



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT
OF
PUBLIC WORKS

Policy Name	Maintenance of Government Immovable Assets Policy
The revision/ version of the Policy	02
Domain	Human Resource Development

TABLE OF CONTENTS

1. FOREWORD.....	3
2. DEFINITIONS.....	4
3. INTRODUCTION.....	7
4. POLICY OBJECTIVES.....	7
5. APPLICABILITY OF POLICY.....	8
6. LEGAL FRAMEWORK.....	8
7. MAINTENANCE MANAGEMENT OBJECTIVES.....	9
8. CATEGORIES OF MAINTENANCE AND BUDGET ALLOCATIONS.....	10
9. BUDGET ALLOCATIONS.....	12
10. RESPONSIBILITY FOR MAINTENANCE.....	13
11. MAINTENANCE PROCUREMENT.....	13
12. MAINTENANCE IMPLEMENTATION.....	14
13. TESTING OF EQUIPMENTS.....	15
14. KEY OUTCOMES TO BE ACHIEVED FROM MAINTENANCE.....	15
15. EFFECTIVE DATE.....	15
16. POLICY REVIEW.....	16

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom center of the page.

1. Forward

Government's immovable assets need to be properly maintained to ensure that they continue to function as efficiently and effectively as possible to support the delivery of a wide range of services. At the same time, the deterioration of buildings due to the lack of maintenance can lead to future financial burdens, pose legal and other industrial relations conflicts and affect the delivery of services. Therefore, the maintenance of buildings is critical to the proper management of physical assets and the overall management of capital to achieve departmental outputs and government outcomes.

The Government Immovable Asset Management Act 19 of 2007 ensures proper accounting for, management and better utilization of Immovable Assets. In response to the requirement of GIAMA, the Limpopo Department of Public Works has formulated this policy on maintenance of immovable assets under its control.

The Department seeks to implement this policy in line with best practice of maintenance of immovable assets and the requirements of the GIAMA.

2. DEFINITIONS

- 2.1 **“C-AMP”** means Custodian Immovable Asset Management Plan as defined in GIAMA;
- 2.2 **“Capital Maintenance”** means Creation of new buildings, Major building rehabilitations, Major engineering services infrastructure upgrades and Major renovations works.
- 2.3 **“Custodian”** means Custodian as defined in GIAMA but limited to Public Works;



- 2.4 **“GIAMA”** means the Government Immovable Asset Management Act, 19 of 2007;
- 2.5 **“Lifecycle”** means the prescribed period (per asset class) during which a Custodian could expect to derive optimal value for money from the control of an immovable asset.
- 2.6 **“Maintenance”** means any work on existing immovable assets to -
- (a) prevent deterioration, failure or destruction;
 - (b) restore to correct operation within specified parameters;
 - (c) restore physical condition to a specified standard;
 - (d) recover from structural and service failure;
 - (e) obtain accurate and objective knowledge of physical and operating condition including risk and financial impact for the purposes of maintenance;
 - (f) Partially replace an equivalent component of the immovable asset.
 - (g) to implement risk mitigation measures to protect the property and neighbouring properties.
 - (h) ensure compliance with the Occupational Health and Safety Act; 85 of 1993, the Fencing Act, 31 of 1963, National Building Regulations and Building Standards Act, 103 of 1977, and any other applicable legislation;
- 2.7 **“Maintenance Management”** means consistency in the planning and implementation of building maintenance.
- 2.8 **“PFMA”** means the Public Finance Management Act, 1 of 1999;
- 2.9 **“Policy”** means this Policy on the Maintenance of Immovable Assets

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

- 2.10 “**Service Delivery Agreement**” means a contract between Limpopo Department of Public Works and the service provider in relation to the services related to Building Maintenance.
- 2.11 “**U-AMP**” means a User Immovable Asset Management Plan as defined in GIAMA;
- 2.12 “**User**” means user as defined in GIAMA;
- 2.13 “**Vacant Land**” means land that is unoccupied and unused and/or which has no structures on it.
- 2.14 “**RCC**” means Request Coordination Centre this is the centre where job cards are compiled.
- 2.15 “**Job Card**” means a form whereby maintenance requests are captured and recorded.
- 2.16 “**Popular Stock Item**” means building material which should be available at all times in order to address unplanned maintenance and emergencies.
- 2.17 “**MRP**” means quantification of building materials needed for a specific planned project, taking into account building material available in stock to avoid stock piling.
- 2.18 “**APP**” means Annual Performance Plan whereby a list of planned maintenance projects are undertaken for that particular financial year.

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

3. INTRODUCTION

Limpopo Department of Public Works owns office accommodation facilities, residential facilities and vacant land. These facilities must be properly maintained so that they continue to support the delivery of a wide range of government services which fulfill social, economic and environmental needs of the public.

4. POLICY OBJECTIVES

The objectives of this Policy is to ensure that the capital investment of Provincial government is protected, the immovable asset life cycle and service costs are optimised and that service outcomes are achieved by:

- 4.1 specifying minimum requirements for the management of maintenance of immovable assets;
- 4.2 to ensure that maintenance is carried out in a manner that adheres to safety, health and environmental standards mandated by applicable laws, codes, conducts, regulations, the National Infrastructure Maintenance Strategy, IDIP and informs the Limpopo Department of Public Works Strategic Business Objectives;
- 4.3 ensuring that the risks to government, emanating from the maintenance of immovable assets are effectively managed;
- 4.4 ensuring that government have the necessary information for monitoring and evaluating the maintenance, condition and performance of the Departmental immovable assets portfolio;

A handwritten signature in black ink, appearing to be 'A. M. M.', is written over a horizontal line.

5. APPLICABILITY OF POLICY

This policy is applicable to Limpopo Departments of Public Works as custodians, for the maintenance of immovable assets.

6. LEGAL FRAME WORK

The provisions of this policy are subject but not limited to the following legislations;

- Constitution of the Republic South African act 108 of 1996
- Public Finance Management Act, Act No. 1 of 1999
- Government Immovable Asset Management Act, Act No. 19 of 2007
- Treasury Regulations, 2000
- Occupational Health and Safety Act 85 of 1993
- Northern Province Land Administration Act (Act 6 of 1999)
- Rental Housing Act 50 of 1999
- Promotion of Administrative Justice Act 3 of 2000.
- Broad Based Black Economic Empowerment Act of 2003(BBBEE) Act 53 of 2003
- Prevention of Illegal Eviction from and unlawful occupation of land act 19 of 1998
- National Building Regulations and Buildings Standards Act 103 of 1977
- National Building Regulations of 1995
- Fencing Act 31 of 1963
- National Heritage Act 25 of 1999
- National Environmental Management Act 1986
- Municipality by laws
- Expropriation Act 63 of 1975

7



7. MAINTENANCE MANAGEMENT OBJECTIVES

The objectives of the management of maintenance of the immovable assets in the provincial portfolio are –

- 7.1 to meet the service delivery objectives of User Departments which are reflected in the standards to which immovable assets are to be maintained as reflected in GIAMA;
- 7.2 to prioritise activities based on the impact of condition of immovable assets, on service delivery and risk, and ensure that the physical condition of immovable assets is kept up to a standard appropriate to their service function and value to the public;
- 7.3 to ensure that immovable assets are well maintained in accordance with the best value principles to help preserve and enhance the asset value at minimum life cycle cost.
- 7.4 to ensure the most efficient and effective use of maintenance resources;
- 7.5 to ensure that the functional and operational requirements of the working environment are met;
- 7.6 to ensure that all statutory and technical requirements to ensure health and safety, security and reliability are met; and in the case of vacant land, the protection of deterioration and compliance with applicable legislation.

A handwritten signature in black ink, appearing to be 'A. J. ...', is written over a horizontal line.

8. CATEGORIES OF MAINTENANCE

The following are the two main stream asset maintenance categories wherein the different maintenance types below can be classified into:

8.1 Planned Maintenance (Capital Maintenance).

Planned maintenance is undertaken as result of an asset's condition and driven by the condition assessment or the building inspection process which applies to all building elements. Examples of planned maintenance are listed as follows:

- (a) cyclical refurbishment (for example the replacement of carpets and air conditioners);
- (b) major refurbishment;
- (c) major renovation of immovable asset;
- (d) major structural repair;
- (e) major electrical and mechanical maintenance.
- (f) Listed projects on the APP.

8.2 Unplanned Maintenance

Reactive, Corrective, Day to Day or Zero Based is minor unplanned maintenance used for assets experiencing a breakdown, failure or vandalism of a component. This type of maintenance is usually reported through the RCC.

8.3 Preventative Maintenance (Routine Maintenance)

Term, Cyclical, Servising or Time Based maintenance is used to comply with statutory or manufacture's requirements. It is undertaken at predetermined time intervals as required by statutory, technical or operational reliability considerations.

A handwritten signature in black ink, appearing to be 'A. J. ...', is written over a horizontal line.

Preventative maintenance work that is planned and performed on a routine or time based schedule, to preserve the condition of the buildings, equipment or plant and prolong its useful life. This maintenance also ensures that government facilities comply with Occupational Health and Safety Act (OHSA) and other environmental standards mandated by applicable laws, codes, regulations, other government policies, Limpopo Department of Public Works Strategic Business Process Objectives or to respond to specific conditions and events that restore the buildings, equipment, machinery and plant to an adequate level of service.

This type of maintenance is predictive in nature and strives to detect the equipment degradation at the onset and address the problem as soon as it is identified to prevent further devaluation of the immovable asset.

Examples include, but not limited to; minor day-to-day repairs e.g.; servicing of air conditioners, routine maintenance of lifts and fire hydrants, servicing of humidifiers, servicing of water pumps, regular checking of sewerage pipe leaks, replacement of old roofing, replacement of light bulbs, water pipes, leaking taps, cutting grass, mowing lawns and cleaning.

8.4 Emergency Maintenance

These are situations requiring immediate attention because of failure of the immovable asset or parts of the asset, or in the equipment, plant etc, that could cause significant damage to the building, building systems, equipment and environment.

These situations could create unmanageable or unsafe conditions that would expose personnel and members of the public to a significant possibility of harm. Examples include, but not limited to; a burst sewerage pipe, damage caused by storms, wind or sand, destruction by vandals,

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

riots, burglars, *vis major*, broken window panes, blocked toilet bowls and disaster damage.

9. BUDGET ALLOCATIONS

9.1 The Custodian and the User Departments are responsible for the maintenance of immovable assets and must make provision for such maintenance in their respective budgets.

9.2 The responsibility for budget allocations is as follows:

9.2.1 User Department

The User Department is responsible to budget for all maintenance and Limpopo Department of Public Works will assist such with technical expertise.

9.2.2 Custodian Department

The Custodian Department is responsible to advise the Use Department to budget for all maintenance works.

9.2.3 Funding Responsibilities

Limpopo Department of Public Works is responsible for funding building repairs and maintenance that is due to fair wear and tear. Major scheduled maintenance is funded under the allocation item other building and fixed structures and Day to day maintenance is funded under their respective allocation item in Goods and Services on the budget structure.

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

10. RESPONSIBILITY FOR MAINTENANCE

- 10.1 The Custodian may undertake all the maintenance that a User Department is responsible for on behalf of that User Department, provided that a service delivery agreement has been concluded by the Custodian and User Department to regulate their relationship.
- 10.2 The Custodian must monitor and evaluate the maintenance activities of the User Departments based on the maintenance plan of the immovable assets.
- 10.3 Where User Departments share immovable assets, the responsibility for the maintenance and budgetary allocations will be responsibility of the Custodian Department.

11. MAINTENANCE PROCUREMENT.

All maintenance services will be procured in accordance with the Limpopo Department of Public Works Procurement Policy.

For listed projects on the APP the implementing District Office will make MRP available for each project. Such MRP will be used to avoid stock piling of material, to plan when purchase to purchase and receive materials and to provide the purchase lead time to the user and the Warehouse Head.

The District Head will ensure the maximum level of popular stock item is available in the warehouse for unplanned maintenance and emergencies in each Cost Centre warehouse.

A handwritten signature in black ink, followed by the number '12' written in a small circle.

12. MAINTENANCE IMPLEMENTATION.

Maintenance services are either implemented by the In-house teams or outsourced to private service providers in the open market in accordance with Limpopo Department of Public Works Procurement Policy. Private service providers are mainly used for specialist work, major refurbishment or where In-house team does not have the capacity or cannot deliver the work within reasonable time.

Delivery and implementation of the listed maintenance projects on the APP is undertaken by the In-house at the Cost Centre level or outsourced to private service providers and the Senior Manager Building shall ensure that up to date accurate information for monitoring and reporting progress and expenditure compared to programme and budget is available on monthly basis.

The District Head will ensure that the delivery and implementation of maintenance projects are on time, within the budget and to the required specified standards. Each project implemented by the In-house team will have an implementation programme and related project documents in their respective files.

All maintenance requests/faults are to be reported to the Request Coordination Centre (RCC) located at each District Office and Cost Centre Head will ensure that all fields on Job Cards are correctly filled and approved.

The RCC is open from 7h30 to 16h30 Monday to Friday. Outside these hours, District Head receive all phone requests and deploys the In-house team on standby or the private service provider in accordance with applicable term contract.

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

13. TESTING OF EQUIPMENT

The District Head will ensure that testing of equipment like standby generators, firefighting equipment and the like are done as stipulated and testing schedules are kept safely. The testing schedule is as follows:

ITEM	EQUIPMENT	FREQUENCY
1	Standby Generator	Weekly
2	Fire Hydrants	Quarterly
3	Airconditioners	Monthly
4	Humidifiers	Weekly

14. KEY OUTCOMES TO BE ACHIEVED FROM MAINTENANCE

14.1 The key outcomes to be achieved from undertaking maintenance are -

- that the immovable assets guarantees the effective support towards the achievement of service delivery objectives by Provincial Government
- that a qualitative immovable asset portfolio exists to maintain maximum standards specified for functional and operational performance for Provincial government.

15 Effective date

This policy shall be effective from the date of approval by the Executive Authority.



16. Policy Review

This Policy will be reviewed when there are relevant Legislative requirements and in line with industry best practice.

APPROVED

A handwritten signature in black ink, appearing to be 'A. Williams', written over a horizontal line.

EXECUTIVE AUTHORITY

25/07/13
DATE