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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, gymnasias, 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 STANDANDARDS 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
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- 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.

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

