



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

CORPORATE INTERIOR GUIDELINES

*[paying the right social grant, to the right person,
at the right time and place. NJALO!]*



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

South African Social Security Agency
Corporate Interior Guidelines

MISSION

OUR VISION:

To ensure a better life for all South Africans by providing world class social security services

OUR MISSION

To administer quality social services, cost effectively and timeously using appropriate best practice by:

Developing and implementing policies, programmes and procedures for an effective and efficient social grants administration system;

Paying the right amount, to the right person, at the right time and at the most convenient place that he or she may choose;

Delivering innovative, cost effective and efficient services to individuals, their families and community groups via multiple and easy access channels using modern technology



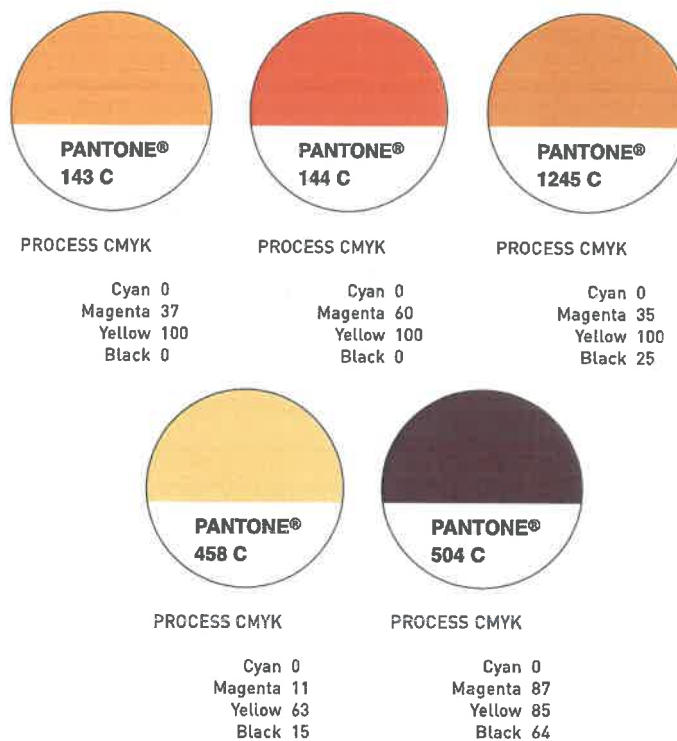
PRIMARY CORPORATE COLOURS

<p>SASSA RED</p> <p>PANTONE® 1795 C</p>	<p>SASSA BLUE</p> <p>PANTONE® 2935 C</p>	<p>SASSA YELLOW</p> <p>PANTONE® 130 C</p>
<p>PROCESS CMYK</p> <p>Cyan 0 Magenta 94 Yellow 100 Black 0</p>	<p>PROCESS CMYK</p> <p>Cyan 100 Magenta 46 Yellow 0 Black 0</p>	<p>PROCESS CMYK</p> <p>Cyan 0 Magenta 30 Yellow 100 Black 0</p>
<p>SASSA GREEN</p> <p>PANTONE® 3415 C</p>	<p>SASSA BLACK</p> <p>PANTONE® BLACK C</p>	<p>SASSA BLACK</p> <p>PANTONE® 70% BLACK</p>
<p>PROCESS CMYK</p> <p>Cyan 100 Magenta 0 Yellow 77 Black 22</p>	<p>PROCESS CMYK</p> <p>Cyan 65 Magenta 0 Yellow 0 Black 100</p>	<p>PROCESS CMYK</p> <p>Cyan 0 Magenta 0 Yellow 0 Black 70</p>

The Sassa colour palette is derived from our logo. Use specified as above. Convert CMYK to RGB when required, but it is preferred that you use the Pantone palette for consistency. Let us limit creativity to our specified colour palette specification. While this is our primary reproduction colour palette, it may not be appropriate for interior decoration purposes. As a result, we have developed a secondary colour palette that complements our primary print colours.



SECONDARY CORPORATE COLOURS



Our secondary colour palette uses natural earthy tones that complement our primary print colour palette. We would like to convey a warm atmosphere, professional and approachable atmosphere in our office environments. The colour that we have isolated for our office interior is a warm straw colour - Pantone 458C as the overall wall coat complemented by a more vibrant Pantone 144C for the fabric of some of the chairs.



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USE OF COLOUR FORMAT



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Wherever possible the corporate signature should appear in full colour if not in black. We are a bright and colourful organisation and our logo represents that in full splendour. Therefore we would like to flaunt our dynamism at all times, and therefore we would like to use our full colour logo at most times. Note that the full colour logo is to be used on a white background only. In situations where we are faced with a colour background, we then use the Sassa logo reversed white out of our colour palette only.



OFFICE INTERIOR



In portraying a professional image, it is important that we create a work environment that exudes confidence and productivity. A warm environment that consists of simple clean lines is essential. Our overall straw colour, Pantone 458C allows for accessories to be in our vibrant primary palette thus tastefully lifting the look and feel of the environment without making it look tacky.



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SHOP FRONTS

FRONT ELEVATION



The shopfront illustrated is just an example of a typical corporate identity application and serves as a guideline. The Aluminium frame work of new shopfronts to be powder coated to match C3-7. If shop fronts are existing, it may remain in the natural aluminium or other colour. The fascia must however be in the corporate colours as indicated above with decals of the logo and our secondary curve graphic as indicated on the glass.



GLASS BOARDROOMS

FRONT ELEVATION



This is an example of how our secondary curve graphic works as a decal onto glass to give individuals within the boardroom a bit of privacy while still maintaining the open plan concept through the use of glass boardrooms. The decal is a frosted decal which is laminated onto the glass surface. The crisp cross lines of our graphic accentuate the concept of flowing movement, creating the notion of a dynamic environment.



CARPETS

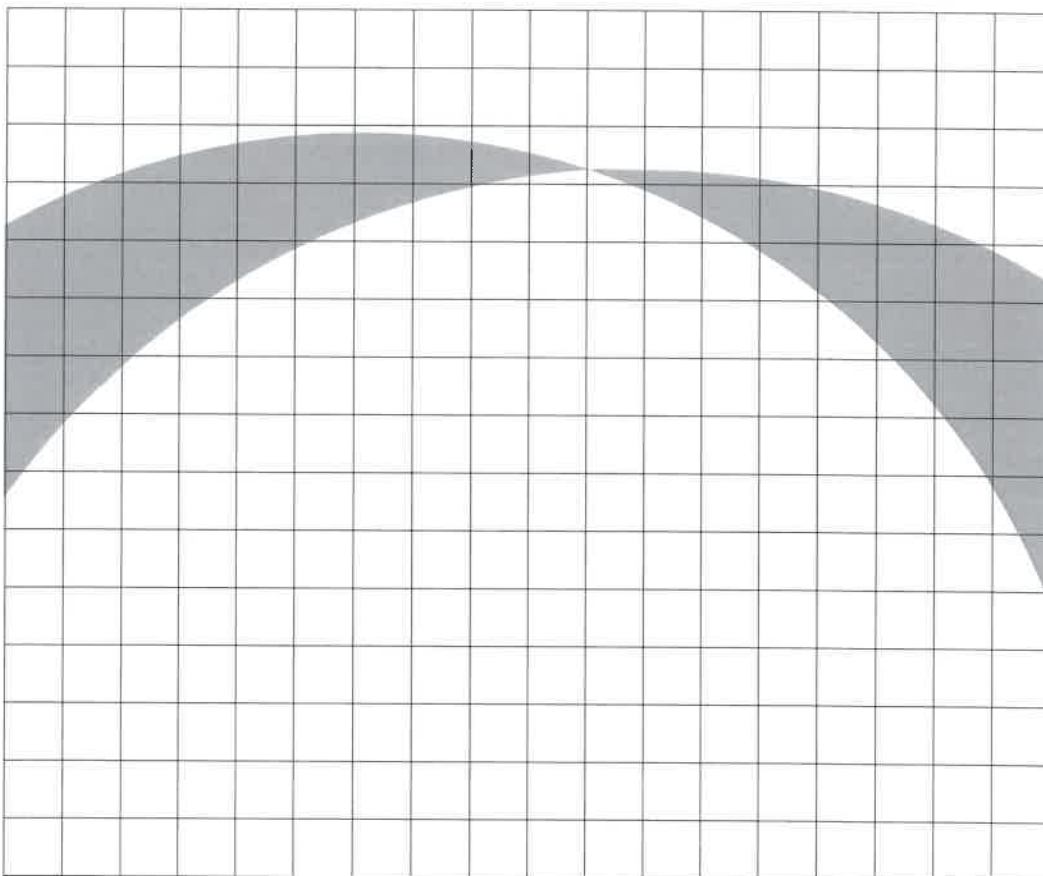


All offices to be carpeted with 500 x 500 x 6.5mm Belgotex Red Oxide Berber Point 920 tiles. The colour of the carpet tiles has been chosen to obscure any dirt that may collect, while at the same time being very hard-working and durable. They are to be utilised in high volume area, especially reception areas.



FLOOR PATTERN

PUBLIC AREAS



Transit 8 x 8 (Mushroom) and/or a colour tile that is closest to our Pantone 458 C general floor tiles. The tile are placed in high volume area where our clientele frequent our premises. They are both durable and easy to clean. You will note that our flowing curve devise is used creatively to enhance the space provided.



FLOORS

TOILETS



All toilets are to be tiled with 300 x 300 x 2,5 Marleyflex Beige (Match Pantone 458C)

Other approved flexible floor tiles to be laid in strict accordance with the Manufacturer's instructions. This types of tiles are designed for use in the toilet and kitchen areas. They are easy to clean and sanitary, making them perfect for areas where germs may be lurking. They must also match the floor tile of the various areas. Tiles are a very important part of our internal décor. Beige and dark brown tiles are placed on the wall and combine for a dramatic contrast in toilet or kitchen areas.

SKIRTINGS



75mm Natural anodised aluminium skirting to Dery-wall partition of 75mm. Maple skirting painted with high gloss enamel paint, colour C 3-7. Timber skirting, which is visible to our customers, has a very important role to play in the overall design ambience. Thus the skirting has been designed both in maple, to match the counters and desks, and incorporates an aluminium runner to match the overall stainless steel look. It has also been designed specifically for the frontline areas.

No skirting to toilets.



CEILING



Ceilings can either be plastered concrete or gypsum plaster-board or suspended ceilings. All plastered or board ceilings to be painted with white PVA paint. Suspended ceilings are always designed at a height of 2.7 m from the finished floor which is a mandatory standard for all branches. Note: Deviation to a lower height of 2,4 m (absolute minimum) may only be considered in extreme circumstances.



WALLS



**Plascon
Rice Paper
VEL 45**



**Micatex
Kalahari
BBO 3110**

All interior walls are to be painted with Plascon Rice Paper VEL 45. All exterior walls are to be painted with Micatex Kalahari BBO 3110.



DOORS



All doors are to be 0.813 x 2032 x 44mm flush laminated doors hung in standard steel door linings and fitted with two mortice locks with satin chrome plated handles. Steel door linings to be painted high gloss enamel paint C3-7. Doors to be painted eggshell enamel paint B20-7.



LIGHTING



Lighting intensity to be a minimum 300 Lux on offices and 500 Lux in public areas. To underside of ceiling fit 1 200 flush recessed fluorescent light fittings with prismatic acrylic cover.



SEATING

RECEPTION OPTION 1



Air Line is a flexible and robust waiting area system. All units can be swiftly and simply assembled, disassembled and rearranged (using a single screwdriver). Air Line is easy to clean and look after, fulfilling the requirements made of seating systems for public areas. The side table - supplementing the Air Line collection - features a fracture-proof tabletop made of solid-core material. The advantages of Air Line: highly economical use of space and great flexibility.



SEATING

RECEPTION OPTION 2



The Visitor's Armchair has been designed for our customers and staff. They are luxurious and comfortable, which helps our visitors feel completely at home. To add a little colour and for contrast, the armchairs have been designed with two different colours.



SEATING

EXECUTIVE OFFICES



Axess combines attention to economic factors with ergonomic qualities and ecological considerations. With its fresh, clear lines Axess is suitable for use in a number of different environments. An outstanding feature of the chair's design is its clearly visible mechanism. Axess automatically adapts to accommodate the user, thus encouraging him or her to sit in a better, more dynamic position. Because both the seat and the backrest move, they provide constant support to the body. The colour of the chair be in our vibrant burnt orange to match Pantone 144C.



WASTE DISPOSAL



The waste paper bins are designed to be unobtrusive and are conveniently positioned. A small waste paper bin is supplied next to each staff member's workstation.



OFFICE FURNITURE

DRAWER PEDESETAL



The Draw(er) Pedestal is designed to discreetly and safely store stationery and office filing. Each Office support staff have been provided with one.



OFFICE FURNITURE

CREDENZA ROLLER DOOR



Designed for either the Accounts area or the Office staff area for extra storage space. The Credenza Roller Doors provide privacy and are to be kept closed.



OFFICE FURNITURE

PAUSE AREA



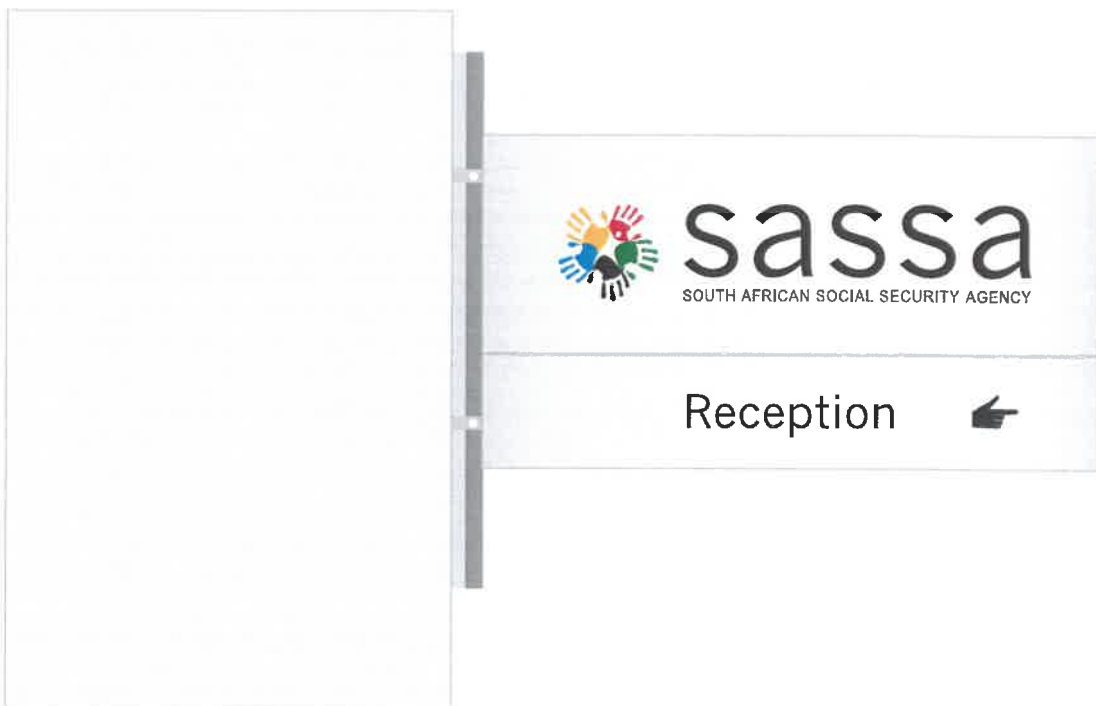
Pause Area **tables** should only be provided in branches where space permits, so as to not inhibit or inconvenience our staff.



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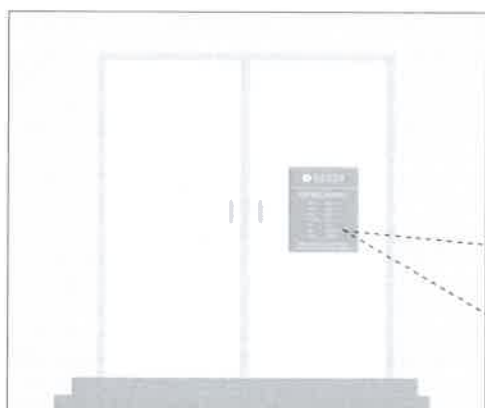
PROJECTING SIGNS



Wall projecting signs typically appear in prominent positions where they can be seen by members of the public. They also carry directional arrows and content that informs visitors and staff. Wall projecting signs are situated at right angles to the mounting surface.



BUSINESS HOURS DECALS



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OFFICE HOURS

MON	8.30am - 4pm
TUES	8.30am - 4pm
WED	8.30am - 4pm
THURS	8.30am - 4pm
FRI	8.30am - 4pm
SAT	CLOSED
SUN	CLOSED

LUNCH BETWEEN 13.00 AND 14.00
WE ARE CLOSED ON PUBLIC HOLIDAYS

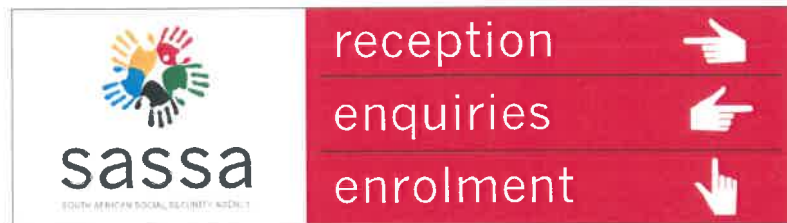
The business hours decal appears on the entrance doors.



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INDICATORS



A list of approved suppliers are available from the Department Head Office.