



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

FACILITIES MAINTENANCE GUIDELINES FOR PUBLIC SCHOOLS

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1. EXECUTIVE SUMMARY

Routine maintenance of school facilities in our country is generally unacceptable, resulting in further deterioration over time. The ongoing neglect exposes learners to danger, de-motivates educators and costs the state more and more over time as buildings deteriorate further and collapse.

The main causes of building collapse can be prevented by regularly

- Repairing or removing any damage that puts learners at risk;
- Clearing gutters and storm water drainage before the rainy season every year;
- Conducting basic roof checking and repairs every year to ensure roofs will not blow off in storms;
- Undertaking termite treatment every 5 years to prevent damage to roofing;
- Taking out buildings insurance to cover fire and emergency damage (section 6060, gazette 30637);
- Emptying full toilets and septic tanks; and
- Re-painting external metal work.

The role of the Department of Education is defined in the following legislation.

- Section 38(1)(d) of the Public Finance Management Act (PFMA), No 01 of 1999 stipulates that the accounting officer for a department is responsible for the management, including safeguarding and the maintenance of the assets of the Department.
- The Government Immovable Asset Management Act (GIAMA), No 19 of 2007 promotes the efficient utilization and maintenance of existing immovable assets, (Section 5(1)(d)).
- The South African Schools Act (SASA), No 84 of 1999 defines the roles of the Department of Education (Provincial, District, Circuit, School Governing Body and School Principal) to maintain and improve the school property and buildings and grounds occupied by the schools, including school hostels.
- Guidance on provincial funding to schools and its use are defined in the South African Schools Act Amended National Norms and Standards for School Funding (Gazettes 29179, 32683, 33723 and 339471).

Thus, in practice school facilities maintenance is carried out under the authority of officials at three levels

1. The School Principal and School Governing Body (SGB);
2. The Circuit and/or District management;
3. The Provincial Infrastructure Directorate.

1.1 SCHOOL MAINTENANCE MANAGED BY THE SCHOOL PRINCIPAL AND SCHOOL GOVERNING BODY: SECTION 21 SCHOOLS

The South African Schools Act states that the governing body of a public school must administer and control the school's property, and buildings and grounds occupied by the school, including school hostels, if applicable+ (Section 20).

In addition a governing body may apply to the Head of Department in writing, or the Member of the Executive Council (MEC) may by notice in the Provincial Gazette allocate responsibility to the school governing body to maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels+ (Section 21).

Where the MEC has allocated full responsibility to a school governing body under Section 21 of the South African Schools Act, a budget allocation is transferred from the Provincial department into each school fund, to be managed by the School Principal and School Governing Body.

The School Governing Body is required to use these funds

- a) to maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels, if applicable;
- b) to determine the extra-mural curriculum of the school and the choice of subject options in terms of provincial curriculum policy;
- c) to purchase textbooks, educational materials or equipment for the school;

- d) to pay for services to the school; or
- e) other functions consistent with this Act and any applicable provincial law+ (South African Schools Act, 1996, section 21).

To reverse the long term neglect of school's property, buildings and grounds, it is recommended that School governing bodies and School principals should ring fence 10% of the norms and standards allocation to cover facilities repairs and maintenance. For an ~~average~~ school of 400 learners in a poor area (Quintile 1) the recommended¹ annual allocation for 2012 is R384,000 (400*R960). While 10% of this budget is only R38,400, this should be sufficient to do basic repairs and maintenance during the year.

School principals may use a variety of service providers to effect repairs and maintenance:

- É Option 1: The local Public Works cost centre inspects the school, prepares a quotation for the school to approve; the school buys the materials; the Public Works cost centre provides the labour, project management and supervision to carry out the repairs and maintenance;
- É Option 2: The school obtains 3 quotes and contracts a service provider to do the work, which is paid for from the school fund;
- É Option 3: Parents, Learners or Community members may volunteer to do the work;
- É Option 4: Where the provincial Department has a term service contract in place for maintenance work, the contracted service provider does the work and is paid either from the schools fund or from the district or provincial budget.

MAINTENANCE MANAGEMENT TOOLS FOR SECTION 21 SCHOOLS

The following constitutes national guidance documents and templates to be made available to school principals to assist with the carrying out of maintenance at schools;

1. The National maintenance manual ~~Management of First Line Maintenance at Teaching and Learning Environments~~+ (National Department of Education 2008) which provides detailed guidance on facilities maintenance and management. This manual is often referred to as the Schools Infrastructure Support Programme or SISP.
 2. The standard templates (SISP) for the Maintenance plan, budget, and performance report to be completed by each school.
 3. Quotation templates to request quotations for maintenance work.
 4. Contact details of the provincial Department of Public Works cost centres within the province.
 5. ~~Prescripts~~ for the use of the schools fund allocation+defining the top priority maintenance work to be done using the norms and standards funding, the amount ring fenced for facilities repairs and maintenance, and deadlines for submission of the annual maintenance plan, budget, and performance report.
- It is recommended that provincial departments of education provide induction workshops covering the responsibilities relating to maintenance and provide advice to school principals wherever necessary.

Copies of these Templates are attached as an annexure

It is recommended that Provincial Departments should submit maintenance plans, budgets and performance reports in the standard formats for all Section 21 schools before 31 January each year.

1.2 SCHOOL MAINTENANCE MANAGED BY CIRCUIT OR DISTRICT OR PROVINCIAL OFFICIALS: NON-SECTION 21 SCHOOLS

Where the MEC has *not* allocated full responsibility to a school governing body under Section 21 of the South African Schools Act, the Circuit or District or Provincial management are responsible for the norms and standards budget allocation and functions, including maintaining and improving the property, buildings and grounds occupied by the school.

To reverse the long term neglect of school's property, buildings and grounds, It is recommended that Provincial Departments should provide a budget equivalent to 10% of the gazetted norms and standards allocation per learner to cover facilities repairs and maintenance.

¹ Government notice number 1017, Gazette 33723 of 5 November 2010

This budget will be managed at District or Provincial level. It is recommended that Provincial Departments should inform the Director General in writing of the DBE on how the Province plans to manage maintenance and repairs at non-Section 21 schools before 30 August each year, and include these plans in the User Asset Management plan (U-AMP) and Infrastructure Program Management Plan (IPMP), which are also due before 30 August each year.

A district or provincial management may use a variety of service providers to effect repairs and maintenance:

- É Option 1: The local Public Works cost centre inspects the school, prepares a quotation for the school to approve; the school buys the materials, the Public Works cost centre provides the labour, management and supervision to carry out the repairs and maintenance;
- É Option 2: The District office obtains 3 quotes and contracts a service provider to do the work, paid for from the school fund;
- É Option 3: Where the provincial Department has a term service contract in place for maintenance work, the contracted service provider does the work and is paid either from the schools fund or from the district or provincial budget.

MAINTENANCE MANAGEMENT TOOLS FOR NON-SECTION 21 SCHOOLS:

The following constitutes national guidance documents and templates to be made available to school principals to assist with the carrying out of maintenance at schools;

1. The National maintenance manual ~~%~~Management of First Line Maintenance at Teaching and Learning Environments+ (National Department of Education 2008) which provides detailed guidance on facilities maintenance and management. This manual is often referred to as the Schools Infrastructure Support Programme or SISP.
 2. The standard templates (SISP) for the Maintenance plan, budget, and performance report to be completed by each school.
 3. Quotation templates to request quotations for maintenance work.
 4. Contact details of the provincial Department of Public Works cost centres within the province.
 5. ~~%~~Prescripts for the use of the schools fund allocation+defining the top priority maintenance work to be done using the norms and standards funding, the amount ring fenced for facilities repairs and maintenance, and deadlines for submission of the annual maintenance plan, budget, and performance report.
- It is recommended that provincial departments of education provide induction workshops covering the responsibilities relating to maintenance and provide advice to school principals wherever necessary.

Copies of the templates are included in the Annexures. It is recommended that Provincial Departments should submit a summary maintenance plan, budget and budgets and performance reports in the standard formats for all non-section 21 schools before 31 January each year.

1.3 SCHOOL MAINTENANCE MANAGED BY PROVINCIAL OFFICIALS

The Province is responsible for periodic maintenance work that is too complex for implementation by District management and School Principals, for re-capitalising the assets every fifteen to twenty years, and for additional infrastructure at schools. The Department of Education is accountable for infrastructure delivery using the schedule 7 grants, schedule 4 grants and voted funds. Thus periodic maintenance, using current budgets, is managed using the normal processes defined in the Infrastructure Delivery Management System (IDMS). Given the long waiting lists for infrastructure projects at schools due to the shortage of funding, the strategy for project prioritisation must be explained in the U-AMP.

It is recommended that Provincial Departments should allocate at least 10% of the annual infrastructure budget to periodic maintenance, and include these projects in the User Asset Management Plan (U-AMP) and Infrastructure Program Management Plan (IPMP) each year.

Provincial officials may use a variety of procurement methods to effect repairs and maintenance, as defined in the ~~%~~standards for Uniformity in Construction Procurement+(gazette 31823, CIDB 2009).

It is recommended that Provincial Departments should submit a procurement strategy for periodic maintenance projects starting in the coming financial year, in the format provided, before 30 August each year, and include these plans in the User Asset Management plan (U-AMP) and Infrastructure Program Management Plan (IPMP), which are also due before 30 August each year. It is recommended that Provincial Departments should include a strategy for term service contracts for electrical and plumbing services, building repairs and maintenance services, toilet emptying and termite treatment.

2. INTRODUCTION

The objectives of the infrastructure programme are to contribute to Presidential Outcome 1: Improved quality of basic education, and the Schooling 2025 objective. The aim is that by 2025 schools and their teaching and learning environments will be at new and relevant international best practice levels of provision and functionality. The school environment should be in an acceptable condition to attract and retain good teachers, and to create a conducive learning environment for learners.

Improved school maintenance is essential to attain this objective. Routine maintenance of school facilities in our country is generally unacceptable, resulting in further deterioration over time. The ongoing neglect exposes learners to danger, de-motivates educators and cost the state more and more over time as buildings collapse.

The school maintenance activities envisaged in the South African Schools Act will contribute to

- “ Prevent current deterioration of schools which results in learners under trees and expensive infrastructure backlogs
- “ Lower long term life-cycle asset costs
- “ Sustainable job creation
- “ Improve learning outcomes, by improving morale and concentration
- “ Community ownership and care of their schools
- “ Learning through doing within schools and communities
- “ Improved financial management

The strengths of the maintenance strategy are that it is a legislated process, and systems and processes are in place. Every community has some maintenance capacity and only awareness and management is lacking. The challenge for the Department of Basic Education is to raise awareness of the strategy, systems and processes, so that every school can be adequately maintained.

2.1 REASONS FOR BUILDING COLLAPSE

The main causes of building collapse include

1. Poor construction quality: Many school buildings were built by communities using unqualified builders or sub-standard building materials. Common building faults include
 - a. No foundations, foundations that are not deep enough, or foundations that are not wide enough cause the walls to crack
 - b. No damp proof course causes the paintwork to peel, and eventually weakens the mortar which can also cause the walls to crack
 - c. Poor quality concrete bricks, weak mortar, no brick force in the walls (especially at the top where the roof is supported) cause the walls to crack
2. No geotechnical investigation: Different types of foundations are needed depending on the soil conditions under a building. If the wrong foundations are used then you can expect the walls to crack. Problems are guaranteed where the building is on clay or on collapsing sand. Geotechnical investigations are now done for all new buildings.
3. Poor management of rain water: Rainwater must not run or form puddles near buildings. Common problems resulting from poor storm water management include
 - a. Washed away foundations, especially at the corner of a building, causing the walls to crack.
 - b. Puddles near the foundations will cause the walls to crack. Problems are guaranteed where the building is on clay or on collapsing sand.

4. Inadequate termite treatment: Termites collect wood from roofs for food, weakening the roof structure and causing roofs to collapse in storms. Termite treatment is required for all new buildings but
 - a. The Implementing Agent and Professional Service Provider must ensure that the service provider uses the right concentration of poison (if it's too weak the treatment won't work) and they must dig out the queen ant if the termitorium is within 10m of the new building.
 - b. On sites with a lot of termites, then the existing buildings should also be treated so that the termites don't spread to the new building.
5. Loose roof screws and using nails instead of screws: When the wind blows over a roof it alternately lifts and drops each roof sheet. This loosens the roof screws and allows water to get onto the wooden rafters. Over time the rafters get rotten around the roof screws and the screws can't hold the roof sheet down. The roof sheet lifts off in the next storm. This problem is guaranteed if the roof was built using nails.
6. Maintenance backlog: When buildings are not adequately maintained over a long time the small problems get worse and they eventually need major repairs with a major budget.
7. Poor routine and preventative maintenance: It usually costs much less to repair a problem early rather than later, as this stops the damage from getting worse. Schools are responsible for routine and preventative maintenance (as defined in the SA Schools Act)

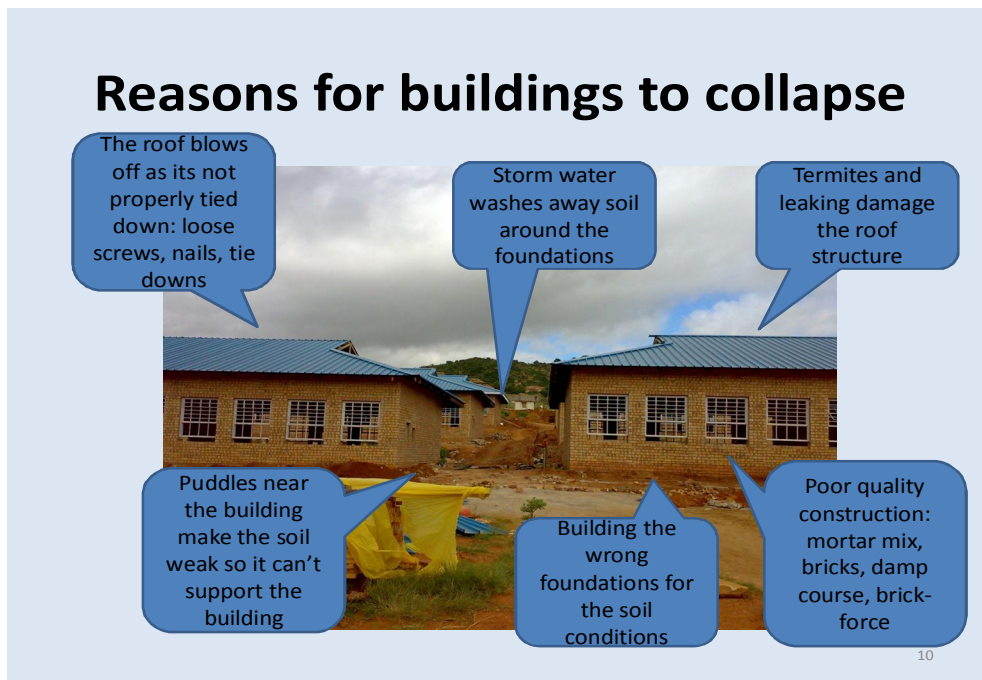


Figure 1: Illustration, why buildings collapse

The main causes of building collapse can be prevented by regularly

- ~ Repairing or removing any damage that puts learners at risk;
- ~ Clearing gutters and storm water drainage before the rainy season every year;
- ~ Basic roof checking and repairs every year to ensure roof will not blow off in storms;
- ~ Termite treatment every 5 years to prevent damage to roofing;
- ~ Emptying full toilets and septic tanks; and
- ~ Re-painting external metal work.

2.2 MAINTENANCE DEFINITIONS

Maintenance means all works on existing immovable asset that is undertaken to:-

- Prevent deterioration and failure
- Restore the immovable asset to its specified level of operation
- Restore the physical condition to specified standards
- Recover the immovable asset from structural and service failure
- Partial equivalent replacement of components of the immovable asset

Built environment professionals use the following definitions for different types of maintenance, however, where our goal is to raise the general level of school maintenance by all partners, these definitions are academic:

Planned Maintenance

- statutory maintenance
- preventative maintenance
- scheduled maintenance
- condition-based maintenance
- backlog maintenance

Unplanned Maintenance

- breakdown maintenance
- normal, fatal, emergency & incident breakdowns and minor repairs

2.3 LIFE CYCLE (TIME) COSTING OF FACILITIES

All facilities have a life cycle starting with an initial strategic vision in response to an expression of need, moving through project planning, briefing and design, construction, commissioning, operation and maintenance. The life of a facility is generally extended through a number of renovation and redevelopment projects through to eventual closure, decommissioning and deconstruction.

Maintenance is the term used to describe the intervention to counter the deterioration process and can be defined as 'the combination of all technical and associated administrative actions intended to retain an item in, or restore it to, a state in which it can perform its required function.'² (BS 3811: 1984). In its broader sense maintenance can be seen as the preservation of building assets through three distinct processes: maintenance, rehabilitation and replacement of components, as shown in Diagram 1 below.

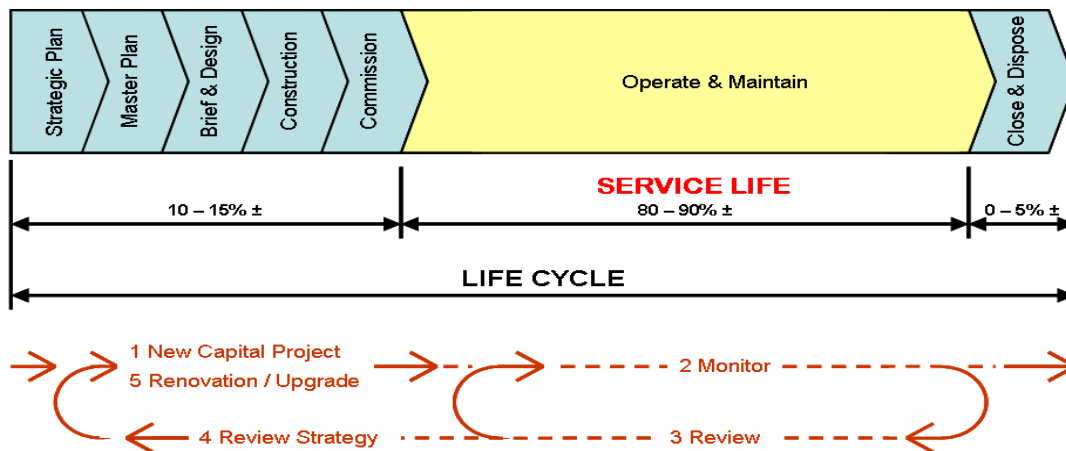


Diagram 2: Facilities Life Cycle

² BRITISH STANDARDS INSTITUTION, 1984. *BS 3811: British Standard Glossary of Maintenance Management Terms in Terotechnology*. British Standards Institution

The condition and quality of buildings reflect public pride or indifference, the level of prosperity in the area, social values and behaviour and all the many influences both past and present, which combine to give a community its unique character. There can be little doubt that dilapidated and unhealthy buildings in a decaying environment depress the quality of life and contribute in some measure to antisocial behaviour+ (Lee, 1981³).

From time to time in the life of a building , major rehabilitation work or additions are needed. While School Governing Bodies (SGBs) and School Management Teams (SMTs) are empowered by the South African Schools Act to do this work, as the costs of major rehabilitation work usually exceeds the school budget. In reality this remains the responsibility of the Provincial Department of Education. Thus in Diagram 2 below, the Provincial Department of Education is responsible for the red portion (shown as dark hatching) of the life cycle costs, and the School Governing Body is responsible for the other components shown as light hatching, using the School's funds.

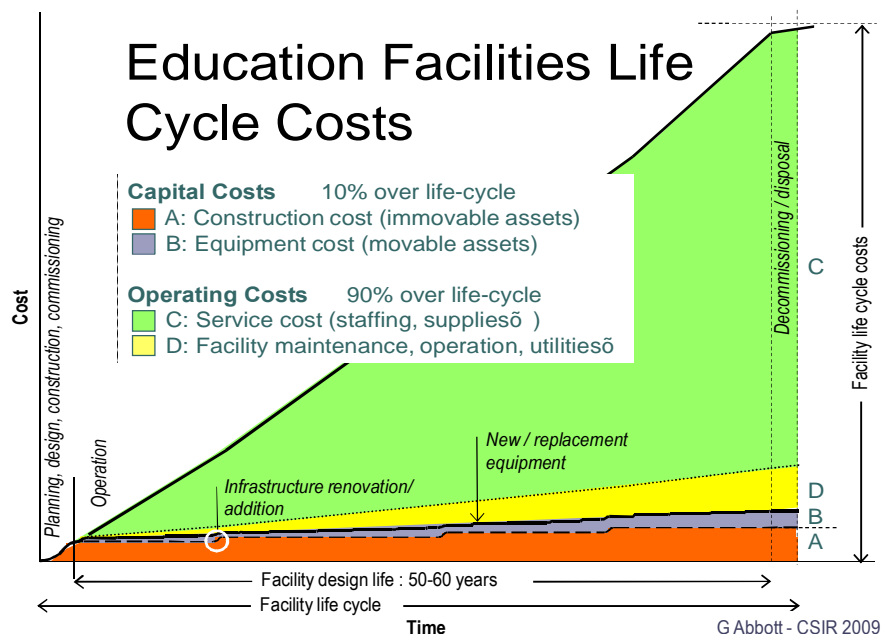


Figure 3 Education facilities cumulative life cycle costs (Khanyisa Closure Conference, CSIR, 2009)

The maintenance philosophy of a provincial department of education requires that

- Small expenditure now on maintenance prevents expensive damage later;
- Schools should act now rather than joining the waiting list for major rehabilitation later.

Built environment professionals recommend that 2% - 4% of the asset value of buildings should be spent on preventative maintenance in order to optimize the life of the assets.

The DBE has recommended that SGBs budget for 10% their Norms and Standards budgets for maintenance. (See Section 3.2)

2.3 QUANTIFYING MAINTENANCE NEEDS

³ LEE, R., 1981. *Building Maintenance Management*. Second Edition. London: Granada.

2.3.1 MANAGEMENT INFORMATION SYSTEMS

2.3.1.1 NATIONAL EDUCATION INFRASTRUCTURE MANAGEMENT SYSTEM (NEIMS)

The National Education Infrastructure Management System (NEIMS) captures detailed information on all buildings and facilities used by the Department of Basic Education. The information is updated at least every 5 years or after any project is completed, by a technician who assesses the type and condition of every building element. The results are captured into the web database. The main purpose of the NEIMS is to analyse the status of the infrastructure asset portfolio, and understand and budget for gaps in the provision. The NEIMS cost model provides summary information on the budgets needed for maintenance per school, which can be aggregated to give the provincial maintenance budget needed. The needs analysis is recorded in the annual User Asset Management Plan which is updated annually.

2.3.1.2 EDUCATION FACILITIES INFORMATION MANAGEMENT SYSTEM (EFMS)

The Education Facilities Information Management System (EFMS) captures information on each construction project. The information is updated throughout the project delivery cycle by the project manager and professional service providers. Key contractual documents, progress reports and photographs are also captured on the system. The main purpose of the EFMS is to report on project progress, quality and budget. This management information enables the project management team to identify and overcome challenges early enough that projects can be completed on time, within budget and to the required quality standards.

2.3.1.3 PHYSICAL RESOURCES MANAGEMENT INFORMATION SYSTEM (PREMIS)

The Physical Resources Management Information System (PREMIS) is used by some provinces. It captures detailed information on all buildings and facilities used by the Department of Basic Education as updated by a technician who assesses the type and condition of every building element. The main purpose of the PREMIS is to report in detail on the maintenance needs at each school. The information informs the maintenance plan and budget for each school.

2.3.1.4 PROGRAMME AND PROJECT MANAGEMENT SYSTEM (PROMAN)

PROMAN is a web based programme and project management system currently based on DP2:Project Management and DP3:Operations and Maintenance of the Infrastructure Delivery management System(IDMS), designed to convert basic programme and project management data into management information, a document filing system, asset management system and a maintenance management system. PROMAN is institutionalised by Exco Resolution No 039/2012(04) dated 13 June 2012 as the NC Infrastructure Delivery Management System. It is used by the Auditor General to audit NC infrastructure Delivery and can be assessed on (<http://ncpw.mz.co.za>).

2.4 ROLES AND RESPONSIBILITIES

2.4.1 LEGISLATIVE MANDATE FOR SCHOOL MAINTENANCE

The role of the Department of Basic Education is defined in the following legislation:

- “ Section 38(1)(d) of the Public Finance Management Act (PFMA), No 01 of 1999 stipulates that the accounting officer for a department is responsible for the management, including safeguarding and the maintenance of the assets of the Department.
- “ The Government Immovable Asset Management Act (GIAMA), No 19 of 2007 promotes the efficient utilization and maintenance of existing immovable assets, (Sec 5(1)(d).
- “ Section 21 of the South African Schools Act (SASA), No 84 of 1999 states that the School Governing Body must maintain and improve the school property and buildings and grounds occupied by the schools, including school hostels.

- “ Guidance on Provincial funding to schools and its use are defined in the South African Schools Act Amended National Norms and Standards for School Funding (Gazettes 29179, 32683, 33723 and 339471).

Thus, in practice school facilities maintenance is done under the authority of officials at three levels

- “ School Principals and School Governing Bodies are responsible for school operation under section 20, and most are responsible for school maintenance under section 21; (Section 21 schools)
- “ Circuits and/or District Management are responsible for schools maintenance under Section 21 if the school or SGB doesn't have sufficient capacity; (Non section 21 schools)
- “ The provincial infrastructure directorate is responsible for complex work and additional infrastructure.

The line between **major maintenance** to be done by the provincial department and **preventative maintenance** to be done by the School Governing Bodies (SGBs) and School Management Teams (SMTs) is currently undefined. It is therefore recommended that the following guidance in Table 1 will allow for clear decision making by the partners:

Table 1

Provincial departments	School Governing Bodies (SGB's) and School Management Teams (SMT's)
<ul style="list-style-type: none"> • The roof trusses are rotten or broken • Cracks in a wall more than 5mm wide • Rehabilitation or replacement of severely damaged buildings • Additional classrooms and administration blocks • Major rehabilitation of buildings • Major civil works for the storm water management system 	<ul style="list-style-type: none"> • Replacing doors, windows and fittings • Repairing water systems, plumbing and toilets • Repairing the electrical system • Emptying toilets • One building to be repaired and painted every year as necessary. • Repair and paint the roof of one building each year to ensure that every roof is painted every 5-15 years. • Termite treatment every 5-10 years as necessary • Repairing roof leaks, cleaning gutters and storm water drains every year

3. SECTION 21 SCHOOLS: MAINTENANCE IS MANAGED BY THE SCHOOL PRINCIPAL

The South African Schools Act states that the governing body of a public school must administer and control the school's property, and buildings and grounds occupied by the school, including school hostels, if applicable+ (Section 20).

In addition a governing body may apply to the Head of Department in writing, or the Member of the Executive Council (MEC) may by notice in the Provincial Gazette allocate responsibility to the school governing body to maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels+(Section 21).

3.1 SCHOOL RESPONSIBILITIES TOWARDS ROUTINE AND PREVENTATIVE MAINTENANCE

Where the MEC has allocated full responsibility to a school governing body under Section 21 of the South African Schools Act, a budget allocation is transferred from the Provincial department into each school fund, to be managed by the School Principal and School Governing Body.

The school governing body is required to use these funds amongst others

- “ to maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels, if applicable;
- “ to determine the extra-mural curriculum of the school and the choice of subject options in terms of provincial curriculum policy;
- “ to purchase textbooks, educational materials or equipment for the school;
- “ to pay for services to the school; or
- “ other functions consistent with this Act and any applicable provincial law+ (South African Schools Act, 1996, section 21).

Key activities towards routine and preventative maintenance are;

- Replacing doors, windows and fittings;
- Repairing water systems, plumbing and toilets;
- Repairing the electrical system;
- Emptying toilets;
- One building to be repaired and painted every year as necessary;
- Repair and paint the roof of one building each year to ensure that every roof is painted every 5-15 years;
- Termite treatment every 5-10 years as necessary; and
- Repairing roof leaks, cleaning gutters and storm water drains every year.

3.2 FUNDING FOR SCHOOL MAINTENANCE

Each Provincial Education Department(PED) transfers norms and standards+funds into the school fund of Section 21 schools, as required by the South African Schools Act and amended national norms and standards for school funding (Gazettes 29179, 32683, 33723 and 339471). For quintile 4 and 5 schools, in wealthier areas of South Africa, the school fees complement these norms and standards funds. Each school prepares an annual budget and is responsible for spending these funds as per the legislation and the Prescripts for the use of the norms and standards funding+which are issued by each provincial department.

However, many school Principals are not aware of their obligations to maintain and improve the school's property, and buildings and grounds occupied by the school and do not spend the maintenance portion of this funding on critical preventative maintenance.

It is recommended that;

- ~ To reverse the long term neglect of school's property, buildings and grounds, schools should ring fence 10% of the norms and standards allocation to cover facilities repairs and maintenance for quintile 1, 2, and 3.
- ~ For an average school of 400 learners in a poor area (Quintile 1) the recommended annual allocation for 2012 is R384,000 (400*R960). While 10% of this budget is only R38,400, this should be sufficient to do basic repairs and maintenance during the year. (Ref Government notice number 1017, Gazette 33723 of 5 November 2010)
- ~ For quintile 4 and 5 10% it is recommended that 10% of their total annual funding be ring fenced for facilities repairs and maintenance.

3.4 HOW CAN SCHOOL PRINCIPALS IMPLEMENT REPAIRS

School principals may use a variety of service providers to effect repairs and maintenance and they are:

1. The local Public Works cost centre inspects the school, prepares a quotation for the school to approve; the school buys the materials; the Public Works cost centre provides the labour, project management and supervision to carry out the repairs and maintenance;
2. The school obtains 3 quotes and contracts a service provider to do the work, which is paid for from the school fund; and
3. Parents, Learners or Community members may volunteer to do the work;

The following procedure is proposed when using public works cost centres

- Step 1: The School Principal contacts the cost centre
- Step 2: The cost centre inspector conducts a formal condition assessment of the school facilities and prepares a budget for the full scope of repairs needed
- Step 3: The School Principal reviews the report, prioritises the work to be done over the current financial year and the coming 3 financial years to match the available budget.
- Step 4: The cost centre inspector revises the cost estimates to suit the current financial year
- Step 5: The school principal obtains 3 quotations for the materials, and buys them
- Step 6: The cost centre officials carry out the work, providing labour, equipment and supervision
- Step 7: The school principal inspects the work on completion and if satisfied, signs the works delivery certificate.

3.4 MAINTENANCE MANAGEMENT TOOLS FOR SCHOOL PRINCIPALS

In addition to the South African Schools Act and the norms and standards amendment acts, the Department of Basic Education has developed essential guidance documents for use by School Principals and School Governing Bodies: These comprise;

1. The National maintenance manual Management of First Line Maintenance at Teaching and Learning Environments+ (National Department of Education 2008) which provides detailed guidance on facilities maintenance and management. This manual is often referred to as the Schools Infrastructure Support Programme or SISP.
2. The standard templates (SISP) for the Maintenance plan, budget, and performance report to be completed by each school.
3. Quotation templates to request quotations for maintenance work.
4. Contact details of the provincial Department of Public Works cost centres within the province.
5. Prescripts for the use of the schools fund allocation+defining the top priority maintenance work to be done using the norms and standards funding, the amount ring fenced for facilities repairs and maintenance, and deadlines for submission of the annual maintenance plan, budget, and performance report.

It is recommended that provincial departments of education provide induction workshops covering the responsibilities relating to maintenance and provide advice to school principals wherever necessary.

Copies of the templates are included in the Annexures.

3.5 PROCESS FLOW FOR MAINTENANCE AT SECTION 21 SCHOOLS MANAGED BY THE SCHOOL PRINCIPAL AND SCHOOL GOVERNING BODY

School Principals of Section 21 schools are required to follow a step by step process to implement school repairs and maintenance. The responsible people use the standard forms and templates to report on each step, as shown in Table 2.

Table 2 Action steps taken by schools to implement repairs and maintenance

Action step	Documents required	Responsibility
Step 1: Inspect the school and complete the maintenance checklist, using the Template for the school maintenance plan and budget	Form 1A: Inspection and preventative maintenance checklist for site series Form 1B: Inspection and preventative maintenance checklist for building elements and services for each building	School Principal through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 2: Summarise the maintenance needs and prioritise the work	Form 2A: Condition assessment form for the whole site Form 2B: Condition assessment form for each building	School Principal through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 3: Schedule the work and estimate the budget	Form 3A: Schedule for planned maintenance for the next 10 years	School Principal through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 4: School principal reviews and agrees with the maintenance plan and budget	Signed maintenance plan and budget	School Principal
Step 5: The annual parent meeting approves the budget and plans for the coming school year as presented by the school principal	Minutes of the Parents meeting	School Principal
Step 6: The School Governing Body approves the budget and plans for the coming school year	Minutes of the School Governing Body meeting	School Governing Body: chairperson
Step 7: The School Principal submits the budget and plans and other required documents to the circuit manager	Maintenance plan and budget signed by the school principal	School Principal
Step 8: The provincial budget office transfers the norms and standard funds into the school fund	Bank statement Receipt	Chief financial officer

Action step	Documents required	Responsibility
Step 9: The school maintenance officer arranges for the work to be done through volunteers, public works cost centre, quotations from at least 3 service providers, or using a provincial term service provider	Quotation templates; Contact details of the public works cost centre; School Toolbox ; Form 4: Service request form for maintenance work	School Principal through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 10: The school maintenance officer monitors the repairs and maintenance to make sure the work is done properly and approves the work on completion	Form 5: Final delivery certificate for maintenance work	School Principal through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 11: The school principal completes the self assessment on school maintenance	Form 6: Maintenance performance assessment	School Principal
Step 12: The School Principal submits the self assessment with the budget and plan for the coming financial year	Maintenance plan, budget and self assessment submitted to Senior Manager Maintenance & Circuit Manager with the IQMS	School Principal

The forms referred to in Table 2 have been drawn from the National Guideline document (SISP) and are attached in the Appendix. They are also available in the form of an excel spreadsheet for ease of use..

4. NON-SECTION 21 SCHOOLS: MAINTENANCE IS MANAGED BY THE CIRCUIT, DISTRICT OR PROVINCIAL OFFICIALS

Where the MEC has *not* allocated full responsibility to a school governing body under Section 21 of the South African Schools Act, the Circuit or District or Provincial management are responsible for the norms and standards budget allocation and functions, including maintaining and improving the property, buildings and grounds occupied by the school.

4.1 RESPONSIBILITIES TOWARDS ROUTINE AND PREVENTATIVE MAINTENANCE IN NON SECTION 21 SCHOOLS

Key activities towards routine and preventative maintenance are;

- Replacing doors, windows and fittings
- Repairing water systems, plumbing and toilets
- Repairing the electrical system
- Emptying toilets
- One building to be repaired and painted every year as necessary.
- Repair and paint the roof of one building each year to ensure that every roof is painted every 5-15 years.
- Termite treatment every 5-10 years as necessary
- Repairing roof leaks, cleaning gutters and storm water drains every year

4.2 FUNDING FOR SCHOOL MAINTENANCE IN NON SECTION 21 SCHOOLS

Non section 21 schools get their maintenance budget from the norms and standards allocation in accordance with the national norms and standards for school funding. The policy allows the PEDs to provide a breakdown of the schools allocation. There is no specific percentage allocation for facilities repairs and maintenance.

To reverse the long term neglect of school's property, buildings and grounds, It is recommended that Provincial Departments should provide a budget equivalent to 10% of the gazetted norms and standards allocation per learner to cover facilities repairs and maintenance.

This budget will be managed at District or Provincial level. It is recommended that Provincial Departments should inform the Director General in writing on how the Province plans to manage maintenance and repairs at non-Section 21 schools before 30 August each year, and include these plans in the User Asset Management plan (U-AMP) and Infrastructure Program Management Plan (IPMP), which are also due before 30 August each year.

4.3 HOW CAN CIRCUITS, DISTRICT OR PROVINCIAL OFFICIALS IMPLEMENT REPAIRS

District or Provincial management may use a variety of service providers to effect repairs and maintenance:

- É Option 1: The local Public Works cost centre inspects the school, prepares a quotation for the school to approve; the school buys the materials, the Public Works cost centre provides the labour, management and supervision to carry out the repairs and maintenance;
- É Option 2: The District office obtains 3 quotes and contracts a service provider to do the work, paid for from the school fund;
- É Option 3: Where the provincial Department has a term service contract in place for maintenance work, the contracted service provider does the work and is paid either from the schools fund or from the district or provincial budget.

The following procedure is proposed when using Public Works cost centres

- Step 1: The School Principal contacts the circuits, district or provincial office
- Step 2: The circuits, district or provincial office contacts the cost centre
- Step 3: The cost centre inspector conducts a formal condition assessment of the school facilities and prepares a budget for the full scope of repairs needed
- Step 4: The circuits, district or provincial office reviews the report, prioritises the work to be carried out over the current financial year and the coming 3 financial years to match the available budget.

- Step 5: The cost centre inspector revises the cost estimates to suit the current financial year
- Step 6: The circuits, district or provincial government obtains 3 quotations for the materials, and buys them
- Step 7: The cost centre officials carry out the work, providing labour, equipment and supervision
- Step 8: The school principal inspects the work on completion and if satisfied, signs the works delivery certificate.

4.4 MAINTENANCE MANAGEMENT TOOLS FOR OFFICIALS CONCERNING NON-SECTION 21 SCHOOLS:

In addition to the South African Schools Act and the norms and standards amendment acts, the Department of Basic Education has developed essential guidance documents for use by School Principals and School Governing Bodies: These comprise;

1. The National maintenance manual ~~%~~Management of First Line Maintenance at Teaching and Learning Environments+ (National Department of Education 2008) which provides detailed guidance on facilities maintenance and management. This manual is often referred to as the Schools Infrastructure Support Programme or SISP.
 2. The standard templates (SISP) for the Maintenance plan, budget, and performance report to be completed by each school.
 3. Quotation templates to request quotations for maintenance work.
 4. Contact details of the provincial Department of Public Works cost centres within the province.
 5. ~~%~~Prescripts for the use of the schools fund allocation+defining the top priority maintenance work to be done using the norms and standards funding, the amount ring fenced for facilities repairs and maintenance, and deadlines for submission of the annual maintenance plan, budget, and performance report.
- It is recommended that provincial departments of education provide induction workshops covering the responsibilities relating to maintenance and provide advice to school principals wherever necessary.

Copies of the templates are included in the Annexures.

4.5 PROCESS FLOW FOR MAINTENANCE AT NON-SECTION 21 SCHOOLS MANAGED CIRCUIT/DISTRICT MAINTENANCE OFFICERS

The responsible officials managing maintenance at these non-section 21 schools are required to follow a step by step process to implement school repairs and maintenance. The responsible people use the standard forms and templates to report on each step, as shown in Table 3.

Table 3 Action steps taken by the circuit / district maintenance officer to implement repairs and maintenance

Action step	Document required	Responsibility
Step 1: Inspect the school and complete the maintenance checklist, using the Template for the school maintenance plan and budget	Form 1A: Inspection and preventative maintenance checklist for site series Form 1B: Inspection and preventative maintenance checklist for building elements and services for each building	Circuit / district maintenance officer through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 2: Summarise the maintenance needs and prioritise the work	Form 2A: Condition assessment form for the whole site Form 2B: Condition assessment form for each building	Circuit / district maintenance officer through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 3: Schedule the work and estimate the budget	Form 3A: Schedule for planned maintenance for the next 10 years	Circuit / district maintenance officer through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 4: School principal reviews and agrees with the maintenance plan and budget	Signed maintenance plan and budget	School Principal
Step 5: The Circuit compiles a maintenance plan for the whole Circuit	Circuit maintenance plan	Circuit / district maintenance officer
Step 6: The District compiles a maintenance plan for the whole District	District maintenance plan	District maintenance officer
Step 7: The Province compiles a maintenance plan for the whole Province	Provincial maintenance plan	Provincial maintenance officer
Step 8: Province Provides a maintenance budget of at least 10% of the norms and standards budget to the responsible cost centre: Circuit, District, Provincial infrastructure unit, or Public Works Cost Centre	BAS budget allocation	Chief financial officer
Step 9: The Circuit / district maintenance officer arranges for the work to be done through volunteers, public works cost centre, quotations from at least 3 service providers, or using a provincial term service provider	Quotation templates; Contact details of the public works cost centre; School Toolbox ; Form 4: Service request form for maintenance work	Circuit / district maintenance officer through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider
Step 10: The Circuit / district maintenance officer monitors the repairs and maintenance to make sure the work is done properly and approves the work on completion	Form 5: Final delivery certificate for maintenance work	Circuit / district maintenance officer through the maintenance officer / technician provided by the Public works cost centre / volunteer / service provider

Action step	Document required	Responsibility
Step 11: The School Principal completes the self assessment on school maintenance	Form 6: Maintenance performance assessment	School Principal
Step 12: The School Principal submits the self assessment with the budget and plan for the coming financial year	Maintenance plan, budget and self assessment submitted to Senior Manager Maintenance & Circuit Manager with the IQMS	School Principal

The forms referred to in Table 3 have been drawn from the National Guideline document (SISP) and are attached in the Appendix. They are also available in the form of an excel spreadsheet for ease of use..

5. IMPLEMENTATION DEADLINES FOR TRANSFER OF PROVINCIAL FUNDS TO SCHOOLS BY PROVINCIAL EDUCATION DEPARTMENTS

The first payment of the norms and standards funds will be released to the schools each year on or before 15 May and the second payment on or before 15 November. The payment may be effected only if the school meet the requirements as contemplated in section 121A of The Amended National Norms and Standards for School published in Government Gazette No 29179 of 30 August 2006.

Requirements are:

- a) If the PED is satisfied that the public school has utilised its school funds in accordance with its functions and responsibilities as prescribed by SASA.
- b) After PED has considered the annual financial statements of the previous financial year, audited or examined and submitted by the public school as contemplated in section 43(5) of SASA.
- c) The PED may specify any additional requirements in the prescripts as per section 138A of SASA gazette 339471.

6. SCHOOL MAINTENANCE BY THE PROVINCIAL OFFICE: COMPLEX WORK, ADDITIONAL INFRASTRUCTURE, OR ROUTINE MAINTENANCE WHERE SCHOOLS, CIRCUITS AND DISTRICTS LACK CAPACITY

The Provincial Department of Education is responsible for periodic maintenance work that is too complex for implementation by District management and School Principals, for recapitalising the assets every fifteen to twenty years, and for additional infrastructure at schools. The Department of Education is accountable for infrastructure delivery using the schedule 7 grants, schedule 4 grants and voted funds. Thus periodic maintenance, using current



Figure 4 Process flow for Provincial fixed asset maintenance planning

6.1 MANAGEMENT ARRANGEMENTS

Under the PFMA, the Provincial Department is responsible for delivering services, and may use various management arrangements for repairs and maintenance services, as depicted below.

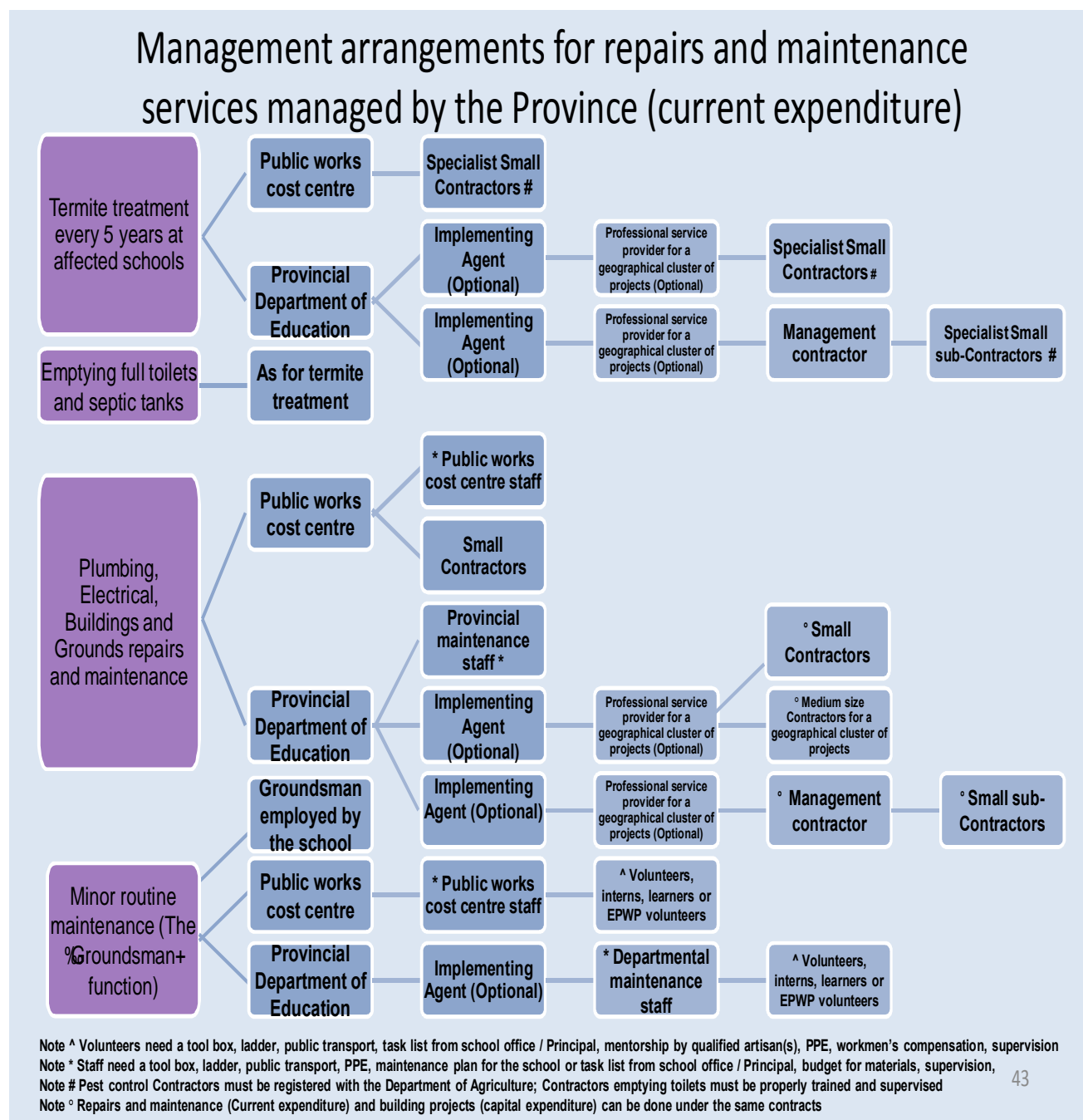
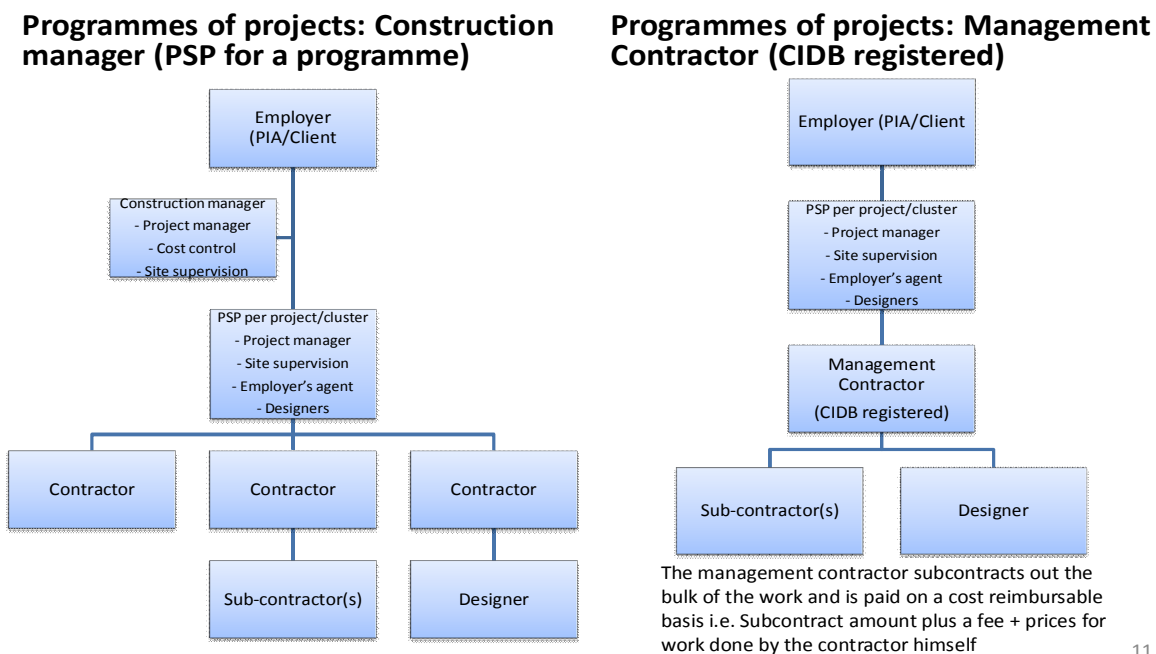


Figure 5 Management arrangements for repairs and maintenance services managed by the Provincial office

Each management arrangement has advantages and disadvantages, but the key consideration for the provincial department in choosing the management team and arrangements, is the available capacity within the provincial department, the department of public works and the provincial implementing agents. Thus each province may choose different management arrangements for the different types of projects, and these arrangements may change over time depending on the actual delivery capacity of the partners.

Where additional management capacity is required an implementing agent may use two standard options for in-sourcing management capacity. Figure 5 provides a generic illustration of these two options. These models are described in the Standards for uniformity in construction procurement and in detail in the Construction Industry Development Board practice notes. A CIDB registered management contractor is required to outsource a significant portion of the work to smaller contractors, provides these smaller companies with support, materials and a steady workflow so that the smaller companies may graduate up the CIDB grades. This model can help the Department of Basic Education to achieve important socioeconomic deliverables, while boosting programme and project management capacity. A construction manager essentially provides the Implementing Agent or provincial Department of Education with technical and managerial personnel, and may even second these people to the implementing agent. These models are compared below.

Management of programmes of projects



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Figure 6: In-sourcing management capacity for repairs and maintenance services managed by the Provincial office using Construction Manager(s) or Management Contractor(s)

6.2 CONTRACTUAL ARRANGEMENTS

Each management arrangement is governed by contracts between the partners. The provincial department is responsible for using the correct contract for the particular management arrangement. Special care is to be taken not to use an inappropriate contract, where there is no case history to assist in resolving contractual disputes. Using the correct contract for the management arrangement protects the relevant provincial Department of Education from costs and delays in resolving disputes.

The allowable contractual arrangements for repairs and maintenance services managed by the Provincial Department are summarised in Figure 6.below.

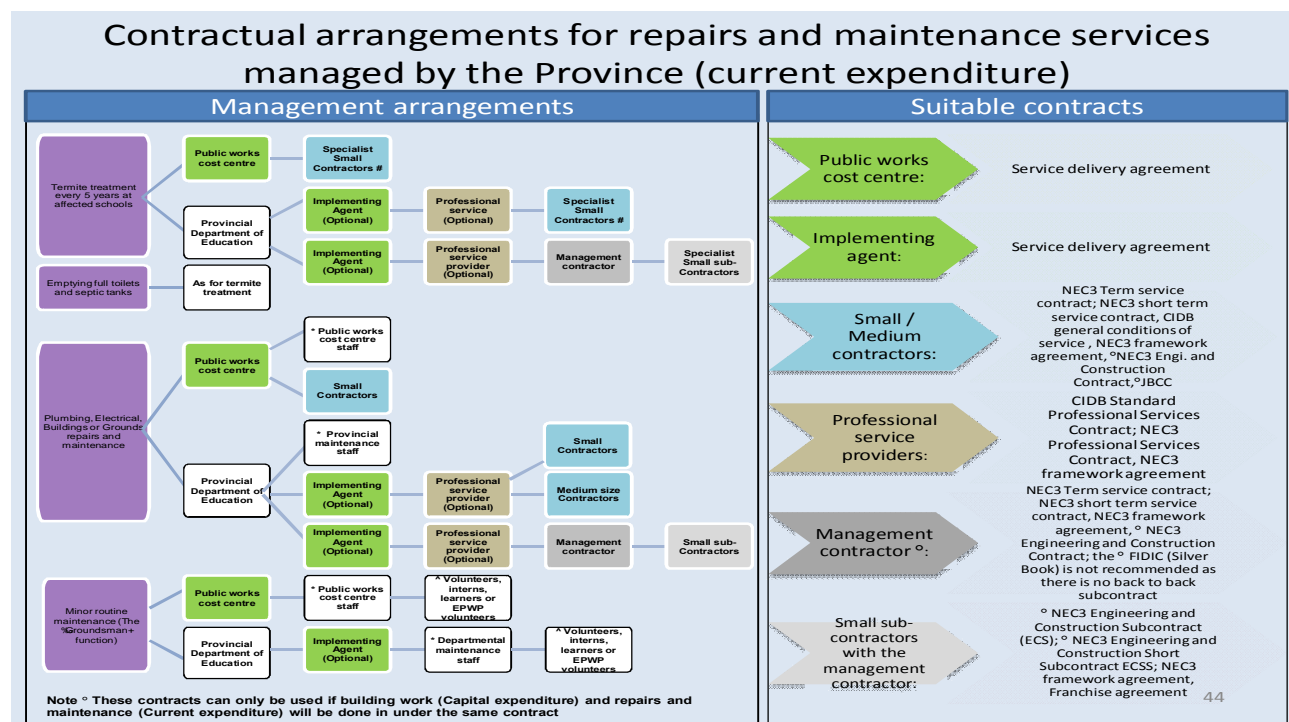


Figure 7 Contractual arrangements for repairs and maintenance services managed by the Provincial office

6.3 POSSIBLE PROCUREMENT ARRANGEMENTS

The following constitutes a breakdown of the more important legislation governing procurement, and guidelines to assist in the selection of procurement options and related procedures. These includes

- “ Legislation
 - Constitution of the Republic of South Africa, ...96 (Act No 108 of ...96)
 - Public Finance Management Act, ...99 (Act 1 of ...99)
 - Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
 - Construction Industry Development Board Act, 2000 (Act 38 of 2000)
 - Standards for uniformity in construction procurement
 - CIDB e-tender for advertisement
 - CIDB register of projects
- “ Guidance from National Treasury
 - www.treasury.gov.za
- “ Guidance from the CIDB
 - <http://www.cidb.org.za/knowledge/publications/default.aspx>
 - http://www.cidb.org.za/procurement/procurement_toolbox/default.aspx
- “ And Internal policy documents within the Department of Basic Education, provincial departments of education and each programme implementing agent
 - Delegation of authorities
 - Supply chain management policy

These documents present a wide range of procurement methods for each management arrangement, as well as the options for managing the quality of the service providers. However, the different allowable options can be summarised in Figure 7.

Possible Procurement arrangements

Pick one based on delivery objectives,
SCM capacity and Infrastructure
management capacity

Or get special
permission from the
HOD to do this

Ask SCM to do this

Services required	Competitive selection procedure						Negotiated selection procedures			Eligibility criteria	Quality strategy	Targeted procurement	Tender evaluation procedure
	Nominated	Open	Qualified	Quotation	Proposal procedure using the two-envelope system	Proposal procedure using the two-stage tendering system	Negotiation	Open Competitive negotiations	Restricted Competitive negotiations				
Public Works cost centre							y			Public Works	Specifications	Contractual obligations	n/a
Implementing agent					y	y	y	y	y	Public sector, Parastatal or NPO	Specifications Eligibility Evaluation criteria	Contractual obligations Mandatory subcontracting Incentives for KPI's	Method 2 with eligibility or Method 4: Financial offer, quality and preferences
Professional service provider to manage contractors	* If fees < R1.5 m i.e. project < R8m	y	y	If fees < Dep't threshold	y	y				Score for Professional team, Previous experience, Value add proposal	Specifications Eligibility Evaluation criteria	Preferencing	Method 2 with eligibility or Method 4: Financial offer, quality and preferences
Contractors													
• Work under R500,000 including VAT	y	y	y							CIDB registered; Score for Professional team, Previous experience, Value add proposal	Specifications Eligibility Evaluation criteria	Preferencing	Method 2 with eligibility or Method 4: Financial offer, quality and preferences
• Work under the threshold in the departmental SCM policy	y	y	y	y									
• Work over R500,000 including VAT		y	y										

* Practice Note 6: Competitive Selection of Professional Service Providers

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Figure 8 Possible procurement arrangements for repairs and maintenance services managed by the Provincial office

The Department of Basic Education or its Implementing Agent will choose the particular procurement method to match the capacity within the infrastructure delivery management unit and the supply chain unit, the type of services required, the complexity of these services, and the quality of service provider required. The arrangements and contracts can then be customised to meet the common objectives for construction procurement include

- ~ Spending the full budget
- ~ Delivering services
- ~ Getting good quality service providers
- ~ Getting good quality projects
- ~ achieving the socio-economic deliverables: job creation, BBBEE, EPWP, etc
- ~ complying with legislation, and keep out of the newspapers
- ~ minimising the workload where there are staff shortages

Where the Department of Basic Education or its Implement Agent choose to use the management contractor, the following procurement arrangements are allowed.

Possible Procurement arrangements for Management contracts

Pick one based on delivery objectives,
SCM capacity and Infrastructure
management capacity

Or get special
permission from the
HOD to do this

Ask SCM to do this

Services required	Competitive selection procedure						Negotiated selection procedures			Eligibility criteria	Quality strategy	Targeted procurement	Tender evaluation procedure
	Nominated	Open	Qualified	Quotation	Proposal procedure using the two-envelope system	Proposal procedure using the two-stage tendering system	Negotiation	Open Competitive negotiations	Restricted Competitive negotiations				
Professional service provider to manage the management contractor			y		y	y				Score for Professional team, Previous experience, Value add proposal	Specifications Eligibility Evaluation criteria	Preferencing	Method 2 with eligibility or Method 4: Financial offer, quality and preferences
Management contractor			y		y	y				CIDB registered; Score for Professional team, Previous experience, Value add proposal	Specifications Eligibility Evaluation criteria	Preferencing Contractual obligations Mandatory subcontracting Incentives for KPI's	Method 2 with eligibility or Method 4: Financial offer, quality and preferences
Sub contractors if nominated by the Department													
• Work under R500,000 including VAT	y	y	y							CIDB registered; Score for Professional team, Previous experience, Value add proposal	Specifications Eligibility Evaluation criteria	Preferencing	Method 2 with eligibility or Method 4: Financial offer, quality and preferences
• Work under the threshold in the departmental SCM policy	y	y	y	y									
• Work over R500,000 including VAT		y	y										

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Figure 9: Possible procurement arrangements for repairs and maintenance services managed by the Provincial office, using Management Contractors

Currently the Department of Basic Education self-insures against fire and emergency damage to facilities. While this may be cost effective, in reality due to the slow turnaround time for traditional government sector procurement and the long waiting list for infrastructure projects due to the budget constraints, remedial work is not delivered fast enough and learners and teachers are inconvenienced.

Facilities, buildings and public liability insurance is inexpensive where buildings are in an acceptable condition. In addition the turn-around time to complete repairs in the insurance industry are short. It is thus recommended that Provincial Departments should encourage schools to take out buildings insurance to cover fire and emergency damage, as described in the South African Schools Act section 60, gazette 30637) and The South African Schools Act: amended national norms and standards for school funding (government notice 869, gazette 29179) Section 96 (vi).

ITEM	ACTIVITY	RESPONSIBILITY
1	Development of prescripts for the use of the schools fund allocation defining the top priority maintenance work to be done using the norms and standards funding, the amount ring fenced for facilities repairs and maintenance	PEDs
2	Distribution of the national guidance documents to all School Principals, School Management Teams and School Governing Bodies, Circuit management, District Senior Managers, Infrastructure and Financial Managers:	PEDs
3	Induction workshops covering their responsibilities in terms of school maintenance for School Principals, School Management Teams and School Governing Bodies, Circuit management, District Senior Managers, Infrastructure and Financial Manager.	PEDs
4	Development and submission of maintenance plans, budgets and performance reports in the standard formats for all Section 21 and non section 21 schools before 31 January each year.	PEDs
5	<p>Development of a province specific communications strategy with the Head of Department and member of the executive council (MEC) to:</p> <ul style="list-style-type: none"> • Build the skills, commitment and ability of School Principals and School Governing Bodies to manage repairs and maintenance at their schools • Recruit or procure sufficient human resources and build the skills, commitment and ability at circuit, district and provincial offices to manage maintenance at schools in their areas which currently experience high vacancy rates in most infrastructure units; and • Link school maintenance planning and budgeting to the Integrated Quality Management System (IQMS) process managed by school principals, school governing bodies, circuit and district management 	<p>PEDs</p> <p>PEDs</p>

6	Provincial Departments should allocate at least 10% of the annual infrastructure budget to periodic maintenance, and include these projects in the User Asset Management Plan (U-AMP) and Infrastructure Program Management Plan (IPMP) each year.	PEDs
7	Development and submission of a procurement strategy for periodic maintenance projects starting in 2013/14 financial year, in the format provided, before 30 August each year, and include these plans in the User Asset Management plan (U-AMP) and Infrastructure Program Management Plan (IPMP), which are also due before 30 August each year.	PEDs
8	Provincial Departments and their Programme Implementing Agents should introduce term service contracts for electrical and plumbing services, building repairs and maintenance services, toilet emptying and termite treatment, and framework agreements to speed up the response to emergencies.	PEDs

9. REFERENCES

8.1 LEGISLATION

- Public Finance Management Act (PFMA), No 01 of 1999
- Public Finance Management Act, .1999 (Act 1 of 1999)
- Government Immovable Asset Management Act (GIAMA), No 19 of 2007
- South African Schools Act (SASA), No 84 of 1999
- South African Schools Act Amended national norms and standards for school funding (Gazettes 29179, 32683, 33723 and 339471).
- South African Schools Act Amended national norms and standards for school funding (Gazette 30637)
- Division of Revenue Act
- Constitution of the Republic of South Africa, .1996 (Act No 108 of 1996)
- Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
- Construction Industry Development Board Act, 2000 (Act 38 of 2000)
- Construction Industry Development Board standards for uniformity in construction procurement, gazette 31823, January 2009
- Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
- Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- Construction Industry Development Board Act, 2000 (Act 38 of 2000)
- Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)

8.2 SOUTH AFRICAN GOVERNMENT GUIDANCE DOCUMENTS

- The National maintenance manual %Management of first line maintenance at teaching and learning environments+(National Department of Education 2008)
- Integrated Quality Management System (IQMS) for school-based educators
- Infrastructure Delivery Management System (IDMS).
- Delegation of authorities policy within the Department of Basic Education and each Programme implementing agent
- Supply chain management policy within the Department of Basic Education and each Programme implementing agent

8.3 INTERNET LINKS

- Guidance from National Treasury
 - www.treasury.gov.za
- Guidance from the CIDB
 - <http://www.cidb.org.za/knowledge/publications/default.aspx>
 - http://www.cidb.org.za/procurement/procurement_toolbox/default.aspx
- Procurement guidelines and templates on

- http://www.cidb.org.za/_layouts/toolkit/index.html
- <http://www.cidb.org.za/knowledge/publications/default.aspx>
- http://www.cidb.org.za/procurement/procurement_toolbox/default.aspx
- http://www.cidb.org.za/procurement/procurement_toolbox/best_prac_lib/procurement_doc/default.aspx

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- Khanyisa Closure Conference, CSIR, 2009)
- Couros, A. and Kesten, C. (2003). Communities of Practice: A Literature Review. Faculty of Education, University of Regina. http://educationaltechnology.ca/couros/publications/unpublishedpapers/communities_practice.pdf.
- Construction Industry Development Board practice notes
- Construction Industry Development Board e-tender for advertisement
- Construction Industry Development Board register of projects
- Construction Industry Development Board Best Practice Guideline C2: Choosing an appropriate form of contract for engineering and construction works, September, 2005: Edition 2 of CIDB document 1010 (Page 14)
- Construction Industry Development Board Delivery Management Guidelines: Practice Guide 2 . Construction Procurement Strategy, October 2010
- Construction Industry Development Board practice note 23, Construction Procurement Strategy, September 2010
- Selecting a suitable NEC3 form of contract, University of the Witwatersrand, 8 July 2011

APPENDIX A: STANDARD TEMPLATE FOR MAINTENANCE PLAN, BUDGET, AND PERFORMANCE REPORT TO BE COMPLETED BY EACH SCHOOL

The templates, (Form 1 to Form 5) for the school maintenance plan, budget and performance report were developed by the National Department of Basic Education under the Schools Infrastructure Support Programme (SISP) in 1998, in consultation with a wide range of stakeholders, to clarify and simplify implementation of the policies in the South African Schools Act.

The suite of templates have been updated to include additional requirements, for example termite treatment, emptying of toilets and storm damage are included as Form 6A to 6D. The school maintenance plan, budget and performance report comprises:

- “ Cover sheet and approvals
- “ Form 1A: Inspection and preventative maintenance checklist: Site services
- “ Form 1B: Inspection and preventative maintenance checklist: Building elements and services
- “ Form 2: Condition assessment form
- “ Form 3A: Schedule for planned maintenance (Complete this form for the next year)
- “ Form 3B: Budget for planned maintenance (Complete this form for the next 10 years)
- “ Form 4: Final delivery certificate for work completed
- “ Form 5: Maintenance performance assessment
- “ Form 6A: Quotation template for termite treatment
- “ Form 6B- quotation template for maintenance and emptying of toilets
- “ Form 6C- quotation template for storm damage preventative maintenance
- “ Form 6D- quotation template for storm damage preventative maintenance

TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST

SITE SERVICES

Facility Name:					
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment
Roads and driveways	Inspection	Annual	<ul style="list-style-type: none"> ▪ Check for brittleness of the road surface binder. ▪ Check for failure of pavement layers ▪ Check for potholes 		
	Preventative Maintenance	Annual	<ul style="list-style-type: none"> ▪ Seal cracks immediately as they occur 		
		3 Years	<ul style="list-style-type: none"> ▪ Repair potholes ▪ Re-spray surface as required 		
		15 Years	<ul style="list-style-type: none"> ▪ Re-design and resurface ▪ Rip and rebuild pavement layers when necessary 		
Parking and paving	Inspection	Annual	<ul style="list-style-type: none"> ▪ Check surfaces for cracks ▪ Check for missing or broken kerbing ▪ Check sloping for good storm water runoff 		
	Preventative Maintenance	Annual	<ul style="list-style-type: none"> ▪ Seal cracks immediately as they occur 		
		3 Years	<ul style="list-style-type: none"> ▪ Repair potholes 		
	Inspection	Annual	<ul style="list-style-type: none"> ▪ Check the signboards for damage ▪ Check if the signs are still clearly visible 		
Signage	Preventative maintenance	Annual	<ul style="list-style-type: none"> ▪ Repair/ replace all damaged signage 		
		3 Years	<ul style="list-style-type: none"> ▪ Clean and repaint where needed. ▪ Fix sign boards if loose 		
		5 - 10 Years	<ul style="list-style-type: none"> ▪ Update and maintain signage as necessary 		
	Inspection	Monthly	<ul style="list-style-type: none"> ▪ Check general condition of gardens 		

Name of Inspector:	Date Inspected:	Page No.	1
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST				SITE SERVICES		
Facility Name:		Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment

and Gardens		Annual	<ul style="list-style-type: none"> Check for pruning and cutting of branches 		
	Preventative maintenance	Weekly	<ul style="list-style-type: none"> Normal garden maintenance Water plants 		
		Annual	<ul style="list-style-type: none"> Remove climbing vines next to buildings Cut shrubs and branches 		
		5 Years	<ul style="list-style-type: none"> Tree felling if necessary 		
		10 Years	<ul style="list-style-type: none"> Re-design and replacement of shrubs and plants 		
		Weekly	<ul style="list-style-type: none"> Inspect the perimeter fence to check for any vandalism or general damage to the site fencing 		
Site Fencing and Gates	Inspection	Monthly	<ul style="list-style-type: none"> Check gates for wear on the hinges and correct alignment and sliding gates for good operation 		
		Annual	<ul style="list-style-type: none"> Check the entire perimeter fencing for rust or irreparable damage General inspection for rusted, broken gates and torn fencing Check supports for stability 		

Name of Inspector:	Date Inspected:	Page No.	2
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					SITE SERVICES	
Facility Name:	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment	
	Preventative maintenance	2 Years	<ul style="list-style-type: none"> Repair and repaint where necessary Fix where fence has become loose insupports Replace damaged portions of the fence as they occur Remove rust from the fence if it occurs Do general maintenance on the gates such as oiling the hinges and checking the alignment of the gate 			
		15 Yearly	<ul style="list-style-type: none"> Replace fence and supports 			
	Sport Fields	Inspection	Annual	<ul style="list-style-type: none"> Check general condition of sports fields 		
Preventative maintenance		Annual	<ul style="list-style-type: none"> Ensure good storm water drainage of sports fields 			
Sewerage	Inspection	Annual	<ul style="list-style-type: none"> Check that septic tanks and french drains are functioning well Check that manhole covers are present and seal properly Check the general condition of the pipes and connections Check r frequently for pipe blockages and investigate what caused the problem 			
			Preventative maintenance	Annual	<ul style="list-style-type: none"> Eliminate frequent blockages 	
			2 – 3 Years	<ul style="list-style-type: none"> Replace damaged pipes Repair pipe connections 		
Name of Inspector:		Date Inspected:		Page No. 3		

TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST

SITE SERVICES

Facility Name:	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment
Storm Water		5 – 10 Years	<ul style="list-style-type: none"> Open and clean french drains and provide new ones where necessary 		
	Inspection	Annual	<ul style="list-style-type: none"> Check that storm water inlets are not obstructed and manholes are clean Check that storm water channels are clean and free from dirt Check that storm water runoff is effective 		
	Preventative maintenance	Annual	<ul style="list-style-type: none"> Clean storm water channels, grids and manholes 		
	Inspection	Annual	<ul style="list-style-type: none"> General inspection for leaks and breakages Check rainwater tank water quality 		
Water Supply and Reticulation	Preventative maintenance	Annual	<ul style="list-style-type: none"> Maintain shut-off valve Clean and maintain water storage tanks Carry out repairs on the water network 		
		15 – 20 Years	<ul style="list-style-type: none"> Renew the water supply system 		
	Inspection	Annual	<ul style="list-style-type: none"> General inspection for leaks and breakages 		
Fire Service	Preventative maintenance	Annual	<ul style="list-style-type: none"> Service and maintain fire hydrants 		
		15 – 20 Years	<ul style="list-style-type: none"> Renew the fire service network 		

Name of Inspector:	Date Inspected:	Page No.	4
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					SITE SERVICES	
Facility Name:						
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment	
Electrical reticulation and kiosk	Inspection	Annual	<ul style="list-style-type: none"> Check at main DB that installation is safe and covers are in place Check for rust and ant infestation Check that kiosk is clean and clear of grass and roots Replace old and damaged circuit breakers Keep the kiosk clean by gutting grass and control ant infestation 			
	Preventative maintenance	Annual				
	Inspection	Annual	<ul style="list-style-type: none"> Switch on area lighting to see if it works properly Check lighting masts for maintenance 			
Area lighting	Preventative maintenance	Monthly 5 – 10 Years	<ul style="list-style-type: none"> Replace globes Replace light fittings 			
	Inspection	Annual	<ul style="list-style-type: none"> Check that borehole pump is working effectively 			
Borehole pump	Preventative maintenance	3 Years	<ul style="list-style-type: none"> Carry out repairs to pump and piping as necessary 			

Name of Inspector:	Date Inspected:	Page No.	5
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING SERVICES	
Facility Name:					Building No:	
Building Name:					Findings and Comment	
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)		
Plumbing	Inspection	Weekly	<ul style="list-style-type: none"> Check for leaking taps, pipes and toilets Inspect tub and sink areas for leaks 			
		Quarterly	<ul style="list-style-type: none"> Check serviceability of flush toilets Inspect floors and walls for moisture and possible leaks 			
		Annual	<ul style="list-style-type: none"> Inspect for proper ventilation in ablution/ toilet areas Check hot and cold water supplies Check hot water geyser for functioning properly Check fire hose reels to function properly Check dates on fire extinguishers for compliance 			
			<ul style="list-style-type: none"> Take care of pit toilets as specified Repair all leaks as required 			
	Maintenance	Weekly	<ul style="list-style-type: none"> Clean and maintain pit toilets as specified Clean gullies and traps Service and maintain flushing toilets 			
		Annual	<ul style="list-style-type: none"> Maintain sink, wash basin, shower, drinking fountain, urinal, toilets 			
		3 Years	<ul style="list-style-type: none"> Replace parts in problem areas like ablutions and toilets 			

Name of Inspector:	Date Inspected:	Page No.	1
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING SERVICES	
Facility Name:						
Building Name:					Building No:	
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment	
Electrical power distribution Installation		15 Years	<ul style="list-style-type: none"> ▪ Renew piping problem areas 			
	Inspection	Annual	<ul style="list-style-type: none"> ▪ Check all power outlets for good working condition ▪ Check distribution boards for old and burnt circuit breakers 			
		4 Years	<ul style="list-style-type: none"> ▪ Service power outlet switches 			
	Preventative maintenance	10 Years	<ul style="list-style-type: none"> ▪ Replace old and burnt power outlets 			
		40 – 50 Years	<ul style="list-style-type: none"> ▪ Renew power distribution installation 			
Electrical lighting installation	Inspection	Annual	<ul style="list-style-type: none"> ▪ Check all light switches for good working condition 			
	Preventative maintenance	Monthly	<ul style="list-style-type: none"> ▪ Replace damaged globes and tubes 			
		4 Years	<ul style="list-style-type: none"> ▪ Service light switches 			
		10 Years	<ul style="list-style-type: none"> ▪ Replace old and outdated light fittings 			
		40 – 50 Years	<ul style="list-style-type: none"> ▪ Renew the lighting installation 			
Kitchen equipment	Inspection	Annual	<ul style="list-style-type: none"> ▪ Check if gas installation comply to safety measures ▪ Check gas pipes for wear and tear ▪ Check all clamps and fittings for gas leaks ▪ Check if gas valves close effectively 			
		Monthly	<ul style="list-style-type: none"> ▪ Do a safety check for gas leakages 			
		Preventative maintenance	Yearly	<ul style="list-style-type: none"> ▪ Replace rubber gas pipes and fit new clamps 		

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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING SERVICES	
Facility Name:						
Building Name:					Building No:	
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment	
		3 Years	▪ Replace gas valves			
		10 – 15 Years	▪ Renew the gas installation			

Name of Inspector:	Date Inspected:	Page No.	3
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST				BUILDING ELEMENTS	
Facility Name:				Building No:	
Building Name:				Action Tick (✓)	
Element/Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Findings and Comment	
External walls	Inspection	Annual	<ul style="list-style-type: none"> Look for cracks and water ingress Find source of ingress Check for peeling paint and plaster problems Check for bushes and shrubs touching the exterior of the building Check for ponding of water next to buildings Repair cracks and apply sealant on external surface 		
	Preventative maintenance	5 Years			
External doors	Inspection	Annual	<ul style="list-style-type: none"> Check for signs of weathering of doors Check that door lock operates effectively Check door frame to be ok Check roller shutter doors are operating easy and shuts correctly Check that burglar doors locks operates effectively 		
	Preventative maintenance	Annual 3 Years	<ul style="list-style-type: none"> Clean sliding and roller door tracks to prevent accumulation of dirt Clean door hinges and hydraulic closers Service lock sets and hinges Paint or varnish external doors and burglar doors 		
Name of Inspector:		Date Inspected:		Page No.	1

TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING ELEMENTS	
Facility Name:					Building No:	
Building Name:					Action Tick (✓)	
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Findings and Comment		
Roof	Inspection	Annual	<ul style="list-style-type: none"> Inspect for leaks rot and rust Check trusses and woodwork for decay and insect infestation Check waterproofing and flashing Check for loose roof screws Check that valleys and gutters are clean and open for water runoff Check for loose and broken or missing fascias and barge boards Check gutters and down pipes are clean an not blocked and rusted 			
	Preventative maintenance	Annual	<ul style="list-style-type: none"> Keep valleys clean of debris from trees and any accumulation Clean gutters and drain pipes of any debris Service mechanical ventilators 			
		4 Years	<ul style="list-style-type: none"> Repair flashing and waterproofing Seal roof fasteners Seal ridge cap where necessary 			
		10 Years	<ul style="list-style-type: none"> Maintain the roof structural support structure 			

Name of Inspector:	Date Inspected:	Page No.	2
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING ELEMENTS	
Facility Name:					Building No:	
Building Name:					Action Tick (✓)	Findings and Comment
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities			
External Floors	Inspection	Annual	<ul style="list-style-type: none"> Check for cracks and movement in floors Check joints and sealants Check screed and tiles or for damages or chippings Check the surfaces of steps and ramps 			
	Preventative maintenance	3 – 5 Years	<ul style="list-style-type: none"> Replace damaged tiles Repair floor and screed Seal any developing cracks and investigate further to see the extent of damage or potential damage to the structure 			
		20 – 25 Years	<ul style="list-style-type: none"> On concrete, apply a new layer of screed. All depending on the condition of the existing screed 			
Windows	Inspection	Annual	<ul style="list-style-type: none"> Inspect frame for signs of corrosion and rust Ensure window operates with ease Inspect window furniture Inspect for broken and cracked glass Inspect for loose window sills Check that curtain rails work well and pelmets are fixed to the wall 			
	Preventative	Monthly	<ul style="list-style-type: none"> Repair cracked and broken glass panes 			

Name of Inspector:	Date Inspected:	Page No.	3
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING ELEMENTS	
Facility Name:						
Building Name:					Building No:	
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment	
	maintenance	Annual	<ul style="list-style-type: none"> Repair and fasten loose and missing window furniture 			
		5 Years	<ul style="list-style-type: none"> Patch glazing compound and paint window frames 			
	Inspection	Annual	<ul style="list-style-type: none"> Check for cracks and damp problems Check for peeling paint and plaster problems Check condition of paint 			
Internal walls	Preventative maintenance	Annual	<ul style="list-style-type: none"> Wash walls with sugar soap 			
		5 - 7 Years	<ul style="list-style-type: none"> Repaint internal walls 			
Internal doors	Inspection	Annual	<ul style="list-style-type: none"> Check that door lock operates effectively 			
			<ul style="list-style-type: none"> Check door frames 			
			<ul style="list-style-type: none"> Check paint or varnish on door 			
			<ul style="list-style-type: none"> Check if door stop is present 			
	Preventative maintenance	Annual	<ul style="list-style-type: none"> Service lock sets and hinges 			
			<ul style="list-style-type: none"> Clean door hinges and hydraulic closers 			
			<ul style="list-style-type: none"> Paint or varnish doors 			
Internal floors	Inspection	Annual	<ul style="list-style-type: none"> Check for cracks and movement 			
			<ul style="list-style-type: none"> Check if damp proofing is present and correct Check joints and sealants Check screed and covering for damages 			

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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING ELEMENTS	
Facility Name:				Building No:		
Building Name:				Action Tick (✓)	Findings and Comment	
Element/Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities			
			<ul style="list-style-type: none"> Check for loose or damaged skirting or in need of paint or varnish 			
	Preventative maintenance	3 – 5 Years	<ul style="list-style-type: none"> Strip and seal floor covering Repair floor and screed Replace damaged floor covering Seal any developing cracks and investigate further to see the extent of damage or potential damage to the structure 			
		20 – 25 Years	<ul style="list-style-type: none"> On concrete, apply a new layer of screed. All depending on the condition of the existing screed 			
Internal Ceilings	Inspection	Annual	<ul style="list-style-type: none"> Check for sagging or damaged ceilings Check paint condition on ceilings Check for loose or damaged cornices 			
	Preventative maintenance	3 – 5 Years	<ul style="list-style-type: none"> Apply sealant between walls and cornices 			
Fixtures and fittings	Inspection	Annual	<ul style="list-style-type: none"> Check chalk boards and pinning boards for effectiveness Examine built-in cupboards and kitchen cupboards to be functional Check all rails, hand rails and balustrades to be safe 			

Name of Inspector:	Date Inspected:	Page No.	5
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TEMPLATE CHECKLIST

INSPECTION AND PREVENTATIVE MAINTENANCE CHECKLIST					BUILDING ELEMENTS	
Facility Name:						
Building Name:					Building No:	
Element/ Components	Proposed Action	Frequency of Action	Suggested Inspection Activities/ Preventative Maintenance Activities	Action Tick (✓)	Findings and Comment	
			and functional			
	Preventative maintenance	Annual	▪ Fasten all hand rails and balustrades to ensure safety			
		5 Years	▪ Paint or varnish for protection			

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FORM 6A-QUOTATION TEMPLATE FOR TERMITE TREATMENT

QTY	UNIT	DESCRIPTION	Unit cost	Total
		Product 1 - Termidor 25EC , 5litre applied as a 1% mixture as per Manufacturer's specifications - applied at a ratio of 5l/m2 - SABS 0124/1997 as per product label - including travelling costs.		
		Product 2 - Teneur , 5litre applied as a 2% mixture as per Manufacturer's specifications - applied at a ratio of 5l/m2 - SABS 0124/1997 as per product label - including travelling costs.		
		Termite nest Control within 50 m of existing buildings utilizing the approved PULSE FOG ANT-EATER with a 2 year guarantee - including travelling costs and overnight fees		
		Perimeter treatment- dig trench 1cm wide and 45cm deep along exterior of foundation- application of solution-soak backfill with solution and fill trenches		

TOTAL COST INCLUDING VAT

QUOTATION will only be accepted from Service Providers registered with the Department of Agriculture on the Service Provider Database. The Service Provider's "P number" and certificate must be provided with this quotation. A minimum mandatory 5 year warranty is required by all Service Providers rendering Termite and Pest Control Services. The Service Provider must utilize the product specified, in the specified mix ratio. The use of alternative products will be deemed unacceptable. The Service Provider will be responsible for any reapplication of the specified product should he/she utilize unapproved products. The Service Provider will be responsible for any and or all reapplication work should there be reinfestation of the eradicated pests within the warranty period. The acceptance of this quotation serves as a binding contract between the Service Provider and the Provincial Department of Education. In the Instance of any and all sub-standard work, or appointment of unqualified applicators, the Service Provider will be legally held responsible by the Provincial Department of Education.

QUOTATION SUBMITTED BY:

COMPANY NAME: _____

DEPARTMENT OF AGRICULTURE "P" NO: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

VAT REG NUMBER: _____

SUBMISSION DATE: _____

SIGNED BY: _____

AUTHORISED MANAGER OF THE COMPANY

QUOTATION ACCEPTED BY:

SCHOOL NAME: _____

EMIS NUMBER : _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

SUBMISSION DATE: _____

SIGNED BY: _____

SCHOOL PRINCIPAL

SIGNED BY: _____

SCHOOL MAINTENANCE OFFICER

FORM 6B- QUOTATION TEMPLATE FOR MAINTENANCE AND EMPTYING OF TOILETS

QTY	UNIT	DESCRIPTION	Unit cost	Total
		Empty by hand- Labour intensive methods		
		Empty by Honey sucker truck		
		Enzyme treatment for wet toilets		
		Removal and transportation to an identified, accredited, environmentally friendly disposal plant		

TOTAL COST INCLUDING VAT

QUOTATION will only be accepted from Service Providers registered with the Construction Industry Development Board (CIDB) on the CIDB Database. The appropriate guarantees are required from the Service Providers rendering the above services. The Service Provider must utilize the product specified, in the specified mix ratio. The use of alternative products and methods other than those approved by the Department of Education will be deemed unacceptable. The Service Provider will be responsible for any reapplication of the specified product should he/she utilize unapproved products and /or methods of disposal. The Service Provider will be responsible for any and or all reapplication work should there be fault identified within any prescribed warranty period. The acceptance of this quotation serves as a binding contract between the Service Provider and the Limpopo Department of Education. In the Instance of any and all sub-standard work, or appointment of unqualified applicators, the Service Provider will be legally held responsible by the Limpopo Department of Education.

QUOTATION SUBMITTED BY:

COMPANY NAME: _____

CIDB REGISTRATION NUMBER: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

VAT REG NUMBER: _____

SUBMISSION DATE: _____

SIGNED BY: _____

AUTHORISED MANAGER OF THE COMPANY

QUOTATION ACCEPTED BY:

SCHOOL NAME: _____

EMIS NUMBER : _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

SUBMISSION DATE: _____

SIGNED BY: _____

SCHOOL PRINCIPAL

SIGNED BY: _____

SCHOOL MAINTENANCE OFFICER

FORM 6C-QUOTATION TEMPLATE FOR STORM DAMAGE PREVENTATIVE MAINTENANCE

QTY	UNIT	DESCRIPTION	Unit cost	Total
	x	Roof screws(replace/fasten/seal) –please specify		
	m ²	Replace roofing material(corrugated/asbestos/chromadek)specify		
	m ²	Seal ridge caps		
	m ²	Replacement of damaged ceiling boards to classroom verandahs		
	m ²	Replace damaged flushing		
	m ²	Seal of roofing to eliminate access for pests and birds.ect		
	x	Check truss tie downs, replace and or re-fasten		
	m ²	Replace damaged or rotten purlins		

TOTAL COST INCLUDING VAT

QUOTATION will only be accepted from Service Providers registered with the Construction Industry Development Board (CIDB) on the CIDB Database. The appropriate guarantees are required from the Service Providers rendering the above services. The Service Provider must utilize the product specified, in the specified mix ratio. The use of alternative products and methods other than those approved by the Department of Education will be deemed unacceptable. The Service Provider will be responsible for any reapplication of the specified product should he/she utilize unapproved products and /or methods of disposal. The Service Provider will be responsible for any and or all reapplication work should there be fault identified within any prescribed warranty period. The acceptance of this quotation serves as a binding contract between the Service Provider and the Limpopo Department of Education. In the Instance of any and all sub-standard work, or appointment of unqualified applicators, the Service Provider will be legally held responsible by the Limpopo Department of Education.

QUOTATION SUBMITTED BY:

COMPANY NAME: _____

CIDB REGISTRATION NUMBER: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

VAT REG NUMBER: _____

SUBMISSION DATE: _____

SIGNED BY: _____

AUTHORISED MANAGER OF THE COMPANY

QUOTATION ACCEPTED BY:

SCHOOL NAME: _____

EMIS NUMBER : _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

SUBMISSION DATE: _____

SIGNED BY: _____

SCHOOL PRINCIPAL

SIGNED BY: _____

SCHOOL MAINTENANCE OFFICER

FORM 6D-QUOTATION TEMPLATE FOR STORM DAMAGE PREVENTATIVE MAINTENANCE				
QTY	UNIT	DESCRIPTION	Unit cost	Total
	x	Roof screws(replace/fasten/seal) –please specify		
	m ²	Replace roofing material(corrugated/asbestos/chromadek)specify		
	m ²	Seal ridge caps		
	m ²	Replacement of damaged ceiling boards to classroom verandahs		
	m ²	Replace damaged flashing		
	m ²	Seal of roofing to eliminate access for pests and birds.ect		
	x	Check truss tie downs, replace and or re-fasten		
	m ²	Replace damaged or rotten purlins		
	m ²	Service mechanical ventilators, where possible		
	m ²	Cleaning of gutters and downpipes		
	m ²	Replacement of gutters and downpipes		
	m ²	Painting of gutters		
	m ²	Paint existing roof with for example Plascon Nu roof or similar (corrugated roof sheeting/asbestos/chromadek)specify, 7years guarantee is required as per Manufactures warranty		
	m ²	Application could be of Kooltop minus 10 product in Kingfisher or alternatively (corrugated roof sheeting/asbestos/chromadek) specify, 30years guarantee is required as per Manufactures warranty		
TOTAL COST INCLUDING VAT				
<p>QUOTATION will only be accepted from Service Providers registered with the Construction Industry Development Board (CIDB) on the CIDB Database. The appropriate guarantees are required from the Service Providers rendering the above services. The Service Provider must utilize the product specified, in the specified mix ratio. The use of alternative products and methods other than those approved by the Department of Education will be deemed unacceptable. The Service Provider will be responsible for any reapplication of the specified product should he/she utilize unapproved products and /or methods of disposal. The Service Provider will be responsible for any and or all reapplication work should there be fault identified within any prescribed warranty period. The acceptance of this quotation serves as a binding contract between the Service Provider and the Limpopo Department of Education. In the Instance of any and all sub-standard work, or appointment of unqualified applicators, the Service Provider will be legally held responsible by the Limpopo Department of Education.</p>				
QUOTATION SUBMITTED BY: COMPANY NAME: _____ CIDB REGISTRATION NUMBER: _____ CONTACT PERSON: _____ CONTACT NUMBER: _____ POSTAL ADDRESS: _____ _____ PHYSICAL ADDRESS: _____ _____ VAT REG NUMBER: _____ SUBMISSION DATE: _____ SIGNED BY: _____ _____ AUTHORISED MANAGER OF THE COMPANY		QUOTATION ACCEPTED BY: SCHOOL NAME: _____ EMIS NUMBER : _____ CONTACT PERSON: _____ CONTACT NUMBER: _____ POSTAL ADDRESS: _____ _____ PHYSICAL ADDRESS: _____ _____ SUBMISSION DATE: _____ SIGNED BY: _____ _____ SCHOOL PRINCIPAL SIGNED BY: _____ _____ SCHOOL MAINTENANCE OFFICER		

