an SDA, training provider or skills development facilitator of their choice for the recruitment, placement and management of learners. The contractor shall pay the SDA, training provider or skills development facilitator in accordance with the notional costs provided for in this standard, or as amended by a Gazette.

Provision of different types of workplace opportunities linked to work associated with a contract which culminate in or lead to registration in a professional category by one of the professional bodies listed in the standard (Table 3).

Table 3: Categories of registration

Source: cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020 (Page 4)

Profession	Category of registration	Act
Architectural	Architect, Senior Architectural Technologist, Architectural Technologist or Architectural Draughts person	Architectural Profession Act of 2000 (Act No.44 of 2000)
Construction Project Management or Construction Management	Construction Project Manager or Construction Manager	Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000)
Engineering	Engineer, Engineering Technologist, Engineering Technician or Certificated Engineer	Engineering Profession Act of 2000 (Act No. 46 of 2000)
Health and Safety Practitioners	Construction Health and Safety Agent, Construction Health and Safety Manager, Construction Health and Safety Officer	Occupational Health and Safety Act of 1993 (Act No. 85 of 1993) Construction Regulations, 2014
Landscape Architectural	Landscape Architect, Landscape Technologist, Landscape Technician or Landscape Assistant	Landscape Architectural Profession Act of 2000 (Act No. 45 of 2000)
Planning	Planner or Technical planner	Planning Profession Act, 2002. (Act No. 36 of 2002)
Quantity surveying	Quantity surveyor	Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000)
Scientists	Natural scientists	Natural Scientific Professions Act (Act No. 27 of 2003)
Surveying	Land surveyor, Engineering surveyor or Technician engineering surveyor	Professional and Technical Surveyors' Act (Act No. 40 of 1984)
Valuers	Valuer or Associate Valuer	Property Valuers Profession Act (Act No. 47 of 2000)

Training Methods:

The contractor / service provider shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the following in relation to work directly related to the contract or order:

Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 2: structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012) subject to at least 60% of the artisan learners being holders of public TVET college qualifications (N/A for consultants);

Method 3: work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas; or

Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 3 above.

Employed learners may not account for more than 33 percent of the contract skills development goal. Not more than one method may be applied to any individual concurrently in the calculation of the contract skills development goal. The principle is that an individual can only be counted once towards the CSDG.

The contractor shall apportion the learners in the different construction activities based on the scope of work. The cost of accommodating learners will be determined by using Table 4 (below) and this cost will be used to determine the value in Rand and will be added to the provision for training as provided for in the Preliminary and General section in the Bill of Quantities/Pricing schedules/Activity schedule.

Table 4: Notional Cost of Training per Quarter per Beneficiary

Source: cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020 (Page 9)

Source: [Skills Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 49490 of 3 July 2021](#)

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R7 000	R0	R9 000	R16 000	R9 000
Method 2					
TVET College graduates	R14 000	R0	R9 000	R23 000	N/A
Apprenticeship	R14 000	R0	R12 000	R26 000	R12 000
Method 3					
P1 and P2 learners	R24 000	R20 000	R4 500	R48 500	N/A
Method 4					
Candidates with a 3 year diploma	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 4 year qualification	R47 000	R20 000	R4 500	R71 500	R20 000

Note: the required CPG will be recalculated based on the awarded tender amount and "Contract amount" once the beneficiaries have been appointed and actual costs are known. The notional cost of providing training opportunities will increase by CPI on an annual basis based on April CPI. Should the rates increase after bid award or during construction then the rates will be adjusted as a remeasuarble item.

4.5.1 Applicable standards and implementation documents

- Minimum Targeted Contract Skills Development Goal in accordance with the cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020
- cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020

4.5.2 Minimum requirements

Contractor:

- All classes of work from Grade 7 and above
- Minimum Construction Period 12 Months

Consultant:

- Minimum total tender value = R5 Mil
- Minimum service contract period = 12 Months

4.5.3 Penalties

Contractor:

- Minimum thirty percent (30%) penalty of the value of the CPG portion not achieved, excluding VAT; **AND**
- **The issuing of completion certificates only after the completion certificate of achieving the skills development goal, counter-signed by the relevant individuals has been submitted**

Consultants:

- Minimum thirty percent (30%) penalty of the value of the CPG portion not achieved in terms of hours training to be provided and the associated notional cost , excluding VAT

4.5.4 CPG Calculation

Table 5: Contracting skills development goals for different classes of engineering and construction works contracts

Source: cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020 (Page 7)

Class of construction works as identified in terms of Regulation 25 (3) of the Construction Industry Regulations 2004		Construction skills development goal (CSDG) (%)
Designation	Description	
CE	Civil Engineering	0.25
CE and GB	Civil engineering and General Building	0.375
EE	Electrical Engineering works (buildings)	0.25
EP	Electrical Engineering works (infrastructure)	0.25
GB	General Building	0.5
ME	Mechanical Engineering works	0.25
SB	Specialist	0.25

Note: the required CPG will be recalculated based on the awarded tender amount and “Contract amount” once the beneficiaries have been appointed and actual costs are known. The notional cost of providing training opportunities is subjected to annual increases as per the CPI issued on the 1st of April annually by Stats SA. The rates will be adjusted as an adjustment to the provisional amounts should the rates increase after bid award or during the construction period. The ideal is to maximize the number of beneficiaries and not target beneficiary with the highest associated costs which will reduce the number of beneficiaries. The beneficiaries to be targeted can be established during the feasibility study which can be specifically specified.

Contractor CPG calculation:

“Contract amount” = Tender amount at the time of award excluding allowances and expenses, and VAT

“Contract amount” x factor from Table 3 above.

The PQS to make allowance for CPI increases for the full duration of the training within the provisional amount allowed for in the Bill of Quantities whilst noting that the cidb uses the April CPI for annual increases.

CPG calculation example:

“Tender Amount” = R150 Mil for GB, all inclusive of allowances and VAT

“Contract Amount” = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

Factor for “GB” = 0,5% (as per Table 4 above)

CPG in R value = R130 Mil x 0,5% = R650 000 i.e. total notional cost of training to amount to R650 000

Calculation of penalty (excluding escalation):

Percentage penalty applicable = 30% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG value = R650 000

Achieved = R550 000 = R100 000 Shortfall

Penalty = R100 000 x 30% = R30 000 Excl. VAT

CPG calculation if escalation is applicable:

CPG in R value = R130 Mil x 0,5% = R650 000

+ 6,5% annual increase (if applicable) = R42 250

Total CPG value to be achieved = R692 250

Calculation of penalty (including escalation):

Percentage penalty applicable = 30% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG value = R650 000

+ 6,5% escalation = R42 250

Total CPG value = R692 250

Achieved = R500 000 = R192 250 Shortfall
 Penalty = R192 250 x 30% = R57 675 Excl. VAT

Calculations based on “Contract Amount” after bid award and appointment of beneficiaries

Actual CPG training requirement value after award upon selecting method/s of training and appointment of beneficiaries = R676 000 [or R719 940 if escalation is applicable] (Table 6 below). The provisional amount allowed for must therefore be adjusted accordingly. The new monetary value of training required will then form the basis for determining penalties applicable. No penalties will be applied should the CPG value, based on the “Contract Amount” be achieved. Note that it could emanate from the feasibility study that there are local candidate beneficiaries to which certain methods apply which could be specified specifically in the Scope of Works (PG-01.1 / PG01.2) to avoid increase in cost.

Table 6: Notional cost recalculation upon bid award and appointment of beneficiaries.

Source: cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020 (Page 10)

Skills Types	Number of learners	Notional Cost / Learner / Quarter	Notional cost / learner / year	Total Notional Cost over 12 months Contract
Method 2: Workplace learning opportunities, with unemployed TVET graduates	2	R23 000	R92 000	R184 000
Method 3: Candidacy for an unemployed learner with a 3-year qualification	2	R61 500	R246 000	R492 000
Total CPG value if escalation is not applicable / Sub-Total if escalation is applicable				R676 000
Add 6,5% escalation as per April CPI (if applicable)*				R43 940
Total CPG Value if escalation is applicable				R719 940

*Escalation percentage to be based on the latest CPI indices

Consultant CPG calculation:

- CPG value based on the “Contract Amount” = Number of Hours training to be provided x the Notional Cost per hour of beneficiaries appointed.
- Number of hours training to be provided = “Contract Amount” x 150.
- “Contract amount” = Tender amount excluding allowances, expenses and VAT [Basic fee tendered item (1) from the activity schedule) excluding VAT]

Calculating consultant CPG example:

Step 1: Calculate number of Hours training to be provided:

“Tender Amount” = R5.1 Mil

“Contract amount” = R4.5 Mil (Basic fee tendered item (1) from the activity schedule) excluding VAT)

Number of hours skills development training required = R4.5 x 150 = 675 hours (hours to be rounded off)

Step 2: Calculate the Notional Cost per hour

- Notional Cost per quarter as per Table 3 of Clause C 3.16 (Scope of Services) and optional methods
- Number of Hours per quarter = 3 months x 20 days x 8 hours per day = 480 Hours
- Notional Cost per Hour = (a) / (b)

Step 3: Calculate Total Notional Cost

- Total hours training to be provided x notional cost per hour

Example: Calculating the Total Notional Cost

- (a) Fees (1) from Activity Schedule = R4.5 Mil
- (b) Number of hours skills development required = R4.5 Mil x 150 = 675 hours
- (c) Total number of hours per quarter = 40 hours per week x 4 weeks x 3 months = 480 hours
- (d) Notional cost per hour "Method 4" = R71 500 per quarter / 480 hours = R148.95 per hour
- (e) Total Notional cost = R148.95 (Rate per hour) x 675 (total number of hours) = R100 541.25
- (f) PM to insert the calculated amount into the activity schedule as a provisional amount which will be adjusted upon the selection and appointment of the beneficiaries.

Calculation of penalty:

Total notional cost = R 100 541.25

Achieved = R60 000 Shortfall of R40 541.25

Penalty = R40 541.25 x 30% = R12 162.38 Excl. VAT

Note: Annual escalation is applicable and allowance must be made in the provisional amount, as indicated in the above example for the contractor.

The project manager must indicate in the consultant tender document whether the CPG is applicable or not, and provide a provisional amount in the activity schedule. In the event of being indicated as applicable and the awarded consultant tender amount is less than R5 Million, the CPG will still be applicable.

If the estimate consultant fees is in the region of R5 Million make the CPG applicable and provide an allowance.

This CPG is strongly advocated by the cidb and one may apply same to projects where the cost / fees is expected to increase above the minimum thresholds.

4.6 National Youth Service Programme (NYS) CPG

- The programme shall be implemented in terms of the Implementation of the National Youth Service Programme under the Expanded Public Works Programme (EPWP) and shall be priced in the CPG section of the Bills of Quantities. The CPG determined in conjunction with NDPWI NYS component which would quantify the NYS bill of quantities
- This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than pricing the NYS component within the CPG section in the Bill of Quantities.
- Monthly proforma reports are to be submitted to the Employer's Representative.

4.6.1 Applicable standards and implementation documents

- National Youth Service Programme

4.6.2 Minimum Requirements

- Minimum contract value R2 Mil
- Minimum construction period 12 months

4.6.3 Penalties

Payment reduction as stipulated in the CPG bill of quantities per person not trained (Excluding VAT).

Calculation of penalty example:

Payment reduction per person not trained as stipulated in the NYS Bill of Quantities = R 2 500 per person.

Total number of NYS Beneficiaries as stipulated in the NYS Bill of Quantities = 25

Total Number of NYS beneficiaries trained = 20 (shortfall of 5 beneficiaries)

Penalty = 5 x R2 500 = R12 500 Excl. VAT

4.7 Labour Intensive Works CPG

The consultant team is expected to use their initiative to identify activities that can be done labour-intensively to comply with the set minimum labour intensity target based on the Generic labour intensive works specifications.

This CPG is a **Condition of Contract** therefore it is not a requirement to submit substantiating documentation with the tender other than making allowance in his pricing of items indicated “LI” in the Bills or Quantities.

The main contractor shall submit monthly reports in terms of CPG monthly achievement and accumulative targets achieved including audited supporting documentation to the Employer’s Representative

4.7.1 Applicable standards and implementation documents

- Expanded Public Works Programme (EPWP) and generic labour intensive works specifications.

4.7.2 Minimum Requirements

- All civil works projects.
- As general construction projects are labour intensive by nature specific general building items need not to be indicated as “LI” in the Bills of Quantities. It is however a requirement to implement and indicate “LI” items as defined in the Scope of Works (PG01.1 and PG01.2) where feasible on projects below R30 Mil.
- Compulsory for projects above R30 Mil where feasible.
- Minimum construction period 6 months

4.7.3 Penalties

Minimum thirty percent (30%) penalty of the value of the works not done by means of labour-intensive methods, excluding VAT.

4.7.4 CPG Calculation

- Feasibility study to indicate achievable CPG and specified in the Scope of Works (PG-01.1. / PG-01.2)
- CPG determined by PQS in conjunction with consultant team and NDPWI representative.
- Example:

CPG Calculation

“Tender Amount” = R150 Mil all inclusive of allowances and VAT

“Contract Amount” = R130 Mil (Tender Amount at the time of award excluding allowances and VAT)

CPG value = R10 Mil (Total value of labour-intensive works specified in the Bills of Quantities)

Calculation of penalty

CPG value = R10 Mil

Percentage penalty applicable = 30% as specified in the Scope of Works (PG-01.1. / PG-01.2)

CPG Achieved = 9 Mil (R1 Mil shortfall)

Penalty = R1 Mil x 30% = R300 000 Excl. VAT

5. INFORM THE CIDB

Failing to inform the cidb is a criminal offence.

Cidb to be informed of:

- Bid award to be registered with the cidb within 21 days from date of award - SCM responsibility;
- List of skills development beneficiaries within 30 days from bid award – PM Responsibility (cidb informed to change to 90 days. Lists to be submitted soonest);
- Practical Completion within one calendar month from issuing certificate – PM Responsibility; and
- The compliance of such project with the Standard for Developing Skills through Infrastructure Contracts and the contract skills development achieved– PM Responsibility.

6. CIDB CONTACT PERSON CIDB BUILD PROGRAMME

Cidb contact person cidb BUILD Programme for assistance with implementation:

Mr Ishmail Cassiem, Mobile Nr 078 801 8476, Email: IshmailC@cidb.org.za

Fully understanding the contract participation goals demands self-study of the relevant cidb Standards as well as the Standards and SANS documents referred to within the respective cidb Standards and Practice Notes

C3.6.1 Expanded Public Works Programme National Youth Service (NYS) Specification



EXPANDED PUBLIC WORKS SPECIFICATION

The following Specification is divided into the following compliance categories that must be fulfilled:-

1. EPWP NYS Specification
2. EPWP Reporting requirements
3. Project Steering Committee
4. Community Liaison Officer
5. Sub-contracting
6. DPW Projects Branding

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SL 01. SCOPE

This project is part of the Expanded Public Works Programme (EPWP) and aims to train young people and provide them with practical work experience under the National Youth Service (NYS) training. Youth aged between 18 and 35 will be recruited through EPWP processes and be trained in skills relevant to the work that will be done on this project.

The training of the youth employed will have to be conducted by an accredited Training Service Provider contracted by a contractor in conjunction with EPWP processes (where EPWP NYS Coordinator will give guidance). The contracted Training Service Provider will have at all times provide the Contractor with an update on youth training each have received.

The Contractor will be required in both training and on site exposure to employ all of the youth for a minimum period of 9 months. Furthermore the Contractor will be required to avail services of an adequately qualified foreman/ supervisor specifically for EPWP NYS youth Participants to act as their construction mentor for the duration of on site training. The contractor may not be required to employ all youth in the programme at the same time, but may phase the youth throughout the project, as long all youth will receive their minimum duration stated earlier.

This specification contains the standard terms and conditions for Participants employed in elementary occupations and training on a Special Public Works Programme (SPWP) for the National Youth Services

Programme. These terms and conditions do NOT apply to person's permanent employed in the supervision and management of a SPWP.

SL 02. TERMINOLOGY AND DEFINITIONS

SL 02.01 TERMINOLOGY

02.01.01 “**SPWP**” – The Code of Good Practice for Special Public Works Programmes, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects. In terms of the Code of Good Practice, the Participants on these projects are entitled to formal training, which will be provided by an accredited training provider/s appointed (and funded) by the Department of Public Works through contracted Contractor. For projects of up to six months in duration, this training will cover life-skills and information about other education, training and employment opportunities.

02.01.02 “**EPWP**” – Expanded Public Works Programme, a National Programme of South Africa Government, approved by Cabinet.

02.01.03 “**NYS**” – National Youth Service means a structured skills development programme aimed to capacitate youth.

SL 02.02 DEFINITIONS

02.02.1 “**Employer**” – means any Department employing Participants to work in elementary occupations on a SPWP;

02.02.2 “**Client**” – means the Department of Public Works.

02.02.3 “**Participants**” – a recipient/s of National Youth Service programme who benefits through participation in an elementary occupation on a SPWP.

02.02.4 “**department**” – means any department of the State, implementing agent or contractor;

02.02.5 “**elementary occupation**” – means any occupation involving unskilled or semi-skilled work;

02.02.6 “**management**” – means any person employed by a department or implementing agency to administer or execute a SPWP;

02.02.7 “**task**” – means a fixed quantity of work;

02.02.8 “**task-based work**” – means work in which a Participant is paid a fixed rate for performing a task;

02.02.9 “**task-rated Participant**” – means a Participant paid on the basis of the number of tasks completed;

02.02.10 “**time-rated Participant**” – means a Participant paid on the basis of the length of time worked

02.02.11 “**Service Provider**” – means the consultant appointed by Department to coordinate and arrange the employment and training of labour on EPWP infrastructure projects.

SL 03. APPLICABLE LABOUR LAWS

In line with the Expanded Public Works Programme (EPWP) policies, the Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of labour in government Notice No. R63 of 25 January 2002, of which extracts have been reproduced below, shall apply to works described in the scope of work and which are undertaken by unskilled or semi-skilled Participants.

The Code of Good Practise for Employment and Conditions of Work for Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. R64 of 25 January 2002 shall apply to works described in the scope of work and which unskilled or semi-skilled Participants undertake

SL 04. EXTRACTS FROM MINISTERIAL DETERMINATION REGARDING SPWP

SL 04.01 TERMS OF WORK

04.01.01 Participants on a SPWP are employed on a temporary basis.

04.01.02 A Participant may NOT be employed for longer than 24 months in any five-year cycle on a SPWP.

04.01.03 Employment on a SPWP does not qualify as employment and a Participant so employed does not have to register as a contributor for the purposes of the Unemployment Insurance Act 30 of 1966.

SL 04.02 NORMAL HOURS OF WORK

04.02.01 An employer may not set tasks or hours of work that require a Participant to work–

(i) more than forty hours in any week

(ii) on more than five days in any week; and

(iii) for more than eight hours on any day.

04.02.02 An employer and a Participant may agree that the Participant will work four days per week. The Participant may then work up to ten hours per day.

04.02.03 A task-rated Participant may not work more than a total of 55 hours in any week to complete the tasks (based on a 40-hour week) allocated to him.

04.02.04 Every work is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the Participant ends work on one day until the time the Participant starts work on the next day.

SL 04.03 MEAL BREAKS

04.03.01 A Participant may not work for more than five hours without taking a meal break of at least thirty minutes duration.

04.03.02 An employer and Participant may agree on longer meal breaks.

04.03.03 A Participant may not work during a meal break. However, an employer may require a Participant to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another Participant. An employer must take reasonable steps to ensure that a Participant is relieved of his or her duties during the meal break.

04.03.04 A Participant is not entitled to payment for the period of a meal break. However, a Participant who is paid on the basis of time worked must be paid if the Participant is required to work or to be available for work during the meal break.

SL 04.04 DAILY REST PERIOD

Every Participant is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the Participant ends work on one day until the time the Participant starts work on the next day.

SL 04.05 WEEKLY REST PERIOD

Every Participant must have two days off every week. A Participant may only work on their day off to perform work which must be done without delay and cannot be performed by Participants during their ordinary hours of work ("emergency work").

SL 04.06 WORK ON SUNDAYS AND PUBLIC HOLIDAYS

04.06.01 A Participant may only work on a Sunday or public holiday to perform emergency or security work.

04.06.02 Work on Sundays is paid in terms of Basic Conditions of Employment Act rate of pay.

04.06.03 A task-rated Participant who works on a public holiday must be paid –

- (i) the Participants daily task rate, if the Participant works for less than four hours;
- (ii) double the Participants daily task rate, if the Participant works for more than four hours.

04.06.04 A time-rated Participant who works on a public holiday must be paid –

- (i) the Participants daily rate of pay, if the Participant works for less than four hours on the public holiday;
- (ii) double the Participants daily rate of pay, if the Participant works for more than four hours on the public holiday.

SL 04.07 SICK LEAVE

04.07.01 Only Participants who work four or more days per week have the right to claim sick-pay in terms of this clause.

04.07.02 A Participant who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the Participant has worked in terms of a contract.

04.07.03 A Participant may accumulate a maximum of twelve days' sick leave in a year.

04.07.04 Accumulated sick-leave may not be transferred from one contract to another contract.

04.07.05 An employer must pay a task-rated Participant the Participants daily task rate for a day's sick leave.

04.07.06 An employer must pay a time-rated Participant the Participants daily rate of pay for a day's sick leave.

04.07.07 An employer must pay a Participant sick pay on the Participants usual payday.

04.07.08 Before paying sick-pay, an employer may require a Participant to produce a certificate stating that the Participant was unable to work on account of sickness or injury if the Participant is –

- (i) absent from work for more than two consecutive days; or
- (ii) absent from work on more than two occasions in any eight-week period.

04.07.09 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

04.07.10 A Participant is not entitled to paid sick-leave for a work-related injury or occupational disease for which the Participant can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

SL 04.08 MATERNITY LEAVE

04.08.01 A Participant may take up to four consecutive months' unpaid maternity leave.

04.08.02 A Participant is not entitled to any payment or employment-related benefits during maternity leave.

- 04.08.03 A Participant must give her employer reasonable notice of when she will start maternity leave and when she will return to work.
- 04.08.04 A Participant is not required to take the full period of maternity leave. However, a Participant may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.
- (i) A Participant may begin maternity leave:-
1. four weeks before the expected date of birth; or on an earlier date;
 2. if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the Participant or that of her unborn child; or
 3. if agreed to between employer and Participant; or
 4. on a later date, if a medical practitioner, midwife or certified nurse has certified that the Participant is able to continue to work without endangering her health.
- 04.08.05 A Participant who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.
- 04.08.06 A Participant who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the SPWP on which she was employed has ended.

SL 04.09 FAMILY RESPONSIBILITY LEAVE

- 04.09.01 Participants, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances:-
- i. when the employee's child is born;
 - ii. when the employee's child is sick;
 - iii. in the event of the death of:-
 1. the employee's spouse or life partner
 2. the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling

SL 04.10 STATEMENT OF CONDITIONS

- 04.10.01 An employer must give a Participant a statement containing the following details at the start of employment:-
- i. the employer's name and address and the name of the SPWP;
 - ii. the tasks or job that the Participant is to perform;
 - iii. the period for which the Participant is hired or, if this is not certain, the expected duration of the contract;
 - iv. the Participants rate of pay and how this is to be calculated;
 - v. the training that the Participant may be entitled to receive during the SPWP.
- 04.10.02 An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.
- 04.10.03 An employer must supply each Participant with a copy of the relevant conditions of employment contained in this specification.
- 04.10.04 An employer must enter into a formal contract of employment with each employee. A copy of a pro-forma is attached at the end of this specification.

SL 04.11 KEEPING RECORDS

- 04.11.01 Every employer must keep a written record of at least the following –
- i. The Participant/s employment contract;
 - ii. Payments (proof of payments) made to each Participant.
 - iii. Certified copy of an Identity Document
 - iv. Signed monthly attendance registers
 - v. in the case of a task-rated Participant, the number of tasks completed by the Participant;
 - vi. in the case of a time-rated Participant, the time worked by the Participant;
- 04.11.02 The employer must keep this record for a period of at least three years after the completion of the SPWP.

SL 04.12 PAYMENT

- 04.12.01 The Participants shall be remunerated monthly in terms of the amount agreed upon by Ministerial Determination 4 and paid monthly on the day agreed upon with the contractor.
- 04.12.02 Payment must be made through electronic fund transfer (EFT) into Participant bank account.
- 04.12.03 An employer must give a Participant the following information in writing –
- i. the period for which payment is made;
 - ii. the number of tasks completed or hours worked;
 - iii. the Participants earnings;
 - iv. any money deducted from the payment;
 - v. the actual amount paid to the Participant.

- 04.12.04 After the Participant is paid s/he must acknowledge receipt of payment by signing payment register.
- 04.12.05 If a Participants employment is terminated, the employer must pay all monies owing to that Participant within one month of the termination of employment.
- SL 04.13 DEDUCTIONS**
- 04.13.01 An employer may not deduct money from a Participants payment unless the deduction is required in terms of a law.
- 04.13.02 An employer who deducts money from a Participants pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.
- 04.13.03 An employer may not require or allow a Participant to:–
- i. repay any payment except an overpayment previously made by the employer by mistake;
 - ii. state that the Participant received a greater amount of money than the employer actually paid to the Participant;
- SL 04.14 HEALTH AND SAFETY**
- 04.14.01 Employers must take all reasonable steps to ensure that the working environment is healthy and safe and that all legal requirements regarding health and safety are strictly adhered to in accordance to Occupational Safety and Health Act no 85 of 1993
- 04.14.02 A Participant must:
- i. work in a way that does not endanger his/her health and safety or that of any other person;
 - ii. obey any health and safety instruction; in accordance to Occupational Safety and health Act no 85 of 1993
 - iii. use any personal protective equipment or clothing issued by the employer;
 - iv. report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.
- 04.14.03 Employers must conduct occupational medical examinational fitness test.
- SL 04.15 COMPENSATION FOR INJURIES AND DISEASES**
- 04.15.01 It is the responsibility of employers to arrange for all persons employed on a SPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- 04.15.02 A Participant must report any work-related injury or occupational disease to their employer or manager.
- 04.15.03 The employer must report the accident or disease to the Compensation of Injuries and Diseases Act Commissioner within 07 days.
- 04.15.04 An employer must pay a Participant who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months.
- 04.15.05 The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.
- SL 04.16 TERMINATION**
- 04.16.01 The employer may terminate the employment of a Participant provided he has a valid reason and after following existing termination procedures.
- 04.16.02 A Participant will not receive severance pay on termination.
- 04.16.03 A Participant is not required to give notice to terminate employment. However, a Participant who wishes to resign should advise the employer in advance to allow the employer to find a replacement.
- 04.16.04 A Participant who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the Participant may be re-engaged if a position becomes available for the balance of the 24-month period.
- 04.16.05 A Participant who does not attend required training events, without good reason, will have terminated the contract. However, the Participant may be re-engaged if a position becomes available for the balance of the 24-month period.
- SL 04.17 CERTIFICATE OF SERVICE**
- 04.17.01 On termination of employment, a Participant is entitled to a certificate stating:–
- i. the Participants full name;
 - ii. the name and address of the employer;
 - iii. the SPWP on which the Participant worked;
 - iv. the work performed by the Participant;
 - v. any training received by the Participant as part of the SPWP;
 - vi. the period for which the Participant worked on the SPWP;

- vii. any other information agreed on by the employer and Participant.

SL 05. EMPLOYER'S RESPONSIBILITIES

The employer shall adhere to the conditions of employment as stipulated in the *Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes*. Over and above the conditions stipulated above, he shall be responsible to:

- 05.01 formulate and design a contract between himself/ herself and each of the recruited youth Participants, ensuring that the contract does not contravene any of the Acts stipulated in South African Law, e.g. Basic Conditions of Employment Act, etc. (A copy of a pro-forma contract is attached at the end of this specification);
- 05.02 screen and select suitable candidates for employment from the priority list of youth Participants provided by the Umsobomvu Youth Fund (UYF);
- 05.03 ensure that the recruited youth Participants are made available to receive basic life skills training which will be conducted and paid for by the Umsobomvu Youth Fund;
- 05.04 ensure that all youth Participants receive instruction on safety on site prior to them commencing with work on site;
- 05.05 ensure that all youth Participants are covered under workmen's compensation for as long as they are contracted to the contractor. Payment to the Compensation Commissioner shall be the responsibility of the contractor;
- 05.06 assist in the identification and assessment of potential youth Participants to undergo advanced technical training in respective trades;
- 05.07 test and implement strict quality control and to ensure that the health and safety regulations are adhered to;
- 05.08 provide all youth Participants with the necessary protective clothing as required by law for the specific trades that they are involved in.
- 05.09 provide overall supervision and day-to-day management of youth Participants and/or sub-contractors; and
- 05.10 ensure that all youth Participants are paid their wages on time through a pre-agreed payment method as stipulated in the contract with the youth Participant.

SL 06. TRAINING OF YOUTH PARTICIPANTS

SL 06.01 PREAMBLE

The Code of Good Practise for Employment and Conditions of Work for Special Public Works Programmes encourages:-

- 06.01.01 optimal use of locally-based labour in a Special Public Works Programme (SPWP);
- 06.01.02 a focus on targeted groups which consist of namely youth, consisting of women, female-headed households, disabled and households coping with HIV/AIDS; and
- 06.01.03 the empowerment of individuals and communities engaged in a SPWP through the provision of training.

SL 07. YOUTH PARTICIPANTS SELECTION CRITERIA

The youth Participants of the programmes should preferably be non-working individuals from the most vulnerable sections of disadvantaged communities who do not receive any social security pension income. The local community must, through all structures available, be informed of and consulted about the establishment of any EPWP-NYS.

In order to spread the benefit as broadly as possible in the community, a maximum of one person per household should be employed, taking local circumstances into account.

Skilled artisans from other areas may be employed if they have skills that are required for a project and there are not enough persons in the local communities who have those skills or who could undergo appropriate skills training. However, this should not result in more than 80% of persons working on a programme not being from local communities.

Programmes should set participation targets for employment with respect to youth, single male- and female-headed households, women, people with disabilities, households coping with HIV/AIDS, people who have never worked, and those in long-term unemployment.

- 07.01 The proposed targets as set out in sub clauses should accommodate:-
 - (i) 100% youth from 18 to 35 years of age;
 - (ii) 60% women;
 - (iii) 2% disabled.

SL 08. PROVINSIONAL RATES OF PAY

The payment conditions is that a proof be provided in the claim processing of the services rendered and of that cost incurred. The cost incurred means and referred to a periodical or once off proof of payment on any direct or indirect procured services in the EPWP-NYS training bill of quantity where their expenses are charged against line item provisional sums. The line items are set to have a mark-up/ profit value as a separate profit and attendance item to accommodate administration cost and transaction cost where necessary including any other cost incurred activities to render the service complete.

It is stipulated that youth Participants on the EPWP-NYS receive a minimum Stipend per day whilst on off-site and on-site training in ALL provinces. The Stipend means and referred to a claim of a progressive work based experiential training and exposure of any Participant in EPWP-NYS programme. The progressive work referred to a productive days work relevant or similar in nature to the required training standards received by Participant/s and of any relevant cost to be claimed. The failure in compliance in that particular day work will be at a contractors cost remunerated within the required Building Industrial Councils rate of pay.

SL 09. PAYMENT FOR TRAINING ON YOUTH PARTICIPANTS

SL 09.01 (TARGET:- NUMBER OF YOUTH PARTICIPANTS)

09.01.01 Orientation and Life Skills

Orientation and Life Skills development training for youth Participants for an average of set days per youth Participant is necessary at inception of the project once all recruitment processes are exhausted. All youth Participants are entitled to undergo life skills training.

Training on this life skills module will be flexible enough to meet the needs of the employer. Training should take place immediately after site hand-over and during the period of site establishment and pre-planning before actual construction starts, alternatively this will be spread over the duration of the contract period. The contractor will be required to work closely with the Training Service Provider so that the timeframe of the training is aligned with the construction works schedule and the demand for Participants.

09.01.02 Technical skills training

Technical skills training for youth Participants for an average of set days per youth Participant is necessary immediately once they conclude their life Skills training. The Employer shall assist in identifying youth Participants for further training. The youth Participant/s will undergo further technical training to prepare them for opportunities as semi-skilled labourers. Such training will comprise of an off-site theoretical component and practical training on-site.

The contractor will be responsible to supervise and appoint appropriate supervision that will act as mentor on Participants for on-site practical work based experiential exposure. The programme will consist of accredited theoretical instruction away from the construction site as well as on-site practical work under the supervision of the employer. The Youth Participants will be entitled to full training programme completion once all training modules are completed.

SL 010. PAYMENT REDUCTION

Payment reduction due to not meeting the training target, then as per the contractual penalties obligations of the contract will be applicable up until such time the requirements are met. The contractual penalties obligations is referred to as is detailed in the contractual arrangements between the contractor and DPW. The payment reduction means no other or alternative clause that will substitute the contractual penalties obligations.

SL 011. PROFIT AND ATTENDANCE

The profit and attendance referred to means a line item mark-up percentage of any services rendered within the re-measured progressive claims to DPW by a contractor. The payment conditions is that a proof be provided in the claim processing of the services rendered and of that cost incurred. The cost incurred means and referred to a periodical or once off proof of payment on any direct or indirect procured services in the EPWP-NYS training bill of quantity where their expenses are charged against line item provisional sums. The line items are set to have a mark-up/ profit value as a separate profit and attendance item to accommodate administration cost and transaction cost where necessary including any other cost incurred activities to render the service complete.

SL 012. PAYMENT FOR TRAVELLING OFF AND ON-SITE TRAINING

The unit of measurement for travelling shall be the cost for the youth Participant off or on-site that must be arranged by the contractor. Amounts quoted shall be corrected according to re-measurement based on actual invoices. The unit of measurement for travelling shall be the amounts in Rand from a particular transport service taxi. The tendered percentages will be paid to the contractor on the value of each payment pertaining to the travelling to cover contractor's expenses in this regard.

SL 013. EMPLOYMENT OF YOUTH PARTICIPANTS THAT ARE PAID STIPEND

Employment of youth Participants on the-job training shall provide youth Participants with on and off-the-job training to enable them to fulfil their employment requirements. The employer shall also be expected to closely monitor the job performance of youth Participants and shall identify potential youth Participants for skills development programmes. The unit of measurement shall be the number of youth Participants at an EPWP–NYS Stipend rate per day as the amount agreed by Ministerial Determination multiplied by the period employed in that particular month.

The rate tendered shall include full compensation for all costs associated with the employment of youth Participants and for complying with the conditions of contract. The cost for the training shall be excluded from this item. This item is based on 9 months minimum appointment for youth Participants. The submission of attendance registers by contractor to DPW is very critical as they are the source leading to training monitoring, transactions and auditing. The attendance registers will be used as a source to quantify eligibility of productive due days for payment.

SL 014. PROVISION OF EPWP DESIGNED OVERALLS AND HARD HATS TO YOUTH PARTICIPANTS

The youth Participant/s will each be supplied with 2 sets of EPWP branded overalls, 1 set of EPWP branded hard hat and 1 set of Safety Boots. Youth Participant/s colour of their overall/s should be orange (top and bottom) as per DPWP corporate identity on branding specification with the exception on Correctional Services contracts where the overalls should be blue (top and bottom). An amount has been provided in the Schedule of Quantities under this sub-item for the supply of EPWP designed protective clothing by the contractor.

It is the responsibility of the contractor to purchase or to delegate to its Training Service Provider for the purchase of Participant/s protective clothing. The sets of protective clothing as stated will be provided once and if a need arise to replace for whatever reasons such cost will be recovered from those in need for second set outside the provisional sums arrangement in the contracted bill of quantities.

SL 015. PROVISION OF SMALL TOOLS FOR YOUTH PARTICIPANTS

The contractor will provide or delegate to its training Service Provider all youth Participants with prescribed tools for their respective service areas/ trades. The specification for the mentioned tools to be provided by the Training Service Provider. The tools will become the property of the youth Participant after the completion of the programme.

The contractor together with Training Provider need to provide youth Participants with relevant training tools during their stay within respective training venues/ areas. The tools provide particular on site must be under the control and supervision of the contractor's responsibility.

SL 016. APPOINTMENT OF YOUTH PROJECT TRAINING COORDINATOR/S

The appointment of Youth Project Training Coordinator/s (PTC) for the duration of the programme will be determine in the inception of the project. The Youth PTC will be appointed by EPWP-NYS Office and will act as Participant Liaison Office to facilitate and coordinate the training programme between the youth Participants, Training Provider, the contractor and EPWP-NYS Office (Maximum ratio is 1:30 – Youth PTC to Youth Participants). The coordination of the training programme as the core function of EPWP NYS will require PTC to reside within DPWI Offices in order to monitor and report on compliance issues of work based access, experiential exposure and mentoring on site of Youth by Contractors.

The item rate shall include full compensation for the cost of liaising with all relevant stakeholders on all issues regarding the training. The Youth PTC will assist in administration and promotion of fair, transparent, reliable and competitive private procurement processes and keep/ update documentation. The Youth PTC is required to processes and keep Stipend transaction records among other roles and give inputs on progress work claims, verifications for payments and final accounts.

SL 017. LIAISON WITH SERVICE PROVIDER

The tendered rate shall include full compensation for the cost of liaising with the Service Provider and Social Facilitators on all issues regarding the youth Participants training works.

SL 018. LOGISTICS FOR EXIT WORKSHOP

The tendered rate shall include full compensation for the cost of liaising with the relevant Service Providers for the arrangements of all learner profiling and exit workshop events. The items range from catering, clothing, venue hire and decoration and entertainment items, etc.

SL 019. EPEP REPORTING SYSTEM REQUIREMENTS

The Project must be registered on the NDPW EPWP reporting system by the public Body and report on:-

- SL 019.01** Certified copy of participants' id (not later than 3 months at the time of system enrolment),
- SL 019.02** Beneficiary contract need to be uploaded on the system when registering a project for EPWP compliance.
- SL 019.03** The contractor is required to submit monthly beneficiary reports (Annexure B), which are to be attached to payment certificates and invoices as per attached Reporting Templates.
- SL 019.04** The contractor needs to ensure that participants are registered under workman's compensation and that UIF is deducted for EPWP beneficiaries.
- SL 019.05** Payment shall only be processed once compliance with EPWP and other Reporting requirements has been proven.
- SL 019.06** The reported information must be accompanied by:-
 1. Copies of ID (once off) when participants contracted,
 2. Beneficiary Contract of Employment (once off),
 3. Attendance registers (monthly) and
 4. Proof of Payment (monthly)
- SL 019.07** All copies of these documents should be kept safe on site for the duration of the contract for Audit purpose.

SL 020. PROJECT STEERING COMMITTEE (PSC)

Each project shall have a Project Steering Committee (PSC) that shall consist of the following stakeholders:

- Department of National Public Works representative.
- Municipal representative.
- Community representatives.
- Client department representative.
- Main Contractor.

SL 020.01 Operating Procedures

The PSC shall oversee the following

- (a) The PSC will adhere to government legislation and policy guidelines which are relevant to enable it to execute its work. The Intermediary guidelines will also be adhered to e.g. procurement policies.
- (b) The meetings will be scheduled, and will be held on agreed dates and times.
- (c) That targets set in terms of work opportunities are met.
- (d) That local labour is recruited according to agreed procedures and processes
- (e) Manage EPWP participant grievances.
- (f) Responsible for communication with local EPWP beneficiaries.

SL 020.02 Secretariat

The contractor shall appoint a Community Liaison Officer (CLO) who shall provide secretariat support to the PSC.

SL 20.03 PSC Meetings

The PSC shall meet once a month prior to the site meetings and report the resolutions at the Site Meeting.

SL 20.04 Funding of PSC

The activities of the PSC will be voluntary and members would receive no remuneration for their time. The contractor may provide refreshments on the day of a meeting. It is thus important that community members of the PSC be drawn from the local area in order to avoid travelling costs.

SL 021. COMMUNITY LIAISON OFFICER (CLO)

- SL 021.01** The Contractor shall allow for and pay any and all costs necessary for the engagement of the services of a Community Liaison Officer (CLO) for the full duration of a project.
- SL 21.02** A CLO will be identified by the local structures (Project Steering Committee) of the ward areas and appointed following a fair and transparent interviewing process, to be conducted in the presence of local structures and the contractor representative, in order to assist the Contractor in the procurement of any local labour, etc. required for this project.
- SL 21.03** The Contractor is to liaise with the CLO and afford him any assistance needed in ensuring sound working relations with the local community.

- SL 21.04** Key Responsibilities of the CLO are envisaged to include and not necessary be limited to:
- a) Assisting local leadership in conducting skills and resources audit which facilitates sourcing labour from within the ward or targeted areas for employment, as required by contractor,
 - b) Assisting in the procurement of materials from local resources, as required by the contractor,
 - c) Assisting the contractor by identifying areas of potential conflict and or threats to the project or to stakeholders in the project and recommend appropriate action to the contractor.
 - d) Assisting contractor and stakeholders in the project in the resolution of any conflict which may arise.
 - e) Establishing and ensuring that sufficient and open communication channels between the contractor and the work force are maintained.
 - f) Establish and ensuring that efficient and open communication channels between the contractor and the community are maintained.
 - g) Identifying and reporting to the Contractor regarding issues where communication between stakeholders is necessary, recommend courses of action and facilitate such communications.
 - h) Assisting the Contractor and the work force in the establishment of grievance procedures and necessary recommendation to the Contractor regarding the grievances and solution thereto.
 - i) Attending to site meetings and project implementation meetings as required by the Contractor and prepare periodic reports as may be required by the Contractor from time to time.
 - j) Attending to such other duties which are consistent with the functions of a CLO, as may be required by the Contractor from time to time.

SL 022. CONTRACTUAL OBLIGATIONS IN RELATION TO LABOUR

The beneficiaries to be employed in the programme (EPWP) shall be directly contracted to the employer. Over and above the construction and project management responsibilities, the employer will be expected to perform the tasks and responsibilities as set out in clause SL 05 above.

SL 023. SUBCONTRACTING

SL 023.01 All tenders exceeding R 30 million, the Preferential Procurement Regulations 2017 prescribes a mandatory requirement for bidders to sub contract a minimum of 30% of their contract value to any one or more of the following categories;

- a) An EME or QSE
- b) An EME or QSE which is at least 51% owned by black people;
- c) An EME or QSE which is at least 51% owned by black people who are youth;
- d) An EME or QSE which is at least 51% owned by black people who are women;
- e) An EME or QSE which is at least 51% owned by black people with disabilities;
- f) An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- g) A cooperative which is at least 51% owned by black people;
- h) An EME or QSE which is at least 51% owned by black people who are military veterans.

- SL 023.02** The main contractor will be required to appoint a number of emerging sub-contractors to undertake work to the minimum of 30% of the contract value on the following services:
- (a) Service 2.1 Cleaning of building fabric – external envelope
 - (b) Service 2.2 Plumbing services
 - (c) Service 2.3 Handyman services
 - (d) Service 4 Grounds Maintenance including Civils
 - (e) Service 6 Cleaning and Hygiene
 - (f) Service 7 Waste Management the number of SMMEs to be appointed will depend on the budget provision in terms of the 30% provision for sub-contracting.
- SL 023.03** The main contractor must ensure that they use the list of prospective subcontractors from Consolidated Supplier Database (CSD) from National Treasury as per the agreed designated group/s targets and subject them to a transparent and competitive bidding process based on a criteria agreed between the DPWI and contractor.
- SL 023.04** Bidders must ensure that the proposed sub-contractor(s) conform to the following:
- a) Possess relevant accreditation where applicable,
 - b) Be registered with relevant bodies (CIDB, various Councils, etc.) where applicable,
 - c) Possess necessary capabilities to deliver the sub-contracted work,
 - d) Meet the requirements in terms of the stipulated designated groups
 - e) Consideration of Geographical location at the place where the project will be delivered.
- SL 023.05** Bidders that fail to meet the required pre-qualification criteria and/or subcontracting requirements will be disqualified
- SL 023.06** The Department to provide a list of prospective subcontractors from Central Supply Database (CSD) for the Contractors consideration.
- SL 023.07** Should the Main Contractor deem the local selected—contractors not to meet the minimum requirements of the set criteria, which shall include

the sub-contractors' experience and qualifications, the Main Contractor shall demonstrate to the Project Manager that they have done proper assessment of the sub-contractors and provide detail on how they reached such a decision. Further to the above the main contractor shall provide an alternative solution.

SL 023.08 The Main Contractor will be responsible for managing the emerging sub-contractors undertaking Labour-intensive work and will be expected to;

- Mentor and monitor the Subcontractors and their work output and quality;
- Issue a certificate of experience to each Subcontractor once the works have been completed;
- Prepare and submit a comprehensive report on the performance of SMMEs on a quarterly basis for the duration of the project

SL 023.09 The Main Contractor will be responsible to ensure that all sub-contractors comply with all EPWP requirements in terms of recruitment of participants and reporting amongst others as set-out in this specification

SL 023.10 The Main Contractor and sub-contractors will be required to compile monthly progress reports to be submitted with payment certificates. The reports shall include planned targets with regards to the works and employment, employment of EPWP beneficiaries and project expenditure. Failure to produce monthly reports will render payment certificates incomplete.

SL 023.11 The Main Contractor will be required to utilise local material suppliers from the Western Cape Province.

SL 024. CONTRACT DOCUMENT

In order to make tender / contract documents fully EPWP compliant (labour-intensive construction projects) the following clauses and / or additions need to be included in the documentation:

SL 024.01 Tender Document Cover

The following EPWP Logo to be included on the bottom of the front cover



**public works
& infrastructure**
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA



SL 024.02 Tender Notice and Invitation to Tender

The following must be included in the notice and invitation to tender (for Contract Documentation for the Works):

“Only tenderers who employ staff which satisfy EPWP requirements are eligible to submit tenders.”

SL 024.03 Tender Data

The following must be included in the tender data in accordance with the provisions of the CIDB Standard for Uniformity in Construction Procurement:

F.2.1 only those tenderers who have in their employ management and supervisory staff satisfying the requirements of the scope of work for labour-intensive competencies for supervisory and management staff are eligible to submit tenders.

F.2.18 The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.

SL 024.04 Contract Data

The following must be included in the contract data in the contract with the Employer:

Payment for the labour-intensive component of the works

Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

Linkage of payment for labour-intensive component of works to submission of project data

The Contractor's payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractors chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor's invoices shall not be paid until all pending labour information has been submitted.

EPWP - EMPLOYMENT AGREEMENT

[Example]

CONTRACTOR

Name:

Address:

ID:

AND

WORKER

Name:

Address:

ID:

1. I am pleased to confirm that you have been appointed to work on a task-based employment contract within an EPWP project. During this contract you will undertake various tasks.
2. This contract must be in conjunction with the standard terms and conditions of employment applicable to a EPWP, a copy of which is attached.
3. The project where you will be employed is located at
4. The contract will start on
and end
on.....
5. You must be aware that this contract is a limited term contract and not a permanent job. Your minimum period will be 6 months and the contract may be terminated for one of the following reasons:
 - (a) Funding for the programme in your areas comes to an end.
 - (b) You repeatedly do not perform in terms of the tasks set out in your work programme.
 - (c) If you breach any of the terms and conditions of this contract.

6. Disciplinary:

You will be employed as a general labourer within the EPWP team.

7. While you are working you will report to

.....

8. Payment

You will be paid a fixed amount of R for abasis.

9. The contractor shall not be required to provide to local beneficiaries:

- holiday, leave, sick or severance pay;
- a pension or similar scheme;
- a medical aid or similar scheme.

10. Signatures

Signed on this day of
20.....

Contractor:
.....

Date:

Worker:
.....

Date:

Witness:
.....

Date:

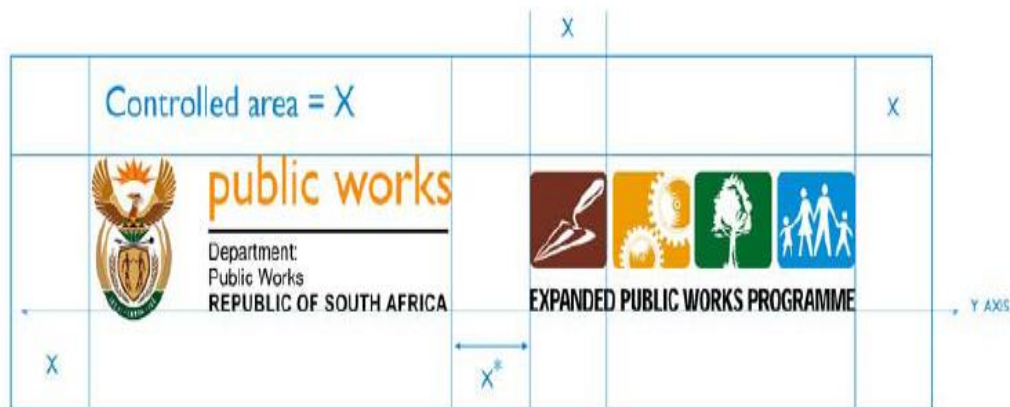
ANNEXURE A.1 – EPWP BRANDING REQUIREMENTS

(Please note that the new Public Works and Infrastructure logo should be used instead of the Public Works Logo)

The EPWP identity construction

The logo spacing guide is used to check relationship of the Public Works Logo and Expanded Public Works Programme logo.

HORIZONTAL RELATIONSHIP



In the horizontal relationship the DPW logo always appears on the left and EPWP logo on right.

* NOTE The space between the public works logo and EPWP logo may increase but never decrease less than X width. The logos must always bottom align with Y axis.

The EPWP identity - Acceptable colour application



The EPWP identity - Typography

The fonts chosen for the EPWP identity is Gill Sans and Arial. The following versions of the Gill Sans and Arial family can be used.

Primary descriptor: Gill Sans Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 *!?!@

Secondary typography: Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 *!?!@

Primary descriptor: Gill Sans Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 *!?!@

Secondary descriptor (EPWP): Arial Narrow

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 *!?!@

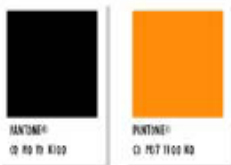
Secondary typography: Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 *!?!@

The EPWP identity - Colour palette

The Primary colour palette for the EPWP identity is Black and Yellow.
The Secondary colour palette appear in the logo and is an integral part of the EPWP identity.

PRIMARY COLOUR PALETTE



SECONDARY COLOUR PALETTE





The EPWP co-branding in promotional material

The Expanded Public Works Programme corporate identity is likely to be applied in conjunction with many other role players. When using the horizontal version of the EPWP identity the following scenarios applies.

National branding scenario

The EPWP master brand logo is applied to the front, with the sector indicated on the back. The project identity is always applied to the left sleeve.

Master Brand logo version





ANNEXURE B.1 – EPWP BENEFICIARY REPORTING TEMPLATE
ANNEXURE B.2 – EPWP PROGRESS DATA REPORT TEMPLATE

BENEFICIARY INFORMATION

PLEASE PROVIDE BENEFICIARY INFORMATION ON THIS SHEET[illegible]

- Education Levels – use the codes (1,2,3) on the excel spreadsheet
 - (1) Unknown
 - (2) No Schooling
 - (3) Grade 1-3 (Sub A – Std 1)
 - (4) Grad 4 (Std 2) ABET 1
 - (5) Grade 5-6 (Std 3-4) ABET 2
 - (6) Grade 7-8 (Std 5-6) ABET 3

PROGRESS REPORT DATA

	2011					
	TOTAL up to JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Financial Report						
Expenditure (Total monthly for Project)						
EPWP Certified Contractors						
Number of contractors						
Amount Spent (by Contractor)						
SMME Contractors						
Number of contractors						
Amount Spent						
Milestones	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.					
Project approved						
Consultant appointed						
Detailed Design specifications approved						
Tender report approved						
Construction started						
Implementation complete						
Actual Outputs						
Type of output						
Quantity achieved						
Date achieved						

C3.7 Occupational Health and Safety Specification



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

HEALTH & SAFETY SPECIFICATION

ON BEHALF OF

Department of Public Works and
Infrastructure
(THE "CLIENT")

FOR

Tender No.: CPT 1001/23

Parliamentary Complex: Heritage:
Official Office Accommodation:
Integrated Facilities Management Services
for a Five Year Period

PREPARED BY:



Project Client:

Department of Public Works and
Infrastructure

**Project Name
And Description:**

Parliamentary Complex: Heritage:
Official Office Accommodation:
Integrated Facilities Management
Services for a Five Year Period

Site Address:

Complex Grounds, Swans Building,
Conversation Centre, Belvedere
Building, Good Hope Building,
Bakers Cottage, Old Gardeners
Cottage, Tuynhuys, National
Assembly And Link Building, Old
Assembly, National Council of
Provinces, Marks Building, 90 Plein
Street, 100 Plein Street, 120 Plein
Street, Africa House, Stalplein,
Parliament Towers, Garmor House,
Garmor House Parking,
Nieuwmeester Parking, Hope Street
Parking

Project Name and Description: Parliamentary Complex: Heritage: Official Office
Accommodation: Provide Integrated Facilities Management Services for a Five Year Period

Client	Department of Public Works and Infrastructure	E-mail: Akulule.Ndonyana@dpw.gov.za
Contact Person	Ms. Akulule Ndonyana	Cell No.: 066 185 0223 Office Telephone No.: 021 402 2419

Client Agent	Multi Quantity Surveyors / Ole Bogeng and Associates Joint Venture	E-mail: paseka@multiqs.co.za
Contact Person	Paseka Ramakhula	Cell No.: 083 502 2849 Office Telephone No.: 087 740 5270 Office Fax No.: 086 596 7554

Client Safety Advisor	Siyakhatala Safety cc 39 Gelb Crescent Brackenfell Cape Town	E-mail: dejager@siyakhatalasafety.co.za
Contact Person	De Jager Kitshoff	Cell No.: 082 338 0520 Office Telephone No.: 021 553 5850

No	Contents
1	Preamble
2	Scope of Health and Safety Specification
3	Purpose
4	Definitions
5	Occupational Health and Safety Management Structure and Organisation of OHS Responsibilities Communication & Liaison
6	Interpretation
7	Responsibilities Client Principal Contractor Contractor
8	Scope of Work
9	Health and Safety File
10	OHS Goals and Objectives and Arrangements for Monitoring and Reviewing OHS Performance
11	Identification of Hazards and Development of Risk Assessments, Standing Work Procedures and Method Statements
12	Arrangements for Monitoring and Review Monthly Audits by Client Other Audits and Inspections by Client Reporting Review Site Rules and restrictions Training Accident and Incident Investigation Health and Safety Representatives and OHS Committees First aid and First Aiders
13	Project/Site Specific Requirements

No Contents

- 14 Outlined Data, References and information on Certain and/or Specific Obligatory Requirements to ensure Compliance
 - Administrative and Legal Requirements
 - Education and Training
 - Public Safety, Security Measures and emergency preparedness
 - Personal Protective equipment
 - Housekeeping
 - Working at Heights
 - Scaffolding/Temporary Works
 - Ladders
 - Electrical
 - Emergency Preparedness and Fire Prevention/Protection
 - Excavations
 - Fall Prevention / Elevated work
 - Tools
 - Cranes
 - Builder's Hoist
 - Transport and Materials Handling Equipment
 - Site Plant and Machinery
 - Plant and Storage Yard/Site Workshop
 - Workplace Environment, Health and Hygiene
- 15 Principal Contractor's General Duties
- 16 Principal Contractor's Specific Duties
- 17 Principal Contractor's Specific Responsibilities with Regards to Hazardous Activities
- 18 General Notes to the Principal Contractor
 - Legal Framework: Legal Obligations
 - Legal Liabilities
- 19 Housekeeping
- 20 Lockout Systems – Electrical
- 21 Occupational Health
- 22 General
- 23 Baseline Risk Assessment
- 24 Appendix A

1. PREAMBLE

- a) In terms of Construction Regulation 2014 (hereafter referred to as CR) 5(1)(a), incorporated under the Occupational Health and Safety (OHS) Act of 1993 (Act 85 of 1993) (hereafter referred to as The Act) **SIYAKHATALA SAFETY** (OHS Agent), on the Client's behalf, has prepared a Health & Safety Specification for the **PARLIAMENTARY COMPLEX** based on a site specific baseline risk assessment for the project and will provide a copy of the Health & Safety Specification to the Principal Contractor who is appointed to perform construction work for the Principal Contractor, with The Health & Safety Specification.
- b) **DPWI** further duties are as described in The Act and the Regulations made there-under.
- c) The Principal Contractor will be responsible for the Health & Safety Policy for the site in terms of Section 7 of The Act and in line with CR 7 as well as the Health and Safety Plan (hereafter referred to as Plan) for the project.
- d) The Health & Safety Specification is governed by The Act. Notwithstanding this, cognisance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of a Health & Safety Specification stipulates a documented Health & Safety Specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this Health & Safety Specification this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.
- e) Due to the wide scope and definition of Management services, every activity and site will be different, and circumstances and conditions may even change on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Plan based on this Health and Safety Specification. Prior to drafting the Plan, and in consideration of the information contained here-in, the Principal Contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Plan. The Plan shall include documented 'Methods Statement' (see definitions under Construction Regulation) detailing the key activities to be performed in order to reduce, as far as practicable, the hazards identified in the Risk Assessment.
- f) Every effort has been made to ensure that this Health and Safety Specification is accurate and adequate in all respects. Should it, however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from their responsibilities and accountability in respect of the project to which this Health and

Safety Specification pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of **SIYAKHATALA SAFETY** (OHS Agent).

2. **SCOPE OF THE HEALTH AND SAFETY SPECIFICATION**

- a) This Health and Safety Specification pertaining to **PARLIAMENTARY COMPLEX** covers the subjects contained in the index and is intended to outline the normal as well as any special requirements of **DPWI** pertaining to the health and safety matters applicable to this project. This Health and Safety Specification should be read in conjunction with The Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under The Act or incorporated into The Act and be in force or come into force during the effective duration of the project. The stipulations in this Health and Safety Specification, as well as those contained in all other documentation pertaining to this project, including contract documentation and technical specifications, shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of The Act, Regulations and Safety Standards which are promulgated under or incorporated into The Act.
- b) Take note of Appendix A - Notice Regarding Application of The Construction Regulations 2014, Occupational Health and Safety Act, 1993 Construction Regulations, 2014.
- c) Regulation 3 and 5 (7)(b) will come into effect 18 months after the commencement of Construction Regulations, 2014.

3. **PURPOSE**

- a) **The Principal contractor** is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of this Health and Safety Specification.
- b) The purpose of this Health and Safety Specification is to provide the Principal Contractor [and their contractor(s)] with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for **The Parliamentary Complex**
- c) The Principal Contractor [and their contractor(s)] is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on *inter alia*:
 - i. safety considerations affecting the site of the project and its environment;
 - ii. health and safety aspects of the associated structures and equipment;

- iii. submissions on health and safety matters required from the Principal Contractor [and their contractor(s)]; and
 - iv. the Principal Contractor's [and their contractor(s)] Plans.
- d) To serve to ensure that the Principal Contractor [and their contractor(s)] is fully aware of what is expected from them with regard to The Act and the Regulations made thereunder including the applicable safety standards, and in particular in terms of Section 8 of The Act.
- e) To inform the Principal Contractor [and their contractor(s)] that The Act in its entirety shall apply to the contract to which this Health and Safety Specification applies. The Construction Regulations and shall apply to any person involved in construction work pertaining to this project, as will The Act.

4. **DEFINITIONS (Extracted from The Act)**

"Purpose of The Act" –

To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with The Activities of persons at work; to establish an advisory council for Occupational Health and Safety; and to provide for matters connected therewith.

"agent"

means a competent person who acts as a representative for a client.

"angle of repose"

means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant"

means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client"

means any person for whom construction work is being performed;

"competent person"

means a person who—

- a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
- b) is familiar with the Act and with the applicable regulations made under the Act;

"construction manager"

means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site"

means a workplace where construction work is being performed;

"construction supervisor"

means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle"

means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work"

means any work in connection with—

- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

"construction work permit"

means a document issued in terms of regulation 3

"contractor"

means an employer who performs construction work;

"demolition work"

means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design"

in relation to any structure, includes drawings, calculations, design details and specifications;

"designer"

means—

- a) a competent person who—
 - i. prepares a design;
 - ii. checks and approves a design; or
 - iii. arranges for any person at work under his or her control to prepare a design (including an employee of that person where he or she is the employer); or
 - iv. designs temporary work, including its components,
- b) an architect or engineer contributing to, or having overall responsibility for a design;
- c) a building services engineer designing details for fixed plant;
- d) a surveyor specifying articles or drawing up specifications;
- e) a contractor carrying out design work as part of a design and building project; or
- f) an interior designer, shop-fitter or landscape architect;

"excavation work"

means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"explosive actuated fastening device" means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing. Change explosive actuated fastening devices to explosive actuated fastening device;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment such as body harnesses, lanyards, deceleration devices, lifelines or similar equipment.

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for-

- a) all risks relating to working from a fall risk position, considering the nature of work undertaken;
- b) the procedures and methods to be applied in order to eliminate the risk of falling; and
- c) a rescue plan and procedures

"fall risk" means any potential exposure to falling either from, off or into;

"health and safety file" means a file, or other record containing the information in writing required by these Regulations;

"health and safety plan" means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"health and safety specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"material hoist" means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" means a certificate contemplated in Construction Regulation 7(1)(g);

"mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"person day" means one normal working shift of carrying out construction work by a person on a construction site;

"principal contractor" means an employer appointed by the client to perform construction work; and will include FM service providers, Organization/s that provide the client with a cohesive range of facility services within the terms and conditions of a Facility Management agreement.

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;

"provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure" means—

- a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b) any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support;

"temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"the Act" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

"tunneling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

5. OCCUPATIONAL HEALTH & SAFETY (OHS) MANAGEMENT

a) Structure and Organisation of OHS Responsibilities

i. Overall Supervision and Responsibility for OHS

- (a) **SIYAKHATALA SAFETY (OHS Agent)**, to ensure that the Principal Contractor, appointed in terms of CR 5(1)(k), implements and maintains the agreed and approved Plan. Failure on the part of **SIYAKHATALA SAFETY (OHS Agent)**, to comply with this requirement will not relieve the Principal Contractor from any one or more of their duties under The Act and Regulations.

- (b) The Chief Executive Officer of the Principal Contractor in terms of Section 16(1) of The Act to ensure that the Employer(as defined in The Act) complies with The Act.

- (c) All Section 16(2) appointee(s) of The Act, as detailed in their/their respective appointment letters, to regularly, in writing, report to their principals on health and safety matters per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspections and to ensure that the reports are made available to the Principal Contractor to become part of site records (Health and Safety File).
- (d) The appointed full-time competent person as construction manager and Assistant construction manager(s), appointed in terms of CR 8, to regularly, in writing, report to their principals on health and safety matters per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the Principal Contractor to become part of site records (Health & Safety File).
- (e) All Occupational Health and Safety Representatives (OHS Reps) shall act and report as per Section 18 of The Act.
- (f) It is a requirement that the Principal Contractor, when appointing Contractors in terms of CR 7(1)(c), includes an agreement with a Mandatory [Section 37(2) of The Act].

ii. **Further (Specific) Supervision Responsibilities for OHS**

- 1) Several appointments or designations of responsible and/or competent people in specific areas of construction work are required by The Act and Regulations. The Principal Contractor to ensure that the following competent person appointments (where applicable) are made, in terms of the Construction Regulations to ensure compliance to The Act, Regulations and Safety Standards:

Regulation	Appointment	Responsible Person
5(1)(k)	Principal contractor for each project	DPWI
7(1)(c)	Contractor	Principal Contractor
8(1)	Construction Manager	Principal Contractor
8(2)	Assistant Construction Manager(s)	Principal Contractor
8(5)	Construction Safety Officer	Principal Contractor

9(1)	Person to carry out risk assessment	Principal Contractor
9(3)	Trainer/Instructor	Principal Contractor
10(1)(a)	Fall protection Planner	Principal Contractor
12(a)	Temporary Works Designer	Principal Contractor
12(2)	Temporary Works supervisor	Principal Contractor
12(e)(f)	Temporary Works Equipment Inspector	Principal Contractor
13(1)	Excavation supervisor/Inspector	Principal Contractor
13(2)(b)(ii)(bb)	Professional engineer or technologist	Principal Contractor
14(1)	Supervisor demolition work	Principal Contractor
16(1)	Scaffold supervisor	Principal Contractor
19(8)(a)	Material hoist inspector	Principal Contractor
20(1)	Bulk Mixing Plants supervisor	Principal Contractor
20(2)	Bulk Mixing Plants operator	Principal Contractor
21(2)(b)	Explosive actuated fastening devices Inspector	Principal Contractor
21(2)(g)(i)	Explosive actuated fastening devices Controller	Principal Contractor
22(e)	Tower Crane operator	Principal Contractor
23(1)(d)(i)	Construction vehicle and mobile plant operator	Principal Contractor
23(1)(k)	Construction vehicle and mobile plant inspector	Principal Contractor
24(b)	Electrical installations & Machinery Controller	Principal Contractor
24(d)	Electrical installations & Machinery Inspector	Principal Contractor
28(a)	Stacking and storage supervisor	Principal Contractor
29(h)	Fire equipment inspector	Principal Contractor

- (2) This list may be used as a reference or tool to determine which components of The Act and Regulations would be applicable to a particular site. This list must not be assumed to be exclusive or comprehensive.

b. Communication & Liaison

- i. OHS Liaison between **SIYAKHATALA SAFETY**, the Principal Contractor, and other concerned parties shall be through the OHS Committee as per procedures determined by the OHS Committee.
- ii. In addition to the above, communication, verbally or in writing, may be directly to **SIYAKHATALA SAFETY** (OHS Agent), as and when the need arises.
- iii. Consultation with the workforce on OHS matters will be through their Supervisors and OHS Representatives.
- iv. The Principal Contractor will be responsible for the dissemination of all relevant OHS information to the other Contractors involved.

6. INTERPRETATION

- a. The Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a

construction or operational project, the "owner" being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the "owner(s)" and consultant and/or between the "owner(s)" and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties.

- b. The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of "client" as per relevant definition. The contractors, working for the "client", are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project/contract. This includes monitoring OHS conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site. Contractors are required to operate under the scrutiny and control (in terms of all OHS measures which are covered in the Construction Regulations) of the Principal Contractor. Where, for the work the Principal Contractor will be responsible to execute himself, practical OHS measures are applicable; he will also be subject to the relevant requirements with which Contractors have to comply. The Principal Contractor will, however, not have to physically fulfil such requirements in respect of any of the work/functions of any Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor/oversee such processes, ensuring that the requirements are complied with and that the required appointments/evaluations/ inspections/assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations. This has to feature clearly in the Principal Contractor's Plan.

7. RESPONSIBILITIES

- a. **SIYAKHATALA SAFETY** (OHS Agent), will perform the following responsibilities:
- i. Appoint the Principal Contractor for **Parliament Complex**, in writing, for assuming the role of Principal Contractor as intended by the Construction Regulations.
 - ii. Discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in CR 7(1), and must thereafter finally approve that plan for implementation.
 - iii. Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
 - iv. Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely.
 - v. Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations. Where

more than one principal contractor is appointed as contemplated in CR 5(1)(k), the client will take reasonable steps to ensure co-operation between all principal contractors and contractors in order to ensure compliance with these Regulations.

- vi. Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- vii. Ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
- viii. Take reasonable steps to ensure that each contractor's health and safety plan contemplated in CR 7(1)(a) is implemented and maintained.
- ix. Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days.
- x. Ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
- xi. Take reasonable steps to ensure that the Plan of the Principal Contractor [and/or their Contractor(s)] is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.
- xii. Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in Section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.
- xiii. Prevent the Principal Contractor [and/or their Contractor(s)] from commencing or continuing with construction work should the Principal Contractor [and/or their Contractor(s)] at any stage in the execution of the works be found to:
 - (aa) have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of The Act;
 - (bb) have failed to implement or maintain their Plan(s);
 - (cc) have executed construction work which is not in accordance with their Plan(s);
or

(dd) act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of them being employed or legitimately on the site of the works or in its vicinity, which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site

(ee) Have failed to stay in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);

b. The Principal Contractor will perform the following responsibilities:

- i. Accept the appointment under the terms and conditions of the Contract and additionally under the Construction Regulation.
- ii. Agree on and sign the terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 4 of the Construction Regulations by means of an Annexure 2 "**Notification of Construction Work**" form. The Principal Contractor will submit the notification, in writing, prior to commencement of work and inform **SIYAKHATALA SAFETY** (OHS Agent), accordingly. Proof of notification must be placed on the site safety file and must be made available on request to an inspector, **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent).
- iii. Ensure that the Principal Contractor [and/or their Contractor(s)] is fully conversant with the requirements of this Health and Safety Specification and all relevant OHS legislation. This Health and Safety Specification is not intended to supersede The Act nor the Construction Regulations or any part of either. Those sections of The Act and the Construction Regulations which apply to the scope of works to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required to be complied with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of The Act, the Construction Regulations or any Regulations proclaimed under The Act or which may perceivable be applicable to this contract.
- iv. Provide and demonstrate to **SIYAKHATALA SAFETY** (OHS Agent), a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses. This Plan shall, as appendices, include the Plans of all Contractors for which the Principal Contractor has to take responsibility in terms of this contract.

- v. On appointing any other contractor, in order to ensure compliance with the provisions of the Act—
- vi. provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in CR 5(1)(b) pertaining to the construction work which has to be performed;
- vii. Ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- viii. Ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
- ix. Ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- x. Appoint each contractor in writing for the part of the project on the construction site;
- xi. Take reasonable steps to ensure that each contractor's health and safety plan contemplated in CR 7(2)(a) is implemented and maintained on the construction site;
- xii. Ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- xiii. Stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
- xiv. Where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and discuss and negotiate with the contractor the contents of the health and safety plan contemplated in CR 5(2)(a), and must thereafter finally approve that plan for implementation. The approval letter of the contractors plan/s must be placed on the principal contractor's safety file and must be made available on request to an inspector, **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent).
- xv. Ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in CR 7(1)(d), is available on request to an employee, an inspector, a contractor, the client or the client's agent

- xvi. Hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in CR 7(1)(e), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- xvii. in addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and CR 7(1)(f), include and make available a comprehensive and updated list of all the contractors on site accountable
- xviii. The principal contractor, the agreements between the parties and the type of work being done; and ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- xix. A contractor must prior to performing any construction work—
 - xx. Provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification contemplated in CR 5(1)(b) and provided by the principal contractor in terms of CR 7(1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
 - xxi. Open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
 - xxii. Before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
 - xxiii. Cooperate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
 - xxiv. As far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
 - xxv. Where a contractor appoints another contractor to perform construction work, the duties determined in CR (1)(c) to (g) that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.
 - xxvi. A contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.

- xxvii. No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
- xxviii. A contractor must ensure that all visitors to a construction site undergo health and safety induction training pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- xxix. A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in CR 7(6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.
- xxx. A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- xxxi. open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent) or a contractor; and
- xxxii. Provide proof of the Principal Contractor's registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- xxxiii. In submitting the Principal Contractor's tender, demonstrate that they have made provision for the cost of compliance with the specified health and safety requirements, The Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based).
- xxxiv. Consistently demonstrate the Principal Contractor's competence and the adequacy of their resources to perform the duties imposed on them in terms of this Health and Safety Specification, The Act and the Construction Regulations.
- xxxv. Ensure that a copy of the Principal Contractor's Plan is available on site and is presented upon request.
- xxxvi. Ensure that an OHS File, which shall include all documentation required in terms of the provisions of this Health and Safety Specification, The Act and the Construction Regulations, is opened and kept on site and made available upon request. Upon completion of the works, the Principal Contractor will hand over the consolidated File to **SIYAKHATALA SAFETY** (OHS Agent).

- xxxvii. Ensure, throughout execution of the contract, that all conditions imposed on his Sub-contractors in terms of The Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- xxxviii. Evaluate, from time to time, the relevance of the Plan and revise the same as required, following which revised Plan will be submitted to **SIYAKHATALA SAFETY** (OHS Agent), for approval.

8. **SCOPE OF WORK (also refer to paragraph 2)**

- a. This Health and Safety Specification is applicable to the specific scope of works pertaining to **PARLIAMENTARY COMPLEX**, as detailed in the tender documents provided by **DPWI**.

Description of Works

Parliamentary Complex: Heritage: Official Office Accommodation:
Provide Integrated Facilities Management Services for a 5 Year Period

The services have been categorised as follows:

- Service 1: Facilities Management
- Service 2: Building Infrastructure
- Service 3: Technical Services
- Service 4: Civils
- Service 5: Security Services
- Service 6: Grounds Upkeep and Landscape Horticulture
- Service 7: Cleaning and Hygiene
- Service 8: Environmental Services
- Service 9: Ceremonial Services

Operating Hours:

The FMSP shall provide a twenty-four/seven (24/7), three hundred and sixty five (365) days per year response whether related to unplanned or planned services, whether during office or after hours.

The FMSP shall provide a full on-site operation between the hours of 06h00 – 18h00 Monday to Friday excluding public holidays, and until 23h00 or until the completion thereof on the day of SONA.

The FMSP shall provide a limited on-site operation between the hours of 08h00 – 15h00 on Saturdays excluding public holidays.

The FMSP shall ensure that there is appropriately qualified supervision for all work conducted after hours.

The FMSP shall have one (1) appropriately qualified FMSP representative on-site between the hours of 00h00 – 06h00 and 18h00 – 23h59 Monday to Friday, 00h00 – 08h00 and 15h00 – 23h59 on Saturday's, and 00h00 – 23h59 on Sunday's and public holidays.

9. HEALTH AND SAFETY FILE

- a. The Principal Contractor must, in terms of CR 7(1)(a), keep a documented File on site at all times which must include all documentation required in terms of The Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor, the agreements between the parties and details of the work being done.

The File will remain the property of the Principal contractor throughout the period of the project and must be handed over to **DPWI** completion of the project.

10. OHS GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OHS PERFORMANCE

- a. Take reasonable steps to ensure that the Plan of the Principal Contractor [and/or their Contractor(s)] is implemented and maintained. The steps taken will include periodic audits at intervals of but at least once every 30 days.
- b. The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to **SIYAKHATALA SAFETY** (OHS Agent), on a monthly basis.

11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, SAFE WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

- a. The Principal Contractor is required to develop Risk Assessments, Safe Working Procedures (SWP) and Method Statements for each activity executed in the contract or project as contained but not limited to in the scope of work contained in the tender documentation.
 - i. The Principal Contractor [and/or their Contractor(s)] must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed

in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—

- (aa) The identification of the risks and hazards to which persons may be exposed to;
 - (bb) An analysis and evaluation of the risks and hazards identified based on a documented method;
 - (cc) A documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - (dd) A monitoring plan; and
 - (ee) A review plan.
- ii. The Principal Contractor [and/or their Contractor(s)] must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.
 - iii. The Principal Contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
 - iv. A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
 - v. A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
 - vi. The Principal Contractor [and/or their Contractor(s)] must review the relevant risk assessment—
 - 1. Where changes are effected to the design and or construction that result in a change to the risk profile; or
 - 2. When an incident has occurred.
 - 3. Based on the Risk Assessments, the Principal Contractor must develop a set of site specific OHS Rules that will be applied to

regulate the OHS aspects of the construction. The Risk Assessments, together with the site-specific OHS Rules shall be submitted to **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), before mobilisation on site commences.

4. The Principal Contractor is also required to conduct a baseline Risk Assessment and the aforesaid listed Risk Assessments shall be incorporated into the base-line Risk Assessment. The baseline Risk Assessment must further include the Safe Working Procedures (SWP) and the applicable Method Statements based on the Risk Assessments.
5. A risk Assessment shall be undertaken for all out-of-scope work.
6. The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Plan.

12. ARRANGEMENTS FOR MONITORING AND REVIEW

a. Monthly Audits

- i. **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), will be conducting monthly audits at times coinciding with the Principal Contractor's Audit in order to comply with Construction Regulation 5(1)(o) and to ensure that the Principal Contractor has implemented, is adhering to and is maintaining the agreed and approved Plan.

b. Other Audits and Inspections

- i. **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), reserves the right to conduct any other ad hoc audits and inspections as it deems necessary. A representative of the Principal Contractor and the relevant OHS Representative(s) (SHE Reps) must accompany **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of their own audit/inspection results. **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), may require to be handed a copy of the minutes of the previous OHS Committee meeting reflecting possible recommendations made by that committee to the Principal Contractor for reference purposes.

Principal and any subcontractors on site shall perform an internal OHS audit at least every 30 days that shall be conducted by a registered SACPCMP safety professional.

c. Reporting

- i. The Principal Contractor will report all incidents where an employee is injured on duty to the extent that he/she

(1).dies;

(2).becomes unconscious;

(3).loses a limb or part of a limb; or

(4).is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed.

OR WHERE

(5).a major incident occurred;

(6).the health or safety of any person was endangered;

(7).where a dangerous substance was spilled;

(8).the uncontrolled release of any substance under pressure took place;

(9).machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects; or

(10). machinery ran out of control.

to the Provincial Director of the Department of Labour, within seven days, and at the same time to **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent). Also refer in this regard to Section 24 of The Act and Section 8 of the General Administrative Regulations.

- ii. The Principal Contractor must provide **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), with copies of all statutory reports required in terms of The Act and Regulations.

- iii. The Principal Contractor must provide **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), with a monthly "Safety and Health Management Report".
 - iv. The Principal Contractor must provide **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), a.s.a.p. with copies of all internal and external accident/incident investigation reports. As soon as the occurrence of any accident/incident of whatever nature comes to the notice of the Principal Contractor it shall be reported immediately to any of the following:
 - a. **DPWI**
 - b. The Client's Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS agent),
 - c. Department of Labour
 - v. If an injured person dies as a result of an incident, which has already been reported, the Principal Contractor must report such death to the Provincial Director telephonically, per facsimile or similar means of communication.
 - vi. The Principal Contractor must, within 7 days after an accident occurred, where a person required medical treatment more than just first aid, provide the Compensation Commissioner with the relevant documentation. An employer, who fails to report any accident, as mentioned above, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and may be held liable for the full amount of compensation payable in respect of such accident.
 - vii. The Principal Contractor must, within 14 days after an occupational disease was diagnosed, provide the Compensation Commissioner with the relevant documentation. An employer, who fails to report any occupational disease, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and may be held liable for the full amount of compensation payable in respect of such a disease.
- d. **Review**
- i. The Principal Contractor must review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production, Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.
 - ii. The Principal Contractor must provide **DPWI and/or its Agents, Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

e. Site Rules and other Restrictions

i. Site OHS Rules

- (1) The Principal Contractor will develop a set of site specific OHS rules that will be applied for the duration of the construction process.
- (2) As required, by law, visitors and non-employees, upon entering the site, shall be issued with the correct Personal Protective Equipment (PPE).
- (3) Specific site rules that must be implemented are as follows:
 - (a) No smoking in demarcated areas
 - (b) No open flames
 - (c) No firearms
 - (d) No scavenging
 - (e) Respect for all property
 - (f) No eating or drinking while working
 - (g) No alcohol or drugs
 - (h) PPE will be worn at all times

f. Security Arrangements

No access shall be provided to any individual who has not obtained the necessary company and individual security clearance and who does not have a valid permit

- ii. All access as per Parliamentary building access and vetting process.

g. Training

i. General Induction Training

- (1).No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry. Proof of such inductions must be kept on the site safety file of General Induction Training [Section 8(2)(E) of the Act and Construction Regulation 7(5)].

(2).The Principal Contractor [and/or their Contractor(s)] must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.

(3).An induction training register must be signed and kept in the File on site.

iii. **Job Specific Training**

(1).All employees in jobs requiring training in terms of The Act and Regulations must be in possession of valid proof of training as follows:

- (aa) Job Specific Induction (also visitors) (Sections 8 & 9 of The Act)
- (bb) Site/Project Manager
- (cc) Construction Manager
- (dd) OHS Representatives (Section 18 (3) of The Act)
- (ee) Training of the Appointees (General - & Site Specific Induction Training)
- (ff) Operators of Cranes (Driven Machinery Regulations Section 22(e))
- (gg) Operators & Drivers of Construction Vehicles and Mobile Plant [Construction Regulations Section 23(1)(d)(i)]
- (hh) Basic Fire Prevention & Protection (Environmental Regulation 9 and Construction Regulations Section 29)
- (ii) As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations Section 3)
- (jj) Store Keeping Methods and Safe Stacking (Construction Regulations Section 28)
- (kk) Emergency, Security and Fire Coordinator

(2) The training register must be signed and kept in the File on site.

- (aa) **Awareness and Promotion** as per Construction Regulation 7(4)

The Principal Contractor [and/or their Contractor(s)] is required to have a plan in place to promote an OHS awareness and -culture in their employees. The following method will be used:

(bb) **Toolbox Talks:**

The Principal Contractor shall continuously conduct, on site, weekly toolbox talks, or before any hazardous work takes place. The talks shall cover the relevant activity regarding any hazard and the related safe work procedures and an attendance register must be kept and signed by all attendees. A record of who attended and the content of the topic must be kept in the site Health and Safety File as evidence of training.

h. Accident and Incident Investigation

- i. Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. The Principal Contractor_is responsible to oversee the investigations, per Annexure 1 proforma (available in the General Administrative Regulations), of all accidents/incidents, irrespective of whether it gave rise to loss, injury, damage or not and the results recorded in the Accident/Incident Register in the File.
- ii. These incidents must be recorded in the form of Annexure 1 of the General Administrative Regulations and be kept for a period of at least 3 years. This record shall be kept in the File on the premises and be available for perusal by an inspector.
- iii. The Principal Contractor_is responsible for the investigation, per Annexure 1 proforma, of all non-injury incidents as described in Section 24 (1)(b) & (c) of The Act and keep a record of the results of such investigations including the steps taken to prevent similar incidents in future.
- iv. The Principal Contractor_is responsible for the investigation of all road traffic accidents relating to the construction site and keeps a record of the results of such investigations including the steps taken to prevent similar accidents in future. Records to be kept in the File on the site.
- v. The Principal Contractor to appoint, in writing, an incident/accident investigator who will be responsible to investigate all the accidents/incidents. These investigations should take place within 7 days from the date of incident and be completed as soon as is reasonably practicable or within the contracted period of contract workers. The Principal Contractor must record the result of the investigation on an Annexure 1 document and keep it in the File on the site. The purpose of the investigation is to establish the cause of the incident together with the safety measures that can be implemented to prevent the re-occurrence of such incidents in the future.
- vi. The health and safety committee shall examine these records at their next meeting and forward the recommendations to the Principal Contractor.

i. OHS Representatives (SHE Reps) and OHS Committees

i. Designation of OHS Representatives (SHE Reps)

- (1) Where the Principal Contractor_employs more than 20 persons (including the employees of other Contractors (sub-contractors) they must appoint one OHS Representatives for every 50 employees or part thereof (Section 17 of The Act and General Administrative Regulations, Sections 6 & 7).
- (2) OHS Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulations, Section 6.

ii. Duties and Functions of the OHS Representatives

- (1) The Principal Contractor_must ensure that the designated OHS Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist and report thereon to the OHS Committee after which these reports shall be consolidated for submission to the Principal Contractor.
- (2) OHS Representatives must be included in and be part of accident/incident investigations.
- (3) OHS Representatives shall be members of at least one OHS Committee and must attend all meetings of that OHS committee.
- (4) For a detailed list of functions please refer to Section 18 of The Act.

iii. Establishment of OHS Committee(s)

- (1) The Principal Contractor_must establish OHS Committees consisting of designated OHS Representatives together with a number of Employer Representatives appointed as per Section 19(3) of The Act. The number of employer representatives is not allowed to exceed the number of OHS Representatives on the committee. The persons nominated by the Principal Contractor on an OHS Committee must be designated in writing. The OHS Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairpersonship.
- (2) The OHS Committee must meet monthly.

i. First Aid and First Aiders

i. Designation of First Aiders

- (1) Where the Principal Contractor employs more than 10 persons at a workplace (including the employees of other Contractors (sub-contractors) they will ensure the following ratio of First Aiders to employees:

- (a) One First Aider to every 50 employees in case of a workplace;
or
 - (b) One First Aider to every 100 employees in case of an office or shop.
- (2) The First Aiders must be in possession of a valid certificate of competency in first aid and must be appointed in writing. Records must be kept in the File on site.
- (2) Where the Principal Contractor employs more than 5 persons (including the employees of other Contractors (sub-contractors) they must provide a first aid box or boxes at or near the workplace (Section 3 of General Safety Regulations). The contents of the first aid box must comply with the requirements as per the Annexure in the General Safety Regulations.

13. PROJECT/SITE SPECIFIC REQUIREMENTS

The FMSP shall ensure that it makes sufficient provision in its organisational structure to deliver this service to the highest possible standard.

The FMSP shall ensure that the employee responsible for the overall day-to-day on-site delivery of this service is appropriately qualified, is registered and maintains their good standing with the SAIOSH and the SACPCMP as a CHSM.

The FMSP shall develop, implement and maintain a comprehensive Health and Safety Management Plan using the framework as provided by the ISO 45001:2018 Occupational Health and Safety Management System to manage, execute and report on H&S activities arising from the implementation requirements of this contract and its scope of service.

The plan shall clearly demonstrate the due diligence on the part of the FMSP to satisfy the most stringent legislation, regulations and policy requirements.

The plan shall proactively provide for and demonstrate the FMSP's understanding of the potential impact of the Occupational Health and Safety Amendment Bill, 2020 with respect to:

The general responsibilities of the FMSP arising from the implementation requirements of this contract and its scope of service,

The general responsibilities of DPWI as owners of the facilities,
The general responsibilities of each employer who is also an occupant of the buildings,
The general responsibilities of the occupants.

- a. The following is a list of possible activities and considerations that have been identified for which Risk Assessments, Safe Working Procedures (SWP), Control Measures and Method

Statements (where necessary) have to be developed by the Principal Contractor: refer to SLA / Priority table for all High profile areas as identified by DPWI

- i. Clearing & Grubbing of the Area/Site
- ii. Site Establishment including:
 - (1) Office/s
 - (2) Secure/Safe storage and storage areas for materials, plant & equipment
 - (3) Ablution facilities
 - (4) Sheltered dining area
 - (5) Vehicle access to the site
- iii. Dealing with existing structures
- iv. Location of existing services
- v. Installation and maintenance of temporary construction electrical supply, lighting and equipment
- vi. Adjacent land use/surrounding property exposures
- vii. Boundary and access control/public liability exposures (Remember: the Principal Contractor is also responsible for the OHS of non-employees affected by their work activities)
- viii. Health risks arising from neighbouring and own activities as well as from the environment e.g. threats by dogs, bees, snakes, lightning, allergies etc.
- ix. Exposure to Noise
- x. Exposure to Vibration
- xi. Protection against dehydration and heat exhaustion
- xii. Protection from wet & cold conditions
- xiii. Dealing with HIV/Aids and other diseases as per specific programme.
- xiv. Use of Portable Electrical Equipment including but not limited to:
 - (1) Angle grinder
 - (2) Electrical Drilling machine
 - (3) Skill saw
 - (4) Portable battery operated hand tools
- xv. Excavations including:

- (1) Ground/soil conditions
- (2) Trenching
 - (cc) Layering and bedding of trench floor
 - (dd) Installation of pipes in trenches
 - (ee) Backfilling of trenches
- (3) Shoring
- (4) Drainage
 - b. Protection against flooding
- (5) Daily inspections
- xvi. Welding including:
 - (1) Arc Welding
 - (2) Gas welding
 - (3) Flame Cutting
 - (4) Use of LP Gas torches and appliances
- xvii. Loading and offloading of trucks
- xviii. Aggregate/sand and other materials delivery
- xix. Manual and mechanical handling
- xx. Lifting and lowering operations
- xxi. Driving & Operation of Construction Vehicles and Mobile Plant including:
 - (1) Trenching machine
 - (2) Excavator
 - (3) Bomag Roller
 - (4) Plate Compactor
 - (5) Front End Loader
 - (6) Mobile Cranes and the ancillary lifting tackle
 - (7) Towing and/or parking of vehicles and mobile plant
- xxii. Use and Storage of Flammable Liquids and other Hazardous Substances – **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), to be informed of this prior to commencing of the project
- xxiii. Use of Explosives - **SIYAKHATALA SAFETY** (OHS Agent), to be informed of this prior to commencing of the project
- xxiv. Protection from overhead power lines
- xxvi. As discovered by the Principal Contractor's hazard identification exercise

xxvii. As discovered from any inspections and audits conducted by **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), or any other Contractor on site

xxviii. As discovered from any accident/incident investigation

xxix. Dealing with windblown sand

14. **OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE LEGAL COMPLIANCE**

a. **Administrative and Legal Requirements**

OHS Act/Regulations Section	Subject	Requirements
Construction Regulations Sect 4	Notice of carrying out Construction work	Department of Labour notified Copy of Notice available on Site
General Administrative Regulations Sect 4	Copy of OHS Act (Act 85 of 1993)	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
COID Act Sect 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction Regulations Sect 5 & 7(1)	OHS Specification & Programme	OHS Spec received from Client and/or its Agent on its behalf OHS programme developed & Updated regularly
OHS Act Sect 8(2)(d) Construction Regulations Sect 9	Hazard Identification & Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Subcontractors informed/trained
OHS Act Sect 16(2)	Assigned duties (Managers)	Responsibility of complying with the OHS Act assigned to other person/s by the CEO.
Construction Regulations Sect 8(1)	Construction Manager Responsible on Site	Competent person appointed in writing as Construction Supervisor with job description
Construction Regulations Sect 8(2)	Assistant Construction Manager for above	Competent person appointed in writing as Assistant Construction Supervisor with job description
OHS Act Sect 17 & 18 General Administrative Regulations Sect 6 & 7	Designation of Health & Safety Representatives	More than 20 employees - one OHS Representative, one additional OHS Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful OHS Rep. reports. Reports actioned by Management.

PROVIDE INTEGRATED FACILITIES MANAGEMENT SERVICES FOR A FIVE YEAR PERIOD

OHS Act Sect 19 & 20 General Administrative Regulations Sect 5	Health & Safety Committee/s	OHS Committee/s established. All OHS Reps shall be members of OHS Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.
OHS Act Sect 37(1) & (2)	Agreement with Mandataries/ (Sub-) Contractors	Written agreement with (Sub-)Contractors List of (Sub-) Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing Construction Supervisor designated Written arrangements re. OHS Reps & OHS Committee Written arrangements re. First Aid
OHS Act Sect 24 General Administrative Regulations Sect 8 COID Act Sect 38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Administrative Regulations Sect 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by an investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at OHS Committee meeting Action taken by Site Management.
Construction Regulations Sect 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated Available on Site Employees medically examined for physical & psychological fitness. Employees working at heights medically examined for physical & psychological fitness by and Be in possession of valid medical (issued by Occupational Health Practitioner) certificate Valid Medical Certificates to be available on the site safety file.
Construction Regulations Sect 10(5)	Roof work	Competent person appointed to plan & supervise Roof work. Proof of appointees competence available on Site Risk Assessment carried out Roof work Plan drawn up/updated Roof work inspect before each shift. Inspection register kept

PROVIDE INTEGRATED FACILITIES MANAGEMENT SERVICES FOR A FIVE YEAR PERIOD

		Employees medically examined for physical & psychological fitness. Written proof on site
Construction Regulations Sect 11	Structures	Information re. the structure being erected received from the Designer including: - geo-science technical report where relevant - the design loading of the structure - the methods & sequence of construction - anticipated dangers/hazards/special measures to construct safely Risk Assessment carried out Method statement drawn up All above available on Site Structures inspected before each shift. Inspections register kept
Construction Regulations Sect 12	Temporary Works	Competent person appointed in writing to supervise erection, maintenance, use and dismantling of Support & Formwork Design drawings available on site Risk Assessment carried out Support & Formwork inspected: - before use/inspection - before pouring of concrete - weekly whilst in place - before stripping/dismantling - Inspection register kept
Construction Regulations Sect 16	Scaffolding	Competent persons appointed in writing to: - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) Written Proof of Competence of above appointees available on Site Copy of SANS 085 available on Site Risk Assessment carried out Inspected weekly/after bad weather. Inspection register/s kept
Construction Regulations Sect 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Inspected: - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspections register kept Method statement developed where explosives will be/ are used
Construction Regulations Sect 14	Demolition Work	Competent person/s appointed in writing to supervise and control Demolition work

PROVIDE INTEGRATED FACILITIES MANAGEMENT SERVICES FOR A FIVE YEAR PERIOD

		<p>Written Proof of Competence of above appointee/s available on Site</p> <p>Risk Assessment carried out</p> <p>Engineering survey and Method Statement available on Site</p> <p>Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept</p>
Construction Regulations Sect 19	Materials Hoist	<p>Competent person appointed in writing to inspect the Material Hoist</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Materials Hoist to be inspected weekly by a competent person. Inspections register kept.</p>
Construction Regulations Sect 21	Explosive actuated fastening device	<p>Competent person appointed to control the issue of the Explosive actuated fastening device & cartridges and the service, maintenance and cleaning. Register kept of above</p> <p>Empty cartridge cases/nails/fixing bolts returns recorded</p> <p>Cleaned daily after use</p> <p>Work areas are demarcated!</p>
Construction Regulations Sect 20	Bulk Mixing Plants	<p>Competent person appointed to control the operation of the Bulk Mixing Plants and the service, maintenance and cleaning. Register kept of above</p> <p>Risk Assessment carried out</p> <p>Bulk Mixing Plants to be inspected weekly by a competent person. Inspections register kept</p>
Construction Regulations Sect 22 Driven Machinery Regulations Sect 18 & 19	Cranes & Lifting Machines Equipment	<p>Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment</p> <p>Written Proof of Competence available on Site.</p> <p>Cranes & Lifting tackle identified/numbered</p> <p>Register kept for Lifting Tackle</p> <p>Log Book kept for each individual Crane</p> <p>Inspection: - All cranes - daily by operator</p> <p>- Tower Crane/s - after erection/6 monthly</p> <p>- Other cranes - annually by competent person</p> <p>- Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application</p>
Construction Regulations Sect 24 Electrical Machinery Regulations Sect 9 & 10 Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	<p>Competent person appointed in writing to inspect/test the installation and equipment.</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Inspections:</p> <p>- Electrical Installation & equipment inspected after installation, after alterations and quarterly.</p> <p>Inspection Registers kept</p> <p>Portable electric tools, electric lights and extension leads must be uniquely identified/numbered.</p> <p>Weekly visual inspection by User/Issuer/Store man. Register kept.</p>

Construction Regulations Sect 28 General Safety Regulations Sect 8(1)(a)	Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction Regulations Sect 29 Environmental Regulations Sect 9	Designation of a Person to Coordinate Emergency Planning And Fire Protection	Person/s with specific knowledge and experience designated to coordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: Drilled/Practiced Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register. Inspected weekly. Inspection Register kept Serviced annually,
General Safety Regulations Sect 3	First Aid	Every workplace provided a sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OHS Act. One qualified First Aider appointed for every 50 employees. more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulations Sect 2	Personal Safety Equipment (PSE)	PSE Risk Assessment carried out Items of PSE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PSE PSE remain property of Employer, not to be removed from premises GSR 2(4)
General Safety Regulations Sect 9	Inspection & Use of Welding/Flame Cutting Equipment	Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels

Hazardous Chemical Substances (HCS) Regulations Construction Regulations Sect 23	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Pressure Equipment Regulations	Pressure Equipment	Competent Person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of Pressure Equipment Written Proof of Competence of above appointee available on Site Risk Assessment carried out Certificates of Manufacture available on Site Register of Pressure Equipment on Site Inspections & Testing by Approved Inspection Authority (AIA): after installation/re-erection or repairs every 36 months. Register/Log kept of inspections, tests. Modifications & repair
Construction Regulations Sect 23	Construction Vehicles & Earth Moving Equipment	Operators/Drivers appointed to: Carry out a daily inspection prior to use Drive the vehicle/plant that he/she is competent to operate/drive Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept
General Safety Regulations Sect 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register

Regulations	RECORD TO BE KEPT	Responsible Person
3	Application for Construction work permit to Provincial Director – Annexure 1 Available on site Unique number displayed conspicuously at entrance	DPWI and Principal Contractor
4	Notification to Provincial Director – Annexure 2 7 days before work commences Available on site	Principal Contractor
7(1)	Copy of Principal Contractor's Plan.	DPWI

	Available on request & onsite	
7(2)(a)	Copy of Principal Contractor's Plan. As well as each Contractor's Plan, available on request	Principal Contractor
7(2)(d)	File opened and kept on site (including all documentation required in terms of The Act & Regulations). Available on request	Contractor/s
7(1)(f)	Consolidated File handed to Client on completion of Construction work. To include all documentation required in terms of The Act & Regulations and records of all drawings, designs, materials used and similar information on the structure	Principal Contractor
7(1)(f)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done included in the File and available on request	Principal Contractor
7(1)(g)	Ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of annexure 3.	Principal Contractor & Contractor/s
9(6)	Risk Assessment - Available on site for inspection	Contractor/s
10(1)(b)	Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]	Contractor/s
5(1)(d)	Inform contractor in writing of dangers and hazards relating to construction work	Designer of Structure
5(2)(c)	All drawings pertaining to the design of structure On site available for inspection	Contractor/s
11(2)(b)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Owner of Structure
11(2)(d)	Maintenance records - safety of structure - Available on request	Owner of Structure
12(3)(c)	Drawings pertaining to the design of Temporary Works structure - Kept on site, available on request	Contractor/s
13(2)(h)	Record of excavation inspection - On site available on request	Contractor/s
17(11)	Suspended Platform inspection and performance test records Kept on site available, on request	Contractor/s

19(8)(c)	Material Hoist daily inspection entered and signed in record book kept on the premises	Contractor/s
19(8)(d)	Maintenance records for Material Hoist - Available on site	Contractor/s
20(8)	Records of Bulk Mixing Plants maintenance and repairs On site available for inspection	Contractor/s
23(1)(k)	Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant	Contractor/s
24(d)	Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	Contractor/s
29(l)	Fire Evacuation Plan	Contractor/s

b. Education and Training

Subject	Requirement
Company OHS Policy Sect 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
Company/Site OHS Rules Sect 13(a)	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
Induction & Task Safety Training Sect 13(a)	All new employees receive OHS Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
General OHS Training Section 13(a)	All current employees receive specified OHS training: written proof Operators of Plant & Equipment receive specific training Follow-up to ensure employees understand/adhere to instructions.
OHS Promotion	Incident Experience Board indicating e.g. * No. of hours worked without an Injury * No. of days worked without an Injury Mission, Vision and Goal Star Grading - Board kept up to date. Safety Posters displayed & changed regularly Employee Notice Board for OHS Notices. Site OHS Competition. Company OHS Competition. Participation in Regional OHS Competition Suggestion scheme.

c. Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
Notices & Signs	<p>Notices & Signs at entrances / along perimeters indicating "No Unauthorised Entry".</p> <p>Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office"</p> <p>Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs</p> <p>Construction work permit displaying permit number at main entrance</p>
Security Measures	<p>Access control measures/register in operation</p> <p>Security patrols after hours during weekends and holidays</p> <p>Sufficient lighting after dark</p> <p>Guard has access to telephone/ mobile/other means of emergency communication</p>
Emergency Preparedness and evacuation	<p>Emergency contact numbers displayed and made available to employees on site</p> <p>Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards)</p> <p>Emergency contingency plan available on site/in yard</p> <p>Doors open outwards/unobstructed</p> <p>Ensure that the existing building emergency evacuation plan is available and communicated to all employees, when any hot works is conducted on site the contractor is to ensure that fire prevention is in place for that specific area and scope of work conducted on site at that time,</p>
Emergency & Evacuation	<p>Adequate No. of employees trained to use Fire Fighting Equipment.</p> <p>Emergency Evacuation Plan available displayed and practiced. Ensure that the existing emergency evacuation plan for the building is available and communicated</p> <p>In the case of any emergency that require evacuation inside the building shall be the responsibility of the building management and emergency team, the building shall implement its own emergency evacuation plan when required,</p> <p>In the case where an emergency arises from any work conducted by the contractors, the contractor shall inform the applicable emergency coOrdinator of the parliament building to assist and evaluate the severity and need for the evacuation plan to be implemented</p> <p>It is important to obtain and liaise with the Parliament building to obtain the emergency plan and identify the emergency numbers and whom to phone in the case of an emergency</p>

d. Personal Protective Equipment

Subject	Requirement
PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
Head Protection	All persons on site to wear Safety Helmets including Sub-contractors and Visitors
Foot Protection	All employees on site wear Safety Shoe with steel tips, including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear the same upon request or where prescribed (visitors to site office alone may be permitted with a minimum requirement of a closed leather shoe.
Eye and Face Protection	Eye and Face (also Hand and Body) Protection (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: <ul style="list-style-type: none"> * Jack/ Kango Hammers * Angle / Bench Grinders * Electric Drills (Overhead work into concrete / cement / bricks * Explosive actuated fastening device * Concrete Vibrators / Pokers * Hammers & Chisels * Cutting / Welding Torches * Cutting Tools and Equipment * Guillotines and Benders * Shears * Sanders and Sanding Machines * CO2 and Arc Welding Equipment * Skill / Bench Saws * Spray Painting Equipment etc.
Hearing Protection	Hearing Protectors (Muffs, Plugs etc.) used when operating the following: <ul style="list-style-type: none"> * Jack / Kango Hammers * Explosive actuated fastening device * Wood/Aluminium Working Machines e.g. saws, planers, routers
Hand Protection	Protective Gloves worn by employees handling / using: <ul style="list-style-type: none"> * Cement / Bricks / Steel / Chemicals * Welding Equipment * Hammers & Chisels * Jack / Kango Hammers etc.
Respiratory Protection	Suitable/efficient prescribed Respirators worn correctly by employees handling / using: <ul style="list-style-type: none"> * Dry cement * Dusty areas * Hazardous chemicals * Angle Grinders * Spray Painting etc.

Fall Prevention Equipment	Suitable Safety Belts / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: * Scaffolding * Riggers * Lift shafts * Edge work * Ring beam edges etc. Other methods of fall prevention applied e.g. catch nets
Protective Clothing	All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from the wearer accepting conditions and to wear the PPE. Record of PPE issued kept on OHS File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

e. Housekeeping

Subject	Requirement
Scrap Removal System	All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily) Scrap/Waste removal from heights by chute/hoist/crane. Nothing thrown/swept over sides. Scrap disposed of in designated containers/areas Removal from site/yard on a regular basis.
Stacking & Storage (See Section 1 for Designation & Register)	Stacking: * Stable, on firm level surface/base. * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding 3x the base * Stacks accessible * Removal from top only. Storage: * Adequate storage areas provided. * Functional – e.g. demarcated storage areas/racks/bins etc. * Special areas identified and demarcated e.g. flammable gas, cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control. * Storage areas free from weeds, litter etc.
Waste Control /Reclamation	Reusable off-cuts and other reusable material removed daily and kept to a minimum in the work areas. All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber). Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.

Sub-contractors (Housekeeping)	Sub-contractors required to comply with Housekeeping requirements.
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f. Working at Heights/Elevated positions (including Roof Work)

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed Roof work discontinued when bad/hazardous weather Fall protection measures (including warning notices) when working close to edges or on fragile roofing material Covers over openings in roof of robust construction/secured against displacement
Working at height	All workers working at heights is in possession of a valid medical certificate (issued by Occupational Health Practitioner) All workers working at heights have undergone Fall arrest training as well as fall rescue training. Persons may only work from a fall risk position if: A working at heights risk assessment has been completed for the work to be conducted; A safe work procedure/task analysis and work instruction, approved by a competent person, is in place; A fall rescue plan, along with necessary equipment and trained rescuers, is in place; Appropriate training, as determined by the risk assessment, has been provided; and Appropriate height safety equipment and personal protective equipment have been issued to the individuals

g. Scaffolding/Temporary Works

Subject	Requirement
Access/System Scaffolding	Foundation firm / stable Sufficient bracing. Tied to Structure/prevented from side or cross movement Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Complying with OHS Act/SABS 085

Free Standing Scaffolding	Foundation firm / stable Sufficient bracing. Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Height to base ratio correct Outriggers used /tied to structure where necessary Complying with OHS Act/SANS 085
Mobile Scaffolding	Foundation firm / stable Sufficient bracing. Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs
Mobile Scaffolding	Wheels / swivels in good condition Brakes working and applied. Height to base ratio correct. Outriggers used where necessary Complying with OHS Act/SANS 085
Temporary Works	All components are in good condition. Foundation firm / stable. Adequate bracing / stability ensured. Good workmanship / uprights straight and plumb. Good cantilever construction. Safe access provided. Areas under support work tidy. Same standards as for system scaffolding.
Edges & Openings	Edges barricaded to acceptable standards. Manhole openings covered / barricaded. Openings in floor / other openings covered, barricaded/fenced. Stairs provided with handrails. Lift shafts barricaded / fenced off.

h. Ladders

Subject	Requirement
Physical Condition / Use & Storage	Step Ladders - hinges/stays/braces/stiles in order. Extension ladders - ropes/rungs/stiles/safety latch/hook in order. Extension / Straight ladders secured or tied at the bottom / top. No joined ladders used

	<p>Wooden ladders are never painted except with varnish</p> <p>Aluminium ladders NOT to be used with electrical work</p> <p>All ladders are stored on hooks / racks and not on ground.</p> <p>Ladders protrude 900 mm above landings / platforms / roof.</p> <p>Fixed ladders higher than 5 m have cages/Fall arrest system</p>
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i. Electrical

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	<p>Colour coded / numbered / symbolic sign displayed.</p> <p>Area in front kept clear and unobstructed.</p> <p>Fitted with inside cover plate / openings blanked off / no exposed "live" conductors / terminals/Door kept closed</p> <p>Switches / circuit breakers identified.</p> <p>Earth leakage protection unit fitted and operating.</p> <p>Tested with instrument: Test results within 15 – 30 milliamps</p> <p>Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door</p> <p>Apertures and openings used for extension leads to be protected against the elements and especially rain</p>
Electrical Installations & Wiring	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires.</p> <p>Earthing continuity / polarity correct:</p> <p>Cables protected from mechanical damage and moisture.</p> <p>Correct loading observed e.g. no heating appliance used from lighting circuit etc.</p> <p>Light fittings/lamps protected from mechanical damage/moisture.</p> <p>Cable arrestors in place and used inside plugs</p>
Physical condition of Electrical Appliances & Tools	<p>Electrical Equipment and Tools: (includes all items plugging in to a 16 Amp supply socket)</p> <p>Insulation / casing in good condition.</p> <p>Earth wire connected/intact where not of double insulated design</p> <p>Double insulation marks indicate that no earth wire is to be connected.</p> <p>Cord in good condition/no bare wires/secured to machine & plug.</p> <p>Plug in good condition, connected correctly and correct polarity.</p>

j. Emergency Preparedness and Fire Prevention/Protection

Subject	Requirement
Fire Extinguishing Equipment	<p>Fire Risks Identified and on record</p> <p>The correct and adequate Fire Extinguishing Equipment available for:</p> <ul style="list-style-type: none"> * Offices * General Stores

	<ul style="list-style-type: none"> * Flammable Store * Fuel Storage Tank/s and catchment well * Gas Welding / Cutting operations * Where flammable substances are being used / applied. * Equipment Easily Accessible
Maintenance	Fire equipment checked minimum monthly, serviced yearly
Location & Signs	<p>Fire Extinguishing Equipment:</p> <ul style="list-style-type: none"> * Clearly visible * Unobstructed * Signs posted including "No Smoking" / "No Naked Lights" where required. <p>(Flammable store, Gas store, Fuel tanks etc.)</p>
Storage Issue & Control of Flammables (incl. Gas cylinders)	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc. Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in an ignition free and adequately ventilated area. Container bonding principles applied</p> <p>Only sufficient quantities issued for one task or one day's usage</p> <p>Separate, special gas cylinder store/storage area.</p> <p>Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</p> <p>Types of Gas Cylinders clearly identified as well as the storage area and stored separately.</p> <p>Full cylinders stored separately from empty cylinders.</p> <p>All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.</p> <p>Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.</p>
Storage, Issue & Control of Hazardous Chemical Substances (HCS)	<p>HCS storage principles applied: products segregated</p> <p>Only approved, non-expired HCS to be used</p> <p>Only the prescribed PPE shall be used as the minimum protection</p> <p>Provision made for leakage/spillage containment and ventilation</p> <p>Emergency showers/eyewash facilities provided</p> <p>HCS under lock & key controlled by designated person</p> <p>Decanted/issued in containers as prescribed with information/warning labels</p> <p>Disposal of unwanted HCS by accredited disposal agent</p> <p>No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site</p> <p>All vessels or containers to be regularly checked for leaks</p>
Hot works including torch on waterproofing	<p>When hot works and torchon waterproofing is conducted ensure that there are always a trained and appointed fire marshall located in the area of work,</p> <p>Ensure that there is a clear method statement of works to be conducted signed by management and communicated accordingly.</p> <p>Ensure that a HOT WORKS permit is available prior to work starting,</p> <p>Ensure that a fire extinguisher is available where work is performed that is inspected and ensuring that the extinguisher is in a good working order.</p>

k. Excavations

Subject	Requirement
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Excavations deeper than 1.5 m.	Shored / Braced to prevent caving / falling in. Provided with an access ladder. Excavations guarded/barricaded/lighted after dark in public areas Soil dumped at least 1 m away from edge of excavation On sloping ground soil dumped on lower side of excavation All excavations are subject to daily inspections
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I. Tools

Subject	Requirement
Hand Tools	Shovels / Spades / Picks: * Handles free from cracks and splinters * Handles fit securely * Working end sharp and true Hammers: * Good quality handles, no pipe or reinforcing steel handles. * Handles free from cracks and splinters * Handles fit securely Chisels: * No mushroomed heads / heads chamfered * Not hardened * Cutting edge sharp and square Saws: * Teeth sharp and set correctly * Correct saw used for the job
Explosive actuated fastening device	Only used by trained / authorised personnel. Prescribed warning signs placed / displayed where the tool is in use. Work area must be properly isolated/demarcated during use of the tool. Inspected at least monthly by a competent person and results recorded. Issue and return recorded including cartridges / nails and unused cartridges / nails / empty shells recorded. Cleaned daily after use.

m. Cranes

Subject	Requirement
Mobile Crane	Only operated by trained authorised operator with valid certificate of training Rear view mirrors Windscreen visibility good Windscreen wipers operating effectively Indicators operational Hooter working Tyres safe/sufficient tread/pressure visibly sufficient No missing Wheel nuts Headlights, taillights operational Reverse alarm working and audible and known by all employees

	<p>Grease nipples and grease on all joints No Oil leaks Hydraulic pipes visibly sound/no leaks No corrosion on Battery terminals Boom visibly in good condition/no apparent damage Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily Brakes working properly Crane hook: Throat pop marked/safety latch fitted/functional SWL/MML displayed By-pass valves operational Deflection chart displayed/visible to operator/driver Outriggers functional used</p>
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n. Builders Hoist

Subject	Requirement
Builders Hoist	<p>"Hoist In Operation" - sign displayed. General construction is strong and free from patent defects. Tower: * Adequately secured / braced. * At least 900 mm available for over travel. * Barricaded at least 2 100 mm high at ground level and floors. * Landing place provided a gate at least 1 800 high. Platform: * No persons conveyed on platform * Steel wire ropes with breaking strength of six times maximum load. * Signal systems used which may include two way radio connections. * Goods prevented from moving / falling off. * Effective brake capable of stopping and holding maximum load.</p>

o. Transport and Materials Handling Equipment

Subject	Requirement
Site Vehicles	<p>All Site Vehicles, Dumpers, Bobcats, Loaders etc.; checked daily before use by driver / operator. Inventory of vehicles used/operated on site Inspection by means of a checklist / results recorded. No persons riding on equipment not designed or designated for passengers. Site speed limit posted, enforced and not exceeded. Drivers / Operators trained / licensed and carrying proof. No unauthorized persons allowed to drive / operate equipment.</p>
Conveyors	<p>Conveyor belt nip points and drive gear guarded. Emergency stop/lever/brake fitted, clearly marked & accessible and tested to be functional under full load.</p>

p. Site Plant and Machinery

Subject	Requirement
Brick Cutting Machine	Operator Trained. Only authorised persons use the machine. Emergency stop switch clearly marked and accessible. Area around the machine dry and slip/trip free/clear of off-cuts All moving drive parts guarded/electrical supply cable protected Operator using correct PPE - eye/face/hearing/foot/hands/body.
Electric Arc Welder	Welder Trained. Only authorised / trained persons use welder. Earth cable adequately earthed to work. Electrode holder in good condition/safe Cables, clamps & lugs/connectors in good condition. Area in which the welding machine is used is dry/protected from wet. Welder using correct PPE - eye/ face/foot/body/respirator. Correct transparent screens & warning signs placed
Woodworking Machines	Operators Trained. Only authorised persons use machines. Provided with guards. Guards used. Operators using correct PPE - eye/face/feet/hearing Circular saws strictly operated according to prescribed methods and settings Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminium) shall be used for various applications
Compressors	Relief valves are correctly set and locked / sealed. Maximum Safe Working Pressure (MSWP) indicated on the face of the pressure gauge: not on glass cover. All drives are adequately guarded. Receiver/lines drained daily Hoses good condition/clamped, not wired Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin
Concrete Mixer / Bulk Mixing Plants	Top platform provided with guardrails. Dust abatement methods in use. Operators using correct PPE - eye / hands / respirators. All moving drive parts are guarded. Emergency stops identified / indicated and accessible. Area kept clean/dry/and free from tripping and slipping hazards. Operators' overseer identified and crane signals displayed and used.
Gas Welding / Flame Cutting Equipment	Only authorised/trained persons use the equipment. Torches and gauges in good condition. Flashback arrestors fitted at cylinders and gauges. Hoses in good condition/correct type/all connections with clamps Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure. All cylinders regularly checked for leaks, leaking cylinders returned immediately Fire prevention/control methods applied/hot work permits

q. Plant and Storage Yard/Site Workshop

Subject	Requirements
OHS Act Sect 8(2)(1) General Machinery Regulations Sect 2(1): Supervision of the Use & Maintenance of Machinery	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of Machinery Critical items of Machinery identified/numbered/placed on register/inventory Inspection/maintenance schedules for above mentioned Inspections/maintenance carried out to above schedules Results recorded
General Machinery Regulations Sect 9(2): Notices re. Operation of Machinery	Schedule D Notice posted in Work areas
Pressure Equipment Regulations Sect 13(1)(b): Supervision of the Use & Maintenance of Pressure Equipment	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of Pressure Equipment Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact Inspection/maintenance schedules for above mentioned Inspections/maintenance carried out to above schedules Results recorded/Test certificates available
Lock-out Procedure	Lock-out procedure in operation
Ergonomics	Ergonomics survey conducted – results on record Survey results applied
Demarcation & Colour Coding	Demarcation principles applied All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard Employees trained to identify colour coding
Portable & Bench Grinders	Area around grinder clear/trip/slip free Bench grinders mounted securely/grinder generally in good condition/No excessive vibration On/Off switch/button clearly demarcated/accessible Adequate guards in place Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft Stone/disk - correct type and size/mounted correctly/dressed Use of Eye protection enforced
Battery Storage & Charging	Adequately ventilated, ignition free room/area/no smoking sign/s Batteries placed on rubber/wooden surface Emergency shower/eye wash provided No acid storage in area Prescribed methods in place and adhered to when charging batteries
Ancillary Lifting Equipment	Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/ numbered on register Chains in good condition/links no excessive wear/checked daily Lifting hooks – throat pop marked/safety latch fitted SWL/MML marked/displayed

r. Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
Noise	Tasks identified where noise levels exceed 85 dB(A) at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB(A).
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water is readily available at all times.
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided. Facilities for washing hands provided Soap/cleaning agent available for washing hands Means of drying hands available Lock-up changing facilities / area provided. Ablution facilities kept hygienic and clean.
Eating/Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area Refuse bins with lids provided. Facilities kept clean and hygienic.
Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.
Hazardous Chemical Substances	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable

15. PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- a. The Principal Contractor will at all times ensure his status of an "employer" as referred to in The Act, and will abide by their responsibilities, duties and functions as per the requirements of The Act and Regulations with specific reference to Section 8 of The Act.

- b. The Principal Contractor will keep, and on demand make available, a copy of The Act on site at all times and, in addition to that, will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations and this Health and Safety Specification. The Principal Contractor will make this file available to **DPWI** and/or its Agents, **MULTI QS** and/or **SIYAKHATALA SAFETY** (OHS Agent), whenever necessary or on request to an interested party.

16. **PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES**

- a. The Principal Contractor's specific duties in terms of this Health and Safety Specification are detailed in the Construction Regulations.
- b. The Principal Contractor is specifically referred to the following requirements of the Construction Regulations, but not limited to only these Regulations:
- i. Regulations No. 1: Definitions
 - ii. Regulations No. 2: Scope of Application
 - iii. Regulations No. 3: Application for construction work permit.
 - iv. Regulations No. 4: Notification of Construction Work
 - v. Regulations No. 7: Principal Contractor and Contractor
 - vi. Regulations No. 8: Supervision of Construction Work
 - vii. Regulations No. 9: Risk Assessment
 - viii. Regulations No. 28: Stacking & Storage on Construction Site
 - ix. Regulations No. 28: Construction employees' facilities
 - x. Regulations No. 32: Approved Inspection Authorities
 - xi. Regulations No. 33: Offences and Penalties
- c. The Principal Contractor shall ensure compliance to The Act and its Regulations and specifically to the above Regulations, and document each record in the File.

17. **THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES**

- a. The following activities are identifiable as hazardous in terms of the Construction Regulations. The Principal Contractor shall execute the activities in accordance with the following Construction Regulations and other applicable Regulations of The Act:
- i. Regulation No. 5 : Structures
 - ii. Regulation No. 10 : Fall protection
 - iii. Regulation No. 12 : Temporary Works
 - iv. Regulation No. 13 : Excavation work

- v. Regulation No. 14 : Demolition work
- vi. Regulation No. 16 : Scaffolding
- vii. Regulation No. 17 : Suspended platforms
- viii. Regulation No. 16 : Rope Access
- ix. Regulation No. 17 : Material hoists
- x. Regulation No. 20 : Bulk Mixing Plants
- xi. Regulation No. 21 : Explosive actuated fastening device
- xii. Regulation No. 22 : Cranes
- xiii. Regulation No. 23 : Construction vehicles & mobile plant
- xiv. Regulation No. 24 : Electrical installations and machinery on construction sites
- xv. Regulation No. 25 : Use & temporary storage of flammable liquids construction sites
- xvi. Regulation No. 26 : Water environments
- xvii. Regulation No. 27 : Housekeeping on construction sites
- xviii. Regulation No. 29 : Fire precautions on construction sites

This list must not be taken to be exclusive nor exhaustive!

- b. All of the above requirements will be read in conjunction with the relevant Regulations and OHS standards as required by The Act. All documents and records required by the Construction Regulations will be kept in the File and will be made available at any time when required by **DPWI** and/or its Agents, **MULTI QS** and/or **SIYAKHATALA SAFETY** (OHS Agent), or on request to an interested party.

18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

a. Legal Framework: Legal Obligations

- i. The more important Acts and relevant subordinate/secondary legislation as well as other (*inter alia* Local Government) legislation that also apply to the State as well as to State owned buildings and premises:
 - (a) The latest issue of SANS 0142: "Code of Practice for the Wiring of Premises".
 - (b) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by laws and any special requirements of the local supply authority.
 - (c) The Fire Brigade Services Act 1987, Act 99 of 1987 as amended.
 - (d) The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SANS 10400, published November 2010).
 - (e) The Post Office Act 1958 (Act 44 of 1958) as amended.
 - (f) The Electricity Act 1984, Act 41 of 1984.

- (g) The Regulations of Local Gas Board(s), including Publications of the SANS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997.
- (h) Legislation pertaining to water usage and the environment.
- (i) Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.).
- (j) Common Law

b. Legal Liabilities

i. Common Law and Legislation is based on two main criteria –

- (a) Would the reasonable person have foreseen the hazard? (That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration).
- (b) Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

ii. Negligence can be proven on failure on any or both of the above criteria (There may not necessarily be a relationship between criminal and civil liability!)

19. HOUSEKEEPING

- d. The Principal Contractor will ensure that good housekeeping is maintained at all times as per Section 27 of the Construction Regulations. Poor housekeeping contributes to three major problems, namely, increased costs, increased accidents, fire hazards and reduction in production. Good housekeeping will enhance production time.
- e. Particular emphasis is to be placed on the following crucial requirements of a construction site:
 - i. Phase priorities and production/plant layout
 - ii. Enclosures
 - iii. Pits, openings and shoring
 - iv. Storage facilities
 - v. Effective, sufficient and maintained lighting or illumination
 - vi. Principal sources of injuries e.g. stairways, runways, ramps, loose building material
 - vii. Oil, grease, water, waste, rubble, glass, storm water
 - viii. Colour coding
 - ix. Demarcations
 - x. Pollution

- xi. Waste disposal
- xii. Ablution and hygiene facilities
- xiii. First aid

This list must not be taken to be exclusive or exhaustive!

- c. In promotion of environmental control all waste, rubble, scrap etc., will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with **SIYAKHATALA SAFETY** (OHS Agent), after which suitable, acceptable alternatives will be sought and applied.
- d. Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.
- e. The Principal Contractor will not require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of OHS.

20. **LOCKOUT SYSTEMS - ELECTRICAL!**

- a. A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.
- b. Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

21. **OCCUPATIONAL HEALTH**

- a. Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. Occupational health hazards and risks exposure is a major problem and the Principal Contractor [and/or its contractors] is to ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards and risks.
- b. The occupational hazards and risks may enter the body in three ways:
 - i. Inhalation through breathing e.g. cement dust;
 - ii. Ingestion through swallowing maybe through food intake;

- iii. Absorption through the skin (pores) e.g. painting or use of thinners.
- c. The Principal Contractor [and/or its contractors] is to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions. Tests conducted should include full lung function (Refer to Hazardous Chemical Substances Regulations for more detail).
- d. The Principal Contractor [and/or its contractors] will be responsible for the full cost of medical surveillance that their staff may require; the contractor is therefore required to ensure that all his personnel are medically fit prior to being allowed onto the work site (Refer to Hazardous Chemical Substances Regulations for more detail).
- e. All persons working on the project are to undergo a pre-medical and exit medical. Sufficient time needs to be allocated for these medicals to be done prior to work commencing on site.
- f. Any person normally working on the site and subsequently away from site for more than one month shall be required to undergo another medical upon return.
- g. The Principal Contractor [and/or its contractors] should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act and Regulations to ensure employees are not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

22. GENERAL

- a. The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by **DPWI**, at intervals agreed upon between the Principal Contractor and **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), provided such intervals will not exceed periods of one month. The Principal Contractor is to ensure that they and all persons under their control on the construction site shall adhere to the above specifications, as non-conformance will lead to **DPWI** and/or its Agents, **Multi QS / Ole Bogeng JV & SIYAKHATALA SAFETY** (OHS Agent), taking action as directed by CR 7(4) The Principal Contractor should note that they will be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to this Health and Safety Specification and the Plans based on this Health and Safety Specification.

Should there be any contradiction between this document and the Act, the Act must and always will take preference.

C3.8 HIV/AIDS Specification and Schedules



**public works
& infrastructure**

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

HIV/AIDS

SPECIFICATION

CPT1006/22: Parliamentary Precinct: Office

Accommodation, Provide

Integrated Facilities Management Services

SECTION

HIV/AIDS SPECIFICATION

HIV/AIDS REQUIREMENTS

1 SCOPE

This specification contains all requirements applicable to the Contractor for creating HIV/AIDS awareness amongst all of the Workers involved in this project for the duration of the construction period, through the following strategies:

- Raising awareness about HIV/AIDS through education and information on the nature of the disease, how it is transmitted, safe sexual behaviour, attitudes towards people affected and people living with HIV/AIDS, how to live a healthy lifestyle with HIV/AIDS, the importance of voluntary testing and counselling, the diagnosis and treatment of Sexually Transmitted Infections and the closest health Service Providers;
- Informing Workers of their rights with regard to HIV/AIDS in the workplace;
- Providing Workers with access to condoms and other awareness material that will enable them to make informed decisions about sexual practices.

2 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Service Provider: The natural or juristic person recognised and approved by the Department of Public Works as a specialist in conducting HIV/AIDS awareness programs.

Service Provider Workshop Plan: A plan outlining the content, process and schedule of the training and education workshops, presented by a Service Provider which has been approved by the Representative/Agent.

Worker: Person in the employ of the Contractor or under the direction or supervision of the Contractor or any of his Sub-contractors, who is on site for a minimum period of 30 days in all.

2.2 Abbreviations

HIV	:	Human Immunodeficiency Virus.
AIDS	:	Acquired Immune Deficiency Syndrome.
STI	:	Sexually Transmitted Infection.

3 BASIC METHOD REQUIREMENT

3.1 The Contractor shall, through a Service Provider, conduct onsite workshops with the Workers.

The Service Provider shall develop and compile a Service Provider Workshop Plan to be presented at the workshops and which will be best suited for this project to achieve the specified objectives with regard to HIV/AIDS awareness.

The Service Provider Workshop Plan shall be based on the following information provided by the Contractor:

- Number of Workers and Sub-contractors on site;
- When new Workers or Sub-contractors will join the construction project;
- Duration of Workers and Sub-contractors on site;
- How the maximum number of Workers can be targeted with workshops;
- How the Contractor prefers workshops to be scheduled, e.g. three hourly sessions per Worker, or one 2.5 hour workshop per Worker;
- Profile of Workers, including educational level, age and gender (if available);
- Preferred time of day or month to conduct workshops;
- A Gantt chart reflecting the construction programme, for scheduling of workshops;
- Suitable venues for workshops.

The Contractor shall submit the Service Provider Workshop Plan for approval within 21 days after the tender acceptance date. After approval by the Representative/Agent, the Contractor shall make available a suitable venue that will be conducive to education and training.

3.2 The Service Provider Workshop Plan shall address, but will not be limited to the following:

- 3.2.1 The nature of the disease;
- 3.2.2 How it is transmitted;
- 3.2.3 Safe sexual behaviour;
- 3.2.4 Post exposure services such as voluntary counselling and testing (VCT) and nutritional plans for people living with HIV/AIDS;
- 3.2.5 Attitudes towards other people with HIV/AIDS;
- 3.2.6 Rights of the Worker in the workplace;
- 3.2.7 How the Awareness Champion will be equipped prior to commencement of the HIV/AIDS awareness programme with basic HIV/AIDS information and the necessary skills to handle questions regarding the HIV/AIDS awareness programme on site sensitively and confidentially;
- 3.2.8 How the Service Provider will support the Awareness Champion;
- 3.2.9 Location and contact numbers of the closest clinics, VCT facilities, counselling services and referral systems;
- 3.2.10 How the workshops will be presented, including frequency and duration;
- 3.2.11 How the workshops will fit in with the construction programme;
- 3.2.12 How the Service Provider will assess the knowledge and attitude levels of attendees to structure workshops accordingly;
- 3.2.13 How the video will be used;
- 3.2.14 How the Service Provider will elicit maximum participation from the Workers;
- 3.2.15 A questions and answers slot (interactive session).

The Service Provider Workshop Plan shall encompass the Specific Learning Outcomes (SLO) as stipulated.

4 HIV/AIDS AWARENESS EDUCATION AND TRAINING

4.1 Workshops

The Contractor shall ensure that all Workers attend the workshops.

The workshops shall adequately deal with all the aspects contained in the Service Provider Workshop Plan. A video of HIV/AIDS in the construction industry, which can be obtained from all Regional Offices of the Department of Public Works, is to be screened to Workers at workshops. In order to enhance the

learning experience, groups of not exceeding 25 people shall attend the interactive sessions of the workshops.

4.2 Recommended practice

4.2.1 Workshop Schedule

Presenting information contained in the Service Provider Workshop Plan can be divided in as many workshop sessions as deemed practicable by the Contractor, provided that all Workers are exposed to all aspects of the workshops as outlined in the Service Provider Workshop Plan.

Breaking down the content of information to be presented to Workers into more than one workshop session however, has the added advantage that messages are reinforced over time while providing opportunity between workshop sessions for Workers to reflect and test information. Workers will also have an opportunity to ask questions at a following session.

4.2.2 Service Providers

A database of recommended Service Providers is available from all Regional Offices of the Department of Public Works.

4.2.3 HIV/AIDS Specific Learning Outcomes and Assessment Criteria

Workers shall be exposed to workshops for a minimum duration of two-and-a-half hours. In order to set a minimum standard requirement, the following specific learning outcomes and assessment criteria shall be met.

4.2.3.1 UNIT 1: The nature of HIV/AIDS

After studying and understanding this unit, the Worker will be able to differentiate between HIV and AIDS and comprehend whether or not it is curable. The Worker will also be able to explain how the HI virus operates once a person is infected and identify the symptoms associated with the progression of HIV/AIDS.

Assessment Criteria:

1. Define and describe HIV and AIDS;
2. List and describe the progression of HIV/AIDS.

4.2.3.2 UNIT 2: Transmission of the HI virus

After studying and understanding this unit, the Worker will be able to identify bodily fluids that carry the HI virus. The Worker will be able to recognise how HIV/AIDS is transmitted and how it is not transmitted.

Assessment Criteria:

1. Record in what bodily fluids the HI virus can be found;
2. Describe how HIV/AIDS can be transmitted;
3. Demonstrate the ability to distinguish between how HIV/AIDS is transmitted and misconceptions around transmittance of HIV/AIDS.

4.2.3.3 UNIT 3: HIV/AIDS preventative measures

After studying and understanding this unit, the Worker will comprehend how to act in a way that would minimise the risk of HIV/AIDS infection and to use measures to prevent the HI virus from entering the bloodstream.

Assessment Criteria:

1. Report on how to minimise the risk of HIV/AIDS infection;
2. Report on precautions that can be taken to prevent HIV/AIDS infection;
3. Explain or demonstrate how to use a male and female condom;
4. List the factors that could jeopardize the safety of condoms provided against HIV/AIDS Transmission.

4.2.3.4 UNIT 4: Voluntary HIV/AIDS counselling and testing

After studying and understanding this unit, the Worker will be able to recognise methods of testing for HIV/AIDS infection. The Worker will be able to understand the purpose of voluntary HIV/AIDS testing and pre- and post-test counseling.

Assessment Criteria:

1. Describe methods of testing for HIV/AIDS infection;
2. Report on why voluntary testing is important;
3. Report on why pre- and post-test counselling is important.

4.2.3.5 UNIT 5: Living with HIV/AIDS

After studying and understanding this unit, the Worker will be able to recognise the importance of caring for people living with HIV/AIDS and be able to manage HIV/AIDS.

Assessment Criteria:

1. List and describe ways to manage HIV/AIDS;
2. Describe nutritional needs of people living with HIV/AIDS;
3. Describe ways to embrace a healthy lifestyle as a person living with HIV/AIDS;
4. Explain the need for counselling and support to people living with HIV/AIDS.

4.2.3.6 UNIT 6: Treatment options for people with HIV/AIDS

After studying and understanding this unit, the Worker will be familiar with the various treatments available to HIV/AIDS infected or potentially HIV/AIDS infected people.

Assessment Criteria:

1. Discuss anti-retroviral therapy;
2. List methods of treatment to prevent HIV/AIDS transmission from mother-to-child;
3. Describe the need for treatment of opportunistic diseases for people living with HIV/AIDS;
4. Describe post exposure prophylactics.

4.2.3.7 UNIT 7: The rights and responsibilities of Workers in the workplace with regard to HIV/AIDS

After studying and understanding this unit, the Worker will be able to identify the rights and responsibilities of the Worker living with HIV/AIDS in the workplace. The Worker will recognise the importance of accepting colleagues living with HIV/AIDS and treating them in a non-discriminative way.

Assessment Criteria:

1. Discuss the rights of a person living with HIV/AIDS in the workplace;
2. Discuss the responsibilities of a person living with HIV/AIDS in the workplace;
3. Report on why acceptance and non-discrimination of colleagues living with HIV/AIDS is important.

4.3 Displaying of plastic laminated posters and distribution of information booklets

The Contractor shall obtain a set of four laminated posters conveying different key messages and information booklets. The contractor should include the costs of posters and information booklets in his/her tender price.

The above-mentioned posters and information booklets have been prepared to raise awareness and to share information about HIV/AIDS and STI's.

Posters or display stands shall be displayed on site as soon as possible, but not later than 14 days after the date of site handover.

Posters shall be displayed in areas highly trafficked by Workers, including toilets, rest areas, the site office and compounds.

The posters on display must always be intact, clear and readable.

Information booklets must be distributed to all Workers as soon as possible, but not later than 14 days after site handover, or as soon as the Worker joins the site.

5 PROVIDING WORKERS WITH ACCESS TO CONDOMS

The Contractor shall provide and maintain condom dispensers and make both male and female condoms, complying with the requirements of SABS ISO 4074, available at all times to all Workers at readily accessible points on site, for the duration of the contract. The Contractor may obtain condom dispensers from the Department of Health and condoms may be obtained from the Local Clinic or the Department of Health.

At least one male and one female condom dispenser and a sufficient supply of condoms, all to the approval of the Representative/Agent, shall be made available on site within 14 days of site hand over. Contractors should note that arrangements to obtain condoms from the Department of Health Clinics prior to site hand over may be necessary, to ensure that condoms are available within 14 days of site handover.

Condoms shall be made available in areas highly trafficked by Workers, including toilets, the site office and compounds.

6 ENSURING ACCESS TO HIV/AIDS TESTING AND COUNSELLING FACILITIES AND TREATMENT OF SEXUALLY TRANSMITTED INFECTIONS (STI)

The Contractor shall provide Workers with the names of the closest Service Providers that provide HIV/AIDS testing and counselling and Clinics providing Sexually Transmitted Infection (STI) diagnosis and treatment. Information on these Service Providers and Clinics must be displayed on a poster of a size not smaller than A1 in an area highly trafficked by Workers.

7 APPOINTMENT OF AN HIV/AIDS AWARENESS CHAMPION

- 7.1 Within 14 days of site handover the Contractor shall appoint an Awareness Champion from amongst the Workers, who speaks, reads and writes English, who speaks and understands all the local languages spoken by the Workers and who shall be on site during all stages of the construction period. The Contractor shall ensure that the Awareness Champion has been trained by the Service Provider on basic HIV/AIDS information, the support services available and the necessary skills to handle questions regarding the HIV/AIDS programme in a sensitive and confidential manner.

7.2 The Awareness Champion shall be responsible for:

7.2.1 Liaising with the Service Provider on organising awareness workshops;

7.2.2 Filling condom dispensers and monitoring condom distribution;

7.2.3 Handing out information booklets;

7.2.4 Placing and maintaining posters.

8 MONITORING

The Contractor shall grant to the Representative/Agent reasonable access to the construction site, in order to establish that the Contractor complies with his obligations regarding HIV/AIDS awareness under this contract.

The Contractor must report problems experienced in implementing the HIV/AIDS requirements to the Representative/Agent.

The attached SITE CHECKLIST (SCHEDULE A) shall be completed and submitted at every construction progress inspection to the Representative/Agent.

The attached SERVICE PROVIDER REPORT (SCHEDULE B) shall be completed and submitted on a monthly basis to the Department's Project Manager, through the Representative/Agent.

The attached CONTRACTOR HIV/AIDS PROGRAMME REPORT (SCHEDULE C), a close out programme report, shall be completed by the Contractor at the end of the contract.

SCHEDULE A

HIV/AIDS PROGRAMME: SITE CHECKLIST

When did construction commence: _____

Name of Departmental Project Manager: _____

Please refer to HIV/AIDS Programme activities during the reporting period

Tick the block if Contractor satisfactorily complied with specifications																											
DATE	PI				PI				PI				PI				PI				PI						
	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M			
Programme implemented within 14 days of site handover																											
Awareness champion on site																											
HIV/AIDS awareness service provider report																											
Male condom dispenser																											
Sufficient male condoms available																											
Male condom dispenser in a highly trafficked area																											
Female condom dispenser																											
Sufficient female condoms available																											
Female condom dispenser in a highly trafficked area																											
All four types of posters displayed																											
Posters in a good condition																											
Posters in a highly trafficked area																											
Posters displayed on local support services: clinic & VCT centre																											
Support service poster/s in highly trafficked area																											
Support service poster/s in a good condition																											

<i>Please indicate the applicable number for the reporting period</i>							
Workers on payroll (at PI)							
Sub-Contractors who will be on site for longer than 30 days (at PI)							
Workshop attendees							
Number of workshops held							
Scheduled workshops according to approved workshop plan							
Booklets distributed							
Male condoms distributed							
Female condoms distributed							

Representative/Agent

Date

Contractor

Date

Date of progress inspection: (ccyy/mm/dd)

Reporting period: (ccyy/mm/dd)_____ to (ccyy/mm/dd) _____

Deviations from HIV/AIDS awareness programme plan:

Corrective actions:

Representative/Agent

Departmental Project Manager

Date

Date

SCHEDULE B

HIV/AIDS AWARENESS PROGRAMME: SERVICE PROVIDER REPORT

Reporting period: (ccyy/mm/dd)_____ to (ccyy/mm/dd) _____

Number of workshops conducted in reporting period: _____

Number of scheduled workshops according to approved workshop plan: _____

Deviations from workshop plan:

State reasons for deviating from workshop plan:

Corrective actions:

Service Provider

Date

Date

HIV/AIDS AWARENESS PROGRAMME : WORKSHOP CONTENT ADDRESSED

<i>Fill in the applicable information with regard to each workshop conducted</i>																								
DATE	W/S				W/S				W/S				W/S				W/S				W/S			
	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M
Content of workshop: (Mark the content included)																								
SLO1																								
SLO2																								
SLO3																								
SLO4																								
SLO5																								
SLO6																								
SLO7																								
HIV/AIDS in construction video																								
Indicate the duration of the workshop in hours																								
Total number of Workers																								
Indicate workshop venue																								

HIV/AIDS AWARENESS PROGRAMME: ATTENDANCE REGISTER

[illegible]

SCHEDULE C

CONTRACTOR HIV/AIDS PROGRAMME REPORT

Project name: _____

Project Location: _____

Contract value of project: R_____

Department of Public Works Project Manager: _____

HIV/AIDS Programme duration: (ccyy/mm/dd)_____ to (ccyy/mm/dd) _____

AWARENESS MATERIAL

Describe location of posters displayed during the programme: _____

Comments on posters: _____

Indicate total number of booklets distributed: _____

Comments on booklets: _____

CONDOMS

Indicate total number of male condoms distributed: _____

Indicate total number of female condoms distributed: _____

Describe where male condom dispenser was placed: _____

Describe where female condom dispenser was placed: _____

HIV/AIDS WORKSHOPS

Indicate the total number of HIV/AIDS workshops conducted: _____

Indicate the duration of workshops: _____

Indicate the total number of Workers that participated in the HIV/AIDS workshops: _____

Indicate the total number of Workers that were exposed to the video on HIV/AIDS in the Construction Industry:

Comments on HIV/AIDS workshops on site: _____

GENERAL

Briefly describe programme activities and satisfaction with outcome: _____

Additional comments, suggestions or needs with regard to the HIV/AIDS awareness programmes on site:

Please indicate if your company has a formal HIV/AIDS policy focusing on HIV/AIDS awareness raising and care and support of HIV/AIDS Workers:

Yes	No	Currently developing one
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Please indicate if, to your knowledge, you have lost any workers during the duration of the project to HIV/AIDS related sicknesses. One or more of the following might indicate an HIV/AIDS related death:

Excessive weight loss
Reactive TB
Hair loss
Severe tiredness

Coughing or chest pain
Pain when swallowing
Persistent fever
Diarrhoea

Vomiting
Meningitis
Memory loss
Pneumonia

Number of HIV/AIDS-related deaths: _____

Contractor

Date

Departmental Project Manager

Date

Part C4: Site Information

C4 Site Information

PG-03.2 (EC) SITE INFORMATION

Project title:	PARLIAMENTARY COMPLEX: HERITAGE: OFFICIAL OFFICE ACCOMMODATION: PROVIDE INTEGRATED FACILITIES MANAGEMENT SERVICES FOR A FIVE YEAR PERIOD			
Tender no:	CPT1001/23	WCS no:	055102	Reference no: 3/12/20/2/1

C4 Site Information

1. The Parliamentary Complex is located between Plein Street / St. Johan's Street and Government Avenue with several entrances/exits on Plein Street, at the Roeland Street and Lelie Street intersections.
2. Several buildings are located in close proximity namely opposite the Lelie Street entrance, on the corner of Roeland and Plein Street, Roeland and Commercial Street and on the corner of Hope Street and Glynn Street.
3. Access will be granted to Service Providers who have valid security clearance and approved Health & Safety Files.
4. The facilities are occupied and operational at all times.