



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTHAFRICA

QUOTATION DOCUMENT

PROJECT DESCRIPTION: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

QUOTATIO NO: ID:3257407

Closing Date: 20 October 2025
Closing Time: 11h00

Bid Briefing Meeting Date: N/A

Bid Briefing Meeting time: N/A

Tenderers CSD No:

Name of the Tenderer:

Bid Box Address

Department of Public Works & Infrastructure
18 PRESIDENT BRAND STREET
BLOEMFONTEIN
FREE STATE PROVINCE
9300

SCM SPECIFIC ENQUIRIES:

Enquires: **Donald Likojang**
Tel No: **051 408 7505** during office hours
Cell No: **051 408 7505**
Email Address: Donald.likojang@dpw.gov.za

TECHNICAL / PROJECT SPECIFIC ENQUIRIES

Enquires: **MASHAILE MOKHATLA**
Tel No: **051 408 7361** during office hours
Cell No: **063 699 4046**
Email Address: Mashaile.Mokhatla@dpw.gov.za

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SUMMARY OF QUOTATION INFORMATION

Bid Number	ID:3257407	
Bid/ Project Description	FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS	
Bid Closing date & Time	Monday, 20 October 2025	Closing Time: 11h00
Bid Briefing Date & Time (If applicable)	<i>Date of Bid Briefing (if any)</i> N/A	<i>Time of Bid Briefing (if any)</i> N/A
Venue	N/A	
SCM SPECIFIC ENQUIRIES:	Donald Likojang	Donald.likojang@dpw.gov.za
	051 408 7505	SCM Cell Number
TECHNICAL / PROJECT SPECIFIC ENQUIRIES	MASHAILE MOKHATLA	Mashaile.Mokhatla@dpw.gov.za
	051 408 7361	063 699 4046
Bid Validity Period	84 calendar days	
Bid Document Price	Free of Charge	
Procurement Plan Reference Number	[Comments]	

PA-03 (EC): NOTICE AND INVITATION FOR QUOTATION
THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS		
Bid no:	ID:3257407	Procurement Plan Reference no:	[Comments]
Advertising date:	Advert date	Closing date:	Monday, 20 October 2025
Closing time:	11h00	Validity period:	84 calendar days

1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **1 SI** or **1 ME*** or higher.
* Delete "or select tender value range select class of construction works" where only one class of construction works is applicable

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **select tender value range select class of construction works PE** or **select tender value range select class of construction works PE*** or higher.

* Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable

2. FUNCTIONALITY CRITERIA APPLICABLE

2.1 The Bid will not be evaluated on Functionality

Functionality criteria¹:		Weighting factor:
1.	N/A	N/A
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL		N/A

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	N/A
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(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

¹The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

3.1. The following Evaluation Method for responsive bids will be applicable:

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)
---	---

3.2. The 80/20 Preference points scoring system will be applicable for this bid

4. RESPONSIVENESS CRITERIA

4.1 Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	Use of correction fluid is prohibited. Corrections to be crossed out and initialed. DNL
4	☒	Submission of a signed bid offer as per the DPW-07 (EC).
5	☒	Submission of DPW-09 (EC): Particulars of Tenderer's Projects. DNL
6	☐	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7	☒	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8	☐	Submission of DPW-16.1 signed by the authorised official and completion of bid briefing attendance register. insert motivation why the tender clarification meeting is declared compulsory
9	☒	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10	☒	Submission LIFT MECHANIC TRADE TEST CERTIFICATE or LIFT OPERATOR TRADE TEST CERTIFICATE issued by MERSETA or the authorised accreditation authority as per the code of practice SANS-10360 (copies).
11	☒	Submission of ELECTRICAL ARTISAN TRADE TEST CERTIFICATE and ELECTRICAL INSTALLATION CARD issued by MERSETA or the authorised accreditation authority (copies).
12	☐	

3.3. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

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3	☒	Use of correction fluid is prohibited. Corrections to be crossed out and initialed. DNL
4	☒	Submission of a signed bid offer as per the DPW-07 (EC).
5	☒	Submission of DPW-09 (EC): Particulars of Tenderer's Projects. DNL
6	☐	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7	☒	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8	☐	Submission of DPW-16.1 signed by the authorised official and completion of bid briefing attendance register. insert motivation why the tender clarification meeting is declared compulsory
9	☒	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10	☒	Submission of Electrical Artisan and Lift Mechanic trade test certificates with Electrical Installation card, or Lift Operator trade test certificates with Electrical Installation card issued by MERSETA or the authorised accreditation authority as per the code of practice SANS-10360 (certified copies).
11	☐	
12	☐	

3.3. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.



1	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	☒	Submission of (PA-11): Bidder's disclosure
4	☒	Submission of PA-16.1 (EC): Ownership Particulars DNL
5	☐	Submission of documentation relating to risk assessment criteria as contained in C 2.1 of T1.2 Tender Data.
6	☐	Data provided by the Service Provider (C1.2.3) completed.
7	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-contractors if any
8	☒	All parts of tender documents submitted must be fully completed in ink and signed where required.
9	☒	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
10	☐	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
11	☒	Submission of a valid, original or certified copy of BBBEE Certificate/ Sworn affidavit or DTI Certificate together with the bidding documents at closure.
12	☒	Submission of PA-40: Declaration of Designated Groups
13	☒	Tenderer must submit copy of Electrical Artisan Installation Regulation registration 6(4) of Electrical Installation regulation 2009 issued by Department of Labour.
14	☐	
15	☐	

3.4. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
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5. EVALUATION METHOD

5.1 The following Evaluation Method for responsive bids will be applicable:

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)
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5.2. This bid will be evaluated according to the 80/20 Preference points scoring system

6. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

6.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory) Free State Province	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or - National Council for Persons with Physical Disability in South Africa registration (NCPDSA).
5.	An EME or QSE which is at least 51% owned by black youth	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

7. BID EVALUATION METHOD

This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

8. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

7.1 Technical risks:

Criterion 1: Experience on comparable projects during the past 5 years.

The tendering Service Provider's experience on comparable projects during the past 5 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive.



Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 5 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past 5 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

Criterion 3: Suitably qualified and appropriately experienced human resources

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

Criterion 4: Attendance of compulsory bid clarification meeting, if applicable

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

7.2 Commercial risks:

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

9. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as described in PG-01.2 (EC): Scope of Work and PG-02.2 (EC): Pricing Assumptions and in accordance with the feasibility study, which forms part of the specifications in the CPG Section of the Specification of this contract.

(a)	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 – Condition of Contract.	Not applicable
(b)	Minimum Targeted Local Building Material 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.	Not applicable
(c)	Minimum Targeted Local Labour Skills Development 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.	Not applicable
(d)	CIDB BUILD Programme: 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, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(e)	cidb BUILD Programme: 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, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(f)	DPWI National Youth Service training and development programme (NYS) – Condition of Contract.	Not applicable
(g)	Labour Intensive Works – Condition of Contract.	Not applicable

10. COLLECTION OF TENDER DOCUMENTS

☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za

☒ Alternatively; Bid documents may be collected during working hours at the following address NDPWI, Eben Donges Building, Cnr Robert and Hancock street, Gqeberha, 6056.
A non-refundable bid deposit of **Free of Charge** is payable (cash only) on collection of the bid documents.

11. SITE INSPECTION MEETING

Details of Bid Briefing meeting (if any)

There will be no bid briefing meeting.

Venue:	N/A		
Virtual meeting link:	("N/A")		
Date:	<i>Date of Bid Briefing (if any)</i> N/A	Starting time:	<i>Time of Bid Briefing (if any)</i> N/A

12. ENQUIRIES

12.1 Technical enquiries may be addressed to:

DPWI Project Manager	MASHAILE MOKHATLA	Telephone no:	Landline number
Cellular phone no	063 699 4046	Fax no:	" NONE"
E-mail	Mashaile.Mokhatla@dpw.gov.za		

12.2 SCM enquiries may be addressed to:

SCM Official	Donald Likojang	Telephone no:	Landline number
Cellular phone no	Cell Number	Fax no:	Indicate
E-mail	Donald.likojang@dpw.gov.za		

13. DEPOSIT / RETURN OF TENDER DOCUMENTS

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

Closing Date: Monday, 20 October 2025

Closing Time: 11h00

Tender documents may be posted to: The Director-General Department of Public Works and Infrastructure Private Bag X 20605 BLOEMFONTEIN 9300 Documents must be deposited in The Bid Box before the closing date of the bid	OR	Deposited in the tender box at: The Bid Box Department of Public Works & Infrastructure 18 PRESIDENT BRAND STREET BLOEMFONTEIN OR emailed to donald.likojang@dpw.gov.za
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EVALUATION ON FUNCTIONALITY

Paste Functionality Criteria here

DPW-07: FORM OF OFFER AND ACCEPTANCE

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Bid no: ID:3257407

Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and responsibilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX (All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:

Rand (in words):	
Rand in figures:	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is: CSD supplier number:	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are: CSD supplier number:
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AND WHO IS (if applicable):

Trading under the name and style of:	
AND WHO IS:	
Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.

Bid No: ID:3257407

Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

- The official documents ☐
 The official alternative ☐
 Own alternative (only if documentation makes provision therefore)

SECURITY OFFERED: (Not required for this quotation/ bid)

The Service Provider will provide one of the following forms of security:

- | | | |
|---|------------------------------|--|
| (1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) | Yes ☐ | No ☒ |
| (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) | Yes ☐ | No ☒ |
| (3) Retention of 2.5% of the Contract Sum (excl. VAT) | Yes ☐ | No ☒ |
| (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) | Yes ☐ | No ☒ |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

Other Contact Details of the Tenderer are:

Telephone No. Cellular Phone No.

Fax No.

Postal address.....

Banker Branch.....

Bank Account No. Branch Code

Registration No of Tenderer at Department of Labour.....

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Bid No: ID:3257407

Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

The terms of the contract, are contained in:

Part 1 Agreements and contract data, (which includes this agreement)

Part 2 Pricing data

Part 3 Scope of work.

Part 4 Site information

and drawings (where applicable) and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works
Address of Organisation:	

WITNESSED BY:

Name of witness	Signature	Date

SCHEDULE OF DEVIATIONS

Bid no: ID:3257407

Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

1.1.1. Subject:
Detail:
1.1.2. Subject:
Detail:
1.1.3. Subject:
Detail:
1.1.4. Subject:
Detail:
1.1.5. Subject:
Detail:
1.1.6. Subject:
Detail:

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

TERMS OF REFERENCE/ SPECIFICATIONS

Bid no: ID:3257407

Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

MECHANICAL MAINTENANCE SPECIFICATION (MMS)

SCOPE

This specification covers the general maintenance of lifts installations, which apply to most types and sizes. This specification covers maintenance for a period of 3 months. The Contractor shall always adhere to this specification, unless otherwise specified.

STANDARD SPECIFICATIONS

GENERAL STANDARD SPECIFICATIONS, REGULATIONS AND CODES

The latest edition, including all amendments up to date of tender, of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof. Where a specification or standard is not specifically referred to, it will be assumed that the relevant SANS, ISO, BSS, DIN or equivalent American standard, listed in order of preference will apply:

SABS AND OTHER SPECIFICATIONS AND CODES:

SANS 10400: The application of the building regulations
SANS 10142: Code of practice for the wiring of premises
SANS 10103: The measurement, rating of environmental noise with respect to annoyance and speech communications
CKS 332: Specifications for industrial V-belts
LEPCR: Maintenance
SANS 1543: Escalators and passenger conveyors
SANS 1545-1: Lifts and service lifts part-1: Safety rules for the construction and installation of electric lifts
SANS 1545-2: Lifts and service lifts part-2: Safety rules for the construction and installation of hydraulic lifts
SANS 1545-3: Lifts for persons with physical disabilities (stair lifts)
SANS 1545-4: Lifts for persons with physical disabilities (vertical platforms)
SANS 1545-5: Access goods only lifts
SANS 1545-6: Lifts and service lifts part-6: Safety rules for the construction and installation of rack & pinion lifts
SANS 1545-9: Safety rules for the construction and installation of lifts part-9: Lift landing doors fire resistance testing
SANS 10303: The design, safe use and maintenance of scissors lifts
SANS 10360: The maintenance, repair of electric and hydraulic powered lifts, escalators and passenger conveyors.
SABS/SANS Specifications listed in the Department of Public Works Specifications PW 371

DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS

Specifications listed in the Department of Public Works Specifications PW 371.

PW 371	-	Specification of materials and methods to be used
PW 379	-	Standard Conditions in Respect of the Supply, Delivery and Installation of electrical, Mechanical Plant and Materials
STS 5	-	The Electrical Installations and Electrical Equipment pertaining to Mechanical Services

OCCUPATIONAL HEALTH AND SAFETY ACT

All regulations and statutory requirements as laid down in the latest edition of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) shall be adhered to.

Manufacturers' specifications, codes of practice and installation instructions.

All equipment and materials shall be installed, serviced and repaired strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

MUNICIPAL REGULATIONS, LAWS AND BY-LAWS

All municipal regulations, laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.

VARIATIONS AND ADDITIONS TO STANDARD SPECIFICATIONS

The following additional general specifications and requirements shall be read in conjunction with this specification and shall be adhered to unless otherwise specified in the specification.

GENERAL

- a) All materials and equipment supplied and installed shall be new and of high quality and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.
- b) All work shall be executed in a first-class workman-like manner by qualified tradesmen.
- c) All equipment, component parts, fittings and materials supplied and/or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SABS specifications and codes.
- d) All materials and workmanship which are inferior to that specified for the work will be condemned. All condemned material and workmanship shall be replaced or rectified as directed and approved by the official responsible of DPWI.
- e) The Contractor shall submit a detailed list of the equipment and materials to be used to the responsible official of the DPW for approval before placing orders or commencing installation.
- f) All new equipment, materials and systems shall be installed and positioned in such as not to impede access routes, entrances and other services. The Contractor shall coordinate these items taking other services and equipment into account.
- g) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.

- h) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the repair and construction periods to ensure the safety of the public and User Client.

LOGGING AND RECORDING PROCEDURES

The Contractor shall under this maintenance contract institute a logging and recording system as part of his maintenance control plan as required by the Occupational Health and Safety Act. This shall consist of a log and record book which shall be utilised to log and record all operations, faults, system checks, breakdowns, maintenance visits, inspections, etc.

The logbook shall be kept in a safe place as agreed with the responsible official of the DPW and User Client and shall only be utilised by the Contractor. Copies of the monthly entries and recordings into the logbook shall be submitted by the Contractor together with his monthly report to the responsible official of the DPW. This logbook shall be structured to include at least the following:

- a) Monthly inspection and maintenance actions,
- b) Six-monthly inspection and maintenance actions,
- c) Breakdown reports,
- d) Statutory inspection and test comments and reports.

RECOMMISSIONING PLANT AND INSTALLATION

GENERAL

On completion of the maintenance work the plant and equipment shall be put into operation after all tests and adjustments have been carried out to the satisfaction of the DPW. Logging of the operation of the installation shall commence immediately upon start-up. The Contractor shall submit a full commissioning report.

RE-COMMISSIONING OF PLANT AND ANCILLARY EQUIPMENT

On completion of maintenance the Contractor shall re-commission the plant and its ancillary equipment. This operation shall be done strictly in accordance with the manufacturer's specification and shall be witnessed by the official of the DPW.

The Contractor shall visit, inspect, test and readjust the plant over the 30-day period following the re-commissioning to ensure the correct functioning of the plant and its associated equipment.

GUARANTEE OF INSTALLATION AND EQUIPMENT

The Contractor shall provide guarantees obtained from the manufacturer(s) and/or supplier(s) to the effect that each piece of new equipment, supplied and installed under the repair contract, complies with the required performance and will function as part of the complete system.

All new equipment, including completely new installations and the systems, shall be guaranteed for a period of twelve (12) months commencing on the day of issue of a certificate of completion for repair work of the installation.

MAINTENANCE TOOLS AND SPARES

The Contractor shall stock all maintenance tools needed to maintain the installation in a good working order. It is the responsibility of the Contractor to stock all the spares needed for breakdown and emergency maintenance to ensure minimum downtime.

Spares that are easily and quickly obtained from suppliers such as bearings etc. need not be kept in stock. The Contractor however will be responsible to ensure they can obtain these spares within a maximum time limit of 2 working days.

In the case of irregular parts needed due to unforeseen breakdowns the Contractor will Endeavour to obtain the unique part as quickly as is practically possible.

MAINTENANCE TO INSTALLATIONS AND EQUIPMENT

GENERAL

Monthly maintenance responsibilities for each installation including all units and components as specified shall commence with access to the site. A difference shall be made in payment for the maintenance prior to and after practical completion of repair work.

This part of the contract shall include:

a) Routine preventative maintenance

This entails the rendering of services and servicing of equipment according to a predetermined maintenance control plan to:

- i) Replace and service components of equipment, units or parts thereof for each installation at prescheduled moments regardless of condition.
- ii) Readjust, reset, clean, and corrosion protect all components of equipment, units or parts thereof for each installation; and
- iii) Carry out all implied actions to maintain installations in their present functional condition.

PREVENTATIVE MAINTENANCE SHALL BE AIMED AT MINIMIZATION OF BREAKDOWNS.

b) Corrective maintenance

This entails regular observation of the equipment, identifying pending breakdowns, maladjustment or anomalies of equipment, units or parts of installations and subsequent action to restore installations to the functional condition as before the breakdown.

c) Breakdown maintenance

This entails repair and/or replacement of defective equipment, units or parts of installations following a breakdown that leaves the installation inoperable or unsafe, and subsequent action to restore installations to their normal functional condition, within the maximum downtime allowed.

Response time: Same day if call is received before 15H00, otherwise next day.

d) Emergency maintenance repairs

These repairs are defined as any work required by rectifying an emergency breakdown that disables a complete installation and prevents it from functioning to its designed service level.

Response time: 2 hours.

e) Ordinary maintenance repairs

These repairs are defined as all maintenance work required other than emergency maintenance repairs.

Response time: Same day if call is received before 12H00, otherwise next day.



f) Fatal breakdown

Fatal breakdown is defined as an occurrence when an installation or a specified part thereof fails to operate for any period other than during the execution of routine preventative and corrective maintenance activities. Response time: 2 hours.

All the above-mentioned maintenance work shall be executed in accordance with the relevant codes of practice, statutory regulations, standards, regulations, municipal laws and by-laws and the manufacturers' specifications and codes of practice.

All new equipment, components and materials supplied and installed under the maintenance contract shall be furnished with a prescribed manufacturer's guarantee. The maintenance work and items are to be categorized by the Contractor for each maintenance activity.

Annexure A – Monthly Preventative Maintenance for BLOEMFONTEIN DEEDS OFFICE (CGO):
Lift 1- Lift Number 489659: STOPS 4

TABLE 1: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1.	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN DEEDS OFFICE: LIFT 1 - LIFT NUMBER 489659

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure B – Monthly Preventative Maintenance for BLOEMFONTEIN DEEDS OFFICE (CGO):

Lift 2- Lift Number 489660: STOPS 4

TABLE 2: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1.	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/ Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN DEEDS OFFICE: LIFT 2 - LIFT NUMBER 489660

REMARKS.....
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..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure C – Monthly Preventative Maintenance for BLOEMFONTEIN DEEDS OFFICE (CGO):
Dumbwaiter 1: Lift Number 32093: STOPS 4

TABLE 3: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all dumbwaiter doors and locks	Check/Adjust/Repair/ Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Record	
1.4	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.5	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Repair/ Record	
1.6	Blow-out controllers, main motors & generators	Check/Adjust/Replace/ Record	
1.7	Lubricate all moving parts as necessary	Check/Repair/Record	
1.8	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Adjust/Repair/ Record	
1.9	Clean down shaft, landing door-gear, dumbwaiter door equipment, behind car and landing door sills and counterweight	Check/Clean/Replace/ Record	
1.10	Clean and de-grease the top of dumbwaiter and lubricate all moving parts and linkages as necessary	Check/Clean/Repair/ Record	
1.11	Top-up dumbwaiter and counterweight oil pots as necessary	Check/Clean/Repair/ Record	
1.12	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Check and re-adjust all dumbwaiter and landing door equipment if necessary	Check/Repair/Record	
1.14	Check dumbwaiter & counterweight guide shoes for excessive play	Check/Adjust/Repair/ Record	
1.15	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.16	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.17	Check dumbwaiter door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.18	Check dumbwaiter & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	
REMARKS.....			
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..... CONTRACTORS' SIGNATURE		 DATE	
..... CLIENT USERS NAME:		 COMPLAINT NUMBER	

Annexure D – Monthly Preventative Maintenance for BLOEMFONTEIN SARS OFFICE (CGO):

Lift 3- Lift Number FSL17/3: STOPS 4

TABLE 5: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN DEEDS OFFICE: LIFT 3 - LIFT NUMBER FSL17/3

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

NB: *The contractor is expected to perform but not limited to the action below*

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FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS

Annexure F – MONTHLY Preventative Maintenance for BLOEMFONTEIN MAGISTRATE COURT:
Lift Number 72BE0194: STOPS 4

TABLE 7: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN MAGISTRATE COURT: LIFT NUMBER 72BE0194

REMARKS.....
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

Annexure G – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS HQ:
Lift 1: Lift Number 72BE9069: STOPS 6

TABLE 8: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN SAPS HQ LIFT 1: LIFT NUMBER 72BE9069

REMARKS..... 		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure H – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS HQ:

Lift 2: Lift Number 72BE9070: STOPS 6

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN SAPS HQ: LIFT 2: LIFT NUMBER 72BE9070

REMARKS.....
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..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure I – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS KAVALIER FLATS:
Lift Number 72BE0397: STOPS 8.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN SAPS KAVALIER FLATS: LIFT NUMBER 72BE0397

REMARKS.....
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

Annexure J – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS MOREWAG FLATS:

LIFT 1: Lift Number 72BE0207: STOPS 9.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN SAPS MOREWAG FLATS: LIFT 1: LIFT NUMBER 72BE0207

REMARKS.....
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

Annexure K – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS MOREWAG FLATS:
Lift 2: Lift Number 72BE0208: STOPS 9.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN SAPS MOREWAG FLATS: LIFT 2: LIFT NUMBER 72BE0208

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure L – MONTHLY Preventative Maintenance for BLOEMFONTEIN HIGH COURT:
Lift 1: Lift Number 72M27006A: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN HIGH COURT: LIFT 1: LIFT NUMBER 72M27006A

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure M – MONTHLY Preventative Maintenance for BLOEMFONTEIN HIGH COURT:

Lift 2: Lift Number 802006: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN HIGH COURT: LIFT 2: LIFT NUMBER 802006

REMARKS.....
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..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure N – MONTHLY Preventative Maintenance for BLOEMFONTEIN NATIONAL MUSEUM:
Lift Number 802247: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/Repair/Record	
1.19	Check emergency light & alarm	Check/Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/Repair/Record	



REMARKS: BLOEMFONTEIN NATIONAL MUSEUM: LIFT NUMBER 802247

REMARKS.....
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..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure O – MONTHLY Preventative Maintenance for BLOEMFONTEIN PARK ROAD SAPS:
Lift Number 802654: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENT S
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN PARK ROAD SAPS: LIFT NUMBER 802654

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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

Annexure P – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:
Lift 1: LIFT NUMBER: 05/L967: STOPS 7.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 1: LIFT NUMBER: 05/L967

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure Q – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:
LIFT 2: LIFT NUMBER: 05/L968: STOPS 7.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 2: LIFT NUMBER: 05/L967

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure R – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:
Lift 3: LIFT NUMBER: 05/L969: STOPS 7.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 3: LIFT NUMBER: 05/L969

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure S – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:
Lift 4: LIFT NUMBER: 05/L970: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 4: LIFT NUMBER: 05/L970

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure T – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:
Lift 5: LIFT NUMBER: 05/L971: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: Lift 5: LIFT NUMBER: 05/L971

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure U – MONTHLY Preventative Maintenance for BLOEMFONTEIN SUPREME COURT OF APPEAL:
Lift number 803589: STOPS 3.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN SUPREME COURT OF APPEAL: LIFT NUMBER 803589

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure V – MONTHLY Preventative Maintenance for BLOEMFONTEIN WAR MUSEUM:
Chair Lift: Lift Number 803590: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN WAR MUSEUM: CHAIR LIFT: LIFT NUMBER 803590

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure W – MONTHLY Preventative Maintenance for BLOEMFONTEIN WAR MUSEUM:
Lift 2: Lift Number 803591: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN WAR MUSEUM: LIFT 2: LIFT NUMBER 803591

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure X – MONTHLY Preventative Maintenance for BLOEMFONTEIN WAR MUSEUM:
Platform Hoist Disable: Lift 3: Lift Number 803592: STOPS 1.5.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN WAR MUSEUM: PLATFORM HOIST DISABLE: LIFT 3: LIFT NUMBER 803592

REMARKS:.....
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

Annexure Y – MONTHLY Preventative Maintenance for BLOEMFONTEIN HEIDEDAL SAPS:
Lift Number 72BE7427: STOPS 3.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN HEIDEDAL SAPS: LIFT NUMBER 72BE7427

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure Z – MONTHLY Preventative Maintenance for BLOEMFONTEIN OLIWENHUIS MUSEUM:

Lift 1: Lift Number 72NE3774: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN OLIWENHUIS MUSEUM: LIFT 1: LIFT NUMBER 72NE3774

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure AA – MONTHLY Preventative Maintenance for BLOEMFONTEIN OLIWENHUIS MUSEUM:
Lift 2: Lift Number 72NE5694: STOPS 2.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN OLIVENHUIS MUSEUM: LIFT 2: LIFT NUMBER 72NE5694

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AB – MONTHLY Preventative Maintenance for BETHLEHEM SAP HQ:

Lift 1: Lift Number 72EX1563: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BETHLEHEM SAP HQ: LIFT 1: LIFT NUMBER 72EX1563

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AC – MONTHLY Preventative Maintenance for BETHLEHEM SAP HQ:

Lift 2: Lift Number 72EX1563A: STOPS 4.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BETHLEHEM SAP HQ: LIFT 2: LIFT NUMBER 72EX1563A

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AD – MONTHLY Preventative Maintenance for QWAQWA/PHUTHADITJHABA MAGISTRATE COURT:
Disable Lift: Lift Number 72NE7310: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: QWAQWA/PHUTHADITJHABA MAGISTRATE COURT: DISABLE LIFT: LIFT NUMBER 72NE7310

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure AE– MONTHLY Preventative Maintenance for QWAQWA/PHUTHADITJHABA HOME AFFAIRS:
Lift Number FSL16/04: STOPS 3.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: QWAQWA/PHUTHADITJHABA HOME AFFAIRS: LIFT NUMBER FSL16/04

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AF – MONTHLY Preventative Maintenance for HARRISMITH MAGISTRATE COURT:

Disable Lift: Lift Number 72BE0398: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: HARRISMITH MAGISTRATE COURT: DISABLE LIFT: LIFT NUMBER 72BE0398:

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AG – MONTHLY Preventative Maintenance for WELKOM SAPS HQ FLATS:

Lift 1: Disable Lift: Lift Number 72BE0399: STOPS 5.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: WELKOM SAPS HQ FLATS: LIFT 1: DISABLE LIFT: LIFT NUMBER 72BE0399

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AH – MONTHLY Preventative Maintenance for WELKOM THABONG SAPS CHARGE OFFICE:
Lift 1: Lift Number 802675: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: WELKOM THABONG SAPS CHARGE OFFICE: LIFT 1: LIFT NUMBER 802675

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AI – MONTHLY Preventative Maintenance for WELKOM DETECTIVE BRANCH:
Lift Number 802655: STOPS 3.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: WELKOM DETECTIVE BRANCH: LIFT NUMBER 802655

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

**Annexure AJ – MONTHLY Preventative Maintenance for WELKOM THABONG SAPS SUPPORT OFFICE:
Lift 2: Lift Number 802676: STOPS 3.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: WELKOM THABONG SAPS SUPPORT OFFICE: LIFT 2: LIFT NUMBER 802676

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AK – MONTHLY Preventative Maintenance for WELKOM MAGISTRATE COURT:
Lift 1: Lift Number: 72NE7124: STOPS 3.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: WELKOM MAGISTRATE COURT: LIFT 1: LIFT NUMBER: 72NE7124

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AL – MONTHLY Preventative Maintenance for WELKOM MAGISTRATE COURT:

Lift 2: Lift Number: FSL17-11: STOPS 3.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: WELKOM MAGISTRATE COURT: LIFT 2: LIFT NUMBER: FSL17-11

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AM – MONTHLY Preventative Maintenance for KROONSTAD SAPS:

Lift Number: 802653: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: KROONSTAD SAPS: LIFT NUMBER: 802653

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AN – MONTHLY Preventative Maintenance for KROONSTAD MAGISTRATE COURT:
Scissor Platform: Lift Number :05/L862: STOPS 1.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Check oil levels	Check/Adjust/Repair/Clean /Record	
1.2	Check for any oil leaks	Clean/Record	
1.3	Blow-out dust and clean hydraulic equipment and cover box	Check/Adjust/Record	
1.4	Test stop switch	Check/Adjust/Repair/Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/Record	
1.6	Lubricate all moving parts as necessary	Check/Adjust/Replace/Record	
REMARKS..... 			
..... CONTRACTORS' SIGNATURE		 DATE	
..... CLIENT USERS NAME:		 COMPLAINT NUMBER	

**Annexure AO – MONTHLY Preventative Maintenance for VIRGINIA MAGISTRATE COURT:
Disability Lift: Lift Number 72NE6893: STOPS 2.**

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check lights are working in the inside of lift car	Clean/Record	
1.3	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Record	
1.4	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.5	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Repair/ Record	
1.6	Blow-out controllers and hydraulic equipment	Check/Adjust/Replace/ Record	
1.7	Lubricate all moving parts as necessary	Check/Repair/Record	
1.8	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Adjust/Repair/ Record	
1.9	Top-up oil in hydraulic system as necessary	Check/Clean/Replace/ Record	
1.10	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.11	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Clean/Repair/ Record	
1.12	Top-up car and counterweight oil pots as necessary	Check/Adjust/Repair/ Record	
1.13	Lubricate all moving parts and linkages as necessary	Check/Repair/Record	
1.14	Check and re-adjust all car and landing door equipment if necessary	Check/Adjust/Repair/ Record	
1.15	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.16	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.17	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.18	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.19	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.20	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.21	Check Car & Counterweight, hydraulic	Check/Supply/Adjust/ Repair/Record	

REMARKS: KROONSTAD SAPS: LIFT NUMBER: 802653

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER

Annexure AP – MONTHLY Preventative Maintenance for SASOLBURG ZAMDELA SAPS:
Lift Number: 803565: STOPS 2.

TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

NB: *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: SASOLBURG ZAMDELA SAPS: LIFT NUMBER: 803565

REMARKS.....		
..... CONTRACTORS' SIGNATURE		 DATE
..... CLIENT USERS NAME:		 COMPLAINT NUMBER