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ANNEXURE 1:
Contract Agreement



CONSULTANCY AGREEMENT

Entered into between

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

A Public Higher Education Institution constituted in terms of the South African Higher Education Act 101 of 1997 and the Statute of the Cape Peninsula University of Technology, promulgated under Government Notice No 33202 of 17 May 2010. Herein represented by DR NKONGWANE STOFFEL NHLAPO in his capacity as Vice Chancellor and being duly authorized hereto.

(Hereinafter referred to as CPUT)

and

.....

A company duly incorporated and registered in accordance with the laws of the Republic of South Africa, with registration number:

Herein represented by in his capacity as managing director and being duly authorised hereto by virtue of the Company's resolution dated

(Hereinafter referred to as the Service Provider)

PREAMBLE

Whereas Cape Peninsula University of Technology (CPUT) has entered into an agreement with the Service Provider to provide the consulting services described in this Agreement.

And whereas, the Service Provider has the requisite knowledge, experience and capacity to provide the services as contemplated in this agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS

- 1.1 Agreement means the Agreement contained in this document and all annexures attached to this Agreement.
- 1.2 Business Day means a day which is not a Saturday, Sunday or South African Public Holiday or University Holiday.
- 1.3 Commencement date shall be effective on the, notwithstanding the signature date.
- 1.4 Confidential Information includes any information whether in writing, electronic form or verbal and includes but is not limited to information relating to CPUT's trade secrets, Intellectual Property, information relating to CPUT's financial methods, policies and philosophies, marketing methods, research methods, incentive schemes, formulae, processes, systems, business methods, inventions, specialized knowledge of training material and training programs, staff welfare, internal control systems, policies and strategies, salary and wage policies, security methods, contractual arrangements and financing techniques, personnel, strategic plans, any software and/or database information or other electronically stored information, and other matters which relate to the business of CPUT in respect of which information is not readily available in the ordinary course of business to a member of the general public. Without limiting the generality of the foregoing "Confidential Information" includes any information that falls within the definition of Personal Information as defined in POPIA;
Company duly incorporated and registered in accordance with the laws of South Africa.
- 1.5 Contract Material means "All material brought or required to be brought into existence as part of, or for the purpose of performing the Services, including but not limited to documents, equipment, information and data stored by any means"
- 1.6 Contract Price means the price to be paid for the performance of the Services in accordance with the Pricing Data.
- 1.7 Day means a calendar day.

- 1.8 Defect means a part of the services, as performed, which does not comply with the requirements of the Agreement.
- 1.9 Deliverable means anything in writing or otherwise (whether in hard copy or electronic format) created or prepared by the Service Provider for the CPUT as part of Services.
- 1.10 Employer means Cape Peninsula University of Technology (CPUT), a Public Higher Education Institution constituted in terms of the South African Higher Education Act 101 of 1997 and the Statute of the Cape Peninsula University of Technology, promulgated under Government Notice No 33202 of 17 May 2010.
- 1.11 Letter of Award means the letter of appointment issued by the CPUT to the Service Provider in terms whereof inter alia the CPUT appoints the Service Provider to render the Services to CPUT, on the terms and conditions therein contained.
- 1.12 Others means persons or organizations who are not the Principal, the Service Provider or any employee, Subcontractor, or supplier of the Service Provider.
- 1.13 Parties means the Cape Peninsula University of Technology and
- 1.14 Penalty means the stipulated amount per calendar day payable by the Service Provider to the employer where the date or the revised date for practical completion, whichever is the later, has not been met.
- 1.15 Personnel means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof.
- 1.16 Personnel Schedule means a schedule naming all Personnel and Key persons.
- 1.17 Principal means "Cape Peninsula University of Technology"
- 1.18 Principal Service Provider means the Service Provider appointed to be in charge of other lead Service Providers
- 1.19 Project shall mean as per defined in the bid document.
- 1.20 Services shall mean the work to be performed by the Service Provider pursuant to the Agreement as described in the Scope of Services.
- 1.21 Subcontractor shall mean a person or company body corporate who enters into a subcontract with the Service Provider to perform part of the Services.
- 1.22 Value-Added Tax means value-added tax payable in terms of the VAT Act; and "VAT Act" means the Value Added Tax Act No. 89 of 1991, as amended;

2. INTERPRETATION

- 2.1 Unless inconsistent with the context, an expression which denotes;
- a) Any gender includes other gender
- b) A natural person includes a juristic person and vice versa;

- c) The singular includes the plural and vice versa.
- 2.2 The clause headings shall not limit, alter or affect the meaning of the Agreement
- 2.3 If there is any conflict between the provisions of this Agreement and the tender submission documents annexed hereto, the provisions of the tender documents shall prevail

3. SCOPE OF SERVICES

The Service Provider shall perform scope of services as detailed in the scope of service document attached in the bid document.

4. SERVICE PROVIDER OBLIGATIONS

- 4.1 The Service Provider shall perform the Services to that standard of care and skill to be expected of a Service Provider who regularly acts in the capacity in which the Service Provider is appointed and who possesses the knowledge, skill and experience of a Service Provider qualified to act in that capacity.
- 4.2 The Service Provider shall not make any material alteration, or addition to, or omission from approved design, budget or programme without the written consent of CPUT and /or the Principal Service Provider except when required to do so by any applicable law or when arising from an emergency. In such circumstances, the Service Provider shall notify CPUT in writing, Principal Service Provider and other Service Providers involved as soon as practicable of the action taken.
- 4.3 If the Service Provider considers that information, documents and other particulars made available to it by CPUT are inadequate or contain errors or ambiguities, the Service Provider shall give written notice within 7 (seven) working days after the receipt of such information to CPUT detailing the errors or ambiguities.
- 4.4 The Service Provider shall submit to The Project Manager a program or plan for the performance and completion of the Services within 7 (seven) days after the signing of this Agreement.
- 4.5 In the event that CPUT appoints other professionals/ Service Providers in the same project the Service Provider must liaise, co-operate and confer with the appointed professionals/service providers.

5. CPUT OBLIGATIONS

- 5.1 CPUT shall pay the Service Provider the Consideration due to it on the terms and conditions set out in this Agreement.
- 5.2 CPUT shall provide the Service Provider with reasonable access to the CPUT campuses, sites and or premises for the duration of this Agreement.

- 5.3 CPUT shall assist the Service Provider in obtaining all the information in CPUT's possession which is reasonably required to perform the Services as contemplated in this Agreement.

6. SERVICE PROVIDER FEES

- 6.1 CPUT shall pay the Service Provider fees of in respect of the service rendered.
- 6.2 The Service Provider fees shall include all items as highlighted in Pricing Data, under Remuneration for Professional Services, which include, but not limited to disbursements and VAT.
- 6.3 The CPUT and the Service Provider acknowledge and agree that the Service Provider fees are based on the following non exhaustive parameters;
- 6.3.1 Scope of services
 - 6.3.2 Project program
 - 6.3.3 The cost of the works
 - 6.3.4 The cost of the project
 - 6.3.5 Appointments of other Service Providers
 - 6.3.6 Appointments of other contractors.

7. PAYMENT TERMS

- 7.1 CPUT undertakes to pay valid signed invoices in full within 30 (thirty) calendar days from statement date provided that these invoices contain all the relevant information as prescribed and determined by CPUT and are approved by the relevant CPUT representative and/or authority.
- 7.2 No payment will be made by CPUT where the Service Provider has not submitted a valid signed tax invoice, delivery note (if applicable) and a statement of account to the CPUT's relevant authority at CPUT's finance department.
- 7.3 Any invoices reflecting increased prices not agreed to by CPUT, shall not be paid by CPUT and it is expressly agreed that CPUT shall only make payment in respect of invoices reflecting agreed prices between the Parties.
- 7.4 Should any dispute arise relating to the amount to which the Service Provider is entitled, such dispute shall be determined with the dispute resolution Clause provided for in clause 13 of this Agreement.
- 7.5 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated in writing to the project manager timeously.

8. PAYMENT SCHEDULE

CPUT shall pay the Service Provider in accordance with the completed milestones, deliverables or stages as follows:

- 8.1 Work stage 1-inception
- 8.2 Work stage 2-Preliminary Design
- 8.3 Work stage 3-Detailed Design
- 8.4 Work Stage 4-Documentation
- 8.5 Work Stage 5-Contract Administration and Inspection
- 8.6 Work Stage 6-Close Out

9. REPORTING

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit weekly/ monthly report to The Project Manager indicating progress of the Services.

10. PERFORMANCE MANAGEMENT

- 10.1 The Service Provider shall apply professional skills and due diligence in the execution of the duties stipulated in this Agreement which shall include inter alia the following;
 - 10.1.1 Although the Service Provider documents may be scrutinized by CPUT, this shall in no way relieve the Service Provider of his professional responsibility for the proper and prompt execution of his duties.
 - 10.1.2 CPUT shall also be entitled to have any documentation or calculations verified by other professionals
 - 10.1.3 In the event of mal-performance, default or negligence, CPUT shall have the right to claim compensation or damages or specific performance and set off such against any amount payable.
- 10.2 During assessment of the existing facilities, which have a direct bearing on the Project, the Service Provider shall determine deficiencies with such facilities in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify those during the project execution phase.
- 10.3 The Project Manager shall be notified in writing by the Service Provider and his personnel of any transgression of inter alia the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and environmental legislation during the Service Provider's operation pertaining to the Agreement regardless of who may be involved.
- 10.4 Local content; it is the request of CPUT to give preference to materials and equipment of South African manufacture. The Service Provider shall ensure that,

wherever feasible, designs are based on locally manufactured equipment and materials which can meet requirements at competitive prices and provides CPUT with the report indicating effort made to that effect.

- 10.5 Final disposal of documents; upon approval and finalization of the final account of projects requiring a security clearance, it is a requirement that the Service Provider forward to the CPUT all documents relating to this service. The same may also be requested on projects not requiring a security clearance.
- 10.6 All submissions of reports, deliverables and invoices shall only be signed off as complete once they have been satisfactorily reviewed by a Project Manager which shall not be unduly delayed.
- 10.7 If CPUT is dissatisfied with any aspect of the service provided, it will file a complaint with the managing director of the Service Provider. The Service Provider's Managing Director undertakes to investigate any complaint regarding the services and within 3 (three) days and file a report with the Project Manager on steps taken to resolve the issue. If CPUT remains dissatisfied, it may terminate the agreement upon written notice. CPUT would only be liable for the costs in respect of the services rendered to date.

11. PENALTY

- 11.1 If due to Service Provider's negligence, or for reasons within his control, the Service Provider does not perform the Services within the Period of Performance and/or expected completion of each milestones, CPUT shall without prejudice to its other remedies under the Agreement or in law, be entitled to levy a penalty to the value of R5,000.00 for every Day or part thereof, which shall elapse between the end of the period specified for performance, completed milestone or an extended Period of Performance, and the actual date of completion, at the rate and up to the maximum amount agreed by the parties.
- 11.2 If CPUT has become entitled to the maximum penalty amount referred to in 11.1, CPUT may after giving notice to the Service Provider:
 - a) to terminate the Agreement
 - b) to complete the Services at the Service Provider's cost.

12. NATURE OF RELATIONSHIP

- 12.1 It is specifically recorded that the Service Provider will perform an independent Service. It is accordingly recorded that the Service Provider and its Employees are not Employees of CPUT for the purposes of the Labour Relations Act, No 66 of 1995(LRA), the Basic Conditions of Employment Act, No 75 of 1997(BCEA), the

Unemployment Insurance Act, No 63 of 2001(UIA), the Employment Equity Act, No 55 of 1998(EEA), the Compensation for Occupational Injuries and Diseases Act No.130 of 1993 ("COID Act") and/or any other relevant legislation that may normally be applicable to an employer/employee relationship.

- 12.2 It is furthermore specifically recorded that the Service Provider and its Employees shall not be entitled to be a member of CPUT's provident, retirement or medical aid schemes as may be in existence from time to time. They shall also not be entitled to any other allowances or benefits, including leave pay or sick leave entitlements that would normally be provided to CPUT's Employees and that might be expected in an employer/employee relationship.
- 12.3 CPUT will also not carry or be responsible for any workman's compensation insurance or any health or accident insurance to cover the Service Provider and/or its Employees.
- 12.4 Notwithstanding the contents of this Agreement, should South African Revenue Services(SARS) claim any additional tax or amounts from CPUT, CPUT shall be entitled to recover same from the Service Provider, alternatively, set-off such amounts against any monies due and owing to the Service Provider by CPUT from time to time.
- 12.5 It is specifically recorded that the Service Provider shall be solely responsible for the payment of income tax on behalf of its Employees.
- 12.6 Any dispute of whatsoever nature between the Service Provider and its Employees will not be CPUT's responsibility or affect CPUT in any way.

13. TERMINATION OF AGREEMENT

- 13.1 The termination of the agreement shall be discharged in accordance to the completion of the stated milestones.
- 13.2 CPUT has a right to terminate this agreement if the Service Provider does not meet deliverables in the agreed timelines and/or delivers a milestone that is not to the satisfaction of a Project Manager.
- 13.3 Termination referred to above in clause 13.1 shall be effected in terms of Clause 14 below.
- 13.4 Termination by CPUT other than for Default by the Service Provider;
 - 13.4.1 CPUT may terminate the whole or any part of the performance of the Services at any time, by written notice addressed to the Service Provider.
 - 13.4.2 The Service Provider must, after receipt of a notice under Clause 13.3.1
 - 13.4.2.1 Cease work on the terminated Services by the date specified in the Notice; and

- 13.4.2.2 Comply with any reasonable directive given in the Notice by CPUT in relation to performance of the Agreement.
- 13.4.2.3 As soon as practicable within 7 (seven) days after ceasing work under Clause 13.3.2,
- 13.4.2.4 the Service Provider must submit to CPUT a statement of the amount of the Fee (and any approved reimbursable expenses) claimed by the Service Provider to be payable for Services performed.
- 13.5 Termination by CPUT for Default by the Service Provider;
 - 13.5.1 If the Service Provider: becomes bankrupt, or insolvent, or
 - 13.5.2 enters into a scheme or arrangement with its creditors;
 - 13.5.3 fails to carry out the Services with due diligence and competence;
 - 13.5.4 Without reasonable cause suspends the carrying out of the Services; or
 - 13.5.5 commits a substantial breach of this Agreement,

CPUT may:

- 13.5.5.1 In the case of the default specified in Clause 13.4.1, forthwith terminate this
- 13.5.5.2 Agreement by written notice addressed to the Service Provider; and
- 13.5.5.3 In the case of any other specified default, terminate this Agreement by written Notice addressed to the Service Provider if the Service Provider fails to remedy the default within (fourteen) days from the date of service of a notice by CPUT on the Service Provider specifying the relevant default.
- 13.6 Termination by the Service Provider;
 - 13.6.1 If CPUT fails to pay the Service Provider any amount in accordance with this Agreement which is not in dispute, or commits a fundamental breach of the Agreement, the Service Provider may give written notice requiring CPUT to remedy the default within 14 (fourteen) Business Days after receiving the notice.
 - 13.6.2 If CPUT fails to remedy the default or to propose steps reasonably acceptable to the Service Provider to do so within the time specified in Clause 13.5.1, the Service Provider may issue a Notice terminating the Agreement.
- 13.7 Service Provider's Continuing Liability
Termination by CPUT or Service Provider shall not release the Service Provider from liability in respect of any breach, or non-performance of any obligation pursuant to this Agreement.
- 13.8 Effect of Termination
Termination of this Agreement by either party is without prejudice to any accrued rights or remedies of each party.

13.9 Adjustment of the Fee on Termination

13.9.1 If any of the Services are terminated pursuant to Clause 13.3, CPUT shall pay the Service Provider a reasonable amount for the Services performed by the Service Provider up to the date of termination, as adjusted by any additions or deductions in accordance with this Agreement.

13.9.2 If this Agreement is terminated pursuant to Clause 13.4, CPUT shall pay the Service Provider a reasonable amount for the Services performed by the Service Provider up to the date of termination, adjusted to take into account loss or damage suffered, or reasonably likely to be suffered, by CPUT as a consequence of breach by the Service Provider. CPUT may recover any short-fall from the Service Provider as a debt due and payable.

13.9.3 If this Agreement is terminated pursuant to Clause 13.5, CPUT shall pay the Service Provider:

13.9.3.1 A reasonable amount for the Services performed by the Service Provider up to the date of termination, as adjusted by any additions or deductions in accordance with this Agreement.

13.10 CPUT shall not be liable for any consequential loss resulting from the termination of this Agreement.

14. DISPUTE RESOLUTION

14.1 Prior to the initiation of formal arbitration procedures, the Parties shall, within 5 (five) Business days after the raise of any dispute, first attempt to resolve the dispute informally, by way of negotiation. Each party shall appoint a single designated representative, who shall have the authority of the party they represent to settle the dispute;

14.2 Negotiation will commence by one of the Parties requesting the other in writing to meet and to attend to resolve the dispute;

14.3 If the dispute has not been resolved by negotiations within ten (10) business days of the commencement thereof, then the parties shall submit the dispute for arbitration;

14.4 Without detracting from either party's right to institute action or motion proceedings in a Court of competent jurisdiction in respect of any dispute that may arise out of or in connection with this Agreement, the parties may, by mutual consent, follow the arbitration procedure as set out in this clause. Should any dispute arise between the parties in the widest sense in connection with;

14.4.1 The formation or existence of;

14.4.2 The carrying into effect of;

- 14.4.3 The interpretation or application of the provisions of;
- 14.4.4 The parties' respective rights and obligations in terms of or arising out of;
- 14.4.5 The validity, enforceability, rectification, termination or cancellation, whether in whole or in part of;
- 14.4.6 any documents furnished by the parties pursuant to the provisions of this agreement or which relates in any way to any matter affecting the interests of the parties in terms of this agreement, that dispute shall, unless resolved by the parties, be referred to and be determined by arbitration in terms of this clause, provided that a party to the dispute has demanded the arbitration by written notice to the other party.

- 14.5 The arbitration shall be held –
 - 14.5.1 at Cape Town;
 - 14.5.2 With only the representatives and legal representatives of the parties to the dispute present thereat;
 - 14.5.3 otherwise in terms of the Arbitration Act, no 42 of 1965, it being the intention that the arbitration shall be held and completed within 21 (twenty-one) days after it was demanded.

- 14.6 The arbitrator shall be, if the matter in dispute is principally –
 - 14.6.1 A legal matter, a practicing advocate or attorney of Cape Town of at least 15 (fifteen) years' standing;
 - 14.6.2 An accounting matter, a practicing chartered accountant of Cape Town of at least 15 (fifteen) years' standing;
 - 14.6.3 Any other matter, any independent person, agreed upon between the parties to the dispute.

- 14.7 Should the parties to the dispute fail to agree whether the dispute is principally a legal, accounting or other matter within 7 (seven) days after the arbitration was demanded, the matter shall be deemed to be a legal matter.
- 14.8 Should the parties to the dispute fail to agree on an arbitrator within 7 (seven) days after the expiry of the period referred to in 9.4, the arbitrator shall be appointed at the request of any party to the dispute by the President for the time being of the Cape Law Society.
- 14.9 The decision of the arbitrator shall be final and binding on the parties to the dispute and may be made an order of any competent court at the instance of any of the parties to the dispute.

- 14.10 The parties hereby consent to the jurisdiction of the High Court of South Africa (Cape of Good Hope Provincial Division) in respect of any proceedings arising out of this agreement not subject to arbitration in terms of this clause.
- 14.11 The provisions of this clause –
- 14.11.1 Constitute an irrevocable consent by the parties to any proceedings in terms hereof and no party shall be entitled to withdraw therefrom or claim at any such proceedings that it is not bound by such provisions;
- 14.11.2 are severable from the rest of this agreement and shall remain in effect despite the termination of or invalidity for any reason of this agreement.
- 14.11.3 This clause will remain in force notwithstanding the termination of this Agreement which it forms part;

15. BREACH

- 15.1 In the event of any of the parties (“defaulting party”) committing a breach of any of the terms of this agreement and failing to remedy such breach within a period of 14 (fourteen) days after receipt of a written notice from another party (“aggrieved party”) calling upon the defaulting party so to remedy, then the aggrieved party shall be entitled, at its sole discretion and without prejudice to any of its other rights in law, either to claim specific performance of the terms of this agreement or to cancel this agreement forthwith and without further notice, claim and recover damages from the defaulting party.
- 15.2 Without limiting the generality of 15.1 above, the CPUT shall be entitled to terminate this agreement summarily if, in the CPUT’s opinion, the Service Provider breaches any of the provisions of this agreement. Such termination shall be effected by the CPUT serving a written notice on the Service Provider.

16. NO SUBCONTRACTING

The Service Provider may not subcontract the provision of Services contemplated in this Agreement without the prior written consent and approval of CPUT which shall not be unreasonably withheld. Despite any consent and approval granted by CPUT in terms of this clause, the Service Provider remains solely liable for the performance of its obligations under this Agreement.

17. ASSIGNMENT

No party may assign, transfer, sub-contract or otherwise part with this agreement or any part thereof or any right or obligation under it, without obtaining the other party's prior written consent thereto.

18. WARRANTIES AND UNDERTAKINGS

- 18.1 The Service Provider hereby warrants and undertakes to and in favour of CPUT on (unless otherwise stipulated) the following basis-
- 18.1.1 the warranties shall be deemed to be representations and undertakings by the Service Provider;
 - 18.1.2 each warranty shall be deemed to be a representation of fact inducing the CPUT to enter into this agreement;
 - 18.1.3 each warranty shall be presumed to be material;
 - 18.1.4 insofar as any warranty is promissory or relates to a future event, it shall be deemed to have been given as at the due date for fulfilment of the promise or the happening of the event, as the case may be;
 - 18.1.5 each warranty shall be a separate warranty and in no way limited or restricted by reference to or inference from the terms of any other warranty, and
 - 18.1.6 Each warranty is given as at the signature date and as at the effective date.
- 18.2 The Service Provider hereby warrants and undertakes, without limiting the generality of 18.1 above, to and in favour of the CPUT that:
- 18.2.1 He/ she possesses the appropriate level of experience and expertise in relation to the Services of which he/ she has been appointed and that he/she has the necessary capacity, resources, experience to provide the Services in respect of which he/ she has been appointed.
 - 18.2.2 It is expected that the Service Provider shall, at all times, provide the Services diligently, in a professional manner and in compliance with all Prevailing Legislation and that the Service Provider shall amongst others:
 - 18.2.3 Comply with the professional and ethical rules applicable to the Service Provider's profession;
 - 18.2.4 Ensure that the interests of CPUT are protected at all times; and
 - 18.2.5 Ensure that the Services are aligned to best practice.
 - 18.2.6 No litigation, arbitration or administrative proceedings are pending or threatened against the Service Provider which would have an adverse effect upon his/ her financial condition or business, or her ability to perform his/ her obligations under this Agreement
 - 18.2.7 The execution of this Agreement by the Service Provider and the performance by him/ her or his/ her obligations hereunder have been duly authorized.

- 18.3 All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary. (Refer inter alia to Section 41 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)).
- 18.4 Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the departmental project manager.
- 18.5 The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the facilities to be affected by the Service shall be in accordance with all relevant legislation and upon delivery, will function as required by said relevant legislation.
- 18.6 The Service Provider undertakes that its actions and the outcome thereof will in no way be detrimental to the health and safety of the occupants or persons present therein or in the vicinity thereof. Similarly, it must not be detrimental to any aspects of the environment in its structure or operation if operated as specified in operation manual(s).
- 18.7 This adherence to legal prescripts shall be a continuous process throughout the appointment, which shall manifest itself during the following phases:
- 18.7.1 Development of plans and documentation;
- 18.7.2 Ensuring compliance of the end product;
- 18.7.3 Compiling and issuing of Instruction/Operational Manuals indicating inter alia what the legal and safety requirements entail for the user(s)/operator(s) of the facilities;
- 18.7.4 Providing instruction to the intended users/operators.
- 18.8 The Service Provider accepts full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for his acts and omissions as well as those of his employees and indemnifies CPUT against any legal action in this regard.
- 18.9 The Service Provider undertakes to ensure that the requirements of the Occupational Health and Safety Act, 1993 will similarly apply to the agreement with any sub-Service Provider inclusive of indemnifying CPUT against any legal action regarding the actions and/or omissions by them.
- 18.10 The Service Provider undertakes and warrants that it has registered with the SARS as an independent tax payer and accordingly indemnifies and holds CPUT harmless in respect of any claim for tax of any nature that may be successfully levied against CPUT.

- 18.11 Notwithstanding the contents of this Agreement, should SARS claim any additional tax or amounts from CPUT, the CPUT shall be entitled to recover same from the Service Provider, alternatively, set-off such amounts against any monies due and owing to the Service Provider by the CPUT from time to time
- 18.12 The Service Provider hereby undertakes to supply CPUT with updated tax clearance certificates for the duration of this Agreement.
- 18.13 The Service Provider warrants that he or she complies with his/ her commitments in terms of his black economic empowerment and development programme.
- 18.14 Any breach of any of the above warranties or any failure to observe the undertakings given shall constitute a material breach for the purposes of clause 15 above.
- 18.15 The Service Provider undertakes to protect and keep safe and secure all materials and documentation provided by CPUT to the Service Provider and upon discharge of this Agreement by performance or termination, the Service Provider shall return within 14 (fourteen) days to CPUT those materials and documentation.
- 18.16 The warranties in this clause take effect from the Commencement Date.

19. INDEMNITY

- 19.1 The Service Provider hereby indemnifies and holds CPUT harmless in respect of all and any claims, payments, compensation awarded, any damages, any losses and/or costs, including legal fees, which–
- 19.1.1 Any of its Employees may have or institute against CPUT of whatsoever nature;
- 19.1.2 any third party, may have, acquire or institute against the Service Provider or CPUT related or arising from the Services or a breach of the Services; and / or
- 19.1.3 any third party may have, acquire or institute against the Service Provider or CPUT related to or arising from any litigation and/or pending litigation between such third party and the Service Provider , including any claims arising from contract, delict, fairness, operation of statute or otherwise including any claim for unfair dismissal, unfair labor practices, discrimination, damages, fines, penalization, back-pay, contributions, health and safety, reinstatement, re-employment, remuneration, notice pay, severance pay, Unemployment Insurance Fund (UIF) contributions, any minimum standard legislation, employment benefits and the like.

20. INSURANCE

- The Parties agree that the Insurance requirements for contracts with a value below R50million on;
- 20.1 Contract Works

- 20.1.1 With regards to contract works claims, the contractor/Service Provider is responsible for a deductible (excess) of R250 000.
- 20.1.2 Contractors / Service Providers may re-insure the deductible
- 20.2 Public Liability
 - 20.2.1 In the event of a claim against the contractor / Service Provider for 3rd party property damage the contractor / Service Provider will be responsible for a deductible (excess) of R275 000
 - 20.2.2 In the event of a claim against the contractor / Service Provider for removal of lateral support, the contractor / Service Provider will be responsible for a deductible (excess) of R500 000
 - 20.2.3 Contractors / Service Providers may re-insure the deductibles
- 20.3 Professional Indemnity
 - 20.3.1 All Service Providers are responsible for Professional Indemnity (PI) cover of R10 million
 - 20.3.2 Contractors who have a material design element, excluding typical P & G related work, as part of their scope, are responsible for Professional Indemnity cover of R5 million
 - 20.3.3 In the event of a claim above R10 million, the CPUT PI cover will kick in for the amount in excess of R10 million.
- 20.4 Part 1: Notes to Schedule:
 - 20.4.1 The provision of insurance by the CPUT does not limit the obligations, liabilities or responsibilities of the Contractor/Service Provider under this Agreement in any way whatsoever (including but not limited to any requirement for the provision by the Contractor/Service Provider of any other insurances).
 - 20.4.2 This Insurance Schedule is a generic term sheet generally applicable to the CPUT's projects which in the circumstances;
 - 20.4.2.1 If this Insurance Schedule reflects the amount of any cover provided by the CPUT to be higher than the amount required by the engineering consultancy industry norms, the CPUT's obligation under this Agreement is limited to the lower amount; and
 - 20.4.2.2 If this Insurance Schedule provides for any cover which is not stated to be provided by the CPUT in terms of Engineering Consultancy Industry norms, the CPUT's obligation under this Agreement is limited to the cover stated in this Agreement.

21. NOTICES AND DOMICILIA

The parties choose as their domicilia citandi et executandi their respective addresses set out in this clause for all purposes arising out of or in connection with this agreement at which addresses all processes and notices arising out of or in connection with this agreement, its breach or termination may validly be served upon or delivered to the parties.

21.1 For purposes of this agreement the parties' respective addresses shall be –

21.1.1 The CPUT at Director Legal Services

Administration Building,
Cape Peninsula University of Technology,
Cape Town Campus,
Keisersgracht Street, District Six,
Cape Town, 8001

21.1.2 For the Service Provider; Managing Director
Address

.....

.....

.....

.....

Telephone number:

Cellphone number:

Email address:

21.1.3 Or at such other address in the Republic of South Africa of which the party concerned may notify the other in writing provided that no street address mentioned in this sub clause shall be changed to a post office box or poste restante.

21.2 Any notice given in terms of this agreement shall be in writing and shall

21.2.1 If delivered by hand be deemed to have been duly received by the addressee on the date of delivery;

21.2.2 If posted by prepaid registered post be deemed to have been received by the addressee on the 8th (eighth) day following the date of such posting;

21.2.3 If transmitted by facsimile be deemed to have been received by the addressee on the day following the date of dispatch, unless the contrary is proved.

21.3 Notwithstanding anything to the contrary contained or implied in this agreement, a written notice or communication actually received by one of the parties from another including by way of facsimile transmission shall be adequate written notice or communication to such party.

22. RELAXATION

No latitude, extension of time or other indulgence which may be given or allowed by any party to the other parties in respect of the performance of any obligation hereunder, and no delay or forbearance in the enforcement of any right of any party arising from this agreement, and no single or partial exercise of any right by any party under this agreement, shall in any circumstances be construed to be an implied consent or election by such party or operate as a waiver or a novation of or otherwise affect any of the party's rights in terms of or arising from this agreement or estop or preclude any such party from enforcing at any time and without notice, strict and punctual compliance with each and every provision or term hereof.

23. VARIATION /AMENDMENTS

- 23.1 No addition to or variation, consensual cancellation or novation of this agreement and no waiver of any right arising from this agreement or its breach or termination shall be of any force or effect unless reduced to writing and signed by all the parties or their duly authorized representatives.
- 23.2 CPUT may instruct variations in writing and the Service Provider must comply with the instructions, provided the variations are generally consistent with or of a similar nature to the Services.
- 23.3 The Service Provider must take all reasonable steps to minimize the effects variations on the time to complete the Services.
- 23.4 When requested by CPUT, the Service Provider must, within the time specified in the request, advise CPUT of its price (including any delay costs) for a proposed variation and the effect on the time to complete the Services, or on any other matter specified in the request
- 23.5 Unless CPUT instructs the Service Provider to proceed, the Service Provider must not begin to carry out a variation until the parties have agreed on the price and time implications (including any delay costs).
- 23.6 If the parties agree that a variation applies they must agree in writing on its price and its effect on the time to complete the Services and such variation must be authorized by CPUT.

24. CONFIDENTIALITY

- 24.1 The Parties shall treat all confidential information as strictly confidential. The receiving party shall not directly or indirectly use the disclosing party's confidential information for its own benefit nor for the benefit of any other person nor for any

purpose other than carrying out its obligations in accordance with and upon the terms of this Agreement.

- 24.2 The receiving party shall not disclose confidential information to any person whomsoever other than the receiving party's staff who are directly involved in carrying out the receiving party's obligations in terms of this Agreement and only on a need-to-know basis. Before revealing any confidential information to them, the receiving party shall ensure that staff are made aware of the confidential nature of the confidential information being made available to them and that staff who are-
 - 24.2.1 Employees, have each signed an undertaking with like obligations of confidentiality; and
 - 24.2.2 Sub- contractors, independent contractors, other representatives or agents, have each signed a separate undertaking with like obligations of confidentiality.
 - 24.2.3 The duty of confidentiality shall not apply to any confidential information disclosed by the disclosing party which, through no act or failure on the part of the receiving party:
 - 24.2.3.1 Is or becomes public information,
 - 24.2.3.2 is in its possession at the time of disclosure by the disclosing party,
 - 24.2.3.3 is furnished to the receiving party by a third party without restriction or disclosure,
 - 24.2.3.4 Is developed by or for the receiving party outside the scope of this Agreement, or
 - 24.2.3.5 Is obliged to disclose under law, provided the disclosing party is given a reasonable opportunity to review the planned disclosure and discuss the need for such disclosure.

25. INTELLECTUAL PROPERTY

- 25.1 CPUT shall become the owner of the information, documents, programs and reports compiled by the Service Provider in the execution of the Services in terms of this Agreement.
- 25.2 The copyright of all documents, programs and reports compiled by the Service Provider in the execution of the services in terms of this Agreement, shall vest in CPUT.

26. WAIVER

Any failure by a party to insist at any time upon the performance of any of the terms, provisions or undertakings of the defaulting party, contained in the agreement, or to exercise any rights thereunder, shall not constitute or be construed as a waiver thereof or a relinquishment of the party's rights to require the future performance of any such term, provision or undertaking, but the obligation of the defaulting party with regard to the same shall continue in full force and effect.

27. WHOLE AGREEMENT

This agreement constitutes the whole agreement between the parties as to the subject matter hereof and no agreements, representations or warranties between the parties regarding the subject matter hereof other than those set out herein are binding on the parties.

28. AGENCY

The parties agree that this agreement does not constitute as the agent, employee, servant or legal representative of CPUT for any purpose whatsoever and Service Provider is not authorized to assume or create any obligations or responsibilities, whether express or implied, on behalf of or in the name of CPUT unless he is so authorized to do in writing by CPUT.

29. FORCE MAJEURE

- 29.1 To the extent that it becomes impossible for the Service Provider to perform any obligation in terms of this Agreement because of an event or circumstance that was neither foreseen nor reasonably foreseeable when the Agreement was entered into or which, if the event have been foreseen at that time, cannot be guarded against or avoided by reasonable care or the reasonable acts of the Service Provider, the Service Provider may;
- 29.1.1 Notify CPUT within 2 (two) days of the nature, extent, effect and likely duration of the vent or circumstances;
- 29.1.2 Take all commercially reasonable action to remedy or minimize the consequences (and report to CPUT); and
- 29.1.3 Immediately resume performance of its obligations under this Agreement and notify CPUT when performance of the obligation again becomes possible.
- 29.2 Performance of any such obligation is suspended for as long as the event or circumstance continue to make the performance possible.
- 29.3 If the event or circumstance continues for a period exceeding 5 (five) days CPUT may cancel this Agreement on written notice to the Service Provider provided that the obligation which the Service Provider is unable to perform is a material obligation under this Agreement.

30. STUDENT UNREST

In the event of student unrest which resulted in the Service Provider's inability to fulfil its obligations in terms of this Agreement then CPUT shall not be held liable for any costs incurred by the Service Provider for the duration of the unrest period in which the Service Provider was unable to fulfil any of its obligations.

31. CHANGE OF MANAGEMENT AND OWNERSHIP

- 31.1 The Service Provider shall not be entitled to change its management or to appoint or remove directors from its board of directors, without first informing CPUT thereof in writing.
- 31.2 The Service Provider shall not be entitled to sell or otherwise dispose of its business or part thereof whether as a going concern or otherwise, and the Service Provider shall procure that its members do not dispose of their interest in the Service Provider, without first informing CPUT thereof in writing.
- 31.3 No change in the management or the ownership of the business or shares in the Consultancy shall have any effect on the continued validity and enforceability of this Agreement.

32. APPLICABLE LAW

This Agreement is governed by South African law.

33. JURISDICTION

- 33.1 The Parties unconditionally consent and submit to the jurisdiction of the Magistrates Court, District of Cape Town in regard to all matters arising from this Agreement.
- 33.2 The Courts of the Republic of South Africa shall have exclusive jurisdiction in all questions and matters relating to this Agreement or arising out of it.

34. SEVERABILITY

If any provision of this Agreement (excluding only those provisions which are essential in law for a valid and binding Agreement to be constituted) is found by any court of competent jurisdiction to be invalid and/ or unenforceable then, notwithstanding such invalidity and/ or unenforceability, the remaining provisions of this Agreement shall be and remain in full force and effect. Each and every provision of this Agreement (excluding those provisions which are essential in law for a valid and binding agreement to be constituted) shall be deemed to be separate and severable from the remaining provisions of this Agreement.

35. SIGNATURE

35.1 This Agreement is signed by the parties on the dates and at the places indicated opposite their respective names.

35.2 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

SIGNED

at.....on this.....day of2025.

On behalf of CPUT;

.....

Vice Chancellor

Signature

As Witnesses;

1.

Print names

Signature

2.

Print names

Signature

SIGNED

at.....on thisday.....2025.

On behalf of

.....

.....

Duly authorized representative	Signature
--------------------------------	-----------

As Witnesses;

1.

Print names	Signature
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2.

Print names	Signature
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36. ANNEXURES:

- 36.1 Project Organogram
- 36.2 Scope of Services & Pricing Data
- 36.3 Minimum Standards for Student Accommodation
- 36.4 CPUT Letter of Award
- 36.5 Acceptance Letter
- 36.6 Technical evaluation
- 36.7 Pricing proposal

ANNEXURE 2:

Pricing Data

NB: The service provider is required to fill in all the required information in the missing spaces. Failure to follow this instruction will render the tender non-responsive.

This document forms part of the Returnable Documents, which will be part of the pricing evaluation.

1. Pricing Instructions

- 1.1. The Service Provider shall price for all services as described in the scope of services document using the most recent publication Professional Fees Guideline in respect of services provided by person(s) registered in terms of the Architectural Profession Act, 2000, (Act No. 44 of 2000) and Engineering Professional Act, 2000, (Act No. 46 of 200)
- 1.2. CPUT agrees to pay the Service Provider for the services of as recorded in this contract agreement.
- 1.3. The project cost-based fee (fee-based on the cost of works) is applied in this agreement. The fees shall be calculated based on the budget of works, and shall be adjusted on the final cost of the work. The final fee is calculated on the final account.

2. Remuneration for Professional Services

- 2.1. Professional fees for services rendered shall be calculated on the basis of remuneration is a cost-based fee, plus Value Added Tax, all according to the provisions under this tender.
- 2.2. The amount tendered herein is for tender purposes only and will be amended according to the application of the value fee scale vis-à-vis on the actual cost of construction.
- 2.3. Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out herein will not be paid for separately. Tenderer must make provision for and include all such costs in their tender when calculating the fees.
- 2.4. Disbursements in respect of all traveling and related expenses including all traveling costs, time charges and subsistence allowances related thereto will not be paid for separately. Tenderer must make provision for and include all such costs in their tender when calculating the fees.
- 2.5. The site must be visited as often as the works required for the execution of all duties on the Project. The Service Provider must be available at 24 hours' notice to visit the site if so required. All costs in this regard will not be paid for separately. Tenderer must make provision for and include all such costs in their tender when calculating the fees.
- 2.6. All additional services highlighted in this document will not be paid for separately. All costs in this regard will not be paid for separately. Tenderer must make provision for and include all such costs in their tender when calculating the fees.

- 2.7. If the Service Provider has decided not to price a particular item of work as highlighted above, it will be assumed that the Service Provider has included the cost of doing the work within the overall fees.
- 2.8. All fee accounts must be accompanied by an updated original written certification by the quantity surveyor, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.
- 2.9. Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the departmental project manager timeously. Fee accounts, correct in all respects, will be deemed submitted when received by CPUT and settled when electronically processed by CPUT. CPUT reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in terms of Conditions of this Contract.

3. Time-based fees

CPUT may order duties that fall outside the scope of the project as tendered. Any such additional services that may be required will be remunerated on a Time Basis. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the CPUT.

4. Set off

The CPUT reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to CPUT in respect of this or any other project.

Table 1: Architectural Professional Services				
Items	Qty	Unit	Rate	Total
Architectural Services, including Principal Consultant Services and Principal Agent Services	Cost-Based Fee Detail calculation of fees must be provided in full (Estimated Value of Works is R98,000,000.00)			= R
Additional Services		L/Sum		= R
Full Time Construction Monitoring	12	Month	R	= R
Reimbursable Cost		L/Sum		= R
Disbursement Cost		L/Sum		= R
Total Fee Offer for Architectural Services (excluding VAT)				= R
15% VAT				= R
Total Financial Fee Offer for All Services				= R

NB:

Total Financial Fee Offer for All Architectural Services highlighted above must be carried over to the Form of Offer and Acceptance. Failure to carry this over to the Form of Offer and Acceptance will render the tender non-responsive.

ANNEXURE 3:

Scope of Works

1. The Employer's objectives

CPUT's main objective is to construct a new student residence at the Bellville Campus that will cater for the large growing number of students at the Cape Peninsula University of Technology. To flag the project as being a success at the end, all works are to be completed on time, within budget, to the required quality [meet the building regulations and standards, as well as Department of Higher Education and Training (DHET) norms and standards] whilst proactively embracing sustainability principles.

To meet and exceed the above objective, CPUT will appoint a service provider(s) to perform services as described in the scope of services section. The service provider(s) shall perform services of being a Project Leader, Leader Designer, and Cost Manager.

The primary function of a project leader is to lead and direct the design team in a non-technical role including the monitoring and integration of the activities, development and maintenance of a schedule, monitoring of progress and facilitation of the client acceptance of an end of stage deliverable.

The primary function of a lead designer is to establish and refine the design approach or solution so that it achieves the brief as it is progressively developed and is co-ordinated within the project team. The leader designer shall co-ordinate all the sub-consultants and their design services in relation to design or condition assessment services as described in the scope of services section. The sub-consultant team will be appointed in a separate tender. It is to be noted that lead designer is responsible for providing all works and managing the sub-consultant team. The leader designer's appointment applies as if subcontracted works is of the leader designer.

The primary function of a cost manager is to provide independent and impartial estimation of cost, value management, budget, control and validation of cost of constructing, rehabilitating refurbishing and altering infrastructure as described in the scope of services section.

The details of the professional services required are described in the scope of services section attached in this document. It is to be noted that Lead Designer is responsible for providing all works including the subcontracted works as if the works had not been subcontracted.

2. Background

CPUT has secure funding to construct the new student residence at the Bellville Campus to accommodate for the large growing number of students at the Cape Peninsula University of Technology.

The built environment professionals are required to undertake the standard responsibilities as required by the respective built environment profession, as well as to conform to the DHET norms and standards for infrastructure delivery for a higher education institution.

3. Overview and Extent of the works

The works comprise of the construction of a new student residence on the Bellville campus.

4. High-Level Project Approach

The service provider(s) will be appointed to complete stages 1 to 6.

5. Project Description

Cape Peninsula University of Technology, Bellville Campus: Construction of a new student residence.

6. Project Name & Number

Project name: Construction of a new student residence in Bellville Campus.

Project number: DH24-004

7. Location of the Project

The Cape Peninsula University of Technology, Bellville Campus in Cape Town, South Africa, Portion of erf number 40771, Map Co-ordinates: 33°56'00"S 18°38'29"E. See the site information for more details.

8. Project Programme

The programme for the project is split as follow:

The estimated duration of pre-construction period is twelve (12) months from the appointment of the professional Service providers, at which six (6) months is for design (stage 1 to 3) and six (6) months for council submission and tender documentation and procurement, including tender evaluation and approvals. Duration of construction period is twelve (12) months upon the appointment of the contractor.

A programme for the performance of services shall be submitted by the service provider to the project manager, within a period of two (2) weeks following the project briefing meeting. The programme will be the result of the coordination of all appointed service providers' inputs and shall be in sufficient detail describing key milestones, events, and activities linked to the fastest realistic timeframes in which the service can be delivered. Milestones and events are to be listed based on the scope of services described in the scope of service document. No milestones may, at the coordination stage, be extended beyond the timeframes outlined in the project programme without acceptable reasons.

9. Target dates and times

The service provider will be expected throughout to give preference to the execution of the work involved in this commission. The work of all service providers will be coordinated by the project manager.

10. Information available from CPUT

All necessary information needed by the service provider regarding the project may be received from Project Manager on request, if available.

11. Other Contracts on Site

Not applicable.

12. Use of material

CPUT has the right to use the material provided by the Service providers for the purpose stated in the scope. The service provider obtains from a subcontracted Service providers equivalent rights for CPUT to use material prepared by the subcontracted Service providers. The service provider has the right to use the material provided by CPUT only to provide the services required for the purpose stated in the scope. The service provider may make this right available to the subcontracted Service providers.

13. Existing information

At the existing information, which is attached in this document under Annexures is as follow:

- a) Development Master Plan
- b) Stormwater Master Plan
- c) Sewer Master Plan
- d) Water Master Plan
- e) DHET Minimum Standards for Student Accommodation

14. Specifications

14.1 General

Service providers shall in the provision of the services observe all relevant statutes, by-laws, and associated regulations, standards of professional conduct and industry norms established in relevant South African national standards published in terms of the Standards Act of 2008 or standards recommended by professional associations.

Service providers shall take into account the existing information when providing the required services.

Service providers shall provide the services in accordance with the relevant provisions of the Standard Scope of Professional Services associated with the Architect, Civil and Structural Engineer, Electrical and Electronics Engineer, and Mechanical Engineer (HVAC System, Extraction System, Lift, Gas and Compressed Air Systems, Wet Services, and Fire Services).

In the event of any service provider cannot continue providing the service for any orders, it is the service provider's responsibility to ensure that a suitably qualified person acceptable to CPUT replaces the key person. CPUT reserves the right to appoint another Service provider.

14.2 Production information requirements

Construction requirements shall be described in terms of South African national standards published by the South African Bureau of Standards where such standards exist and their scope covers such requirements.

Construction requirements shall not be described in terms of a part of SANS 1200, standardised specification for civil engineering construction if such requirements fall within the scope of a part of SANS 2001, construction works.

Construction requirements for buildings and structures which are required to comply with the requirements of National Building Regulations shall be described in terms of a part of SANS 2001, construction works, where such standards exist.

A bill of quantities shall not be used as a substitute for production information.

The Standard Scope of Professional Services associated with the delivery of with the Architectural, Civil and Structural Engineering, Electrical and Electronics Engineering, and Mechanical Engineering services.

14.3 Standard systems of measurements

Bills of quantities where required, shall be prepared in accordance with the provisions of the following standards:

- a) Standard System of Measuring Builders Work – Edition 7 (2015) published by the Association of South African Quantity Surveyors
- b) Civil Engineering Standard Method of Measurement – Southern African Edition – CESMM3 published by ICE-SA, a joint division of the South African Institution of Civil Engineers and the Institution of Civil Engineers.

Elemental costs estimates shall be prepared in accordance with the provisions of the Association of South African Quantity Surveyor's Guide to Elemental Cost Estimating and Analysis for Building Works 2013.

15. Attendance at Meetings

The service provider shall attend meetings whenever deemed necessary for the proper execution of the project. It is advisable that visits to the site for progress valuation purposes be arranged to coincide with monthly site meetings. A briefing meeting will be held as soon as possible after the appointment of the professional team. At this meeting important aspects regarding the budget, documentation program, building program, site, etc. will be discussed. Ad-hoc meetings may be convened to deal with specific issues that may arise.

16. Reporting Requirements and Approval Procedure

The service provider may interact directly with the CPUT architect, Consultants and Contractor. The service provider will be required to keep the Project Manager informed of all interactions. Notwithstanding any other requirements as listed elsewhere, the service provider shall submit a monthly report indicating progress of the services.

17. Correspondence

The project name and number indicated in the agreement must be quoted in all correspondence including accounts for professional fees (at which a purchased order number must be quoted as well). All correspondence between CPUT and the service provider must be addressed to the Project Manager.

18. Facilities and equipment to be provided by the Service provider

Service providers shall provide all equipment and facilities required to provide the services relating to the required service.

19. Procurement of specialist studies, inputs, advice and tests

The service providers shall:

- a) obtain CPUT prior permission to procure specialist studies, inputs, advice, and tests; and
- b) either obtain three quotes for studies, inputs, and tests and award a contract to the service provider offering the best value for money or engage a sole provider at open market rates.

20. Closeout stage

The closeout report shall include the assignable square meters for each building type, the gross square meterage of the buildings and the final proposed occupancy numbers per room. The closeout pack must include the following:

- All compliance certificates such as the occupancy certificate, electrical certificate, plumbing certificate, PIRB compliance certificate, glazing certificate, A19 roof certificate etc.
- Guarantees and warranties
- Operating and maintenance manuals and any other supplier details
- Completion certificates including snag lists
- Happy letter signed by the end-user
- Final account
- As-builts
- Electronic copies of design drawings in DWG and PDF format
- Electronic copies of specifications and calculations
- Quality assurance documentation (test results and reports, inspection reports etc.)
- And any other pertinent information required

21. Document management system

Service providers shall provide documents and manage them in accordance with the requirements established by the project manager.

22. Final disposal of documents

Upon approval and finalisation of the projects, it is a requirement that the service provider forwards to the CPUT all documents relating to this service. The same also may be requested on projects not requiring a security clearance.

23. Bid

Advertising for the purpose of inviting bidder and the selection and acceptance of a bid for the execution of the project shall be the function of CPUT. The service provider shall be involved in the process.

24. Contract Administration

The service provider is expected to provide sound, practical pre-contract advice, to prepare all necessary documentation and to administer and finalise the contract in an unbiased, firm and contractual manner. Under no circumstances may the contractual requirements be deviated from.

25. Use of Reasonable Skill and Care

It will be expected of the service provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include inter alia the following:

- a) Although the service provider's documents may be scrutinised by CPUT, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. CPUT shall also be entitled to have any documentation or calculations verified by Others. In the event of mal-performance, default or negligence, CPUT shall have the right to claim compensation or damages and set off such against any amount payable.
- b) During assessment of any existing facilities, which may have a direct bearing on the Project, the service provider shall determine deficiencies with such facilities in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify those during the project execution phase.
- c) The Project Manager shall be notified by the Service Provider and his personnel of any transgression of inter alia the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and environmental legislation during the Service Provider's operation pertaining to the Contract regardless of who may be involved.

26. Co-operation with other Services Providers

It will be required of the Service Provider to co-operate with the following:

- a) Project Manager – CPUT at this stage
- b) Architect/ Principal Agent - Unknown at this stage
- c) Structural and Civil Engineer - Unknown at this stage
- d) Mechanical Engineer - Unknown at this stage
- e) Electrical and Electronics Engineer - Unknown at this stage
- f) Wet Services Engineer - Unknown at this stage
- g) Fire Engineer - Unknown at this stage
- h) Health & Safety Consultant - Unknown at this stage
- i) Quantity Surveyor - Unknown at this stage

The required professional services will be executed by the professional team under the control and management of the designated Project Manager. CPUT reserves the right to replace the Project Manager with another member of its staff or any individual/firm from the private sector should it be deemed necessary at any stage during the execution of the project.

27. Occupational Health and Safety Act

CPUT shall appoint a service provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The service provider under this contract shall, however, make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.

Furthermore, the service provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under the act.

28. Other role players

Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

29. Consulting Team

In terms of their various agreements, all service providers are required to liaise very closely with one another during all stages of the project and to keep each other fully informed of all relevant developments.

30. Responsible Member/s: Firms in Association/Team of Consultants/Consortium/Joint Venture

In the case of firms appointed in association as a team of Consultant/Consortium/Joint Venture, the service providers are requested in the letter of appointment to agree, together with the other members, to the nomination of a representative of the group, who will act as the lead service provider for the purpose of liaison with CPUT.

30. Appointment of a Service Provider

CPUT will appoint a service provider, and the commission will be subject to the terms and conditions in the letter of appointment and contract agreement.

31. Local content

It is the request of CPUT to give preference to materials and equipment of South African manufacturer. The service provider is to ensure that, wherever feasible, designs are based on locally manufactured equipment and materials which can meet requirements at competitive prices.

32. Design innovation

Given the need for energy efficiency and environmental sustainability in the built environment, each member of the professional team is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the service towards “green” design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, inter alia but not limited to,

a) Sustainable development

E.g. in building form, material choice, construction detailing and methods, recycling ability;

b) Energy efficiency e.g.

i. passive design methods towards energy conservation and consumption: building orientation, exploitation of nature’s inherent energy sources),

ii. energy efficient solutions and installations for lighting, ventilation, cooling, heating, etc (e.g. energy efficient light fittings),

iii. alternative or renewable energy sources where practical/feasible/economical;

c) Water conservation/saving/re-use methods; and

d) Environmental friendliness (e.g. respect for natural habitat, blending of building with site/ environment/surrounding fabric, positioning of buildings, consideration of neighbouring sites’ access to sun, wind, view, etc.).

33. Applicable legislation and standards

This section applies to legislation emanating from national and provincial governments as well as that of any local authorities in whose area of jurisdiction the subject of the appointment falls and which has a bearing on the activities and facilities under this appointment.

All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary. (Refer inter alia to Section 41 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)).

Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by Project Manager.

The service provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the facilities to be affected by the service shall be in accordance with all relevant legislation and upon delivery, will function as required by said relevant legislation. The service provider's actions and the outcome thereof will in no way be detrimental to the health and safety of the occupants or persons present therein or in the vicinity thereof. Similarly, it must not be detrimental to any aspects of the environment in its structure or operation if operated as specified in the operation manual(s). The relevant legislation meant herein, as amended, consist of inter alia the following, but not limited to:

- Atmospheric Pollution Prevention Act, 1965 (Act 45 of 1965);
- Construction Industry Development Board Act, 2000 (Act 38 of 2000);
- Council for the Built Environment Act, 2000 (Act 43 of 2000);
- Electricity Act, 1987 (Act 41 of 1987);
- Engineering Profession Act, 2000 (Act 46 of 2000);
- Environmental Conservation Act, 1998 (Act 107 of 1998);
- Fire Brigade Services Act, 2000 (Act 14 of 2000);
- Local Government Municipal Systems Act, 2000 (Act 32 of 2000), municipal by-laws and any special requirements of the local service supply authority;
- National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);
- National Environmental Management Act, 1998 (Act 107 of 1998);
- National Heritage Resources Act, 1999 (Act 25 of 1999);
- National Water Act, 1998 (Act 36 of 1998);
- Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- Telecommunications Act, 1996 (Act 103 of 1996);
- Water Services Act, 1997 (Act 108 of 1997) and general authorizations;
- the latest issue of SANS 10142: "Code of Practice for the Wiring of Premises";
- the Regulations of the local Gas Board, where applicable and
- all regulations promulgated under the above Acts.

This will be a continuous process throughout the appointment, which will manifest itself during the following phases:

- development of plans and documentation;

- supervision of Service providers appointed;
- ensuring compliance of the end product;
- compiling and issuing of Instruction/Operational Manuals indicating inter alia what the legal and safety requirements entail for the user(s)/operator(s) of the facilities;
- providing instruction to the intended users/operators.

The service provider accepts full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for his acts and omissions as well as those of his employees and indemnifies the CPUT against any legal action in this regard.

The service provider undertakes to ensure that the requirements of the Occupational Health and Safety Act, 1993 will similarly apply to the agreement with any sub service providers inclusive of indemnifying CPUT against any legal action regarding the actions and/or omissions by them.

34. Access to land/buildings/sites

Access to the land/buildings/sites shall be negotiated in consultation with the Project Manager.

35. Software application for programming

The service provider must avail himself of software to be used in the Project documentation for compatibility with other service providers as well as CPUT. Specific requirements for compatibility are specified in the relevant manuals.

36. Security clearance

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring a security clearance, be kept to a minimum and that such persons will not object to being submitted to a security clearance if CPUT so requires.

If the latter is applicable, the necessary forms will accompany this bid or be provided to the service provider at any stage thereafter. These forms must be completed, if attached, and returned with the bid. It is important to furnish information which is complete in every respect. Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained of any of the staff members of the service provider, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained. CPUT will not accept liability for any costs in this regard.

37. Forms for contract administration

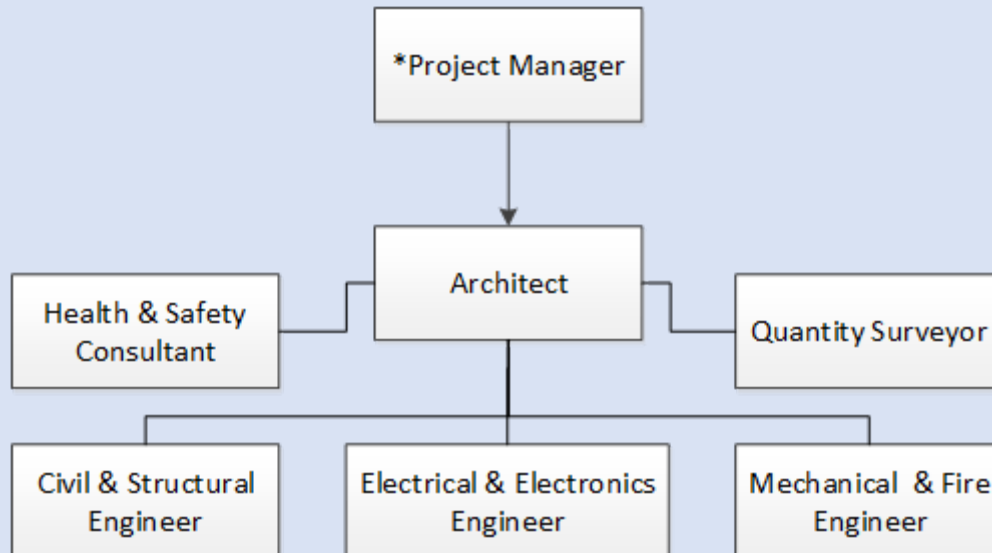
The service provider shall provide all forms required during contract administration. The agreement and conditions of contract to be entered into with the main contractor shall be the most recent version of the JBCC.

ANNEXURE 4:

Project Organogram

PROJECT ORGANOGRAM

The project organogram below shows the reporting structure of the various components.



ANNEXURE 5:
Scope of Services
Architectural Professional Services

1. CPUT's Objectives

This tender is for:

A service provider to perform full architectural professional services for the construction of a new student residence at the Bellville Campus that will cater for the large growing number of students at the Cape Peninsula University of Technology.

2. Scope

Construction of a new student residence shall comply with the most recent publication Policy on the Minimum Norms and Standards for Student Housing at Public Universities, in terms of the Higher Education Act, 1997 (Act No. 101 of 1997).

The service provider is required to undertake the standard responsibilities as required by the respective built environment profession, as well as to conform to the Department of Higher Education's (DHET) standards and norms for infrastructure delivery for a higher education institution. In the provision of the services, the service provider shall observe all relevant statutes, by-laws and associated regulations, standards of professional conduct and industry norms established in relevant South African National Standards published in terms of the Standards Act of 2008 or standards recommended by professional associations.

3. Appointment

The service provider is required to execute his work in accordance with the agreement, the principles as set out and any written supplementary instructions issued by CPUT. The service provider may interact directly with the CPUT architect on architectural specific matters. The service provider will be required to keep the Project Manager informed of all interactions. The service provider is also required to manage and oversee the full professional team which will be appointed separately.

4. Description of the Services

The services required are the architectural professional services as defined in the most recent publication Framework for the Professional Fees Guideline in respect of services provided by the person(s) registered in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000).

5. Extent of Services

The architectural services shall be provided by the architectural professional is full services from stage 1 to 6 as gazetted in the most recent publication framework for the Professional Fees Guideline in respect of services provided by person(s) registered in terms of the

Architectural Profession Act, 2000 (Act No. 44 of 2000), which include the services of a Principal Consultant and Principal Agent.

6. Additional Services

The following services are additional to the standard service and qualify for additional fees:

6.1.1. Special Design Services

The special design services include the following:

- a) Rational design by other consultants – participation in the preparation of rational designs.
- b) Town-planning and/or urban design including participation in the application for the establishment and/or amendment of regional and local town-planning and urban design schemes and the amendment of title conditions, negotiations with interest groups and authorities;
- c) Landscape design – participation in landscape planning and design
- d) Interior design – the design of interiors and the selection of furnishings, fixtures and finishes
- e) Liaison with special designers and specialist consultants

6.1.2. Special Management Services:

Not applicable.

6.1.3. Special Studies

The special studies services include the following:

- a) Site selection – research the suitability and location of a site for a proposed budget.
- b) Feasibility studies – participation in technical and/or economic feasibility studies
- c) *Environmental studies* —participation in environmental studies;
- d) Traffic studies — participation in traffic-flow studies.

6.1.4. Work on Existing Premises

Surveys and inspections – inspect, survey, measure and prepare documentation of existing premises with other consultants as needed

6.1.5. Other Services

Additional to the above mentioned services, the following services shall be required:

- a) Coordinate all designs by all other consultants;
- b) Execute services of a Lead Design;
- c) The consultant must make available construction monitoring staff on a full-time basis;
- d) CPUT may order duties that fall outside the scope of the project as bided. If required at a later stage this will be based on a three quote system.

ANNEXURE 6:

Site Information



CPUT	
SG26 Code:	C0160002000407710000000000
Official Suburb Name:	CPUT
Subcouncil Name:	Subcouncil 6
Ward Name:	9
ISIS Key:	28588477
Addr No:	10
Address No Suffix:	
Street Name:	SYMPHONY
Street Name Type:	Way
Vested Type:	No Vesting
Status:	Official
Allotment Name:	BELLVILLE
Legal Status SG:	Registered
Property Number:	40771
Zoning Description:	Community 2 : Regional
SUB_CNCL_NMBR:	6
Extent (Sq m):	610393.95

REFER TO CIV07

REFER TO CIV08

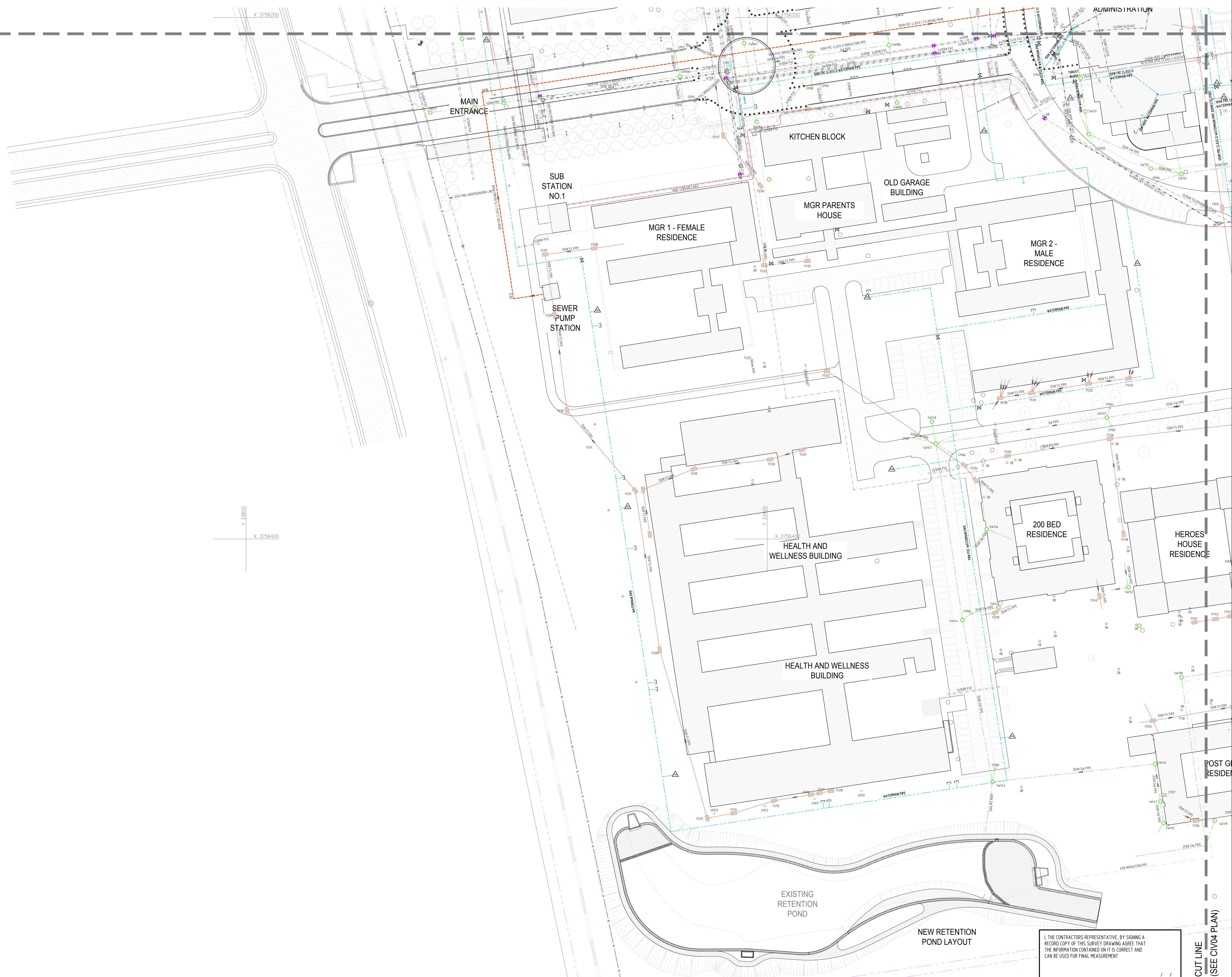
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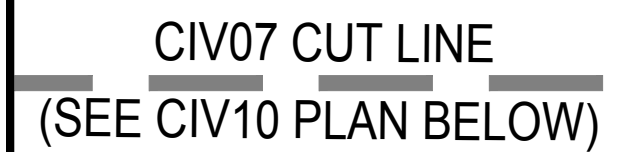
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2.	ALL EXISTING SERVICES ARE SHOWN AS INDICATIVE ONLY. ALL EXISTING SERVICES ARE TO BE EXPICED BY HAND AND LOCATIONS CONFIRMED BY THE CONTRACTOR TO AVOID CLASHES WITH NEW SERVICES AT CROSSINGS AND NEW STRUCTURE FOUNDATIONS.	
3.	DIMENSIONS, DETAILS & LEVELS SHOWN ON THIS DRAWING ARE SUBJECT TO CONFIRMATION ON SITE BEFORE CONSTRUCTION COMMENCES.	
LEGEND		
WATERMANS		
	NEW FIRE HYDRANT	
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	NEW NON RETURN VALVE	
	NEW END CAP	
	NEW WATER METER	
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B 09.09.2020 JR	SURVEY BENCHMARKS ADDED	
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DESIGNED	DRAWN	CHECKED
ZR	ZR	JP [Signature]
BULK SERVICES UPGRADE: FOUL SEWER, WATER AND FIRE		
CPUT KEYPLAN		
KFD WILKINSON CONSULTING ENGINEERS 12TH FLOOR PCEBS PARKADE STRAID STREET CAPE TOWN 8001 T: +27 (0)21 425-1615 FAX: +27 (0)21 425-1644 EMAIL: kfd@kfwilkinson.co.za		
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CONTRACTORS REPRESENTATIVE

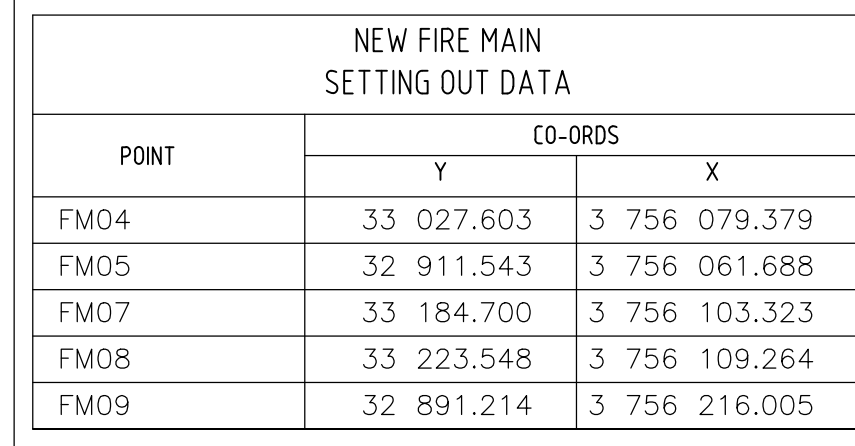
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2. ALL WATER, ELECTRICAL AND TELECOMMUNICATION SERVICES ARE SHOWN AS INDICATIVE ONLY. ALL EXISTING SERVICES ARE TO BE EXPLORED BY HAND AND LOCATIONS CONFIRMED BY THE CONTRACTOR TO AVOID CLASHES WITH NEW SERVICES AT CROSSINGS AND NEW STRUCTURE FOUNDATIONS.								
3. DIMENSIONS, DETAILS & LEVELS SHOWN ON THIS DRAWING ARE SUBJECT TO CONFIRMATION ON SITE BEFORE CONSTRUCTION COMMENCES.								
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2. THE POSITION OF PHYSICAL BOUNDARIES MUST BE CORRELATED WITH THE DIAGRAM DATA AS PROVIDED BY THE S.O'S OFFICE.								
3. ALL SPOT HEIGHTS AND POSITIONS ARE SINGLE MEASUREMENT ELEMENTS AND ARE THEREFORE SUBJECT TO ERROR - ANY POINT USED AS A CRITICAL DESIGN REF POINT SHOULD BE RECONCILED OR CHECKED.								
4. THIS INFORMATION IS AVAILABLE IN MODEL MAKER OR ASCII TEXT AND AUTOCAD OR DWG FORMAT.								
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	EXISTING STORMWATER ROAD CATCHPI							
	EXISTING STORMWATER PIPE							
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WATERMANS								
	EXISTING FIRE HYDRANT							
	EXISTING VALVE							
	EXISTING NON RETURN VALVE							
	EXISTING END CAP							
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	NEW DATA SLEEVES							
OTHER								
	EXISTING MANHOLE							
	EXISTING LIGHT POST							
	EXISTING TREE							
fjc consulting Town Planning & Land Surveying Unit 16 Foregate Square Heeringracht Avenue, Foreshore, Cape Town, 8000 TEL: (021) 418-2995 CELL: 082 801 8761 EMAIL: MARK@FJCCAPE.CO.ZA								
AMENDMENTS								
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 Cape Peninsula University of Technology								
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EXISTING SERVICES LAYOUT SHEET 4 OF 4								
 KFD WILKINSON CONSULTING ENGINEERS 12TH FLOOR PCEB PARKADE STRAND STREET CAPE TOWN 8001 P.O. BOX 3276 CAPE TOWN 8000 TEL: (021) 425-1410 FAX: (021) 425-1444 EMAIL: info@kfdwilson.co.za								
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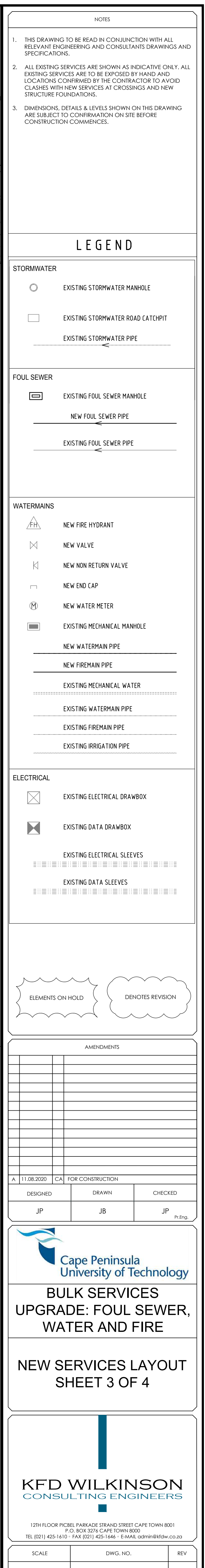
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▢	EXISTING FOUL SEWER MANHOLE	
—————	NEW FOUL SEWER PIPE	
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	NEW FIRE HYDRANT	
	NEW VALVE	
	NEW NON RETURN VALVE	
	NEW END CAP	
	NEW WATER METER	
	EXISTING MECHANICAL MANHOLE	
—————	NEW WATERMAIN PIPE	
—————	NEW FIREMAIN PIPE	
—————	EXISTING MECHANICAL WATER	
—————	EXISTING WATERMAIN PIPE	
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ELECTRICAL		
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Cape Peninsula University of Technology		
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NEW SERVICES LAYOUT SHEET 1 OF 4		
 KFD WILKINSON CONSULTING ENGINEERS		
12TH FLOOR PUEBLS PARKADE STRAND STREET CAPE TOWN 8001 P.O. BOX 3274 CAPE TOWN 8001 TEL: (021) 425-1410 FAX: (021) 425-1446 EMAIL: sales@kfd.co.za		
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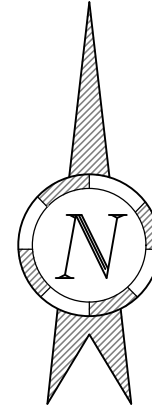


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CIV10 CUT LINE

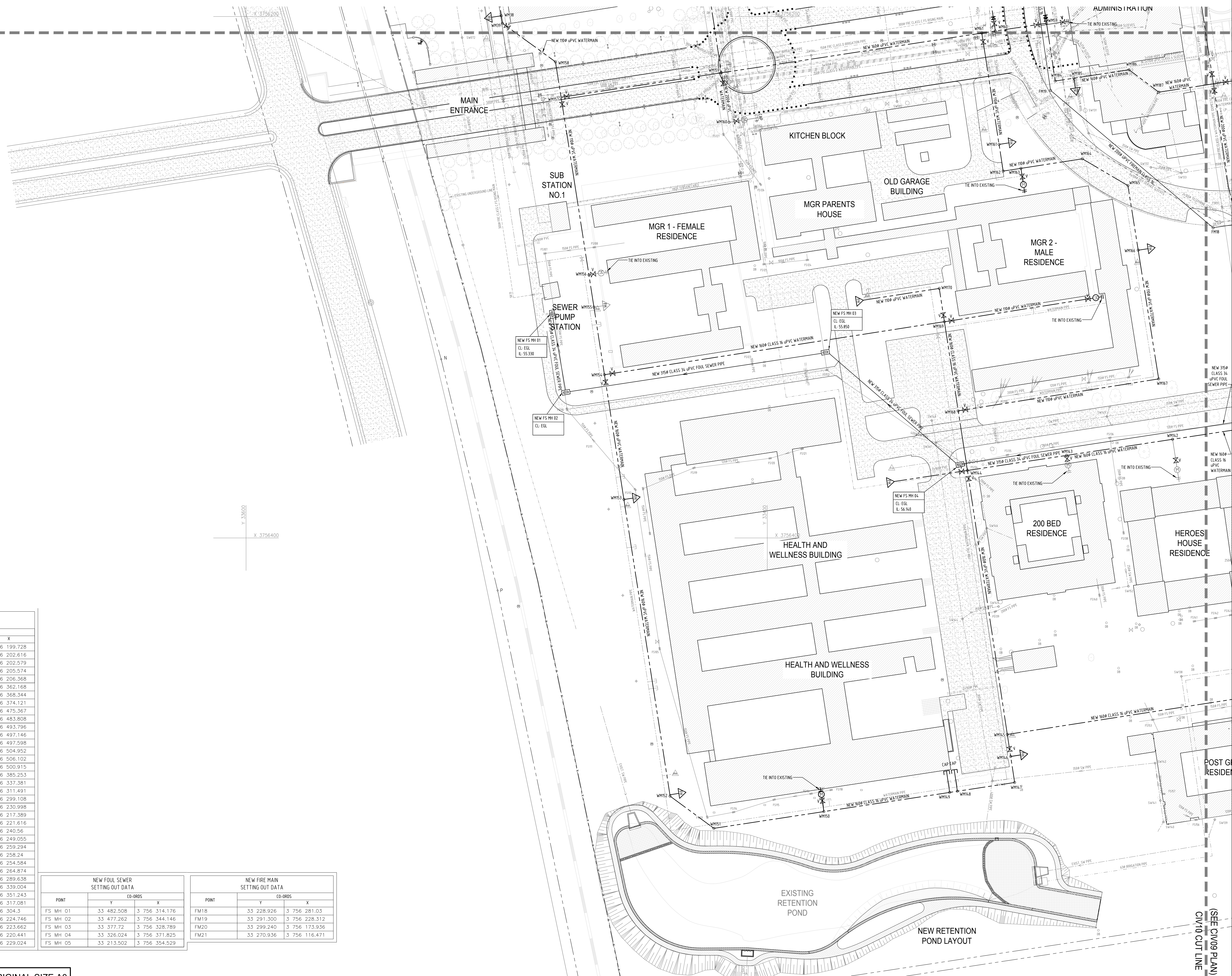


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POINT	CO-ORDS		
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WM39	33 501.566	3 756	202.616
WM59	33 292.85	3 756	202.579
WM60	33 312.479	3 756	205.574
WM61	33 317.681	3 756	206.368
WM142	33 244.483	3 756	362.168
WM143	33 285.158	3 756	368.344
WM144	33 323.202	3 756	374.121
WM145	33 307.889	3 756	475.357
WM146	33 306.602	3 756	483.808
WM147	33 327.079	3 756	483.796
WM148	33 327.057	3 756	497.146
WM149	33 320.021	3 756	497.598
WM150	33 378.271	3 756	504.952
WM151	33 385.812	3 756	506.102
WM152	33 436.989	3 756	500.915
WM153	33 455.005	3 756	385.253
WM154	33 462.469	3 756	337.381
WM155	33 466.506	3 756	311.491
WM156	33 488.436	3 756	299.108
WM157	33 479.115	3 756	230.998
WM158	33 481.261	3 756	217.389
WM159	33 417.61	3 756	221.616
WM160	33 414.685	3 756	240.56
WM161	33 311.062	3 756	249.055
WM162	33 309.475	3 756	259.294
WM163	33 302.678	3 756	258.24
WM164	33 299.93	3 756	248.68
WM165	33 261.609	3 756	264.874
WM166	33 257.67	3 756	289.638
WM167	33 249.818	3 756	339.004
WM168	33 236.732	3 756	351.3124
WM169	33 332.023	3 756	317.081
WM170	33 344.002	3 756	304.3
WM184	33 289.504	3 756	224.746
WM185	33 282.386	3 756	223.662
WM186	33 261.176	3 756	220.441
WM187	33 249.758	3 756	229.024

NEW FOUL SEWER SETTING OUT DATA			
POINT	CO-ORDS		
	Y	X	
FS MH 01	33 482.508	3 756	314.176
FS MH 02	33 477.262	3 756	344.146
FS MH 03	33 377.72	3 756	328.789
FS MH 04	33 326.024	3 756	371.825
FS MH 05	33 313.502	3 756	354.529

NEW FIRE MAIN SETTING OUT DATA			
POINT	CO-ORDS		
	Y	X	
FM18	33 228.926	3 756	281.03
FM19	33 291.300	3 756	228.312
FM20	33 298.240	3 756	173.936
FM21	33 270.936	3 756	116.471

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(SEE CIV09 PLAN
CIV10 CUT LINE

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LEGEND

STORMWATER

- EXISTING STORMWATER MANHOLE
 EXISTING STORMWATER ROAD CATCHPIT
 EXISTING STORMWATER PIPE

FOUL SEWER

-
- EXISTING FOUL SEWER MANHOLE
- NEW FOUL SEWER PIPE
- EXISTING FOUL SEWER PIPE
- The diagram illustrates a cross-section of the ground with three horizontal lines. The top line is labeled 'EXISTING FOUL SEWER MANHOLE' and has a small square symbol to its left. Below it is a line labeled 'NEW FOUL SEWER PIPE' with an arrow pointing to the left. At the bottom is a line labeled 'EXISTING FOUL SEWER PIPE' with an arrow pointing to the left.

WATERMAINS

- | | |
|---|-----------------------------|
|  | NEW FIRE HYDRANT |
|  | NEW VALVE |
|  | NEW NON RETURN VALVE |
|  | NEW END CAP |
|  | NEW WATER METER |
|  | EXISTING MECHANICAL MANHOLE |
| | NEW WATERMAIN PIPE |
| | NEW FIREMAIN PIPE |
| | EXISTING MECHANICAL WATER |
| | EXISTING WATERMAIN PIPE |
| | EXISTING FIREMAIN PIPE |
| | EXISTING IRRIGATION PIPE |

ELECTRICAL

- EXISTING ELECTRICAL DRAWBOX
- EXISTING DATA DRAWBOX
- EXISTING ELECTRICAL SLEEVES
- EXISTING DATA SLEEVES

ELEMENTS ON HOLD

DENOTES REVISION

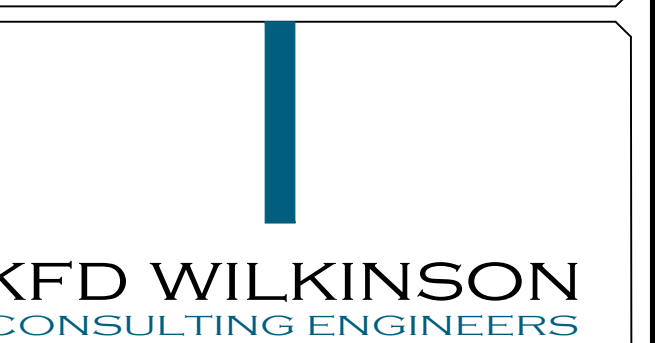
AMENDMENTS

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WATER AND FIRE**

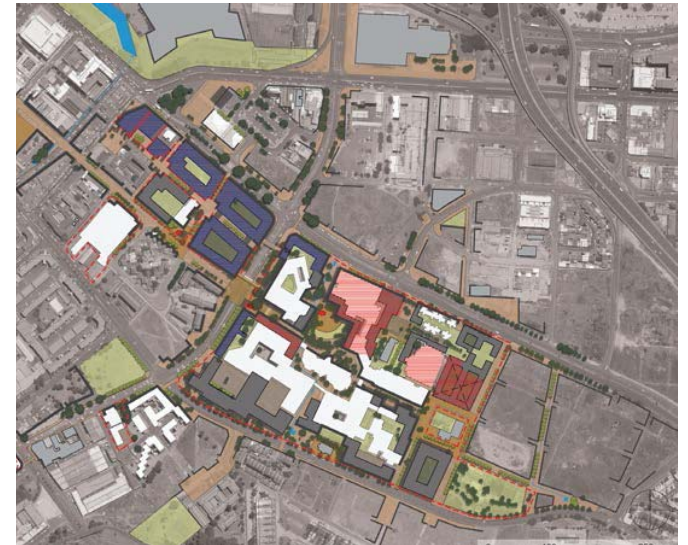
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SHEET 4 OF 4



12TH FLOOR PICBEL PARKADE STRAND STREET CAPE TOWN 8001
P.O. BOX 3276 CAPE TOWN 8000
TEL (021) 425-1610 • FAX (021) 425-1646 • E-MAIL admin@kldw.co.za

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SCALE	B.614-2/CIV10	A

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY CAMPUS MASTERPLAN



MASTERPLAN DOCUMENT REPORT JULY 2014

Document prepared by:

City Think Space

Tarna Klitzner Landscape Architect

Sarah Winter Heritage Consultant

Jeffares & Green

Paul J Carew Consulting

ARUP Transport Planning

List of acronyms

GR	General Residential Zone	
CO	Community Zone	
EIM	Environmental Management	Impact
SDP	Spatial Development Plan	
SDF	Spatial Development Framework	
IRT	Integrated Rapid Transport	
NMT	Non-Motorised Transport	



6. BELLVILLE CAMPUS

6.1. LOCATION AND CONTEXT

6.1.1. HISTORY

The Bellville Campus, built in 1976, is typical of the Apartheid Planning model. At the time it was built, it was isolated from the city centre and any surrounding development. The character of the campus is suburban, typical of modernist planning. The location and form of the campus contributes to the division of the city. See Figure. 34.

6.1.2. CONTEXT AND ROLE

The Bellville Campus is located at a central point to Bellville CBD (major student, business and retail centre) and the airport (link to the rest of the world). Surrounding the campus are places of industry, health, education and innovation. The campus plays a role if the 'connector' between these urban elements. It also plays a role in the contextual green network creating a link between the nature reserve associated with the University of the Western Cape (UWC) and the proposed rehabilitated waster water treatment plant and rubbish dump converted into a public, green, recreation space. See Figure. 35.

6.1.3. ACTIVITY

The faculties of Health and Wellness and Engineering are located on the Bellville Campus. These faculties connect to, and are enhanced by, surrounding activities of industry and green space. See Figure. 36.

6.1.4. ACADEMIC FOCUS

The site is 61.06 ha in extent. The campus houses the faculties of Applied Sciences, Engineering and Health and Wellness Science. The campus accommodates 2 552 students in on site accommodation.

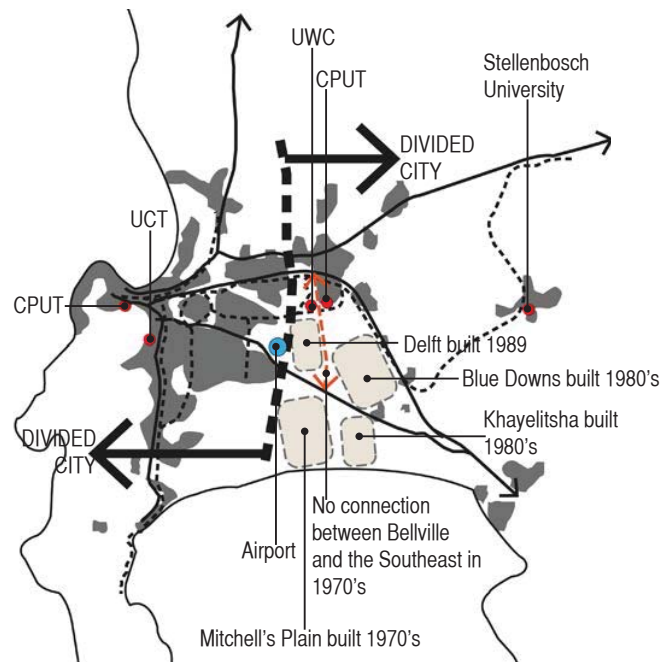
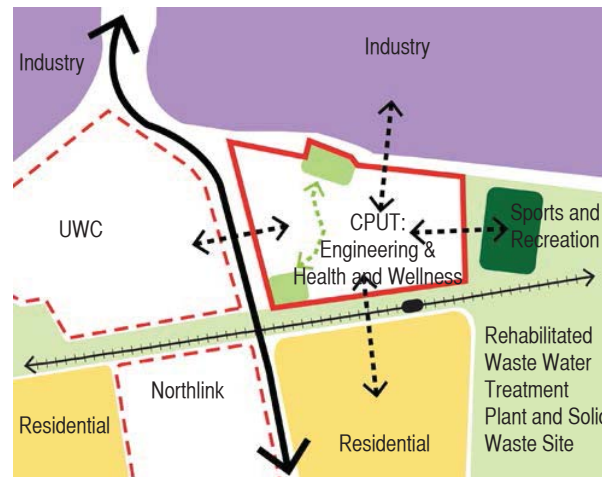
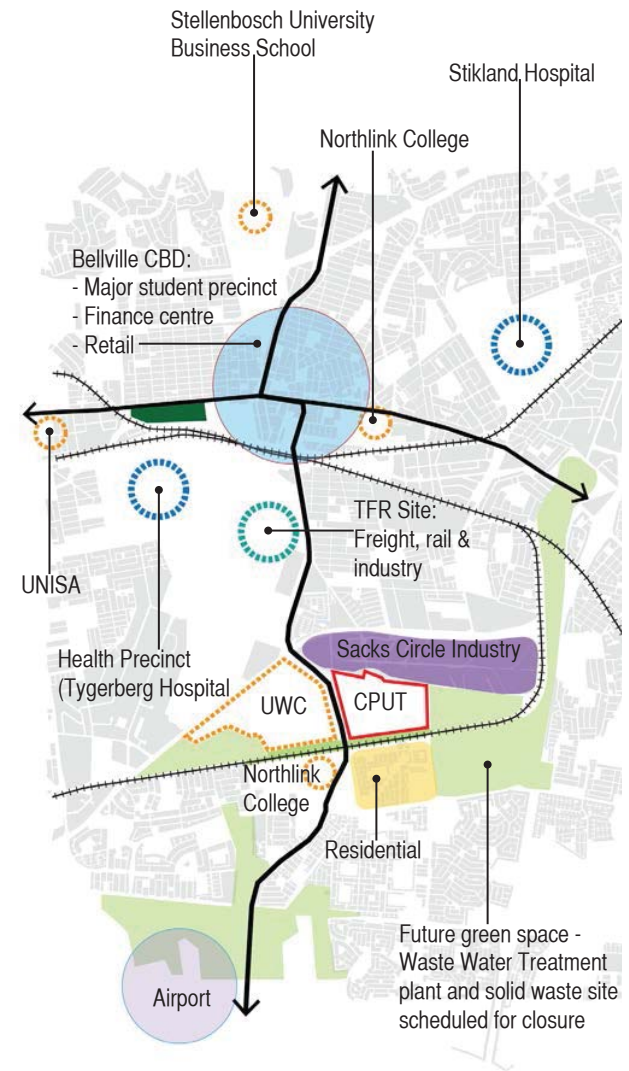


FIGURE. 35. HISTORIC CONTEXT OF BELLVILLE CAMPUS



Role Cue: CPUT Faculties of Engineering and Health and Wellness connect to, and are enhanced by, activities surrounding the campus

FIGURE. 37. BELLVILLE CAMPUS ROLE: ACTIVITY



Cues for Role:

A connector place; a place of industry and logistics; health and innovation

FIGURE. 36. BELLVILLE CAMPUS SUBMETROPOLITAN CONTEXT

The campus comprises of conventional university functions including administration, academic space, student residences and facilities, sporting and recreation facilities. While the bulk of the residences are located to the south of the campus, the academic functions are dispersed.

The sports fields located to the east of the site are disconnected from the rest of the campus.

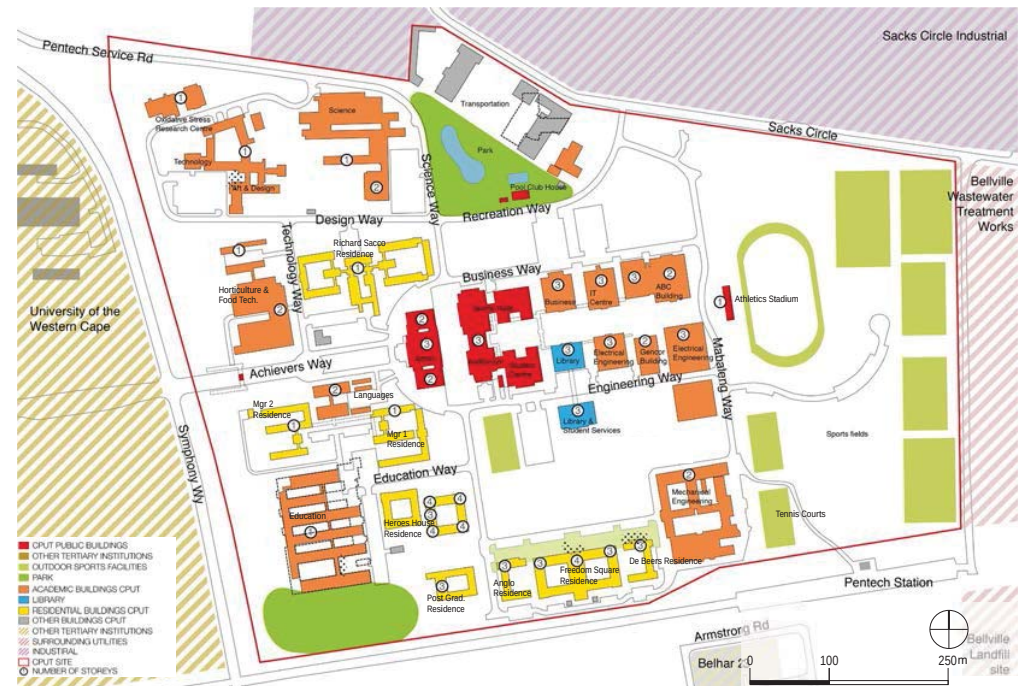


FIGURE. 38. BELLVILLE CAMPUS: CURRENT LAND USE AND STOREYS



PHOTO. 49. PUBLIC SPACES OF THE CAMPUS ARE HARSH ENVIRONMENTS AND UNOCCUPIED BY STUDENTS DURING THEIR FREE TIME



PHOTO. 50. BLANK INACTIVE FACADES OF BUILDINGS DO NOT ENGAGE WITH THE SURROUNDING ENVIRONMENT

**Bellville campus:
Shortfalls and Surpluses Graph 2020**

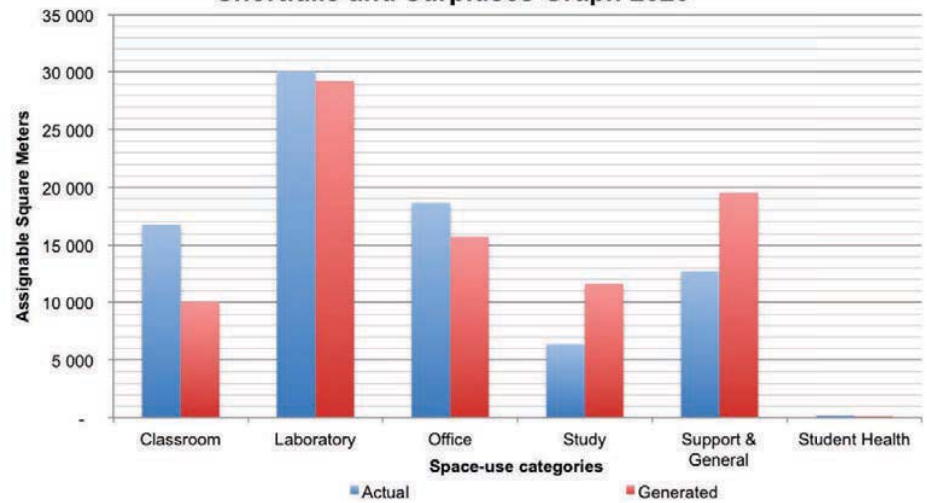


FIGURE. 39. BELLVILLE CAMPUS: CURRENT SHORTFALLS AND SURPLUSES ACCORDING TO 2020 PROJECTIONS

6.2. SPATIAL AND DEVELOPMENT CONSTRAINTS AND INFORMANTS

This section reviews the main constraints and informants impacting of the site.

6.2.1. HERITAGE AND CAMPUS SPACE

There are no significant heritage features on or around the campus. The campus generally lacks a sense of place and is a classic example of “lost space”, where everywhere is nowhere and the lack of spatial definition and enclosure result in a sense of alienation and disorientation.

The existing campus network is shown in Figure. 39:

- The central space and designated ‘heart’ of the campus is difficult to locate, embedded within the core buildings of the campus;

- The spaces beyond this core are disconnected and isolated as the core buildings focusing inward and away from the peripheral spaces;
- Outside of the core, much of the large open spaces are used as parking lots;
- The scale of the buildings and lack organisation create dead open spaces that are incoherent and underutilised;
- The low density, sprawling character of the site, together with the uniform building heights and materials make the campus difficult to navigate; and
- The green, landscaped extensive nature of the campus is compromised by the pervasive parking throughout creating a car-dominated campus unpleasant and unsafe for pedestrians.

6.2.2. LANDSCAPE AND CLIMATE

The primary landscape and climate issues of the campus are:

- The predominantly flat, with a slight north to southwest sloped terrain of the campus;
- A natural water drainage channel that flows from the park lake in the north to the detention pond in the southwestern corner;
- The well maintained but vast park-like open space that dominates the site;
- The park in the north of the campus is one of the only well utilised green open spaces which includes a swimming pool and lake;
- The sports fields which are underutilised, inactive and lack surveillance;
- The harsh, southeasterly and northwesterly winds batter the campus and the rigid north-south alignment of the campus buildings creates wind tunnels between buildings;
- Landscaping and trees struggle to grow in the harsh, windy climate;
- The prevailing southeasterly winds also carry unpleasant odors from the adjacent Wastewater Treatment Works and Landfill Site to the south and east of the campus;

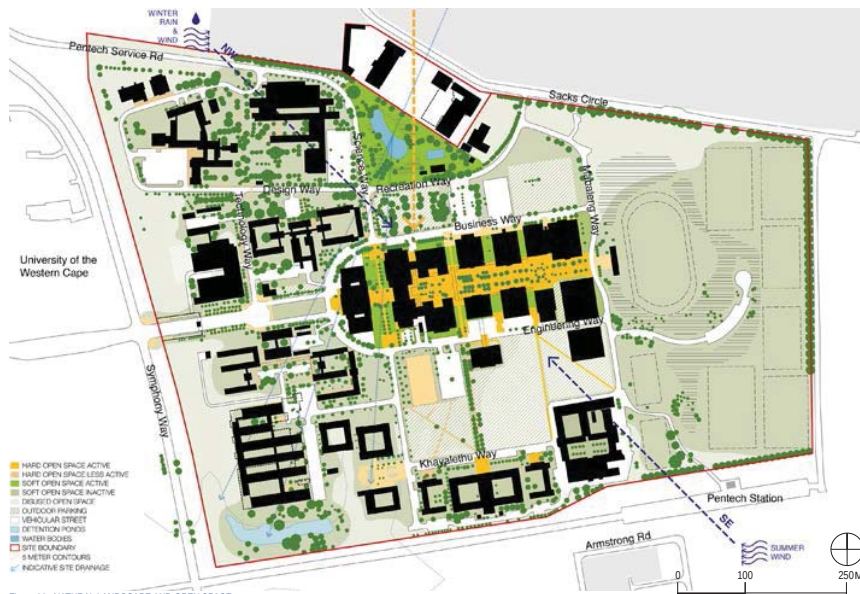


FIGURE. 40. LANDSCAPE AND CAMPUS SPACE

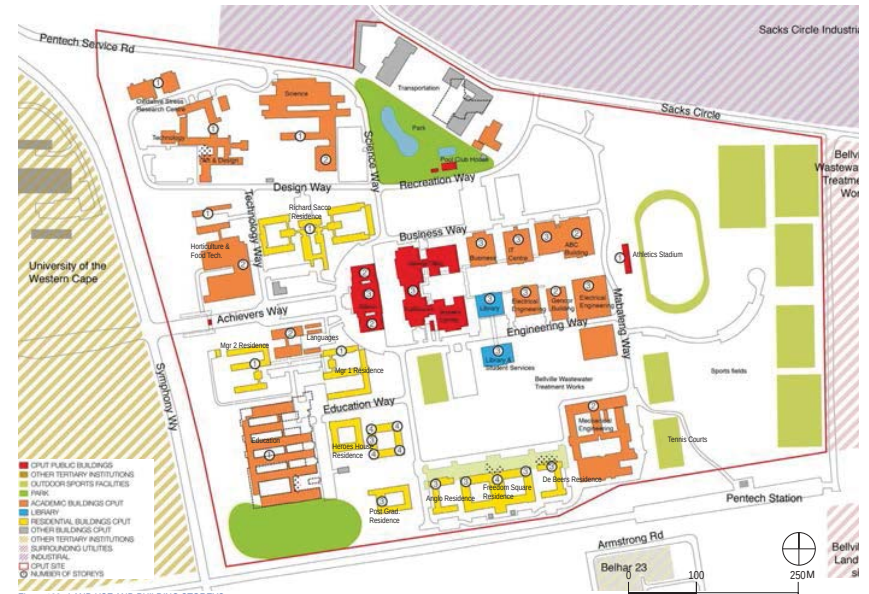


FIGURE. 41. LAND USE AND BUILDING HEIGHTS

- The dispersed, low-density built form of the campus does little to provide shelter from the elements for pedestrians; and
- The well utilised outdoor spaces, including the park/ pool pavilion and the central pedestrian plaza do not connect into a broader structure of public space and pedestrian circulation.

6.2.3. PUBLIC AMENITIES AND FACILITIES

The campus is a classic example of “lost space”, where everywhere is nowhere and the lack of spatial definition and enclosure result in a sense of alienation and disorientation. The scale of the buildings in relation to the expanse of space are too low to create any sense of enclosure or human scale.

The pedestrian plaza located in front of the student Union Building is the central campus social space, but it is difficult to locate, embedded amongst the core buildings of the campus. The spaces beyond this core and not integrated

with the central space and are mostly used for parking. The outdoor park-like spaces on campuses which include a swimming pool and pavilion are well used, albeit unconnected to the broader campus structure of public spaces and pedestrian circulation.

The most public functions are located at the heart of the campuses are the central space. These include:

- The sports facilities;
- Auditorium;
- Student Centre; and
- Administration building.

6.2.4. LAND USE AND BUILT FORM

The campus is currently an island within its context and draws little from its surroundings. The scale of the buildings in relation to the expanse of open space are too low to create any sense of enclosure or human scale.

The western edge of the campus comprises largely single storey buildings, while the buildings in the core of the campus range between two and three storeys in height. The new residential blocks on the southern boundary are three and four storey buildings. While the four-storey limit was planned to establish a sense of consistency, the buildings are too dispersed to provide any sense of enclosure to the spaces between them.

High fences, inward-oriented, low, scattered buildings create a sense of imprisonment. There is no clue to its role as a dynamic place of innovation and learning.

The zoning scheme permits buildings of five storeys in height. Campus buildings are designed as pavilions in a landscape, and in some cases faculties are completely disconnected from each other.



FIGURE. 42. PUBLIC FACILITIES AND BUILDINGS



FIGURE. 43. CAMPUS AND SURROUNDING AREA ZONING

6.3. ACCESSIBILITY

Figure. 43 illustrates the isolated nature of the campus. The campus has limited connectivity to its surroundings with a perimeter fence only allowing access at four points.

To the south, the railway line is a barrier to connectivity with the Belhar residences and Symphony Way operates as a mobility route and barrier to connectivity between the UWC and CPUT campuses.

6.3.1. PUBLIC TRANSPORT

A public bus route operates along Symphony Way with a stop outside the campus main entrance gate. Taxi routes also provide connection to the wider metropolitan area and there is planned Bus Rapid Transit access for the area.

The Pentech station provides rail access to the campus however, the station and the pedestrian link from the station are unsurveilled and often unsafe.

6.3.2. PRIVATE VEHICULAR ACCESS

The campus is well located in relation to the wider metropolitan region. It offers excellent vehicular connection to regional access systems including the N1, R300 and CPT international airport.

On site parking is currently available but not well managed and has taken over most of the campus open space.

6.3.3. PEDESTRIAN AND BICYCLE ACCESS

Pedestrian and bicycle access to the campus is poorly accommodated within the surrounding car-dominated environment. The main entrance gate which serves as both vehicle and pedestrian



PHOTO. 51. OPEN GROUND MAKE PROVISION FOR VAST AMOUNTS OF PARKING AND A DOMINANCE OF CARS

access is designed primarily for the car as it is over-scaled and unpleasant to the pedestrian.

The campus is very large, taking 30-40 minutes to traverse on foot. Circulation within the campus is car dominated and the dispersed nature of the campus makes walking distances feel longer than they are.

The lack of pedestrian shelter exacerbates the hostility of the pedestrian experience.



PHOTO. 52. UNSAFE PEDESTRIAN LINK TO PENTECH STATION



FIGURE. 44. ACCESS

6.4. IMPLICATIONS FOR DESIGN

The highlighted constraints and informants have implications for design. To achieve the CPUT vision, the masterplan should do the following:

- Create a strong sense of identity for the campus through new development;
- Rationalise and integrate the landscape system to create a cohesive green network on the campus;
- Prioritise pedestrian and bicycle movement on campus;
- Curtail and manage vehicular parking;
- Prioritise and increase public transport and NMT connections to the campus;
- Increase integration of railway station into the campus and improve safety of the connection;
- Integrate the campus with neighbouring Belhar suburb through development around the railway station;
- Challenge the current nature of Symphony Way to create a pedestrian, NMT and public transport orientated activity street;
- Promote integration between CPUT and UWC along Symphony Way; and
- Promote integration between the campus and its surroundings.



PHOTO. 56. MOVE AWAY FROM A CAR DOMINANT CAMPUS



PHOTO. 53. WIDE OPEN VACANT LAND HOLDS OPPORTUNITY FOR INFILL AND TO IMPROVE SPATIAL DESIGN OF THE CAMPUS SO AS TO CREATE A PEDESTRIAN SCALED PUBLIC ENVIRONMENT TO CREATE ACTIVE AND VIBRANT CAMPUS SPACES



PHOTO. 54. RETAIN EXISTING ESTABLISHED TREES THAT PROVIDE SHELTER FROM THE ELEMENTS



PHOTO. 55. RETAIN EXISTING VALUABLE GREEN SPACES THAT ARE WELL USED



PHOTO. 57. PROMOTE INTEGRATION BETWEEN THE CAMPUS AND ITS SURROUNDS

6.5. ELEMENTS OF THE BELLVILLE MASTERPLAN

6.5.1. ACCESS AND CIRCULATION

6.5.1.1 GENERAL ACCESS NETWORK

ESTABLISH CLEAR AND LEGIBLE MOVEMENT NETWORKS ON EACH CAMPUS AND LINK THIS INTO THE SURROUNDING CITY CONTEXT

UTILISE A GRID OF INTERCONNECTED STREETS TO GIVE CHOICE OF MOVEMENT: AN EQUITABLE STRUCTURE WHICH ENSURES DEVELOPMENT CERTAINTY OVER TIME

The two general proposals for access are to:

- Create a strong north-south link from the Sacks Circle gateway to Pentech Station and an east-west connection off Symphony Way and Mabaleng Way towards the heart of the campus along the Dome of Remembrance axis; and
- Improve accessibility and connect the campus to the city by creating a clear, integrating grid network of streets.

6.5.1.2 PEDESTRIAN ACCESS AND CIRCULATION

Figure. 44 summarises the six proposals for improving pedestrian access which are as follows:

1. Make strong and clear pedestrian routes to surrounding amenities including the Sacks Circle Industrial Area to the north, the future activity corridor and MyCiti route on Symphony Way, to UWC and to the Pentech Station.
2. Rationalise vehicular circulation routes so that these do not dominate the campus and give priority to pedestrian routes.

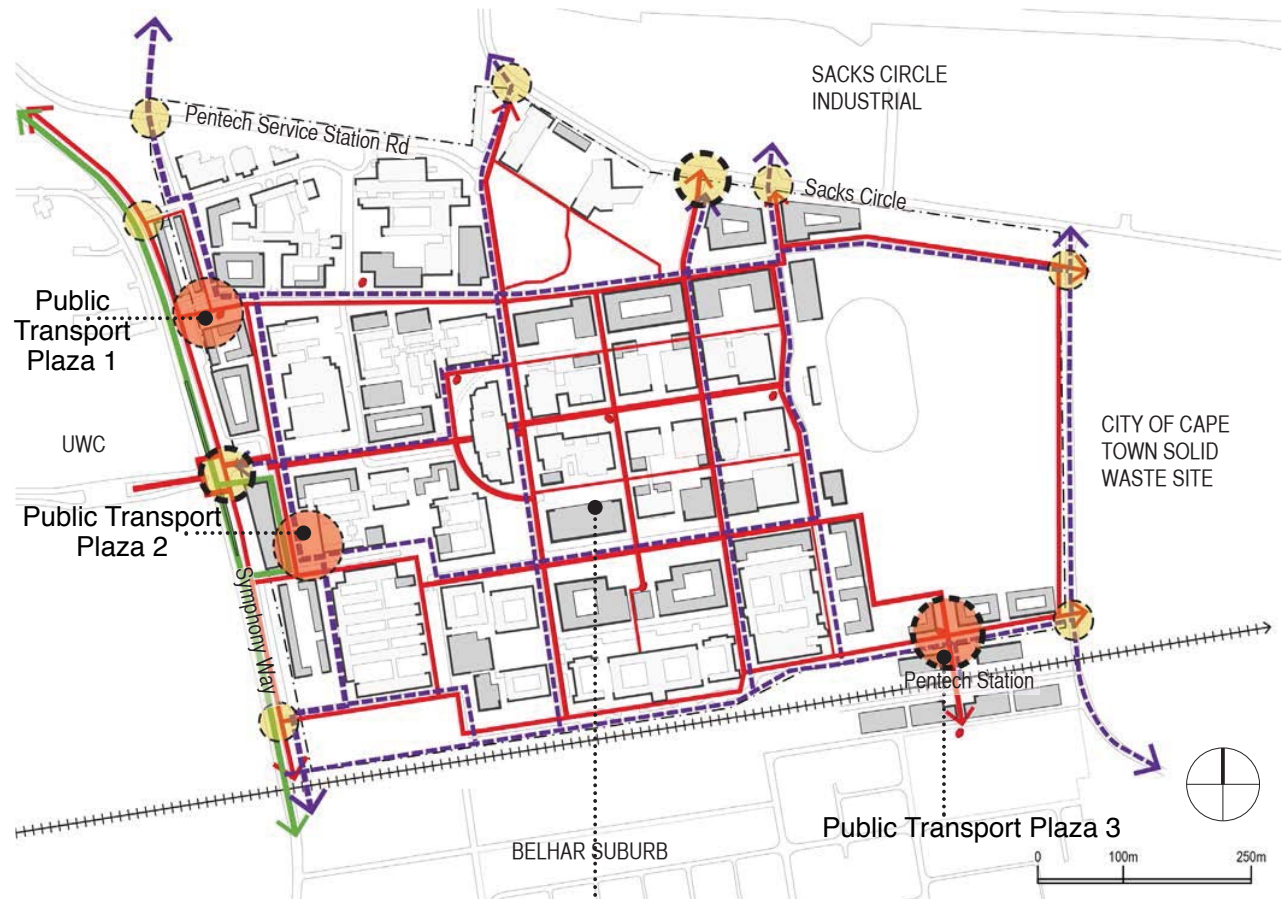


FIGURE. 45. BELLVILLE CAMPUS: PEDESTRIAN ACCESS AND PUBLIC TRANSPORT ROUTES



PHOTO. 58. EXISTING CENTRAL HEART TO BE EXPANDED

Transport & Pedestrian Diagram Legend

- Bicycle Movement
- Pedestrian Movement
- Public Transport
- Gateway
- Public Transport Gateways

3. Provide a secondary, more private mobility system between buildings within the academic core along Engineering and Business Way which serve to connect students and staff to faculties, amenities and social spaces.
4. Establish a network of clearly marked bicycle paths by connecting the on-campus bicycle network with NMT routes along Symphony Way.
5. Use new residences to improve the security of the the link from Pentech Station to the heart of campus.
6. Provide two public transport plazas along Symphony Way.

6.5.1.3 VEHICULAR ACCESS AND CIRCULATION

The main proposals for accommodating vehicular access on campus are:

- Increase the number of vehicular access points into the campus to reduce pressure on the currently limited access points;
- Provide public transport plazas accessed off a service route parallel to Symphony Way to reduce the need for private vehicles;
- Rationalise vehicular access onto the site and reduce on-site parking which is provided along internal streets and in landscaped parking courts along Education and Recreation Way; and
- Rationalise car parking into landscaped parking courts and on street parking to reduce the extensive “car park” feel of the campus.



PHOTO. 59. LOW WALLS AND TREE PLANTING DEFINE PARKING SPACE, CONSTANTIA ALPHEN

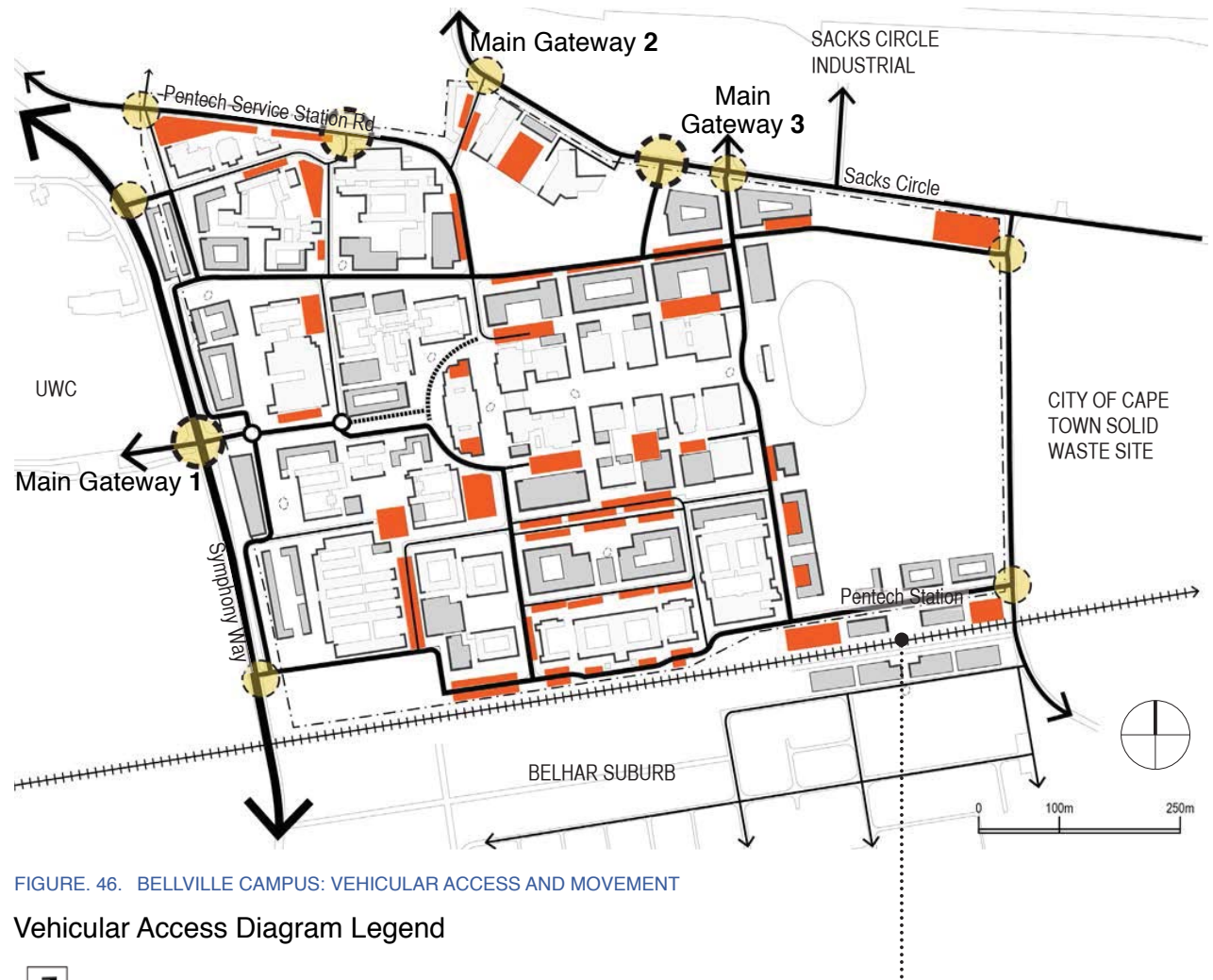


FIGURE. 46. BELLVILLE CAMPUS: VEHICULAR ACCESS AND MOVEMENT

Vehicular Access Diagram Legend

- Vehicular Movement
- Restricted Access
- Parking
- Gateway



PHOTO. 60. CREATE SAFE AND SECURE ROUTE BETWEEN THE STATION AND CAMPUS

6.5.2. CAMPUS SPACE NETWORK

ESTABLISH A NETWORK OF LINKED, HIGH QUALITY, AND SHARED OPEN SPACES PUBLIC AND PRIVATE OPEN SPACES

Figure. 46 illustrates how this design rationale is applied to the Bellville Campus. The main proposals are:

- Create an entrance gateway off Symphony and Recreation Way;
- Reinforce the existing central 'heart' space along the central axis along the Dome of Remembrance;
- Connect the heart to the campus to the surrounding context via secondary social spaces and streets at the intersection of Achievers and Symphony Way, along Sacks Circle and at Pentech Station;
- Respond to and integrate with future development frameworks and initiatives including the Framework for The University of the Western Cape and the Future Tyger initiative of the Greater Tygerberg Partnership; and
- Create a collegiate system of courtyards by providing quiet study spaces for students and keep them activated by placing building entrances opening into the spaces.

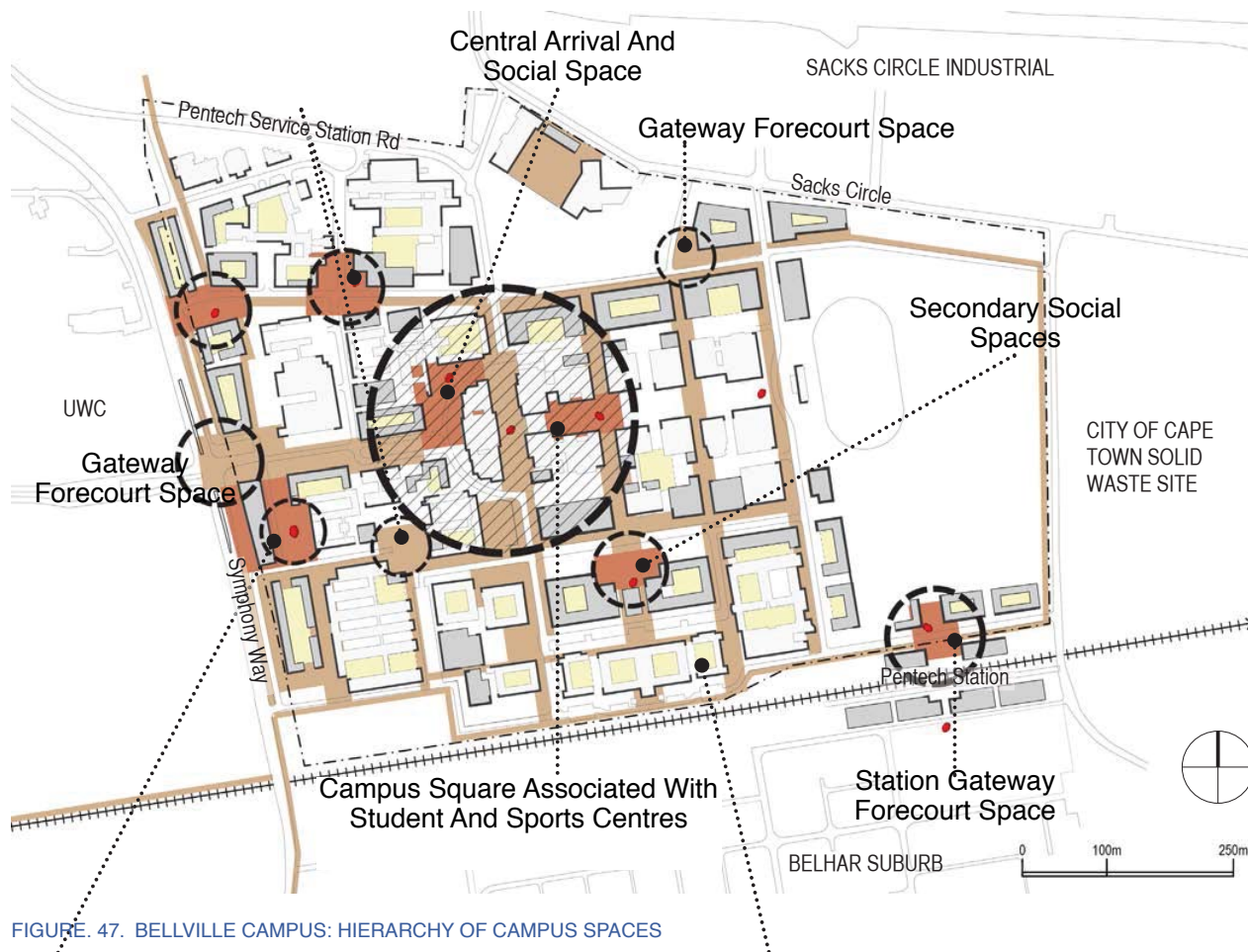


FIGURE. 47. BELLVILLE CAMPUS: HIERARCHY OF CAMPUS SPACES

Public Open Space Diagram Legend

- Public Open Space
- Key Public Open Space
- Courtyards



PHOTO. 61. ENCOURAGE ACTIVE GATEWAY SPACES, CREATING AN ACTIVE PUBLIC SPACE (MCGILL UNIVERSITY, CANADA)



PHOTO. 62. QUIET CONTEMPLATIVE SPACES, (QUIET CITY COURTYARD - BANGKOK THAILAND, SHMA DESIGNS)

6.5.3. GREEN AND BLUE NETWORK

PROMOTE GREEN AND SUSTAINABLE CAMPUS DEVELOPMENTS

Figure. 47 illustrates how this design rationale is applied to the Bellville Campus. The main concepts are:

- Create continuous green linkages between the two existing parks along the natural drainage course running between the park in the north and the detention pond in the southwest;
- Retain the location of the sports fields in the east of the campus but connect them into the campus through green links along Recreation Way and the Education Way;
- Subsidiary green linking spaces created by avenues of trees that protect users from the rain and sun as well as serving as wind breaks to prevailing winds are found along Scenic Way, Mabaleng Way, Dome of Remembrance and Achievers Way; and
- New development on campus should utilise sustainable building methods and energy systems and can also serve to test new technologies and develop pilot projects for future implementation as a display of CPUT's expertise.

Green and Blue Diagram Legend

-  Open Space
-  Green System
-  Green Network
-  Courtyards
-  Water Systems

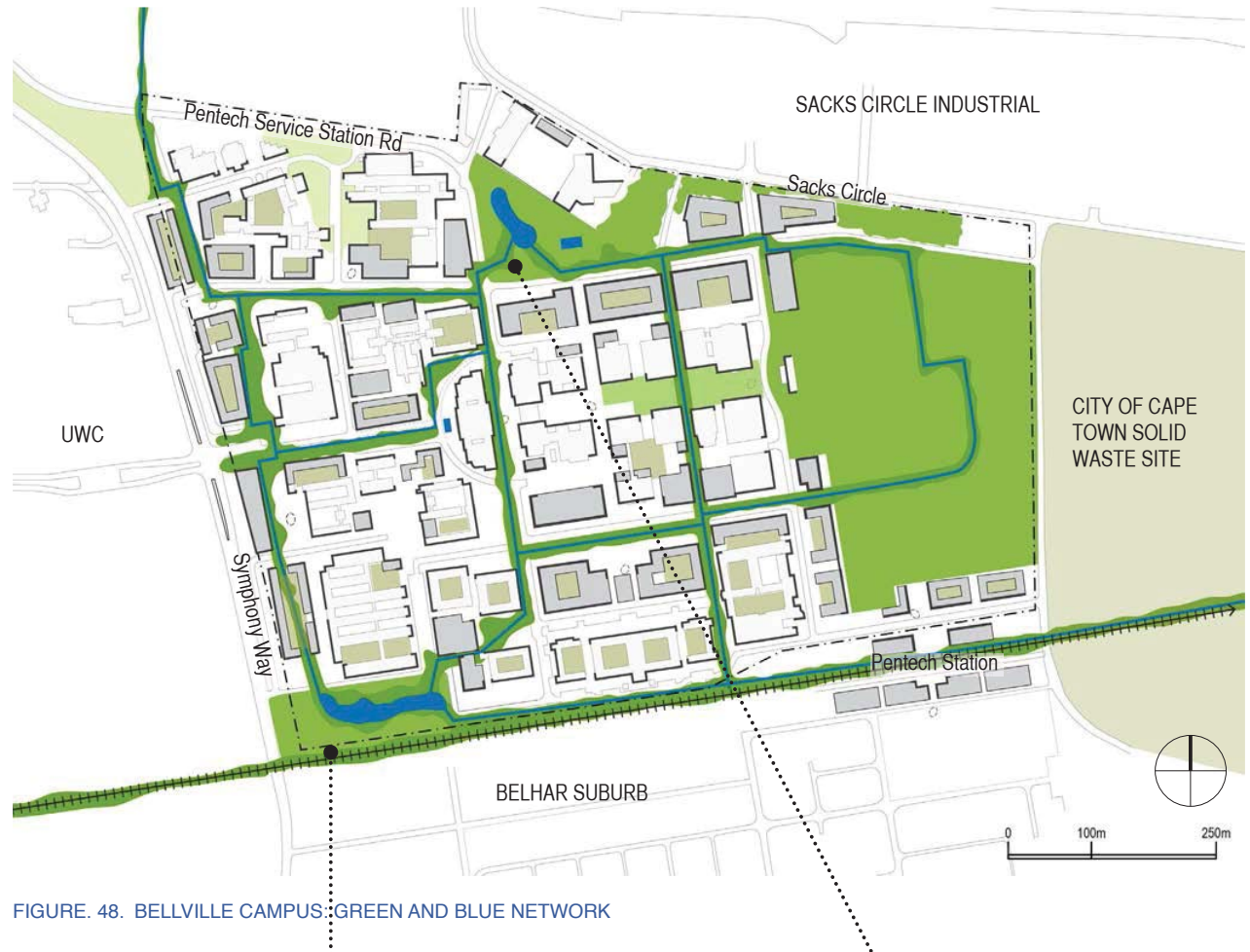


FIGURE. 48. BELLVILLE CAMPUS: GREEN AND BLUE NETWORK



PHOTO. 63. EXISTING UNDERUTILISED PARK WITH DETENTION POND



PHOTO. 64. EXISTING WELL UTILIZED PARK WITH POOL AND PAVILION

6.5.4. VARIETY OF USES

PROMOTE A DIVERSE RANGE OF APPROPRIATELY LOCATED LAND USES ON CAMPUS

IMPROVE THE LIVELINESS OF THE CAMPUS AND MAKE IT MORE ATTRACTIVE AND EFFICIENT BY INTRODUCING A RANGE OF USES

INTEGRATE ACADEMIC AND PHYSICAL PLANNING TO “PUT EDUCATION ON DISPLAY”

The main proposals for the Bellville Campus regarding programming are to:

- Create a diverse, active and safe campus by assigning buildings different land-uses according to their location;
- Public uses (red in Figure. 48) are assigned to buildings around the central heart of the campus as well as along the edges of buildings around the major gateways along Symphony Way, Pentech Station and Sacks Circle;
- Opportunities to display academic work to the public occurs along Symphony Way at the intersection with Design and Achievers Way and at the Sacks Circle gateway;
- Academic facilities (brown) are consolidated to the north-west of the campus along Symphony Way and in the centre of the campus;
- New residences (yellow) are used to consolidate existing residences in the south of the campus and are to be located near the railway station and around the sports fields and connecting route into the campus to provide 24-hour surveillance to these otherwise deserted areas; and
- Introduce new uses along Symphony Way or at the Pentech Station that currently lacking on campus including entertainment and retail opportunities and temporary accommodation or hotel in order to create a more sustainable and vibrant campus, these uses should be located.



FIGURE. 49. BELLVILLE CAMPUS: VARIETY OF USES



PHOTO. 65. EXISTING GREEN HEART TO BE ENHANCED



PHOTO. 66. RESIDENTIAL USES TO OVERLOOK SPORTS FIELDS / PUBLIC SPACES CREATING A SAFE ENVIRONMENT (HAMMARBY SJOSTAD CANAL, STOCKHOLM)

Use Diagram Legend



6.5.5. PROPOSED BUILDING HEIGHTS

The building heights for proposed new development average at four storeys in height. This is in keeping with the concept of low rise, high density development intended for the Symphony Way access corridor, making optimum use of this important metropolitan public transport route and activity corridor.

The metro-southeast has also been identified by the City of Cape Town as one of two “Integration Zones” where public and private investment will be promoted to support urban and socio-economic integration. This strategy is driven by National Treasury and promotes the idea of optimising land use and increasing densities.

6.5.6. NEW DEVELOPMENT POTENTIAL

The new development footprints, at the heights noted above generate a total of 171 016 ASM.

Projected and planned space requirements for the Bellville campus are shown in Table.6 below. The development footprints are numbered in

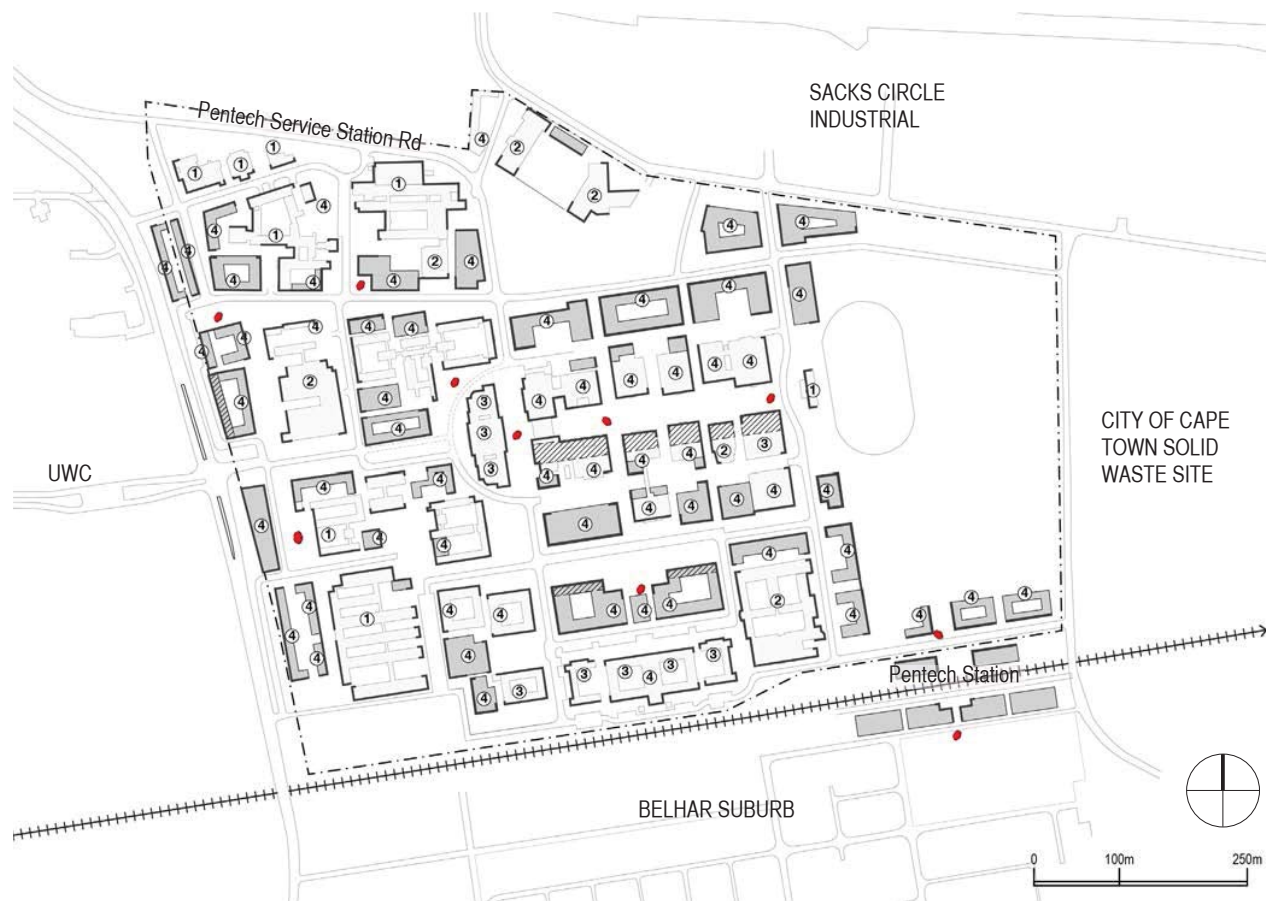


FIGURE. 50. BELLVILLE CAMPUS: HEIGHT IN STOREYS

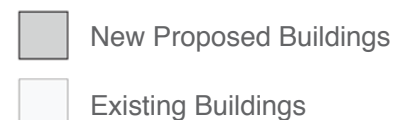
Table.6 to accord with the location plan provided in Figure. 2848.

In summary the development yields are as follows:

	academic	residential	commercial	TOTAL
required	9 400	127 214	-	136 614
masterplan	36 860	127 897	6 259	171 016

TABLE.9. BELLVILLE CAMPUS: SPACE REQUIREMENTS

Development Diagram Legend



The Bellville campus has the most available, unencumbered land of all the campuses. A surplus of 34 402 ASM of development is accommodated in the master plan layouts. The majority of the surplus is allocated to academic uses: development potential that should be taken up when space is required to promote closer ties between the institution and surrounding business and industry.

The majority of planned and projected space is residential. The development of this residential requirement should be the catalyst that connects the campus to surrounding communities, making the campus part of the city, overcoming the spatial segregation that characterises the present day campus. The residential space is spread across the entire campus footprint and can accommodate roughly 8 525 students. This number is calculated by allocating 15 ASM per student and may alter depending on room sizes and students per room.



FIGURE. 51. BELLVILLE CAMPUS: KEY PLAN FOR PROPOSED DEVELOPMENT AREAS

Footprint Number	Area	Storeys	Total Bulk	Efficiency Factor	Usable Area	notes:
A1 - Ground	934	1	934	80%	747	commercial
		3	2 802	60%	1 681	residential
A2 - Ground	770	1	770	65%	501	social, academic
		3	2 310	60%	1 386	residential
A4-Split Ground	596	1	596	65%	387	social, academic
A4-Split Ground	293	1	293	60%	176	residential
	889	3	2 667	60%	1 600	residential
A6	2 011	4	8 044	60%	4 826	residential
A7	1 981	4	7 924	65%	5 151	academic
A8	459	4	1 836	65%	1 193	academic
A10-Split Ground	821	1	821	65%	534	social, academic
A10-Split Ground	847	1	847	60%	508	residential
	1 668	3	5 004	60%	3 002	residential
A11 - Ground	432	1	432	80%	346	commercial
		3	1 296	60%	778	residential
A12 - Ground	918	1	918	80%	734	commercial
		3	2 754	60%	1 652	residential
A16	772	4	3 088	60%	1 853	residential
A17	957	4	3 828	60%	2 297	residential
A18 - Ground	2 001	1	2 001	80%	1 601	commercial
		3	6 003	60%	3 602	residential
A19	1 260	4	5 040	60%	3 024	residential
A20	1 789	4	7 156	65%	4 651	academic
	18 148		67 364		42 231	
Footprint Number	Area	Storeys	Total Bulk	Efficiency Factor	Usable Area	notes:
B1 - Ground	2 322	1	2 322	80%	1 858	commercial
		3	6 966	60%	4 180	residential
B2 - Ground	1 011	1	1 011	65%	657	social, academic
		3	3 033	60%	1 820	residential
B3	833	4	3 332	60%	1 999	residential
B4	432	4	1 728	60%	1 037	residential
B5	345	4	1 380	60%	828	residential
B6	936	4	3 744	60%	2 246	residential
B7-Split Ground	496	1	496	65%	322	social, academic
B7-Split Ground	1 582	1	1 582	60%	949	residential
B7	2 078	3	6 234	60%	3 740	residential
B8	1 053	4	4 212	60%	2 527	residential
B9 - Ground	730	1	730	65%	475	academic
		3	2 190	60%	1 314	residential
B10 - Ground	382	1	382	65%	248	academic
		3	1 146	60%	688	residential
B11 - Ground	1 217	1	1 217	80%	974	commercial
		3	3 651	60%	2 191	residential
B12	257	1	257	65%	167	social, academic
	11 596		45 613		28 219	

TABLE 10. BELLVILLE CAMPUS: AREA AND BULK OF PROPOSED DEVELOPMENT

Footprint Number	Area	Storeys	Total Bulk	Efficiency Factor	Usable Area	notes:
C1	2 799	1	2 799	65%	1 819	academic
	2 799	3	8 397	60%	5 038	residential
C2 - Ground	3 348	1	3 348	65%	2 176	academic
		3	10 044	60%	6 026	residential
C3	3 292	4	13 168	60%	7 901	residential
C4	2 027	4	8 108	60%	4 865	residential
C5	376	4	1 504	65%	978	academic
C6	429	4	1 716	65%	1 115	academic
C7	372	4	1 488	65%	967	academic
C8	372	4	1 488	65%	967	academic
C9	3 475	4	13 900	60%	8 340	residential
C10	680	4	2 720	65%	1 768	academic
C11	1 725	4	6 900	65%	4 485	academic
C12	1 427	4	5 708	65%	3 710	academic
C13	1 021	1	1 021	65%	664	social, academic
		3	3 063	60%	1 838	residential
	24 142		85 372		52 658	
Footprint Number	Area	Storeys	Total Bulk	Efficiency Factor	Usable Area	notes:
D3 - Ground	2 635	1	2 635	65%	1 713	academic
		3	7 905	60%	4 743	residential
D4 - Ground	2 780	1	2 780	65%	1 807	academic
		3	8 340	60%	5 004	residential
	5 415		21 660		13 267	
Footprint Number	Area	Storeys	Total Bulk	Efficiency Factor	Usable Area	notes:
E1	1 395	4	5 580	60%	3 348	residential
E2	1 642	4	6 568	60%	3 941	residential
E3	2 896	4	11 584	60%	6 950	residential
E4	3 602	4	14 408	60%	8 645	residential
E5 - Ground	621	1	621	65%	404	social, academic
		3	1 863	60%	1 118	residential
E6	1 208	4	4 832	60%	2 899	residential
E7	591	4	2 364	60%	1 418	residential
E8	1 255	4	5 020	60%	3 012	residential
E9	1 211	4	4 844	60%	2 906	residential
	14 421		57 684		34 641	
<i>totals</i>	73 722		277 693		171 016	
			Total Bulk		Usable Area	
Total Academic			58 749		36 860	
Total Residential			213 162		127 897	
Total Commercial			7 824		6 259	
			279 735		171 016	

6.5.7. CONSOLIDATED CAMPUS CONCEPT AND LONG-TERM CAMPUS MASTERPLAN

Figure. 51 illustrates the composite conceptual diagram for the Bellville Campus. The following key elements are highlighted:

- Create a strong identity to the campus through the creation of the central, linear space along the central axis;
- A secondary and tertiary network of spaces are created to provide variety of experiences as well as links between the heart of the campus and the surrounding context;
- Structured, grid-like travel routes that connect into the surrounding context at gateway spaces along Symphony Way and Sacks Circle help to integrate the campus with the surrounding city;
- New residences are built clustered with existing ones to create a sense of community and feeling of safety for the students that live there. The residences along the route from Pentech;
- New development occupies vacant space and creates a more pedestrian dominant environment;
- Some parking is made available in the parking courts along Education and Recreational Way as well as along internal streets, but parking to the same extent is discouraged on site;
- The campus is made more permeable, helping to make education more accessible to all;
- Education is put on display in public orientated buildings located around gateway and public spaces; and
- Nature is pulled through the site by creating a structured green space that connects the two parks in the north and southwest of the campus.

The masterplan is illustrated in Figure. 52.



FIGURE. 52. BELLVILLE CAMPUS: COMPOSITE VISION

Campus Concept Legend

- New Proposed Buildings
- Existing Buildings
- Green Network
- Blue Network
- Key Public Open Space
- Public Open Space
- Gateway
- Public Transport Gateway
- isoPod
- Campus Heart

Masterplan Legend

- New Proposed Buildings
- Existing Buildings
- Colonnaded Edges / Roof Structure
- Active Edges
- Social Uses
- Mixed Uses
- Proposed isoPods
- Existing Trees
- New Trees
- Water / SUDs System
- Public Space
- Key Public Space
- Green / Open Space / Recreational Space
- Natural Planting
- Private Courtyards



FIGURE. 53. BELLVILLE CAMPUS: MASTERPLAN

6.6. THE CAMPUS WITHIN ITS CONTEXT

Through the implementation of the masterplan the Bellville Campus better integrates with UWC to the west, to Sack Circle industrial area to the north and to Belhar to the south. This is achieved both through new routes connecting into the campus street network as well as through the location of compatible uses along the interfaces of the campus. To the south this includes student residences along the edges of the campus adjacent to Belhar and pedestrian routes connecting from the Station into Belhar giving effect to the principle of outreach into the community.

To the north, this includes mixed-use facilities compatible with the interface with the Sacks Circle industrial area similar in intent to the SARATEC building. This edge provides the potential to put CPUT's innovation and education on display and offer opportunities for partnerships with industry.

The long-term vision is to see the campus as an integral part of the city rather than a "walled city" isolated from its context. This integration will need to be achieved in phases over time, as security circumstances and the context allows.

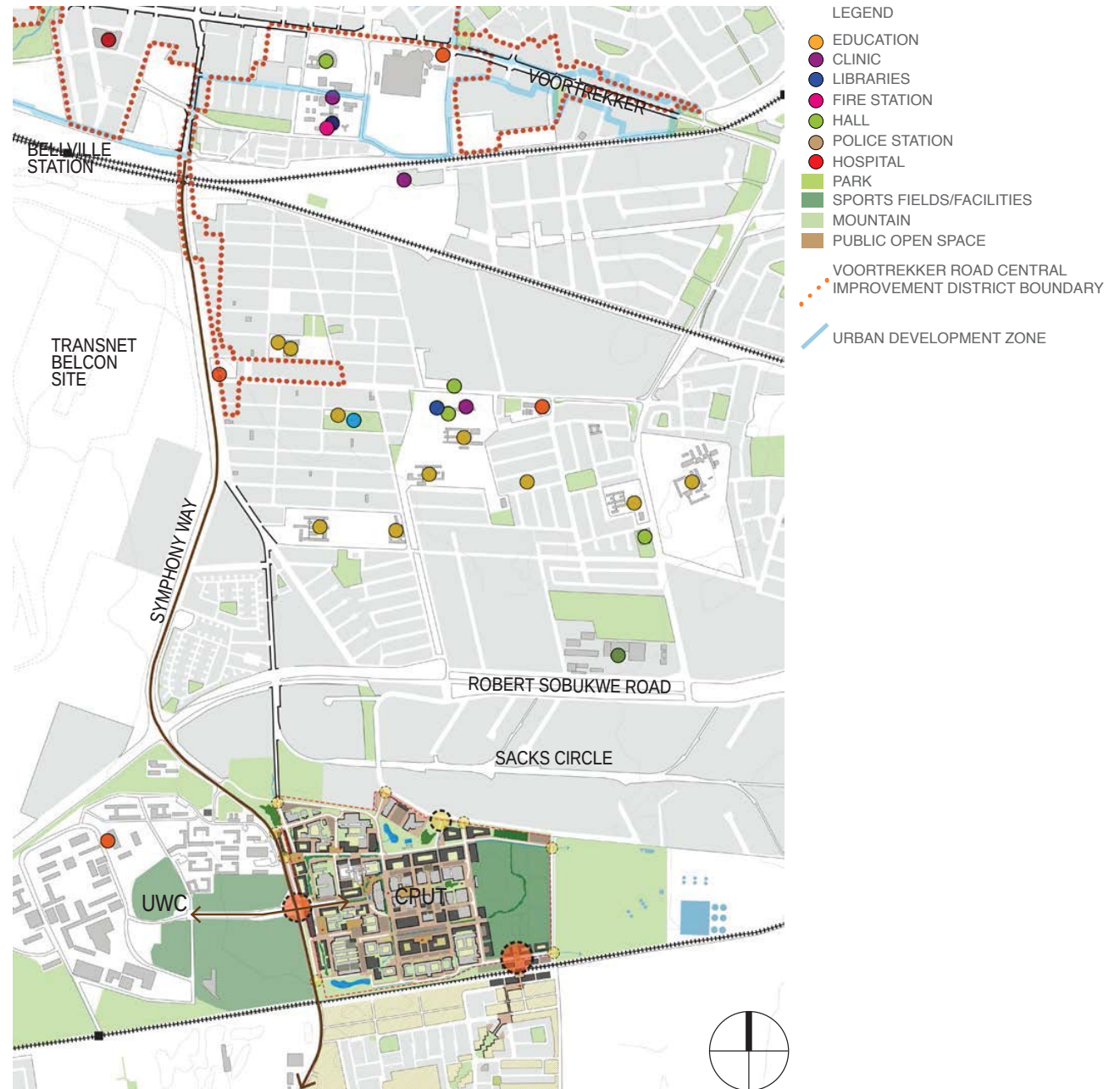


FIGURE 54. BELLVILLE CAMPUS: THE CAMPUS WITHIN ITS CONTEXT

6.7. PHASING AND IMPLEMENTATION CONSIDERATIONS

This section relates to the phasing of development for the Bellville campus between 2015 and 2021. Priority focus projects have been chosen and divided into two phases running from 2015 - 2018 and 2019 - 2021. The resultant development is proposed as long term development. It is suggested that after 2021, CPUT should re-evaluate their priorities and establish the next development phases depending on the university's needs.

The following priority focus areas have been established from calculations between existing space and facilities and what will be required in 2030 for both residential, academic and social (support) uses. In the case of the Bellville campus, it is strongly evident that the priority focus should be on the provision of residential facilities.

It should be noted that priority focus areas have not only been chosen on need, but also in relation to the following issues:

- Location and role in terms of the overall masterplan e.g. the establishment of gateways or definition of public spaces or even the improvement of safety;
- Ease in which development can occur (e.g. a new build versus an addition to an existing building);
- Phasing in terms of providing space for existing buildings to be decanted into and then renovated.

6.7.1. PRIORITY FOCUS AREAS

6.7.1.1 PHASE 1: 2015 - 2018

PROVIDE ADDITIONAL STUDENT HOUSING WHILE CREATING A RESIDENTIAL HUB

The central proposals for the new residential hub are as follows:

- Build new residences on existing empty lots in the south of the campus;
- Build new residences on the edge of the sports fields so to provide surveillance over the fields and help to define their edges;
- 'Close down' space in between the station and the university with new residences. This helps to improve safety and security where the path between the station and the university is more active and surveilled;
- Create a student hub in the centre of the new residences where students can gather and socialise. This hub includes an isoPod as well as other social uses such as a student centre or canteen;
- Create a parking 'street' in front of the new residences. This area can be multi-functional, accommodating parking, or be used as a space to hold larger outdoor events;
- The parking street includes treed avenues as well as swales that mitigates storm water run off.

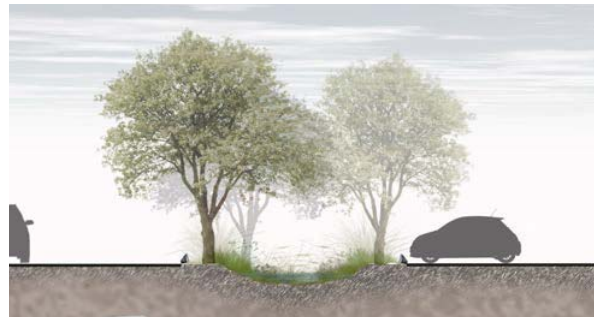


PHOTO. 70. STORM WATER SWALES INCORPORATED INTO THE PARKING STREET LANDSCAPE



PHOTO. 67. STUDENTS SOCIALISING IN FRONT OF THEIR RESIDENCE



PHOTO. 68. HEAVILY TREED MULTI-PURPOSE PARKING COURT



PHOTO. 69. RESIDENCES SURROUNDING SPORTS FIELDS PROVIDING SURVEILLANCE AND SPATIAL DEFINITION



FIGURE. 55. BELLVILLE CAMPUS: PHASING 2015 - 2021

6.7.1.2 PHASE 2: 2019 - 2021

PROVIDE ADDITIONAL STUDENT HOUSING THAT HELP TO DEFINE THE NEW NORTHERN GATEWAY AS WELL AS CONNECTING THE NORTHERN PARK TO THE CENTRAL CORE OF THE CAMPUS

The central proposals for phase 2 are as follows:

- Create new residences to the north of the campus central core;
- Create a connection between the northern park and the campus core;
- Establish a northern gateway into the campus from Sacks Circle with the use of mixed-use buildings. These entrance buildings can accommodate both residences and social facilities that relate to both students and the surrounding communities as well as academic space if needed;
- Included in the phase should be the landscaping and paving of public spaces surrounding the buildings;
- Create 'parking streets' which include extensive tree planting and storm water runoff channels in front of the new residences.



PHOTO. 71. ACTIVE, SURVEILLED PATHWAYS AND SPACES SUCH AS THE ROUTE BETWEEN THE STATION AND THE UNIVERSITY

6.7.2. IMPLEMENTATION CONSIDERATIONS

6.7.2.1 LANDSCAPE

The implementation of the landscape framework proposals will require detailed design strategies for the site. It is understood that these will probably be implemented in phases. To ensure that the landscape designs are cohesive and reflect the broader vision for the campus,

it is critical that a detailed landscape framework plan with design guidelines for the soft and hard landscaping elements is prepared for the campus, which will inform the precinct plans and detail designs. This detailed landscape framework should speak to the landscape approach for each CPUT campus so as to maintain a common language in design throughout the CPUT campuses.

The appointment of a landscape architect is recommended for the design and coordination of these landscape works. Details site analysis and base line information that will be required to prepare a detailed landscape framework plan include:

- An accurate site survey recording all site information i.e: levels, service positions, building locations, road layouts, tree positions and levels at base, etc .
- Cultural Landscape investigation, mapping and guidelines report;
- Existing Vegetation mapping and status report;
- Tree audits, recording the physical and heritage status of the trees;
- Mapping of Hydrological patterns and in-

terpretation of the environmental legislation;

- Engineering audit of storm water system on the site and connections to broader city storm water system;
- Audit of existing hard landscaping elements on site in respect of typology and materials;
- Soils analysis based on engineers reports.

6.7.2.2 TRANSPORT

The following recommendations are made in relation to non-motorised transport, public transport and parking requirements for the Bellville Campus.

Non Motorised Transport:

The implementation considerations for NMT proposals are as follows:

- Create a strong north-south link from the Sacks Circle gateway to Pentech Station and an east-west connection off Symphony Way and Mabaleng Way towards the heart of the campus along the Dome of Remembrance axis;
- Make strong and clear pedestrian routes to surrounding amenities including the Sacks Circle Industrial Area to the north, the future activity corridor and MyCiti route on Symphony Way, to UWC and to the Pentech Station;
- Establish a network of clearly marked bicycle paths by connecting the on-campus bicycle network with NMT routes along Symphony Way;
- Use new residences to improve the security of the link from Pentech Station to the heart of campus;
- Provide two public transport plazas along Symphony Way;
- The promotion of active modes of transport should be encouraged by providing bicycle racks at buildings and showers in academic buildings.

Design principles for internal bicycle routes should include:

- Infrastructure integration with public transport stations to ensure that the transfer from walking and cycling to public transport is easy and universally accessible;
- Traffic management: give priority to cyclists and pedestrians on the internal roads. This should include a minimum speed limit for motorised transport of 40km/h;
- Enforcement by CPUT Traffic Services: protection of cyclists and pedestrians in case of accidents by providing visible enforcing of the traffic rules on campus. This should include the management of parking by checking that cars have valid parking discs as well as fines for speeding;
- The design of the routes should also include traffic calming measures for example chicanes, raised crosswalk, chokers, mini circles etc. The following image shows examples of how this can be done.



PHOTO. 72. SURFACING AND CURVING ROADS USED AS TRAFFIC CALMING MEASURES FOR PEDESTRIAN AND BICYCLE DOMINANT ROUTES.

Public Transport:

Existing Public Transport Access:

- The Bellville Campus has good existing Public Transport services with Minibus taxis stopping at the main access to campus on Symphony Road. The Golden Arrow bus services have stops on Sacks Circle;
- From observations, the rail services are used extensively to access the Bellville Campus with the Pentech Railway Station at the doorstep of the Campus.

Promoting Public Transport Use:

- Symphony Way is planned as a MyCiti trunk route in the 2032 IPTN plan. (CoCT: IPTN 2014);
- One coordinated MyCiti Stop for both CPUT and UWC should be encouraged so as to maximise the ridership on the MyCiti Routes;
- The MyCiti station design should be integrated with both of the facilities' main entrance gates to allow efficient pedestrian crossing facilities, entrance facilities and connection to other Public Transport (see Figure. 54) .

- At this stage the IPTN 2032 plan illustrates that Symphony Way is planned as a trunk route. It should however be kept in mind that the City will continually update the planning of the MyCiti services according to demand. The MyCiti Station on Symphony Way could also be designed as a kerb station which means it will be on the side of the road as opposed to a station in the middle of the road. The most important design element of the station will be for both Universities to consult with the Transport for Cape Town department to ensure that the needs of students are taken into account.
- The proposed upgrading of the Pentech Station link to Campus will greatly enhance the environment around the station and improve safety and security. The design should include provision for Bicycle facilities to ensure that students can connect from the train to the cycling lanes on campus.
- It is recommended that the CPUT Masterplan ensures that the internal pedestrian routes to buildings as well as the routes inside the buildings are universal accessible routes.

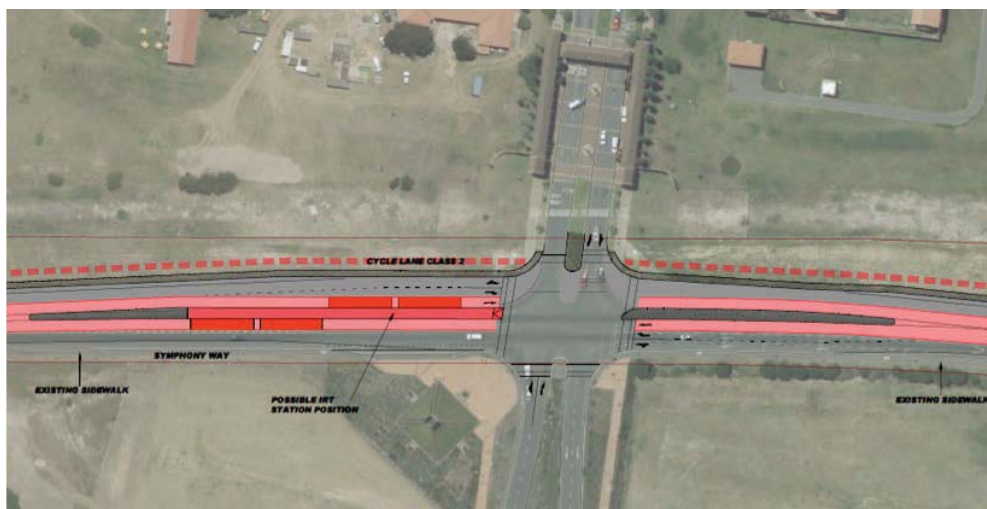


FIGURE. 56. IMAGE SHOWING CONCEPTUALLY HOW THE MYCITI STATION COULD LOOK ON SYMPHONY WAY AND THE ACCESSES TO BOTH UNIVERSITIES.

This in turn should connect with the universal accessible stops of the MyCiti and rail services;

- Advertising the available services in a more concise information brochure on the CPUT website can encourage the use of public transport;

Estimation of Public Transport Services for the Future Masterplan:

- Once the existing counts are done on Campus a modal split for the peak hour can be established which will assist with estimating the person trips to Campus;
- By using the existing modal split an estimation of the future public transport trips to Campus can be made;
- This will give an indication to the authorities of how many extra passengers will use the system to access the CPUT campus which in turn will provide valuable information to them regarding the design of extra services and frequencies.

Proposed Public Transport Plaza / Pods:

The design of the Public Pods as proposed by the Masterplan could enhance the connection of students to the future MyCiti Services. The pods, which are public spaces for students to meet, could include electronic screens indicating when the next bus will be arriving. By providing live updates of the services to Campus the students can enjoy maximum time with friends before getting on the bus. This will need coordination with the Transport for Cape Town Control Centre. The pods could also include a free Wi-Fi area to assist students planning their trips on their smart phones.

Parking Proposals:

The CPUT Bellville campus has good existing connections to public transport services. This together with the future plan to design Symphony Way as a trunk MyCiti bus route has encouraged

the team to propose reduced parking ratios for this campus. Since the planned MyCiti service is only becoming operational around 2032, a phased parking strategy for the Bellville Campus has to be done. The following points explain the rationale:

- Due to the various public transport options that will ultimately be available within walking distance of the site there is an opportunity to encourage a significant shift to more sustainable transport modes. This can be done through the provision of infrastructure integration with public transport stations to ensure that the transfer from walking and cycling to public transport is easy and universally accessible;
- However, it is recognised that in the short term parking to the Bellville Campus cannot be reduced too much before a fully functioning BRT system is in operation together with the upgrading of the Rail services. A phased approach will therefore be required;
- The application of phased parking ratios over three horizon year periods in coordination with the three implementation phases is proposed.

A threefold approach is recommended to address the parking supply for the Bellville Campus (see Figure. 55):

- Reduce the overall parking provision and lower parking ratios in the long term. Only the long term ratio should be used to construct new parking on the campus since this is the ultimate vision and goal for the Campus;
- It is proposed to use 0,1 bays per bedroom (for residence) and 1 bay /100m² for office space;
- In the medium term provide parking according to the PT2 ratio (CTZS, 2012). The overflow parking which is not part of the ultimate parking provision can be provided as off-site shared parking facilities. For example, at the Pentech Railway Station or a shared facility between UWC and CPUT. The overflow

parking is to be utilised as shared parking i.e. where spaces are occupied by two or more separate groups of people regularly;

- The short term strategy includes providing parking on the open land on Campus which is not being developed during this phase.

Using the proposed reduced parking ratio the following parking space is required for the 2030 horizon year.

Campus	Student Residences (headcount)	Office Space (GLA m ²)	Bays Required 2030
Bellville	10 336 x 0,1 = 1034	17 628 x 1bay/100m ² = 176	1210

TABLE 4. REDUCED RATIO PARKING SPACES FOR 203

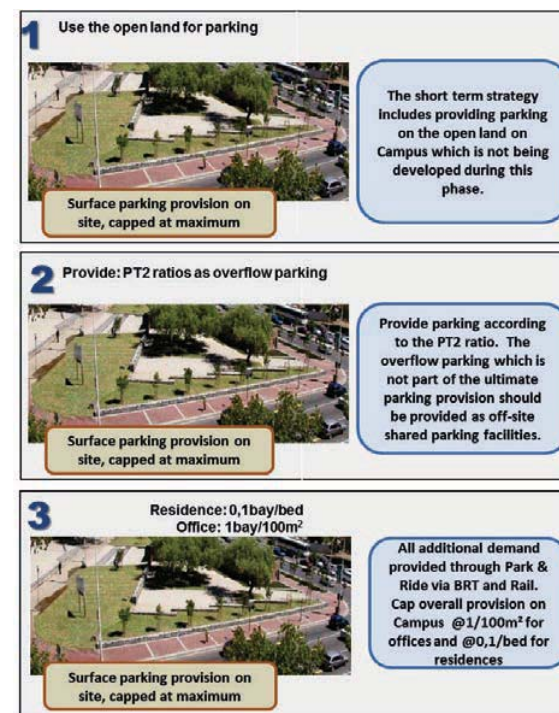


FIGURE 57. PARKING STRATEGY FOR BELLVILLE CAMPUS

Vehicular access and circulation

Additional vehicular access points are proposed on Symphony Way road. Since this is planned as a trunk MyCiti road at this stage, the design of additional access points should be discussed with the City. Possible solutions could include left-in / left-out only accesses; splitting the private vehicle access from the planned Public Transport Stop; and only providing pedestrian & cycling access at the additional proposed access points. Distances between the accesses should also be checked, especially the proposed access on Sacks Circle.

6.7.2.3 INFRASTRUCTURE

The additional development of the campus, will result in an increase in hardened surface area across the campus, which would result in greater run-off and the requirement for additional retention storage. Although there is already a detention pond on the campus, additional land would traditionally be required to be set aside for the expansion of this pond. This is land that could be used for other purposes. It is thus advised that a Sustainable Urban Drainage System approach be used to manage the stormwater for the expansion of the Campus. Thus is a holistic approach to stormwater management that interfaces with the landscaping to maximise the opportunity for infiltration, improve the quality of stormwater leaving the site and closer mimic the natural stormwater systems. This will result in a more natural looking and attractive stormwater systems as well as reducing the need to additional detention storage.

The proposals will also result in associated additional students which will result in additional sewage generation. However, this is unlikely to pose a significant restriction on the expansion of the campus as the Bellville WWTW is very nearby

and if additional pipe infrastructure is required, the pipe lengths will not be long. Bellville WWTW has recently been upgraded and there is space for further expansion in the future

6.7.2.4 HERITAGE

There are no implementation considerations from a heritage perspective. The Master Plan proposals are highly unlikely to trigger any legal requirements in terms of the NHRA.

6.7.2.5 ZONING

The sites that are affected by this masterplan are currently zoned CO2 and GI1. Both are recommended for rezoning due to use restrictions. CO2 needs to be rezoned to accommodate shops in the mixed use buildings. GI1 must be rezoned to accommodate academic and residential uses. A rezoning of both lots to GB3 would allow for the proposed uses and include most of the current uses allowed on CO2.

ANNEXURE 7:
DHET Minimum
Standards for Student
Accomodation

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING**NO. R. 897****29 SEPTEMBER 2015****HIGHER EDUCATION ACT, 1997 (ACT NO. 101 OF 1997)****THE POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT
HOUSING AT PUBLIC UNIVERSITIES**

I, Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, in terms of section 3 of the Higher Education Act, 1997 (Act No. 101 of 1997), after consulting the Council on Higher Education, hereby publish the Policy on the Minimum Norms and Standards for Student Housing at Public Universities, as contained in the attached Schedule. The effective date for the implementation of this policy will be the date of gazetting the policy.

**Dr BE Nzimande, MP****Minister of Higher Education and Training****Date: 17/09/15**

SCHEDULE

POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT PUBLIC UNIVERSITIES

1. INTRODUCTION

The Report on the Ministerial Committee for the Review of the Provision of Student Housing at South African Universities, September 2011 (hereinafter referred to as the Report) established that the accommodation of students is broader than the mere provisioning of beds; it is about establishing living, learning and social communities.

The Report established that there are widely varying standards for housing university students across the public higher education sector. A significant proportion of the current stock was found to be sub-standard. Amongst others, the lack of adequate food and nutrition was identified as a challenge for most students living in student residences. The Report also showed that there is a severe shortage of accommodation for students with disabilities. Most universities have no suitable residences for students who require wheelchair accessible buildings, rooms and bathroom facilities.

In the past there has been no national policy or guideline to provide minimum standards for the housing of students in the university sector.

The Policy on the Minimum Norms and Standards for Student Housing at Public Universities has been developed in response to the findings of the Report.

The aim of the *Policy on the Minimum Norms and Standards for Student Housing at Public Universities* (hereinafter referred to as the Policy) is to regulate the provision of on- and off-campus student housing at South African public universities. The norms and standards must be applied at all public universities and university-accredited student housing providers across the sector.

The application of these norms and standards will ensure that students are provided with adequate, fit-for-purpose accommodation of reasonable quality, and enjoy learning and living environments that promote academic success.

This Policy must be implemented when planning specifications for the building of new student housing and where practical, the refurbishment and renovation of existing student housing. Student housing must provide for universal access for students with disabilities, and all

reasonable measures must be taken to ensure that disability is incorporated into the design of new residences.

This Policy does not absolve or release any student housing provider from any local, provincial and national legislation which applies to any aspect of the housing and housing of students for example the National Building Regulations and Occupational Health and Safety Act.

2. GENERAL DEFINITIONS

In this policy, words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders, and vice versa and any word or expression to which a meaning has been assigned in the Higher Education Act bears the meaning so assigned, unless the context indicates otherwise-

“accessible” means public places must be accessible to individuals with disabilities through architectural design (such as ramps, wheelchair-wide doorways) and/or the use of assistive technologies;

“audits” means a random sampling of facilities;

“council controlled funds” means the total of all funds, inclusive of both encumbered and designated funds, that are under the control of the council, but does not include non-discretionary funds;

“Department” means the Department of Higher Education and Training as the government department responsible for higher education;

“Higher Education Act” means the Higher Education Act, 1997 (Act No. 101 of 1997);

“on-campus accommodation” means units for accommodation on the premises of the university, which can vary from large blocks of rooms similar to residence halls, to multiple bedroom houses that house students;

“off-campus privately owned housing” means privately owned housing units. This can vary from large blocks of rooms similar to residence halls, to multiple bedroom houses that house only students, through to individual rooms in houses occupied by the home owner. This includes a housing facility leased by the university directly with a landlord or indirectly through an accredited leasing agent;

“paraplegic” means complete paralysis of the lower half of the body including both legs, usually caused by damage to the spinal cord;

“public university” means any public higher education institution that is established, deemed to be established, or declared as a public higher education institution under the Higher Education Act, 1997 (Act No. 101 of 1997), or any amendment thereof;

“residence hall” means a block with large numbers of individual or twin rooms, with shared bathrooms on each floor, and where in self-catering residences there are usually shared kitchen facilities;

“student village” means a number or a cluster of buildings on- or off-campus exclusively used to house the students of the university;

“universal design” means architectural design of a device, physical plant or workplace environment which is intended to be used by all, i.e. does not represent an impediment for persons with disabilities; and

“Vice-Chancellor” means the head/chief executive or accounting officer of a public higher education institution and includes a principal or a rector.

3. APPLICATION

The Policy is applicable to all public universities and privately owned accommodation accredited by public universities. These Norms and Standards should be incorporated into the criteria developed by each public university and stipulated in the university’s policy and rules. Private providers shall establish clear and comprehensive standard lease agreements after consultation with relevant University officials and student representatives. Universities should rate and differentiate off-campus student accommodation according to standards set by each University.

4. PHYSICAL INFRASTRUCTURE

The following Minimum Norms and Standards, including the standards contained in the room specification manual (appended to this Policy at Annexure A) must be applied to all new residence buildings. The refurbishment and renovation of existing residences must aim to bring existing residence buildings in line with these minimum standards, with the exception of room size, within a reasonable and fair time period (see section 12 of this Policy).

4.1. Sites of residences

The site or location of student housing can have a profound impact upon access, equity and redress for students requiring housing as well as upon their academic success. In order to ensure equitable access to the academic facilities and support services of the university/campus, the following minimum standards are recommended:

- a. the housing facility must preferably be situated within the campus security perimeter, thereby affording residents the freedom to make full use of the academic, social, cultural and sporting programs of the university without restriction or hindrance; and
- b. should on-campus locations be unavailable, then student housing sites must be within a radius of no more than 20 kilometres of the campus. Plans for any newly planned university-owned or leased student residence that do not conform to the 20 kilometre radius must be submitted to the Department for approval. Affordable and secure transport running at regular intervals from early morning to late night must be provided for housing further than 5 kilometres from the campus. Such sites should be carefully selected with the safety, security and well-being of students in mind.

4.2. Design of residences

The following minimum design standards are applicable:

- a. new residence designs must accommodate a maximum of two students per room;
- b. single rooms must be no smaller than 8m², and double rooms must be no smaller than 14m². These room dimensions are applicable to the design of all new buildings from the date of publication of this Gazette, but are not applicable to existing stock;
- c. dormitory/hall type residence buildings must comply with the following minimum standard and norms for ablution facilities:
 - wash basins – 1 basin per 4 student residents
 - shower cubicles – 1 shower cubicle per 7 student residents
 - lavatories – 1 lavatory per 5 student residents
 - shower and lavatory cubicles must be designed in such a way that individual privacy is provided (i.e., no communal showers or toilets)
 - telephones and/or alarm bells (depending on affordability to the university) must be placed in accessible and strategic locations, so that students with disabilities are not disadvantaged;

- d. the following minimum **social spaces** should be provided:
- large common/meeting rooms – a minimum of 1,5m² of communal space per student resident for the first 100 students and 1m² per student resident for numbers in excess of 100. Such communal space shall comprise a combination of some or all of the following: communal lounges, games rooms, gymnasia, television rooms, meeting/seminar rooms, dedicated group study spaces, computer centres, or other appropriate spaces
 - smaller TV/meeting rooms – at least 9m²;
- e. in terms of the provision of meals, residences are designed to be either self-catering or non-self-catering. In the case of non-self-catering residences the university must provide meals. In the case of self-catering residences, the following minimum food preparation standards must be provided in a separate kitchen(s):
- suitable food storage, preparation and kitchen space shall be provided
 - stove – 1 four plate stove (with oven) per 8 students
 - cold storage – a minimum of a 320 litre capacity fridge / freezer combination is a the minimum requirement per 8 students
 - sink – 1 per 15 students
 - lockable cupboards – 1 per student
 - microwave oven – 1 per 15 students
 - countertop space – sufficient for 25% of the capacity of the student residents for simultaneous usage;
- f. the most cost effective access to internet, as determined by the university, is required in all residences. It is preferable that all student rooms have access to the internet for study purposes. All communal spaces designed for study purposes in residences must have internet access; and
- g. where self-catering facilities are provided for **students with disabilities**, universal design must include consideration of space to allow for independent movement of the student in the food preparation area and bathrooms. The positioning of all announcement features such as intercoms, telephones, counter loops and induction loop systems for those with hearing impairments, door handles, gates and warning signals must be considered to ensure universal design and barrier-free access to all pathways, entrances and doorways.

5. HEALTH AND SAFETY

All providers of student housing must comply with all of the legislative requirements (national, regional and municipal) regulating health and safety at *all* times.

Additional requirements pertinent to the provision of student housing are listed below. Certificates of compliance must be obtained from the relevant authority on an annual basis with regard to the following services:

- a. fire safety, prevention and detection mechanisms and procedures;
- b. electricity and gas installations;
- c. security staff, mechanisms and procedures;
- d. in any building used to accommodate students, *each* student room as well as the building itself must be secure;
- e. internal monthly hygiene inspections of all University food preparation facilities, communal self-catering facilities and areas, and ablution facilities should be carried out in addition to annual municipal or equivalent hygiene audits. Audits entail a random sampling of facilities;
- f. all ablution areas must be cleaned at least once daily using cleaning industry standard chemicals and products. Shower doors or curtains must be fitted to shower cubicles to ensure privacy;
- g. a certificate of compliance with occupational health and safety regulations, and an evacuation diagram must be displayed on notice boards; and
- h. universities must liaise with local enforcement agencies dealing with the safety of students.

6. FURNISHINGS AND FITTINGS

The minimum furnishings and fittings required for each room type or area within a student housing facility are detailed in the Room Specification Manual (see Annexure A). Furnishings and fittings must be maintained in a sound and working order, and must be replaced as soon as possible when broken beyond repair by the relevant University, landlord or agent. Appropriate, fair and adequate mechanisms for determining responsibility for damage and/or breakage to property must be established by the relevant authority at universities or landlord in the case of private residences.

7. CONSTRUCTION, REPAIRS AND MAINTENANCE

Any and all construction, repairs and maintenance to on-campus or off-campus accommodation must comply at all times with all relevant legislation, and must be carried out by appropriately qualified staff or contractors. The following additional requirements pertinent to the provision of student housing are listed below:

- a. in the case of new buildings and/or refurbishment of existing buildings whether funded by the Department of Higher Education and Training (DHET) or not, the DHET may inspect such buildings after completion to satisfy itself that the buildings are fit-for-purpose, provide value for money, and comply with relevant legislation;
- b. reasonable response times for emergency, urgent and routine repairs should be established after consultation with all stakeholders, and should be incorporated into a service level agreement;
- c. any construction, maintenance or repairs must be carried out with minimum disruption to the academic programme and requirements of student residents, and with due regard for their safety and security;
- d. areas surrounding residence buildings must be kept clear of refuse and litter; and
- e. where construction of a student residence is done through a Public Private Partnership, universities are required to consult the DHET and obtain Ministerial approval before proceeding with the project.

8. STUDENT WELL-BEING AND SUPPORT

The University student housing must provide for adequate provision for access to medical and psychological services to cater for the well-being of student residents during work hours, and must ensure that emergency support is available after hours. This includes the provision of a first aid kit and instructions on the use thereof.

As part of the orientation process, the University must provide a list of accredited private student housing providers to students who have not been allocated a place in the University owned residence system.

9. STUDENT HOUSING GOVERNANCE AND MANAGEMENT

9.1. Governance of student housing

Each Council must create a designated committee to govern residence life on behalf of the Council of the University. The committee must be composed of equal numbers of University staff and residential students, and must be chaired by a senior official of the University. Membership of the committee must include University staff and student representatives from off-campus student housing units housing ten or more students. The committee must meet quarterly, and its minutes must be presented to Council.

9.2. Staffing levels

Residence staff to resident student ratios must be at least 1:150 in the case of wardens, house parents, residence managers or the equivalent, and 1:100 in the case of student sub-wardens or the equivalent. In addition, provision must also be made for dedicated administrative and facilities management personnel responsible for student housing. Universities must provide a breakdown of the staff responsible (structure) for residences in the university's annual report.

9.3. Professional development of student housing staff

Training as stipulated by the University must be provided by both universities and private housing providers to student housing staff at all levels. Such training must encompass at least emergency procedures. The ongoing professional development of student housing staff must be encouraged by both universities and private housing providers.

9.4. Policy, procedure and agreement

Universities must have clear and comprehensive documentation providing information about the nature of the housing available, the fee or rental rates (indicating clearly what is included in the rate as well as all terms and conditions), the rules and regulations, the management structure, the complaints procedure, and maintenance/repairs requisition procedures.

9.5. Student discipline

Universities are responsible for the discipline of students in University-owned or University-accredited rented housing. Suitable disciplinary codes and mechanisms must be developed and published for implementation in university-owned residences. Providers of accredited private student housing must consult and collaborate with their 'feeder' universities to establish agreed upon disciplinary codes and mechanisms.

9.6. Residence admissions and allocations policies

The Report indicated that in 2010 only 5.3% of new first year contact students were accommodated in University residences. The most vulnerable group of students are first year students. Therefore, all universities must develop strategies for increasing the percentage of residence places available for new first year students to at least 30% of the total residence capacity within ten years. In general, with respect to admission into and allocation of student housing, all universities must:

- a. develop and implement a comprehensive residence admissions and allocations policy. The policy should be developed in consultation with relevant stakeholders. Accountability for the implementation of this policy should reside at senior management level;
- b. strictly manage, control and monitor the fair allocation of students to residences and rooms in accordance with the approved residence admissions and allocations policy;
- c. manage and administer waiting lists for residence vacancies in accordance with the residence admissions and allocations policy;
- d. develop plans, strategies and mechanisms to increase access to university residences by poor, working class and rural students; and
- e. develop sensitive support mechanisms for poor, working class and rural students which empower and enable them to participate fully in the academic, social and cultural life of the University.

10. FINANCIAL CONTROL AND MANAGEMENT OF STUDENT HOUSING

The following financial mechanisms and procedures must be implemented at all public universities which provide student housing:

- a. the residence budget and management accounts shall be separated completely from the University budget and management accounts. The basis for future allocations on student housing infrastructure will be determined in line with the extent to which the University has met the above requirement;

- b. quarterly residence management accounts shall be submitted to the University Council for scrutiny and evaluation;
- c. the DHET will establish a standardised reporting framework for the presentation of the annual residence financial reports;
- d. the DHET may undertake annual site visits to inspect student residences operated by universities; and
- e. in relation to NSFAS housing funding restrictions, a recipient of NSFAS funding for housing may only be allowed to 'unbook' a maximum of 30% of meals which may be credited to the student's accounts; in other words, 70% of the boarding/meal funding component of the housing/accommodation grant must be used for meals.

11. COMPLIANCE WITH MINIMUM NORMS AND STANDARDS

- a. The Department of Higher Education and Training is the custodian of this Policy, and will provide a consultative, facilitative and supportive service to universities in assisting them to attain their student housing targets and goals.
- b. NSFAS-funded students may only be accommodated in housing which meets the minimum norms and standards requirements set out in this Policy. Responsibility for accrediting private student housing will be the responsibility of the 'feeder' University through which the NSFAS funding allocation is made.
- c. The level of compliance with student housing minimum norms and standards is to be included in the university's annual report.

12. PHASING IN OF MINIMUM NORMS AND STANDARDS

- a. The council of each public university must submit approved plans and strategies for the phasing in of the minimum norms and standards in terms of its existing stock to the Department by June 2016. The university must stipulate the extent to which it has consulted with internal stakeholders on these plans. This is also applicable to off-campus student housing owned by the university.

- b. Universities must comply with the governance and management standards elaborated in section 9 by December 2017, with the exception of the staff (9.2) and first year occupancy requirements (9.6), which may be phased in over 10 years.
- c. In the case of existing university residence stock, a reasonable and fair period of time will be allowed to bring existing stock to a minimum standard in terms of the contents of rooms. Structural changes in terms of room sizes will not necessarily be required. What will be considered a reasonable and fair time period will depend on the circumstances of each individual university and be determined in consultation with the Department.
- d. This Policy will apply in its entirety to any new planned residences, and while without any legal (contractual) or substantial financial implications, a university can still change the structure/plans/design of a residence to conform to this Policy when gazetted, the necessary changes should be effected.
- e. Due to the shortage of housing and the importance of partnering with private providers, Universities will need to ensure that private housing meets the minimum norms and standards of this Policy before entering into an agreement with any private provider.
- f. In the case of existing university accredited private residences, universities must ensure that these providers submit approved plans and strategies for the phasing in of the minimum norms and standards in terms of its existing stock to the university by June 2016. Failing which such providers should be deaccredited, in line with the university's policy.

ANNEXURE A: MINIMUM NORMS AND STANDARDS ROOM SPECIFICATION DATA

1. Single student room
2. Double student room
3. Principal Common Room
4. Minor Common Room
5. Student Study Area
6. Passages
7. Utility Area
8. Foyer
9. Guest Toilet
10. Kitchenettes
11. Ablutions
12. Laundry
13. Cleaner's Store
14. Box rooms
15. Linen Room
16. Water heating room
17. Hub/IT room
18. Grounds
19. Warden/Residence Manager's Flat
20. Warden/Residence Manager's Office
21. General

1. Single student room

A. Room Use: Bedroom

B. Area: 8m²

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/carpet
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - CBD joinery
 - Curtain rail (double track)
 - Towel rail
 - Mirror
- ii. Furniture & Fittings
 - Bed
 - Mattress
 - Study table
 - Desk chair
 - Book shelf
 - Curtains
 - Study lamp (low energy)
 - Pin board (mounted)
 - Wastepaper bin
 - Bedside table

E. Services

- i. Mechanical
 - Wall mounted heater
 - Firefighting: Hosereel & extinguisher in passage
- ii. Electrical
 - Lighting: 100 lux
 - 15 Amp socket (x2)
- iii. Communication
 - Network: fibre-optic and/or wireless

F. Notes

- i. Bookshelf: If self-catering is allowed, the bookshelf must have a separate section to make provision for storage of 2 small pots and 1 pan.

- ii. Cupboards: Built-in cupboards with sufficient hanging space and shelf space. A separate built-in cupboard for groceries is to be provided if self-catering facilities are available.
- iii. Windows: Bedroom windows on ground floor and other vulnerable windows must be fitted with burglar bars.

2. Double student room

A. Room Use: Bedroom

B. Area: 14m²

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/carpet
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

i. Fitted/installed by contractor

- CBD joinery
- Curtain rail (double track)
- Towel rail (x2)
- Mirror (x2)
- Privacy partition/curtain

ii. Furniture & Fittings

- Bed (x2)
- Mattress (x2)
- Study table (x2)
- Desk Chair (x2)
- Book shelf (x2)
- Curtains
- Study lamp (low energy) (x2)
- Pin board (mounted) (x2)
- Wastepaper bin (x2)
- Bedside table (x2)

E. Services

i. Mechanical

- Wall mounted heater (x2)
- Firefighting: Hosereel & extinguisher in passage

ii. Electrical

- Lighting: 100 lux (x2)
- 15 Amp socket (x4)

- iii. Communication
 - Network: fibre-optic (x2) and/or wireless

F. Notes

- i. Bookshelf: If self-catering is allowed, the bookshelf must have a separate section to make provision for storage of 2 small pots and 1 pan.
- ii. Cupboards: Built-in cupboards with sufficient hanging space and shelf space. A separate built-in cupboard is to be provided if self-catering is available.
- iii. Windows: Bedroom windows on ground floor and other vulnerable windows must be fitted with burglar bars.

3. Common Room (Principal)

- A. Room Use: Recreation/meeting
- B. Area: refer to section 4.2d of this Policy
- C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/carpet
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - TV shelf/bracket
 - Curtain track (double)
 - AV equipment cupboard (theft proofed)
- ii. Furniture & Fittings
 - Tub/easy chairs (1/2 bed capacity)
 - Plastic stacking chairs (1/4 bed capacity)
 - Curtains
 - Rubbish bin (large)
 - DVD player
 - TV (theft-proof bracket)

E. Services

- i. Mechanical
 - Wall mounted heater (x2)
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
- ii. Electrical

- Lighting: 200 lux (x2)
- 15 Amp socket (x4)

iii. Communication

- Network: fibre-optic (x2) and/or wireless

F. Notes

- i. Windows: Windows on ground floor and other vulnerable windows must be fitted with burglar bars.

4. Common Room (Minor)

A. Room Use: Recreation/meeting

B. Area: at least 9m²

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/carpet
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - TV shelf/bracket
 - Curtain track (double)
 - AV equipment cupboard (theft proofed)
- ii. Furniture & Fittings
 - Tub/easy chairs (1/4 bed capacity)
 - Curtains
 - Rubbish bin (large)
 - DVD player
 - TV (theft-proof bracket)

E. Services

- i. Mechanical
 - Wall mounted heater (x2)
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
- ii. Electrical
 - Lighting: 200 lux (x2)
 - 15 Amp socket (x4)
- iii. Communication
 - Network: fibre-optic (x2) and/or wireless

F. Notes

- i. Windows: Windows on ground floor and other vulnerable windows must be fitted with burglar bars.
- ii. Additional security: This smaller common room should be made secure (security gates & burglar guards) so that it can be used as a storage/box room during vacations.

5. Student Study Area

A. Room Use: Student study area

B. Area: 0,1m² per bed capacity

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/carpet
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - Curtain track (double)
 - Whiteboard
- ii. Furniture & Fittings
 - Study tables
 - Desk chairs

E. Services

- i. Mechanical
 - Wall mounted heater
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
- ii. Electrical
 - Lighting: 500 lux
 - 15 Amp socket (x4)
- iii. Communication
 - Network: fibre-optic (x2) and/or wireless

6. Passages

- A. Use: Passage
- B. Area: As per design
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/carpet
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Statutory fire equipment & signage (exit & fire)
 - ii. Furniture & Fittings
 - Noticeboards (where applicable)
- E. Services
 - i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
 - ii. Electrical
 - Lighting: 100 lux
 - 15 Amp socket (x2)
 - iii. Communication
 - Intercom system linked to front entrance
- F. Notes
 - i. Passage lights on time-delay motion sensor switch

7. Utility Area

- A. Room Use: General Utility Area
- B. Area: As per design
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/carpet
 - iii. Ceiling: Plastered concrete or ceiling board

- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - CBD joinery
 - ii. Furniture & Fittings
 - Waste bins (x3)
 - Fridge (1 per floor)
 - Vacuum cleaner
 - Broom
 - Dustpan & handbrush
- E. Services
 - ii. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
 - iii. Electrical
 - General
 - 15 Amp socket

8. Foyer

- A. Room Use: Entrance
- B. Area: As per design
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/carpet
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Recessed floor mats
 - Statutory fire equipment & signage (exit & fire)
 - ii. Furniture & Fittings
 - Noticeboards (where applicable)
 - Rubbish bin
 - Table
- E. Services
 - i. Mechanical/Security
 - Firefighting: Hosereel & extinguisher in passage

- Smoke detector
 - CCTV
 - Biometric access control
 - Door alarm
 - Fire alarm control box
- ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket
- iii. Communication
 - Intercom system linked to each passage

F. Notes

- i. Biometric access control system, magnetic locks and door alarm to be integrated in door design/installation. Access control to be easily accessible to wheelchairs.

9. Guest toilet

A. Use: Passage

B. Area: 2 ASM

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/carpet
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - Statutory fire equipment & signage (exit & fire)
- ii. Furniture & Fittings
 - Noticeboards (where applicable)

E. Services

- i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
- ii. Electrical
 - Lighting: 100 lux
 - 15 Amp socket (x2)
- iii. Communication

- Intercom system linked to front entrance

F. Notes

- i. Passage lights on time-delay motion sensor switch

10. Kitchenettes in non-self-catering student housing

NB: These specifications are for kitchenettes in residences where catering is provided to the student residents and must not be used for self-catering residences. Food preparation area specifications for self-catering residences are to be found in section 4.2 e of this Policy.

A. Use: Kitchen

B. Area: 8.2 ASM

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - Single bowl sink with drain
 - Counter top with 2 door cupboard beneath
 - Towel rail
 - Fire extinguisher
- ii. Furniture & Fittings
 - Fridge 325l
 - Microwave 26l
 - Flip top bin large
 - Urn 20l

E. Services

- i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
- ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket (x2)

F. Notes

- i. Lights on time-delay motion sensor switch
- ii. Hatch to large common room.

11. Ablutions

- A. Use: Ablution facilities
- B. Area: Size driven by ratios below
- C. Finishes:
 - i. Walls: Tiles to ceiling
 - ii. Floors: Non-slip tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Shower rail 2/shower
 - Wash basin 1/4 students
 - Shower cubicle 1/7 students
 - Robe hook per cubicle 1/cubicle
 - Mirror 300x400 1/wash basin
 - Soap dish 1/cubicle
 - ii. Furniture & Fittings
 - Shower curtains 2/cubicle
- E. Services
 - i. Mechanical
 - Mechanical extract
 - ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket
- F. Notes
 - i. Lights on time-delay motion sensor switch
 - ii. Fall from door to showers
 - iii. Ablution per passage
 - iv. Paraplegic toilet/shower in ablution at entry wing
 - v. Shower cubicle to have dry/wet zone

12. Laundry

- A. Room Use: Laundry 1/40 students
- B. Finishes:
 - i. Walls: Plaster, painted

- ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- C. Fittings, furniture & equipment
- i. Fitted/installed by contractor
 - Double trough
 - Fixed ironing board
 - Shelving 300x1500
 - ii. Furniture & Fittings
 - Industrial tumble dryer 1/25 students
 - Industrial washing machine 1/25 students
 - Clothes horse
- D. Services
- i. Mechanical
 - Mechanical extract
 - ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket (x2 double)
- E. Notes
- i. Lights on time-delay motion sensor switch
 - ii. Floor tiles laid to fall with floor drain
 - iii. Dryer Direct Expel through outer wall
 - iv. Preferably one laundry per floor
 - v. Window on external wall preferable
 - vi. Sufficient power points for washing machines, tumble dryers & student iron

13.Cleaner's store

- A. Room Use: Cleaner's store
- B. Area: 2 ASM
- C. Finishes:
- i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
- i. Fitted/installed by contractor
 - Shelves 300x1000 (x3)
- E. Services
- i. Electrical

- Lighting: 160 lux
- 15 Amp socket

F. Notes

- i. One cleaner's cupboard per cleaner
- ii. No service ducts to pass through room

14. Box room

A. Room Use: Storage

B. Area: ASM 0.15 m²/student

C. Finishes:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - Slatted shelving (3 rows)
 - Security gate
- ii. Furniture & Fittings
 - Noticeboards (where applicable)

E. Services

- i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
- ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket

F. Notes

- i. Small common room doubles as a box room during vacations.
- ii. Solid door
- iii. 1 trunk per student
- iv. Ventilation louvre
- v. Air bricks
- vi. Burglar bars on window; but preferably no window

15. Linen room (if applicable)

A. Room Use: Linen storage

- B. Area: ASM 0.15m²/student
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Slatted shelving
- E. Services
 - i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
 - ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket
- F. Notes
 - i. Adequate space for laundry collection & distribution
 - ii. Adequate ventilation
 - iii. Ventilation louver
 - iv. Air bricks
 - v. Stable door with service flap

16. Water heating room

- A. Room Use: Water heating
- B. Area: ASM 0.12m²/student
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Screed
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Preferably heat pumps with boiler backup.
- E. Services
 - i. Mechanical
 - Adequate water supply
 - Fire extinguisher

- ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket (x2)

F. Notes

- i. Low energy heating units to be explored

17. Hub/IT room (if

- A. Room Use: IT equipment space
- B. Area: ASM 0.03m²/student
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Equipment as per IT&S Division specifications
- E. Services
 - iii. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
 - iv. Electrical
 - Lighting: 250 lux
 - 15 Amp socket (x3)
- F. Notes
 - i. Adequate ventilation – riser duct to roof space
 - ii. Reinforced louvre in door

18. Grounds

- A. Use: Recreation & access
- B. Area: Reasonable space for social and recreation purposes
- C. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - ii. Furniture & Fittings
- D. Services
 - i. Mechanical
 - Garden tap

- Fire Hydrants
- ii. Electrical
 - Security and accent lighting
 - 15 Amp socket (x2)

E. Notes

- i. Landscaping should include a flat lawned area sufficient for a volleyball court
- ii. Parking provision – 1bay/20 students
- iii. Service vehicles access to front door should be no greater than 20m

19.Warden/residence manager's flat

- A. Facility Use: Accommodation for warden/res manager and family
- B. Area: 2/3 bedroomed flat which includes lounge/dining room, kitchen, bathroom and guest bathroom/toilet.
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Determined by each institution
 - ii. Furniture & Fittings
 - Determined by each institution
- E. Services
 - i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
 - ii. Electrical
 - Lighting: min 100 lux per room
 - Sufficient 15 Amp sockets per room
 - iii. Communication
 - External line telephone
 - Wireless and/or fibre optic network access
- F. Notes
 - i. Separate 200l geyser (NOT supplied from residence)
 - ii. Lock up garage adjacent to flat
 - iii. Small enclosed garden where possible with drying yard & clothes-line

20. Warden/Residence Manager's office

- A. Room Use: Study/office
- B. Area: Sufficient to interview 2/3 students simultaneously
- C. Finishes:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - iii. Fitted/installed by contractor
 - Door bell
 - Double curtain rail
 - iv. Furniture & Fittings
 - Curtains/blinds
 - Office desk
 - Office chair
 - Filing cabinet
 - Visitors chairs (x2)
 - Wall safe
 - First Aid box
 - Door pin board
 - Wall pin board
 - Bookcase (3 tier)
- E. Services
 - i. Mechanical
 - Firefighting: Hosereel & extinguisher in passage
 - Smoke detector
 - ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket (x2)
 - iii. Communication
 - Telephone extension
 - Wireless and/or fibre-optic network connection

21. General

- a. Residence name to be prominently located at front entrance
- b. Statutory safety signage to be fitted throughout
- c. One fridge per floor, but not less than one fridge/30 students (catering provided)
- d. Front entrance and facilities to be wheelchair accessible
- e. Adequate fire alarm system to be fitted
- f. Fire safety doors to be fitted to all fire escapes
- g. Rain water tanks should be provided in easily accessible places.