



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF TRANSPORT

FACILITIES MANAGEMENT POLICY VERSION 1

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ACRONYMS AND ABBREVIATIONS

1. FM - Facilities Management
2. GIAMA - Government Immovable Asset Management Act 19 OF 2007
3. HoD – Head of Department
4. MEC – Member of Executive Council
5. OHSA - Occupational Health and Safety Act
6. SABS - South African Bureau of Standards
7. SCM - Supply Chain Management
8. SLA - Service Level Agreement

DEFINITIONS

1. Building infrastructure projects - refers to any building and any Testing or Traffic Station that the Department has or is planning to construct.
2. Custodian - National or Provincial departments designated in terms of GIAMA that must plan, acquire, manage and dispose of immovable assets.
3. Emergency - sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action.
4. Facilities Management - the coordination of space, infrastructure, people and organization, associated with the administration of office blocks.
5. Furniture - items owned by the Department, such as computers, partitions, and movable furniture, that are not directly connected to a building or other property, but are included as assets on the department balance sheet.
9. Job card - a record card relating to a job and giving details of the time taken to do a piece of work and the materials used.
6. Maintenance - all work on existing immovable asset that is undertaken to prevent deterioration, failure and restore buildings to their original state.
7. Office - a demarcated area partitioned and allocated for administrative and official use by the official.
8. Renovation - a comprehensive capital works actions intended to bring an immovable asset back to its original appearance.
9. Repair - actions required to reinstate an immovable asset to its original state when such asset is damaged accidentally or maliciously.
10. She – bin – a bin designed to provide a safe, hygienic and discreet way of disposing feminine waste.

1. INTRODUCTION AND BACKGROUND

Facilities Management is an interdisciplinary field devoted to the coordination of space, infrastructure, people and organization, often associated with the administration of office blocks, arenas, schools, convention centers, shopping complexes, hospitals, hotels, etc. For the purpose of this policy, facilities management refers to the coordination of space, infrastructure, office blocks, traffic stations and government garages.

The Department of Transport has unique facilities that need to be properly managed to effectively and efficiently carry the mandates of government and the electorate. Our facilities include among others, traffic stations, weighbridges, government garages, testing stations and offices.

There are also machineries which support business continuity such as standby generators. All these equipments and infrastructure demand constant servicing and maintenance in order to function well.

At the Department of Transport, FM comprises of the following key results area that cannot be overlooked namely: auxiliary services, building maintenance, project management, office furniture and security services.

2. PURPOSE AND OBJECTIVES

- 2.1 The purpose of this policy is to provide guidance on a day to day running of departmental facilities, mainly offices and traffic stations.
- 2.2 To articulate the role of FM in building maintenance, auxiliary services, provision of furniture, and project management.
- 2.3 It is also aimed at indemnifying FM officials from any accusation for any loss of personal belongings in the offices.

- 2.4 To provide authority to FM accompanied by security officers to access all offices at any given time when the need arise.
- 2.5 To indemnify the department from being sued or liable for any loss of goods, damage or theft that could happen within departmental premises.

3 LEGAL FRAMEWORK

- 3.1. Occupational Health and Safety Act of 1993
- 3.2. OHSA Facilities Regulation of 1990
- 3.3. Private Security Industry Regulation Act 56 of 2001
- 3.4. Government Immovable Asset Management Act
- 3.5. Departmental Smoking Policy
- 3.6. Departmental Access Control Policy

4. MAINTENANCE OF DEPARTMENTAL BUILDINGS

- 4.1. Maintenance, testing and inspection schedules are required to ensure that equipment in the facility is operating safely and efficiently, to maximize the life of equipment and reduce the risk of failure.
- 4.2. Maintenance involves fixing any sort of mechanical, plumbing or electrical device should it become out of order or broken (known as repair, unscheduled or casualty maintenance). It also includes performing routine actions which keep the device in working order (known as scheduled maintenance) or prevents trouble from arising (preventive maintenance).
- 4.3. FM is responsible for the maintenance and upgrading of departmental buildings.
- 4.4. Unless the Department has qualified artisans in place, minor maintenance such as the replacement of fused bulbs and lights, will be done in-house but major maintenance such as painting of walls and partitioning will be outsourced.

5. OUTSOURCING OF MAINTENANCE SERVICES

- 5.1. FM must use its discretion to either outsource maintenance services or to use in-house or Artisans from the Department of Public Works, Roads and Infrastructure.
- 5.2. The decision to outsource should be made considering the cost, effective and efficient service delivery as well as availability of skills and manpower.
- 5.3. A clear distinction of responsibilities should be made with regard to maintenance in leased buildings.
- 5.4. Should the lease agreement provide no direction with regard to item 5.3., FM will take the responsibility to do maintenance.

6. REPORTING OF DEFECTS AND INSPECTIONS

- 6.1. Officers are responsible for reporting any damage or defects on any equipment, furniture, floor, plugs, skating, globes, doors, carpets or infrastructure in their offices.
- 6.2. Inspection of toilets and passages is the responsibility of FM. However, officers should report any defects to FM immediately.

7. TIME FOR PERFORMING MAINTENANCE SERVICES

- 7.1.1. Maintenance work which is deemed to be risky and hazardous to the health and safety of employees will be done outside business hours.
- 7.1.2. Any reported defects that do not warrant the appointment of a service provider should be attended within 24 hours.
- 7.1.3. Maintenance work should always be done in the presence of one or more facilities officers to monitor compliance to service standards and quality of materials utilized.

8. EMERGENCY MAINTENANCE

- 8.1.1. Emergency maintenance that affects business continuity e.g. electrical faults, broken tap or pipe will receive urgent attention and could with approval of the HoD or any other person delegated with such powers in terms of Section 32 of the Public Service Act, (Act 103 of 1994) be addressed without following all supply chain processes. Proper monitoring should be exercised on the appointment of service providers. FM and SCM should work together to restore service as soon as reasonably possible.
- 8.1.2. Three quotations will be sourced out by SCM and a service provider will be appointed with immediate effect to restore services.
- 8.1.3. A maintenance company could also be appointed to respond to emergency maintenance needs such as power failure and pipe burst and claim from the department in terms of the service level agreement.
- 8.1.4. Where a maintenance company is appointed, it should be closely monitored by FM and should only perform its duties when prompted to do so by FM.
- 8.1.5. A job card system or any other control tool will be developed to monitor the service provider on top of the service level agreement.
- 8.1.6. The service provider should submit the invoice upon completion of the job or on a monthly basis in line with the provision of the service level agreement
- 8.1.7. Upon receipt of the invoice, the department should pay the service provider within 30 working days or any other period prescribed by the Provincial or National Treasury, the SLA or any other policy or circular pronounced by the department.

8.2. USE AND MAINTENANCE OF AIR CONDITIONERS

- 8.2.1. All employees are free to use air conditioners at any given time. Employees should switch off air conditioners when there is no person in the office e.g. lunch time and knock off time to save electricity.

- 8.2.2. On air conditioners that are centrally controlled, air conditioners should be used with consideration of other employees who for health and other reasons do not need air conditioners.
- 8.2.3. Employees who do not need air conditioners could request facilities management to close the air conditioner outlet in their offices. FM will request the appointed air conditioning company to close the outlet.
- 8.2.4. If the air conditioner is controlled inside an office of another employee who for work or other reasons is out of the office, FM has the right to enter the office and switch the air conditioner on or off.
- 8.2.5. On leased buildings, servicing of air conditioners is the responsibility of the landlord.
- 8.2.6. The Department is responsible for servicing its own air conditioners.
- 8.2.7. Air conditioners must be serviced on a monthly basis or in accordance with manufacturer's manual on service.
- 8.2.8. When new air conditioners are installed a servicing contract should be put in place immediately to prolong the life span of the air conditioners.

8.3. MAINTENANCE OF LIFTS

- 8.4. Lifts will be serviced and maintained by the landlord on leased buildings in line with the lease agreement or service level agreement.
- 8.5. On departmental buildings, the Department will outsource the service to preferably the company that installed the lifts or to any other lift specialist service provider.
- 8.6. A facilities officer must always be on standby to facilitate or convey information to the service provider about rescuing any one stuck on the lift at any given time.
- 8.7. The contact number of the service provider servicing the lifts must always be displayed in the lifts.

9. STANDBY ALLOWANCE FOR ARTISANS AND OTHER FACILITIES OFFICIALS

- 9.1. Departmental artisans must always be on standby to react to any call for assistance in the department, be it fire, electrical or plumbing related.
- 9.2. A standing expenditure authority for overtime and standby allowance must be made at the beginning of every financial year.

10. AUXILIARY SERVICES

- 10.1. Cleaning services will be done during office hours for security reasons.
- 10.2. The Department will use its discretion to either domestically provide cleaning services or to outsource. Cleaning involves toilets, replenishing consumables (toilet rolls, soap, etc.) plus litter picking and reactive response.
- 10.3. The scope for cleaning include floors, carpets, tiles, partition walls, internal walls, suspended ceilings, lighting, furniture and upholstery cleaning, window cleaning, deep cleans of sanitary conveniences and washing facilities, kitchens and dining areas, consumables and feminine hygiene facilities as well as cleaning of telephones, IT and other periodic cleaning as required.
- 10.4. Irrespective of which cleaning methods to be utilized, i.e. in-house cleaners or outsourcing, only SABS cleaning chemicals and equipment will be used.
- 10.5. While cleaning could be outsourced, it is still the responsibility of every officer to ensure that the office and environment are kept tidy at all times.
- 10.6. Officers should avoid littering of staples, paper clips and other office stationery and consumables on the floor, and most of all on the carpets.
- 10.7. Cleaners should be trained, qualified and competent and should always be in uniform.
- 10.8. The cleaners should also be equipped with all protective clothing and equipments.

11. CLEANING OF OFFICES

- 11.1. Officers spend most of their time in offices and as such offices must be tidy at all times for hygienic purpose.
- 11.2. It is the responsibility of the employee to ensure that he/she is available at a scheduled time for cleaning.
- 11.3. If the officer was not available during scheduled time due to work related commitments, a request could be made to FM for the cleaners to clean the office.
- 11.4. The officer has a right to either allow the cleaners to clean in his/her presence or to excuse himself/herself till cleaning is done.
- 11.5. Should the officer opt to excuse himself/herself, the cleaners will be indemnified of any loss of goods in the office.
- 11.6. Cleaning is scheduled as a series of "periodic" tasks: daily, weekly, monthly, etc.
- 11.7. In buildings where cleaning services have been outsourced, the frequency of cleaning and the areas to be cleaned will be stipulated on the agreement signed between the department and the service provider.
- 11.8. It is the responsibility of FM to ensure that all offices are cleaned.
- 11.9. No employee has the right to refuse his/her office to be cleaned; it is the discretion of FM to clean or not to clean offices.
- 11.10. Any employee can send a complaint to FM if he/she is not satisfied with the cleaning services and FM will respond within 24 hours.
- 11.11. Every employee should be provided with a dust bin in his/ her office or desk unless stipulated elsewhere, dust bins should be collected and disposed off twice a day in the morning and after lunch.

12. SANITATION

- 12.1. In line with the provisions of Section 2 of OHSA, the employer shall provide all employees with toilet paper, a towel or disposable paper towels or hot air blowers in all toilets.

- 12.2. All toilets must be equipped with air fresheners
- 12.3. Hand washing soap should be readily available in all toilets and toilets should be equipped with appropriate soap dispensers.
- 12.4. Officers are advised to use the she bins for the disposal of pads and other sanitary disposables.
- 12.5. Where showers are made available, provision should be made for hot and cold water and bathrooms windows should be glazed in obscure glass or similar material. The floor should also be non-slippery.
- 12.6. The provision of hot water will be made in line with the provisions of energy optimization.

13. USAGE OF TOILETS AND BATHROOMS

- 13.1. In compliance to OHSA Facilities Regulation of 1990, in respect of each room in which there are closet, urinals, showers or wash basins, the employer shall provide a conspicuous sign outside the entrance of such a room to indicate the gender of the person for whom the room is intended.
- 13.2. The rooms should also be well partitioned in order to provide privacy. Officers are advised to use toilets as well marked on the entrance, thus, males should use male toilets, females must use female toilets and people with disability should use toilets meant for people with disability.
- 13.3. People without disability are advised to refrain from using toilets designated for people with disability.

14. ALLOCATION OF FURNITURE

- 14.1. Every employee will be allocated with office furniture to enable him/her to do his/her work effectively as well stipulated on Section 8 of the OHSA Facilities Regulation of 1993.
- 14.2. The type of furniture to be allocated will be determined by FM.
- 14.3. The furniture to be allocated should match the type of the position and the type of job being performed.

- 14.4. Employees are free to request certain types of furniture which are essential for the performance of their duties.

15. PURCHASING OF FURNITURE

- 15.1. Office furniture will be purchased after a need analysis has been conducted by FM or on request by an employee.
- 15.2. Furniture will be bought in line with provincial regulations and contracts and all SCM processes will be followed in purchasing furniture.
- 15.3. With the exception of office of the MEC and HoD no furniture will be replaced unless the furniture is worn out, damaged or not suitable for the service rendered or the duties performed.

16. RELOCATION OF FURNITURE

- 16.1. No employee is allowed to move or relocate any asset without informing FM and Asset Management units.
- 16.2. Relocation of furniture will only be done by appropriate officers from FM.
- 16.3. FM and Asset Management have the right to deny or to allow any employee to relocate furniture, however must provide the employee in question with reasons for such decision.

17. OWNERSHIP OF FURNITURE

- 17.1. The furniture allocated to any employee remains the asset of the department, but the asset holder takes responsibility for the asset.
- 17.2. FM has the right to take the furniture and allocate to another employee if necessary but should do that only if the employee whose furniture is taken is immediately provided with alternative furniture

- 17.3. Asset Management unit must also approve the relocation of such furniture and transfer documents should be in place.

18. DAMAGING OF FURNITURE

- 18.1. It is the responsibility of the employee to ensure that furniture allocated to him or her is kept neat and damage free.
- 18.2. Any damage on the furniture must be reported immediately to FM. FM will after assessing the damage and investigation of the cause of the damage determine whether the damage was due to negligence or accident or tear and wear.
- 18.3. If it could be proven beyond reasonable doubt that the damage was due to negligence or an act of vandalism, the employee will be liable for payment to fix the furniture or to replace it if the damage is beyond repair.

19. PARKING MANAGEMENT

- 19.1 Parking will be allocated on a first come first served basis. However, preference will be given to Senior Management (Senior Managers, General Managers, HoD and MEC).
- 19.2 A waiting list will be kept at FM and will be made available to any employee on request.
- 19.3 All parking in the departmental premises are subject to payment by the user as per Treasury Circular No. 06/2010 and Departmental Circular No. 29/2011.
- 19.4 Payment for parking fee will be deducted from salary upon filling of the application form and parking lot allocation.
- 19.5 The right for parking is reserved and the Department may decline any one from parking in the allocated parking, provided a written notice for such intention has been communicated with the user of the parking lot.
- 19.6 The Department has the right to remove any vehicle which is suspected of trespassing the access control and FM policies as well as National and Provincial Legislation.

- 19.7 Any employee may be requested to vacate his/her allocated parking for a certain period to allow Political Office bearers and Director Generals to park.
- 19.8 Such affected employee may not be reimbursed for the period that his or her parking was used by Political Office bearers or Director Generals.
- 19.9 Vehicles that are leaking fuel or oil will immediately be removed from the Departmental parking lot and the owner will be advised not to park in the Departmental parking till the leaks are sealed. The officer will however continue to pay for such parking until a formal communiqué for termination is submitted to the Department.
- 19.10 If the employee does not submit a termination notice to the department for 3 months, the Department can terminate the contract and allocate the parking to another employee on the waiting list.
- 19.11 Ex-employees are not allowed to park in the Departmental parking lot after termination of service or resignation.

20. ACCESS CONTROL IN PARKING AREAS

- 20.1 Any vehicle or person entering the Departmental premises will be subject to search. Employees are not allowed to swap parking without permission from a FM officer responsible for parking.
- 20.2 Employees are not allowed to handover their parking to other colleagues when they resign from the Department, it is the responsibility of FM to allocate parking.
- 20.3 A parking register will be kept at FM and will be updated continuously.
- 20.4 Vehicles are parked at Departmental premises at own risk. The Department of Transport, its agents, consultants or any other company contracted by the Department will not be liable or compensate anyone damage, theft, or hijacking, natural disaster of whatsoever means, unless it could be proven that damage is due to negligent practices by the Department or any other service provider contracted by the Department.

21. LOADING AND OFF- LOADING OF GOODS AND DELIVERIES

- 21.1 FM will not provide any manpower to offload goods supplied by either the Department or by Service Providers. The office responsible should provide manpower to offload and load goods. FM will however provide trolleys to assist in this regards.
- 21.2 Departmental groundsmen will only be used to relocate assets. Carrying of files and other paper work is the responsibility of the officer being relocated.

22. USAGE OF TROLLEYS AND STEP LADDERS

- 22.1 Trolleys and ladders are working tools that could be borrowed from FM for working purpose.
- 22.2 A register will be kept at FM for control purpose.
- 22.3 Stepladders should be inspected by user every day before use.
- 22.4 Employees are advised to exercise caution when using such items as negligent usage could result in serious injuries or death.

23. EMERGENCY EVACUATION PLANS

The Department should provide a professional emergency evacuation plan in all its premises in compliance with the provision of the OHSA of 1993.

24. USAGE AND SERVICING OF FIRE EXTINGUISHERS

- 24.1 Fire extinguishers should be installed in all key points in line with fire regulations.
- 24.2 The Department should appoint fire marshals in each floor to assist in terms of fire breakout.
- 24.3 Fire extinguishers should be serviced on or before the expiry date.
- 24.4 Hose reels should be inspected in line with the OHS policy and other regulations

and should be easily accessible without obstruction.

- 24.5 An inspection of fire extinguishers will be done by appointed fire marshals in line with OHS policy and regulations.
- 24.6 Servicing of fire extinguishers is the responsibility of the landlord on leased Buildings, failure to do so constitute a breach of contract.
- 24.7 FM is responsible for servicing fire extinguishers in Departmental buildings. e.g. Traffic Stations and Government Garages.

25. UTILIZATION OF BOARDROOMS

- 25.1 With the exception of MEC, HoD and CFO' boardrooms, all boardrooms are controlled by FM.
- 25.2 End-users should make bookings with FM for the utilization of boardrooms.
- 25.3 Bookings for boardrooms should be made 48 hours in advance. If the officer did not book the boardroom on time, FM will only provide a boardroom if there is one that is not booked or utilized at that time.
- 25.4 Whilst preference will be given for domestic use, sister departments are also free to book and utilize boardrooms at no cost.
- 25.5 Keys for the boardrooms will be kept at FM and the officer in charge will be responsible for the assets in the boardrooms.
- 25.6 The person who books the boardroom will be responsible for the assets in the boardrooms during the time allocated for the utilization of the boardroom.
- 25.7 Proper asset verification should be conducted by both the facilities officer allocating the boardroom and the recipient.
- 25.8 Should there be any asset missing in the boardroom, it should be immediately reported to Asset Management unit for further actions.

26 UTILIZATION OF KITCHENS

- 26.1 All employees are free to utilize kitchens for making tea, breakfast and other

kitchen related activities.

- 26.2 Kitchens should be kept clean at all times.
- 26.3 The employer should provide dishwashing liquid for cleaning the zinc, and kitchen utensils.
- 26.4 It is the responsibility of all kitchen users to report any default in the kitchen e.g. faulty sockets.
- 26.5 Should the Department provide urns in all kitchens, proper monitoring should be done by FM and all users to ensure that there is always enough water in the urns.
- 26.6 If the urns and coffee making machines are provided in the kitchen, employees will not be allowed to boil water with their kettles in their offices. FM will confiscate all kettles if there is an urn or coffee making machine in place.

27 SMOKING ZONE

The Departmental premises are smoke free zones, smoking areas will be identified and marked as such and defaulters will be persecuted.

28 PROCEDURES FOR ISSUING OF ELECTRICAL EXTENSION CORDS

- 28.1 Extension cords for work purpose will be allocated upon inspection of the need by FM officer.
- 28.2 The officer will convey information to the stores officer if there is a need to provide any employee with extension cords.
- 28.3 When the facility officer is satisfied that an employee needs the extension cord or multi-plug, an employee may complete the V8 requisition form and the required item will be issued by stores officer.
- 28.4 The above procedure is subject to change and any new procedure which is more effective may veto it.

29 BUSINESS CONTINUITY PLANNING

- 29.1 The Department provides services to the public; a plan should always be in place

for unforeseen circumstances such as power failure to enable the Department to continue providing services as usual.

- 29.2 The business continuity plan is meant to quickly restore services in the case of load shedding, fire or natural disaster.
- 29.3 In buildings where a standby generator is in place, daily inspection should be made by an appointed officer to check the availability of fuel and other warnings.
- 29.4 In buildings where there are business continuity plugs, all desktops should be plugged on the business continuity plugs to ensure that officers are able to continue delivering services during power cuts and blackouts.

30 FUEL FOR STANDBY GENERATOR

- 30.1 The standby generator must always have enough fuel.
- 30.2 The gauge of the tank should be inspected daily by an appointed officer.
- 30.3 When the gauge is low, the officer in charge must refill the tank using an appropriate pump taking cognizance of all safety standards for handling flammable goods.
- 30.4 The standby generator must be serviced regularly in accordance with the manufacturer's manual
- 30.5 Only authorized personnel are allowed to enter the generator room.
- 30.6 Flammable goods should be stored, transported and handled in line with the provisions of Section 11 and 14 of the OHSA of 1993.

31 FIRE EMERGENCY ALARM

- 31.1 In buildings that are equipped with fire and smoke detectors, all employees must vacate the building and go to assembly point immediately when the alarm is activated..
- 31.2 Employees should return to their offices after an officer from FM, Occupational Health and Safety section, Fire brigade or Police have given an instruction to do so.

- 31.3 Anyone who chooses to ignore instructions from the officials mentioned in the above section and thereby get injured or die in the process will not be compensated by the Department or by the workman's compensation fund.

32 ACCESS TO OFFICES

- 32.1 FM has access to any office at any time in order to execute its duties effectively such as:
- a. Cleaning.
 - b. Fixing of plugs and power skating.
 - c. Fixing and controlling of air conditioners.
 - d. Responding to emergencies such fire and pipe burst.
 - e. Cabling or any other duty that falls under the definition of maintenance and repairs.
- 32.2 Directorates that have eligible reasons for not allowing the application of the item above (31.1) should write a motivation to FM and on approval by the HoD or anyone delegated with such authority, that area or directorate's offices will be immune to the application of the section above.
- 32.3 In offices where there are documents that are classified as secret, top secret, restricted or highly confidential, it is the responsibility of the directorate and the owner of the office to monitor people who are appointed to execute duties in such offices.

33. KEYS FOR OFFICES AND STORE ROOMS

- 33.1 All keys are the property of the Department, and Security Management unit is the custodian.
- 33.2 All duplicates made, should be handed over to FM at no cost to the Department.
- 33.3 No officer is allowed to change any lock or cylinder of his/her office or any

other building allocated to him/her without approval by FM.

- 33.4 Should any officer misplace the key, he/she is responsible for either making a duplicate from a copy kept at security section and if there is no copy at security, the officer in question will be advised to change the cylinder lock at his/her cost.
- 33.5 The cylinder or lock that will be installed should be the same with the cylinder removed and should be lockable with a master key if there is any.

34. INFRASTRUCTURE PROJECTS

- 34.1 The overall responsibility of managing the projects lies on the Senior Manager FM.
- 34.2 Since the Department does not have specialists on the field of building construction and engineering, all building projects will be initiated by the Department, implemented and monitored by the Department of Public Works Roads and Infrastructure.
- 34.3 The Department of Public Works Roads and Infrastructure as the custodian of all Provincial property will facilitate the project from its inception until final hand over to the Department.
- 34.4 All payments to Service Providers will be subject to check by the Quantity Surveyor and Project Manager from Public Works Roads and Infrastructure. The Department will only authorize payment as a client Department.
- 34.5 Representatives from the Department should always attend site meetings and should provide a platform for decision making on behalf of the Department.
- 34.6 Upon completion and after all retentions have been settled, buildings should be transferred to the Department of Public Works Roads and Infrastructure immediately.

35 BUILDING COMMITTEES

- 35.1 A building committee should be put in place consisting of employees from all Chief Directorates.

- 35.2 The committee should be chaired by the Senior Manager Facilities or by the General Manager he/she reports to.
- 35.3 FM will comply with the provisions of GIAMA. Two officers will be officially appointed to represent the Department at Provincial GIAMA meetings. The officers will also assist in developing the Departmental User Asset Management Plan (U-AMP).

36 ENERGY OPTIMIZATION

- 36.1 FM will comply with the Provincial energy optimization plan and a monthly report will be submitted to Office of the Premier.
- 36.2 As part of the energy optimization plan and for safety reasons, employees are not allowed to use private heaters in buildings where there are air conditions unless pre-approval was granted by FM.

37 POLICY PRONOUNCEMENT

The implementation of this policy will be guided by Batho - Pele Principles and any other piece of relevant legislation.

38 REVIEW AND TERMINATION OF THE POLICY

The policy will be reviewed every 36 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

39 MONITORING AND EVALUATION

FM will monitor the implementation of this policy. Monitoring and Evaluation Unit within the Department will also track progress and policy achievement in terms of the objectives.

40 DEFAULT

This policy is the Departmental guide of FM and anyone who violates the provision of this policy will be dealt with in terms of this policy or any other contractual clause between the Department and the accused.

41 INCEPTION DATE

The inception date of this policy will be within 30 days after the approval by the Executive Authority.

42 ENQUIRIES

Enquiries regarding this policy should in the first instance be directed to FM.

RECOMMENDED / NOT RECOMMENDED

ACCOUNTING OFFICER

4/2/16

DATE

APPROVED /NOT APPROVED

APPROVED

MEMBER OF EXECUTIVE COUNCIL

01/04/16

DATE