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APPENDICES A - 1-3  
QUESTIONNAIRES



APPENDIX A1 -  
Questionnaire to Private Architects  
Part One



SUBJECT: An investigation into the liaison mechanism between architects in the Transvaal Provincial Administration and architects in the private sector in respect of school buildings.

QUESTIONNAIRE: PART ONE

Please answer the following questions by placing a symbol in the respective block with a symbol meaning as follows:

- A. Superfluous information. \_\_\_\_\_
- B. The architect should ascertain this information as and when required. \_\_\_\_\_
- C. The Transvaal Provincial Administration should volunteer this information:
  - C.1 With the letter of appointment. \_\_\_\_\_
  - C.2 After architect's acceptance of the commission. \_\_\_\_\_
  - C.3 At handing over of the site A. \_\_\_\_\_
  - C.4 At final approval of the sketch designs. \_\_\_\_\_
  - C.5 Later; please state when. \_\_\_\_\_

Section A: Description of the Building to be designed.

- 1. Broad outline description of the project (New or alterations & additions). \_\_\_\_\_
- 2. Schedule of accommodation with tolerances. \_\_\_\_\_
- 3. The nature of the design brief. \_\_\_\_\_

Section B: The Site.

- 1. The exact location of the project. \_\_\_\_\_
- 2. Site to be defined. Surrounding atmosphere, virgin or developed, scope. \_\_\_\_\_
- 3. Site detailed with existing buildings, if any, contour plan, existing services, if any, \_\_\_\_\_

Section C: The Cost.

- 1. The projected cost. \_\_\_\_\_
- 2. Cost restrictions. \_\_\_\_\_

Section D: Time Scale: Anticipated dates

- 1. Site handover. \_\_\_\_\_
- 2. Sketch designs due. \_\_\_\_\_
- 3. Delay for approval of designs. \_\_\_\_\_
- 4. Date for questions and answers. \_\_\_\_\_
- 5. Completed working drawings. \_\_\_\_\_
- 6. Anticipated date of completion of erection. \_\_\_\_\_

Section E: Extent of professional services and remuneration

- 1. Extent of professional services. \_\_\_\_\_
- 2. Basis of remuneration for professional services. \_\_\_\_\_
- 3. Compensation for disbursements. \_\_\_\_\_
- 4. Conditions of employment and articles of agreement. \_\_\_\_\_
- 5. Stages of possible termination of services. \_\_\_\_\_
- 6. Type of supervision (full or partial) \_\_\_\_\_
- 7. Possible effects of non-acceptance of commission. \_\_\_\_\_

Section F: Organisational Framework

- 1. Details of professional team. \_\_\_\_\_
- 2. Architect's rôle in the team. \_\_\_\_\_
- 3. The name of the TPA liaison officer. \_\_\_\_\_
- 4. Individual at site meeting defined. \_\_\_\_\_

Section G: Restrictional Framework

- 1. Required design documentation (extent). \_\_\_\_\_
- 2. Minimum standard of design presentation. \_\_\_\_\_
- 3. Criteria for adjudication of design. \_\_\_\_\_
- 4. Flexibility of "standards". \_\_\_\_\_
- 5. Legal restrictions \_\_\_\_\_
- 6. Standards or restrictions for drawings. \_\_\_\_\_
- 7. Policies re siting of building(s). \_\_\_\_\_



APPENDIX A2 -  
Questionnaire to Private Architects  
Part Two



PART TWO

Please answer the following questions with short descriptive answers:

1. Can advance knowledge that the architect will not be required to supervise the construction have an adverse effect on the quality of the documentation ?  
.....  
.....  
.....  
.....
2. Is payment on a time basis for the adaptation of a standard set of drawings fair reimbursement ?  
.....  
.....  
.....  
.....
3. If you have previously performed a service for the Transvaal Provincial Administration, did you, in your opinion, receive sufficient guidance in the preparation of the dcomentation ?  
.....  
.....  
.....  
.....
4. Will a detailed "handbook" or "guide book" explaining his responsibilities assist the private architect in executing a commission for the Transvaal Provincial Administration more efficiently ?  
.....  
.....  
.....  
.....
5. What, in your opinion, is the greatest single factor that will contribute towards a more successful liaison between the architects in the Public sector and the architects in the Private sector ?  
.....  
.....  
.....  
.....
6. I thank you for your valuable time. Would you like to be informed of the response of the profession to this question ?  
.....

APPENDIX A 2 - Questionnaire to private architects Part Two



APPENDIX A3 -  
Questionnaire to officials



QUESTIONNAIRE TO OFFICIALS

An investigation into the liaison mechanism between architects in the Transvaal Provincial Administration and architects in the private sector in respect of primary school buildings.

QUESTIONNAIRE USED IN INTERVIEWS WITH OFFICIALS

The following questions were put, and a summary of each answer was recorded separately.

1. During the initial contact with the Private Consultant Architect during the handing over of the site, has the subsequent briefing been complete and satisfactory ?
2. Do you think that the presently used letter of appointment conveys sufficient information to the Consultant Architect ?
3. Do you think that a comprehensive "handbook for procedure to be followed by Consultant Architects" should be compiled for distribution to appointed consultants ?
4. To what extent do you think that the Consultant Architect should be given a free hand during the design of a primary school ?
5. Can the present liaison mechanism be improved ? If so, what single factor do you think is the most important ?



APPENDICES B - 1-3  
LETTERS OF APPOINTMENT



APPENDIX B1 -  
Letter of Appointment - Sketch  
design and working drawings



In your reply please quote:

W. .... Item .....

Tel. ....

Mr .....

TRANSVAAL DEPARTMENT OF WORKS  
PRIVATE BAG X228  
PRETORIA  
0001

Sir/Gentlemen

APPOINTMENT AS ARCHITECT .....

SERVICE .....

1. This Department has decided to appoint you to do the architectural work in connection with the above-mentioned service, subject to the relevant Departmental conditions.
2. Acceptance of the commission is an undertaking on your part to give preference to this work. To avoid any delays in the planning and execution of the service it is imperative that the dates agreed on for the submission of the sketch plans, working drawings etc. be adhered to. It here are factors which make a delay unavoidable, you are requested to submit promptly a motivated request for an extension of the agreed submission date. This request must be directed to the Section SERVICE CONTROL.

With regard to supervision on this service, this will be decided on acceptance of the tender.

3. Close co-operation between the various consultants must be established by you. The following consultants have been appointed:

Structural: .....

Mechanical: .....

Electrical: .....

Civil: .....

Quantity Surveyor/s : .....

4. The liaison officer of the Department of Works will get in touch with you as soon as it is possible for him to arrange a site meeting to enable you to start with the service.
5. All sketch plans must be handed in at the office of the Chief Architect of the Transvaal Department of Works.
6. You are advised to make certain that you have the latest edition of the Department's standard specification for building work.
7. All documentation must be metric measurement and in English/Afrikaans.

/2. ...

APPENDIX B 1 - Letter of appointment (sketch design and working drawings)



8. In the preparation of drawings only the following scales will be accepted:
  - 1:500 (site plans)
  - 1:200 (site plans and sketch designs)
  - 1:100 or 1:50 (working drawings)
  - 1:20 or 1:25 (details: not both on the same service)
  - 1:10; 1:5; 1:2 and 1:1 (details)
9. When planning, the removal of trees on the site must be limited to a minimum.
10. Accounts must be submitted in triplicate with Item  
Number ..... quoted thereon.
11. The Drawing and Item numbers and the exact description of the service must be indicated on the sketch plans and working drawings.
12. Fees will be paid in accordance with the Statutory Scale of Fees in respect of the minimum fees chargeable by architects for professional services. (Notice in terms of Section 7(6) of the Architects' Act, 1970 (Act 35 of 1970)).
13. Should you be prepared to accept this appointment, please advise me in writing.

Yours faithfully,

DIRECTOR OF WORKS



APPENDIX B2 -  
Letter of Appointment -  
Working drawings only



In your reply please quote:

W .....

Mr/Mrs/Miss .....

Tel. ....

TRANSVAAL DEPARTMENT OF WORKS  
PRIVATE BAG X228  
PRETORIA  
0001

Sir/Gentlemen

APPOINTMENT AS ARCHITECT: .....

SERVICE: .....

.....

1. This Department has decided to appoint you to prepare the tender documents, viz. working drawings and specifications from the Department's sketch designs which are to be procured by you and discussed; with the Chief Provincial Architect(.....) Telephone.....) before commencing with the working drawings.

2. It must be understood that your acceptance will be an undertaking to give preference to this work. With regard to the supervision over the service, this will be decided upon at the acceptance of the tender.

3. Close co-operation between the various consultants must be established by you. The following have been appointed:

Structural: .....

Mechanical: .....

Electrical: .....

Civil: .....

Quantity Surveying: .....

4. All documents must be handed in at the office of the Provincial Architect, Transvaal Department of Works. Final approved working drawings etc. must be submitted before.....

5. You are advised to make certain that you have the latest edition of the Department's standard specification for building work.

6. All documentation must be in metric measures and in English/Afrikaans.

7. By way of planning the removal of trees on the site must be limited to a minimum.

/2. ....



8. Accounts must be submitted in triplicate with Item .....  
quoted thereon.
9. The item number and the exact description of the service covered by  
the tender documents must be indicated on the drawings and specifi-  
cations without exception.
10. Fees will be paid in accordance with the latest Notice in respect of  
the minimum fees chargeable by architects for professional services  
as applicable to partial services (Clause 5) (The whole=.
11. Should you be prepared to accept this appointment, please advise  
me in writing.

Yours faithfully,

DIRECTOR OF WORKS





APPENDIX B3 -  
Tender advice and appointment  
for supervision



W. ....

Tel .....

Mrs/Miss .....

Transvaal Department of Works  
Private Bag X228  
PRETORIA  
0001

.....  
.....  
.....  
.....

Sir/Gentlemen

.....  
.....

The Department has accepted the tender of .....  
at B ..... for the execution of the abovementioned  
service.

You are required to exercise full supervision during the execution  
of the service.

The original drawings must be handed in on completion of the  
service.

Yours faithfully

DIRECTOR OF WORKS

The Regional Representative  
Transvaal Department of Works  
Private Bag X .....  
.....  
.....

Copy for your information.

DIRECTOR OF WORKS



APPENDICES C - 1 & 2  
OBSOLETE AGREEMENTS



APPENDIX C1 -  
Conditions of employment for architects


 UNIVERSITEIT VAN PRETORIA  
 UNIVERSITY OF PRETORIA  
 YUNIBESITHI YA PRETORIA

CONDITIONS OF EMPLOYMENT FORMING ARCHITECTURAL  
 SERVICES AS PRACTITIONERS FOR THE TRANSVAAL DEPARTMENT OF WORKS

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(Special Agreement approved by the Transvaal Department of Works and the Transvaal Provincial Institute of the Institute of South African Architects).

JUNE, 1959, REVISED OCTOBER, 1971

PART I : GENERAL CONDITIONS

1.1 APPOINTMENT AND DEFINITIONS

1.1 (a) DEFINITIONS:

- (i) The term "Works" shall mean the building project referred to in the Architect's letter of appointment.
- (ii) The term "Site" shall mean the land on which the Works are to be erected.
- (iii) The term "Architect" shall mean the Architect referred to in the covering letter of appointment.
- (iv) The term "Department" shall mean the Transvaal Department of Works.

(b) APPOINTMENT:

The appointment of the Architect is made subject to the following conditions:

1.2 SERVICES GENERALLY:

The Architect shall, in the carrying out of the duties set out below, do and perform all acts and things connected with the Works, which are usually done and performed by Architects in the practise of their profession, and shall give advice upon any matter which the Department may from time to time require in connection with the Works. Except, and in so far as the duties of the Architect are limited by the following provisions and/or his appointment, he shall perform all such duties and exercise all such powers as may be described in the building contract with the Contractor, promptly, efficiently and in due order and sequence so as to give the Contractor no grounds for complaint or cause for claim against the Department.

1.3 CONSULTANTS' WORK:

- 1.3 (a) Consultants for work not normally performed by Architects shall be appointed by the Department as hereinafter described and their professional fees shall be paid by the Department on certification by the Architect that the consultant service in respect of which the consultant is claiming fees, has been performed.

/2. ...



- 1.3 (b) The Architect shall act as the co-ordinator and shall check the work of the consultants in so far as it may be necessary to ensure that all work of the consultants is integrated into the Works.
- 1.3 (c) If, in the opinion of the Architect, the services of a consultant are required for a particular aspect of the Works and the Department itself does not elect to undertake such services, the Department may appoint a Consultant to carry out such work.
- 1.3 (d) Notwithstanding the provisions of 1.3 (c), the Department reserves the right to decide when the services of a consultant will be required for a particular portion of the Works in which event the Department will make known its decision in writing to the Architect.
- 1.3 (e) The Consultants' estimates of cost for those portions of the Works for which they have been appointed, shall be included as separate items in the estimate required in terms of clause 2.3.

#### 1.4 INCAPACITY OF ARCHITECT

If the Architect shall become incapacitated or die or become unable to perform his duties under this Agreement, the Architect or his representative shall, if requested to do so by the Department, hand over all drawings, documents and papers whatsoever relating to the Works, provided that there shall be a lien on the said drawings, documents and papers until such equitable proportion of his remuneration shall be agreed upon and paid, or in default thereof, determined as provided for in clause 4.1.

#### 1.5 TERMINATION OF APPOINTMENT

The appointment or engagement of the Architect may be terminated by the Department or the Architect at any time upon reasonable notice being given with the proviso that services of a quasi-judicial nature in respect of that portion of the Works already done under his supervision, must still be performed by the Architect.

On the termination of the Architect's appointment the remuneration shall be confined to such equitable proportion as shall be due to the Architect upon the date of such termination or as shall be determined as provided for in clause 4.1.

#### 1.6 CLERK OF WORKS

The employment by the Department of a clerk of works shall not relieve the Architect of any responsibilities under this appointment.

#### 1.7 QUANTITY SURVEYOR

When necessary the Department shall engage a Quantity Surveyor to prepare Bills of Quantities for the Works, to prepare certificates for payment to the Contractor, to adjust or remeasure variations to the building contract and for such



other duties as may be incorporated in the Department's building contract documents. The Architect, if required, shall within the scope of his appointment provide the Department with all information for the above purpose.

The Architect shall furnish the Department with all reasonable information required to enable a Quantity Surveyor to prepare the Bills of Quantities.

#### 1.8 TENDERS

Tenders for the Works, including work covered by consultants, shall be called for by the Department.

The Architect, may and shall when required, and without extra remuneration, render to the Department his skilled and confidential advice on the firms tendering for the performance of the Works and he shall further, if requested to do so, advise the Department on the acceptance or refusal of any tender.

#### 1.9 CONTRACT DOCUMENTS

All Contract Documents shall remain in the custody of the Department. If the Architect is required to carry out full supervision as provided for in clause 2.4 (a), the Department shall furnish the Architect with a true copy of all Contract documents.

#### 1.10 AUTHORITIES

The Architect shall generally comply with the by-laws of any Local Authority having jurisdiction in the area in which the Site is situated, and shall submit to such authority for record purposes one complete set of working drawings including the site plan, and advise the Department when he has done so.

The Architect shall have regard to the rights of private owners, and shall notify the Department of all matters relating to the Works as may come to his notice which may be of immediate concern to the Department. When such matters are of such a nature that the Architect himself is unable to deal satisfactorily with them, these shall be referred to the Department for action.

#### 1.11 POSSESSION OF DRAWINGS, PRINTS, ETC.

1.11 (a) At a time to be mutually agreed upon, all the original drawings shall be handed to the Department and shall remain its property. The Architect, if he so desires, shall be entitled to one complete set of paper prints of all drawings and copies of other contract documents for his retention.

1.11 (b) On completion of the Works, the Architect, whether he is required to carry out full or partial supervision, will be required to furnish to the Department 1:100 scale appropriation plans showing the Works as finally completed.

/4. ....



- 1.11 (c) The Architect, while in possession of the original working drawings and details and other documents shall, as necessary, furnish copies for the use of any contractors who may be employed by the Department in respect of the said Works, to enable them to carry out the Works in a proper manner.

## PART 2: PROFESSIONAL DUITES OF ARCHITECT

### 2.1 PRELIMINARY DOCUMENTS

The Department shall define the Site and either it or any other Department of the Provincial Administration shall provide the Architect with a schedule of requirements for the Works.

The Architect shall acquaint himself with the Site and take such levels and dimensions as he may require to prepare a Sketch design which shall be submitted to the Department, or to such other department as may be instructed, within a time to be agreed upon.

The following informaton shall be shown:

#### (a) THE SITE:

- (i) boundaries, fencing and gates;
- (ii) approaches and roads within the site;
- (iii) contours related to a fixed datum;
- (iv) excavations and filling around buildings where site conditions make such cut and fill necessary;
- (v) special or extraordinary features such as rock outcrops, large trees, etc;
- (vi) existing buildings, gardens, etc.;
- (vii) an indication of the layout of playing fields - all to a scale of not less than 1:500.

#### (b) THE BUILDINGS:

- (i) plans of all floor levels, with names and room sizes indicated, sections and elevational treatment, all to a scale of not less than 1:200 and not more than 1:100;
- (ii) levels of ground floors and finished ground levels outside the buildings which shall be figured in relation to a fixed datum height;
- (iii) general finishes.

#### (c) SERVICES:

- (i) the position, size and pressure of a water connection
- (ii) the position and depth of a sewerage connection;
- (iii) the position and sizes of conservancy tanks required by the Local Authority if this is the system in operation;
- (iv) the position and sizes of septic tanks and the means of disposal of effluent with special emphasis on the depth and porosity of the soil.





(d) GENERAL:

Such further particulars as may be called for.

(e) WEATHER CONDITIONS:

If called for the Architect shall give a description of weather conditions in the area and show how he has designed the building(s) to meet these conditions.

The Architect shall also submit a preliminary estimate of the cost of the whole of the Works as itemised in the schedule, Annexure "A" and a list of proposed finishes.

If the Architect's proposals are not acceptable to the Department, the Architect shall, without extra cost to the Department, amend the preliminary documents prepared by him to the satisfaction of the Department, provided that there is no change in the stated requirements.

2.2 ADDITIONAL SERVICES

In the event of a disproportionate amount of work being required in connection with the surveys and measurement of existing buildings, the architect shall notify the Department accordingly. If the claim is reasonable, steps shall be taken to -

- (a) Provide assistance to the Architect in the form of suitable documents, or
- (b) remunerate the Architect suitably for his services in the preparation of such documents, in addition to the remuneration provided for in Part 3 of this Agreement.

2.3 WORKING AND DETAILED DRAWINGS AND SPECIFICATION

The Architect, on receipt of instructions to do so, shall, within a reasonable time as agreed upon, prepare complete working and detail drawings, necessary specifications and specification schedules for the Works. Prime cost items and provisional sums shall only be included on the written consent of the Department.

On the handing over of the completed documents, the Architect shall submit to the Department a revised estimate of the cost of the whole of the Works. (See clause 1.3 (e) ante.)

2.4 SUPERVISION

At any time before the commencement of building operations the Department shall decide and shall notify the Architect in writing of its decision to avail itself of the Architect's services for (a) the full or (b) the partial supervision of the Works.

- 2.4 (a) Full supervision shall be term used when the Architect is called on to carry out the full professional services customarily performed by an Architect in the supervision and administration of a building contract.



The Architect's duties shall specifically include the administration of the building contract and inspection and supervision of the Works during construction, in such way and at such times as will ensure that the Works are being executed in general accordance with the contract documents, the certification of the acceptance of materials and workmanship for the issue of certificates for payments in favour of the Contractors by the Quantity Surveyor, the issue of variation orders and instructions as may be necessary and generally to safeguard the Department's interests under the contract(s).

- 2.4 (b) Partial supervision shall be the term used when the actual supervision and control of the Works is undertaken by the Department with the Architect acting in an advisory capacity to the Department.

The Architect shall give assistance to the Department in the interpretation of his documents and shall, when necessary or required to do so by the Department, correct or amend plans and other documents prepared by him.

The Architect's duties shall include regular visits to the Works. Such visits shall, whenever possible, be prearranged and carried out together with the area inspector of works or his inspector of works or his representative. His duties shall not include the administration of the contracts nor the issue of variation orders or progress certificates and instructions or letters to the Building Contractor.

#### 2.5 REPORTS, ETC.

The Architect shall report to the Department upon the progress of the Works and performance by the contractors of their obligations under the contracts.

When called upon by the Department the Architect shall, if entrusted with full supervision, prepare statements of expenditure and supply such information relevant to the Works as required by the Department.

#### 2.6 CERTIFICATES

The Architect if undertaking full supervision shall, in consultation with the Regional Representative of the Department, issue first delivery and completion certificates as provided for in the building contract and in the form prescribed by the Department.

#### 2.7 ADDITIONS AND OMISSIONS

If the Architect is required to carry out full supervision of the building contract he is authorised to give any orders on behalf of the Department which may be necessitated

by constructional emergencies, and he is also empowered to authorise such deviations from and alterations and additions to the building contract as he may reasonably consider desirable for safeguarding the interests of the Department in the carrying out of the said contract, provided that no expenditure in excess of the contract amount results therefrom.

If any contemplated variation order is likely to increase the contract amount, the Architect shall immediately advise the Department thereof and he shall not issue such variation order without first obtaining the consent of the Department.

All instructions in terms of this clause shall be given immediately IN WRITING by the Architect, by means of a variation order. Such variation order shall be submitted to the Department with an estimate of cost and upon approval will be sent to the supervising authority and Quantity Surveyor by the Department.

## 2.8 RECORDS

The Architect shall keep the necessary records together with all relevant correspondence and communications in connection with the Works, for submission to the Department if called upon to do so.

## 2.9 ATTENDANCE AT MEETINGS

The Architect shall, when required to do so and without extra remuneration, attend meetings of the Department and committees for the purpose of submitting or explaining any drawings or documents, or of giving information or advice in regard to the Works or any matters arising therefrom.

## PART 3 : REMUNERATION

### 3.1 SPECIAL AGREEMENT

The remuneration for the professional services of a practising Architect shall be governed by the stipulations of this Special Agreement. Payment of fees due to the Architect shall be made in the manner described in Clause 3.3 below.

### 3.2 PROFESSIONAL FEES

3.2 (a) Save as is otherwise provided in this Agreement the Architect shall be remunerated at the rate of (6%) on

(i) the amount of the signed Building Contract of the Works less the cost of any Works handled by consultants and included in the Building Contract:

OR

(ii) the final cost of the Works if this amount exceeds the amount of the signed Building Contract, less the cost of any Works handled by consultants and included in the Building Contract;

/8. ...



OR

(iii) the estimated amount, as accepted by the Department, for the building work when (i) and (ii) above are not applicable and when the work is to be executed departmentally.

3.2 (b) When a consultant is appointed in terms of Clause 1.3 for any portion of the Works or the Department itself undertakes the work as consultants, the Architect shall in addition to the remuneration as provided for in clause 3.2 (a) be remunerated at the rate of four per cent (4%) on the costs of the work on which the services of the consultant or consultants are engaged. Such costs shall be:

(i) the sum of the signed contract amounts for any such work;

OR

(ii) the final cost of any such work if this amount exceeds the signed contract amounts;

OR

(iii) the amount of the estimates, as accepted by the Department, for such work when (i) and (ii) above are not applicable and when such work is to be executed departmentally.

3.2 (c) Where the Architect is required only to provide partial supervision in terms of sub-clause 2.4 (b), his fee shall be reduced by one per cent (1%) on the cost of the work as set out in sub-clause 3.2 (a) (i), (ii) or (iii) whichever is applicable.

3.2 (d) Where work included in the original working and detail drawings and other documents is not proceeded with

(i) the Architect shall be remunerated separately at the rate of four and a half per cent (4½%) on the cost of such work as set out in sub-clause 3.2 (a) (i), (ii) or (iii), whichever is applicable.

AND

(ii) Where a consultant is appointed in terms of clause 1.3 for any portion of the Works or if the Department itself undertakes the work of a consultant, the Architect shall in addition be remunerated at the rate of four per cent (4%) on the cost of the work for which the services of a consultant have been engaged.

3.2 (e) Where the Architect is required to design future extensions in order to decide on the planning of the present programme, he shall prepare preliminary sketches to the satisfaction of the Department in terms of clause 2.1, and shall be remunerated for the said work at the rate of one half per cent (½%)



on the estimated cost of the building work of the whole of the future extensions. At such time as this work shall proceed, the Architect shall be paid one per cent (1%) as described in Clause 3.3 (a) less previous payments made.

### 3.3 WHEN FEES ARE PAYABLE

The Architect shall be entitled to remuneration as set out below on the completion of the several stages of the services rendered by him. Such remuneration shall be regarded as payments on account to be finally adjusted on the basis provided for in clause 3.2 above. The payments set out in clauses 3.3 (a) and 3.3 (b) shall be based on estimates accepted by the Department and the payments set out in clause 3.3 (c) shall be based on the signed contract amount.

#### 3.3 (a) Sketch plans and Estimates

Upon acceptance of the Sketch Plan and estimate and the services provided for in clause 2.1, the Architect shall be paid an amount equal to:

(1) One per cent (1%) of the following:

(i) estimated cost of the building exclusive of special services;

AND

(ii) estimated cost of special services

AND

(2) half of one per cent ( $\frac{1}{2}\%$ ) on the estimated cost of building for any future development as described in clause 3.2 (e).

#### 3.3 (b) Working Drawings, Details and Specification, etc.

On acceptance by the Department that the working drawings, detail drawings, specification and specification schedules, etc., as provided for in clause 2.3 are completed and that the services as set out in clause 1.3 (b) have been rendered, the Architect shall be paid the following amounts:

(i) Four per cent (4%) on the estimated cost of the buildings (exclusive of special services less previous payment under clause 3.3 (a) (i) above; and

(ii) Four per cent (4%) on the estimated cost of all special services less previous payment under clause 3.3 (a) (ii) above.

When the estimated cost of the Works exceeds R200 000. (Two hundred thousand rand), arrangements will be made by the Department for interim payments of fees on account to the Architect on a quantum meruit basis during the preparation of the working drawings etc.



3.3 (c) On the due and proper signing of the Contracts for the Works, the Architect shall be paid the following amounts:

- (i) Four and one half per cent (4½%) on the Building Contract (exclusive of all special services) less previous payments made under clauses 3.3 (a) (i) and 3.3 (b) (i) above;

AND

- (ii) Four per cent (4%) on the sum of the contracts for special services less previous payments under clauses 3.3 (a) (ii) and 3.3 (b) (ii) above.

NOTE: Should the estimated cost of building work and/or the estimated costs of special services exceed the building contract amount or the contract amounts for special services, the Architect's fees are to be adjusted accordingly.

3.3 (d) For the full supervision of the Building Contract as provided for in clause 2.4 (a), the Architect shall be paid in instalments amounts equal to one and a half per cent (1½%) of each certificate issued by the Quantity Surveyor and accepted by the Department during the progress of the Building Contract.

3.3 (e) For the partial supervision of the Building Contract as provided for in clause 2.4 (b), the Architect shall be paid in instalments amounts equal to one half per cent (½%) of each certificate issued and/or accepted by the Department during the progress of the Building Contract.

3.3 (f) On completion of the Works, the Architect's total fee on the Building Contract shall be adjusted and shall be paid as follows:

- (1) For full services including full supervision and amount equal to six per cent (6%) on

- (i) the amount of the signed Building Contract less the cost of any Works handled by consultants and included in the Building Contract;

OR

- (ii) the final cost of the Works if this exceeds the Building Contract amount less the cost of any Works handled by consultants and included in the final cost;

LESS previous payments under 3.3 (a) (i), 3.3 (b), 3.3 (c) (i), 3.3 (d).

- (2) For partial services including partial supervision an amount equal to five per cent (5%) on

/11. ...





- (i) the amount of the signed Building Contract less the cost of any works handled by consultants and included in the Building Contract;

OR

- (ii) the final cost of the Works if this exceeds the Building Contract amount less the cost of any Works handled by consultants and included in the final cost;

LESS previous payments under 3.3 (a) (i), 3.3 (b) (i), 3.3 (c) (i) and 3.3 (e);

OR

- (iii) the estimated amount, as accepted by the Department, for the Works when (i) and (ii) above are not applicable and when the Works has been executed departmentally, less previous payments under 3.3 (a) (i), 3.3 (b) (i), and other payments based upon estimates as accepted by the Department.

- (3) In addition the Architect shall be paid an amount equal to four per cent (4%) on

- (i) the signed contract amounts of special services handled by consultants;

OR

- (ii) the final cost of special services handled by consultants, if this exceeds the signed contract amount;

OR

- (iii) the estimated cost of special services carried out departmentally;

LESS previous payments under 3.3 (a) (ii), 3.3 (b) (ii), 3.3 (c) (ii), whichever are applicable.

- 3.3 (g) Should the Works be postponed for more than six calendar months calculated from the date of receipt by the Department of the complete working drawings, detail drawings, specifications and specification schedules, or should the Works be abandoned at this stage or scheduled for departmental building, the Architect shall, in addition to the fee accruing under 3.3 (b) (i), be paid an amount equal to four and one half per cent (4½%) on the amount of the approved estimated cost of the building work based on the working drawings (exclusive of special services) less previous payments under 3.3 (a) (i), 3.3 (b) (i).

#### 3.4 ABANDONMENT

Should the Works be abandoned during the preparation of the Sketch plans or during the preparation of working drawings, details, etc., the architect shall be paid on a quantum meruit basis.



### 3.5 ALTERATIONS TO ARCHITECT'S WORK

Should the Department, having approved the Architect's work at any stage, require material alterations to be made to such work, whether before or after the building contract has been entered into, an extra payment shall be made on a quantum meruit basis for the services duly rendered by the Architect.

### 3.6 REPETITION OF A DESIGN

3.6 (a) Where a building project as a whole in itself is to be repeated on another site under a separate contract from the same set of documents (excepting only the site plan), the Department shall pay the Architect for each re-use of the documents, including the provision of a new approved site plan, an amount equal to three-quarters per cent ( $3/4\%$ ) of the cost of the whole of the Works or, if this amount is not known, on the estimate accepted by the Department.

3.6 (b) In addition to the repetition fee as provided for in sub-clause 3.6 (a) above the Architect shall be paid by the Department, either the fee for full supervision as provided for in sub-clause 3.3 (d) or the fee for partial supervision as provided for in sub-clause 3.3 (e), whichever is applicable.

### 3.7 ADAPTATION OR STANDARD DESIGNS

3.7 (a) Where a building project is to be erected from standard drawings, details and schedules, the Department shall pay the Architect on a quantum meruit assessment, an amount equal to one and one quarter per cent ( $1\ 1/4\%$ ) on the cost of the building work including the cost of the reinforced concrete structure for the services as described in clause 2.1, AND:

The marking up of transparent prints, which will be supplied by the Department, showing all titles, ground levels, foundations, soil, waste and stormwater drainage, water supply, fire service, fencing and gates.

3.7 (b) Should the Architect be called upon to alter the standard design or to provide for additional buildings, such work shall be paid for as described in clauses 3.2, 3.3, 3.4, and 3.5.

3.7 (c) The Architect will normally not be called upon to render either partial or full supervision in the case of the adaptation of standard designs.

Should he, however, be called upon to do so, the provision of clauses 2.4, 2.5, 2.6, 2.7, 2.8, 3.3 (d) and 3.3 (e) shall apply.

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3.8 DESIGN FOR FURNITURE

Where special design for furniture, fittings or decorations are required, the fees therefor shall be governed by a further special agreement.

3.9 REIMBURSEMENTS

The professional fees, afore prescribed, shall not include duplication or printing of drawings, or the typing and duplicating of documents specifying the Works, or for subsistence and travelling expenses incurred while visiting the site of the Works, but for those items the following rates shall apply:

3.9 (a) Plan Printing:

- (i) The Architect shall, in addition to his professional fees, be entitled to remuneration for all necessary prints of drawings, and payment therefor shall be made by the Department at the following rates:

Paper	-	standard weight	100c	per	lm <sup>2</sup>
Paper	-	airmail	200c	per	lm <sup>2</sup>
Paper	-	art texture	300c	per	lm <sup>2</sup>
Paper	-	sepia transparent	300c	per	lm <sup>2</sup>
Linen	-	opaque	700c	per	lm <sup>2</sup>
Linen	-	sepia transparent	700c	per	lm <sup>2</sup>

- (ii) Where Consultants make use of private firms, the Department shall reimburse them the actual costs incurred, which is to be verified by receipts.

3.9 (b) Typing and Duplicating

The Architect shall also, in addition to his professional fees be entitled to remuneration for the typing of all documents specifying the works and for all carbon or duplicated copies thereof and payment therefor shall be made by the Department at the following rates:

- (i) For typing in single spacing the full width of an A4 sheet with minimum margins:

Original sheet plus two carbon copies of above - 50c per page.

The above rates include collation and stapling.

- (ii) For typing in single spacing on wax sheets the full width of an A4 sheet with minimum margins:

- (a) Typing of a wax sheet ..... R1,25 per sheet
- (b) Duplicating ..... R0,02 per copy
- (c) Covers ..... R1,00 per set

The above rates include collation and stapling.



3.9 (c) Subsistence and Travelling

The Architect shall, in addition to his professional fees, be entitled to reasonable subsistence and travelling expenses where the site of the Works is beyond a ten mile radius from his office, during the time and on the occasions when it is necessary for the Architect to visit the said site.

Subsistence allowance shall be at the rate of fifteen cents (R0,15) per hour or part thereof.

A first-class railway warrant to and from the Works, where such conveyance is available, will be furnished to the Architect by the Department or, if he chooses, he may use his private conveyance in which case he will be paid for the use thereof at such rate per mile as is or may be prescribed from time to time in the Public Service Regulations for the distance by road from his office to the site of the Works and back.

3.9 (d) Rates Subject to Adjustment

The rates contained in sub-clauses 3.8 (a), (b) and (c) above are subject to adjustment from time to time by a further agreement between the Department and the Transvaal Provincial Institute of the Institute of Architects during the currency of this special agreement.

3.10 REMUNERATION FOR WORK UNDERTAKEN ON A TIME BASIS (AS FROM 7TH OCTOBER, 1971).

Architects registered in terms of the Act .....	R15,00 per hour or part thereof.
Architect in training and registered in terms of the Act .....	R10,00 per hour or part thereof.
Other technical assistants .....	R5,00 per hour or part thereof.

The abovementioned rates are applicable also in cases where work on a time basis is performed under existing contracts.

PART 4 : ARBITRATION

4.1 All disputes of whatever nature, including the interpretation of this agreement and the extent of the rights and duties of the parties thereunder, and whether or not specific provision for arbitration is made in any clause thereof, shall be referred to, and determined by, an arbitrator appointed by the Administrator and the President for the time being of the Transvaal Provincial Institute of South African Architects, and the decision of the Arbitrator shall be final and binding on both parties. Failing agreement on the appointment of an Arbitrator, the provisions of the Arbitration Ordinance (Tv1) No. 24 of 1906, shall apply.



APPENDIX C2 -  
Procedure manual for the guidance  
of architects (now in disuse)



TRANSVAAL DEPARTMENT OF WORKS

P.O. BOX 228

P R E T O R I A

11th January, 1968.

ADMINISTRATION AND FULL SUPERVISION OF A BUILDING CONTRACT

PROCEDURE MANUAL FOR THE GUIDANCE OF ARCHITECTS



ADMINISTRATION AND FULL SUPERVISION OF A BUILDING CONTRACT

TRANSVAAL DEPARTMENT OF WORKS

The following procedure shall be closely followed by Architects entrusted with Administration of the Contract and full supervision under Clause 2.4(a) of the Conditions of Appointment.

DEFINITION OF TERMS

THE REGIONAL REPRESENTATIVE means the officer/officers deputed to represent the Director of Works, and includes the Inspectors for building and engineering works.

The Architect shall be informed of the name and address of the officer with whom he must liaise.

CONSULTING ENGINEERS mean Engineers appointed for Structural, Mechanical, Electrical or other specialist services and shall include the Departmental Engineers.

1. INVITATION OF TENDERS

1.1 The Architect shall be requested to submit two sets of all contract drawings and specifications to the Tender Section for the invitation of tenders. The drawings are to be folded separately to foolscap size with the drawing numbers uppermost.

2. ACCEPTANCE OF TENDER

2.1 When the Department has decided to accept a tender, the Architect will be advised and given a copy of the letter to the successful Contractor.

2.2 At this stage the Architect will be notified whether the Department requires him to administer and exercise Full Supervision of the service, or to carry out only Partial Supervision. See Clauses 2.4(a) or (b) of the Conditions of Appointment.

3. HAND OVER OF SITE

3.1 When Contract Documents have been completed the Architect will be instructed to hand over the site within 14 days of the date of this letter.

3.2 The site must be handed over in the presence of the Regional Representative and preferably in the presence of all the Consulting Engineers or their representatives. The Architect must make the necessary arrangements with all parties concerned and keep them informed.

3.3. Two "Handing over of Site" forms (T.W. 31) are to be completed on site and signed by the Contractor and Architect, each of whom will retain a copy. These forms are available from the Regional Representative.

/3. ...



- 3.4 In completion this formality,
- (a) four complete sets of all drawings, specifications and schedules are to be handed to the Contractor;
  - (b) two complete sets as above are to be handed to the Regional Representative for his use.
  - (c) The Department will send two copies of the Bills of Quantities to the Contractor, two to the Regional Representative, one to the Architect and one to the Quantity Surveyor.
  - (d) The Architect must see proof that the Contractor has registered as an employer of labour under the Workmen's Compensation Act, 1941, and note the number of the receipt of the payment of the assessment.
- 3.5 The Architect must point out all boundary pegs and clearly define the site to be occupied by the Contractor. If boundary pegs are missing the Architect must immediately contact the Department so that steps for re-establishment of pegs can be taken.

In defining the site to the Contractor the boundaries of his working area i.e. the area he is allowed to occupy for the erection of the building or buildings, the storage of plant and material, sheds, offices etc., must be clearly demarcated.

- 3.6 Immediately after Handing over Site the Architect must confirm same in writing to the Contractor and send copies of his letter to the Chief Engineer, Private Bag 228, Pretoria, and the Regional Representative for their information and record purposes. The form this letter must take is attached as an annexure to this Manual (see Clause 19).

#### 4. SITE VISITS

- 4.1 The Architect must visit the site at least once a week to inspect the Works and give directions to the Contractor.
- N.B. The date and duration of every visit must be entered in the Site Book.
- 4.2 The Architect should make a standing arrangement for a weekly meeting in collaboration with the Regional Representative, and is to give notice of this to the Consulting Engineers and Quantity Surveyors, Contractor, all nominated sub-contractors, and the Electrical and Mechanical Inspectors. The Regional Staff has a large programme to handle and Architects must arrange Site Meetings to suit the programme of the particular Inspectors in charge of the work.

/5. ....



5. RECORDS ON SITE

- 5.1. A "Site Book" which remains the property of the Department will be supplied by the Regional Representative and is to be kept in a safe place in the office of the Inspector of Works, or where no office is provided for the Inspector of Works, in the Contractor's Office. Instructions, comments on the work and requests are to be entered in triplicate and signed by the Architect, Inspector and Contractor.
- 5.2. One carbon copy of each page is for the Architect and one for the Contractor.
- 5.3. Instructions issued to the Contractor by the Regional Representative, who will exercise as much day to day supervision as possible, will also be entered in the Site Book and will be verified by the Architect on his next visit. The Contractor shall accept these entries as instructions from the Architect but should he have objection to any ruling he must call for the Architect's decision through the Regional Representative immediately.
- 5.4. The Regional Representative will submit Weekly Reports to the Chief Engineer on the progress of the service.
- 5.5. Copies of all correspondence from and to the Contractor must be forwarded to the Director of Works and the Regional Representative for record purposes.
- 5.6. Instructions to the Contractor must be entered in the Site Book or confirmed to him in writing within seven days.
- 5.7. The Architect shall be responsible for the co-ordination of all services and the Director will advise the Architect of his wishes in regard to supervision of the Nominated Sub-contractor's work.
- 5.8. It is most important that Architects make themselves completely au fait with the Conditions of Contract T.A. 877 and that they ensure that the Contract is executed throughout strictly in accordance with the clauses embodied therein.

6. NOMINATED SUB-CONTRACTORS

- 6.1. A provisional amount shall be allowed in the Bills of Quantities for each of the Nominated Sub-Contractors.
- 6.2. The Department will call for tenders for such sub-contracts, and upon acceptance of tenders, will instruct the Main Contractor to accept a specific tender of a nominated Sub-Contractor in accordance with clauses 28 and 29 of the Conditions of Contract. Copies of this instruction will be sent to the Architect, Quantity Surveyor, Nominated Sub-Contractor and Regional Representative.

/7. ....

7. VARIATION ORDERS

7.1 The Architect shall be responsible for making out all Variation Orders to be issued to the Contractor, except those to Nominated Sub-Contractors.

7.2 In the case of building and structural work the Architect will send 6 copies on form T.W. 21 to the Chief Quantity Surveyor. Upon approval by the Department, three copies will be returned to the Architect for distribution as follows:

1. The original to the Main Contractor
2. One copy to the Inspector on site
3. One copy for the Architect

Of the remaining 3 copies, one shall be retained by the Department's Chief Quantity Surveyor, one shall be sent to the Commissioned Quantity Surveyor and one to the Regional Representative.

7.3 In the case of Nominated Engineering Services Variation Orders shall be prepared by the Consulting Engineer or Regional Representative (whichever has the administration of the contract) stating the name of the Service, name of the Main Contractor, name of the Sub-Contractor and the work to be done. These Variation Orders (6 copies) shall be submitted direct to the Head Office section concerned for approval and returned to the Consulting Engineer or the Regional Representative who will issue the Approved Variation Order as follows:

1. The original to the Main Contractor
2. Copy to the Main Contractor for issue to the Nominated Sub-Contractor
3. Copy to the Private Architect for information
4. Copy to the Private Quantity Surveyor
5. Copy to the Regional Representative or Consulting Engineer (whichever applies)
6. This copy will have been retained on the Head Office file.

7.4 The omission of the Provincial Sums allowed in the Bills of Quantities and addition of the Sub-Contract amounts will be handled by the Private Architect on advice from the Director.

7.5 Under no circumstances must Variation Orders be issued until such time as the Contract has been signed and the site handed over to the Contractor. All Variation Orders sent to the Department for approval, must be accompanied by a separate note giving reasons for the order, as well as any relevant measurements and an estimate of the cost involved to facilitate the evaluation of the Variation Order. When any Variation Order refers to a Drawing, a copy of the Drawing must be attached.

Where Bills of Quantities form part of the Contract documents, no agreement must be made with the Contractor in connection

/with ...





with any price, measurement, etc. as this is the responsibility of the Quantity Surveyor. For this reason, no Variation Order on quantities must be drafted as "X" yards as agreed" or "at RY.00 as agreed". In place of such phrases, the phrase "to be measured and adjusted on completion" must be used.

If a variation order has the effect that the Contract amount will be amended by 20% (i.e. both by omissions or additions), the Department will negotiate with the Contractor.

No Variation Order must be issued which describes anything as "not measured in Bill of Quantities" or "not measured by the Quantity Surveyor" or "not shown on Drawing by Architect". Remarks of this nature should be made on a separate note and attached to the Variation Order.

7.6 The Contractor must not be authorised to proceed with any variation until approval of the Variation Order has been received from the Department. This instruction must be strictly complied with.

7.7 In the case of Engineering Services executed as Direct Contracts, these will be supervised and administrated by either the Regional Representative, as a Consultant who will be responsible for the issue of all necessary instructions to the Contractor, variation orders and progress payments etc.

Copies of variation orders will be sent to the Architect to enable him to co-ordinate all services on the site.

## 8. REPORTS

8.1 Once a month the Architect must submit one copy of a short, precise report of his visits, to the Chief Engineer, and send a copy to the Regional Representative.

8.2 Unsatisfactory progress should be commented on in the above report and the Department advised what steps the Architect has taken thereanent. Copies of all correspondence with the Contractor must be sent to the Director and Regional Representative.

8.3 Any suggestions or requests which may result in a Variation Order, may be discussed with the Provincial Chief Architect or submitted to the Director of Works, separately in letter form.

## 9. CONTRACTORS' CERTIFICATES

9.1 The Regional Representative, or the Consulting Engineer as the case may be, will prepare Valuation Certificates in quadruplicate for the work done by Nominated Sub-Contractors as follows:

1. Original to be sent to the Private Architect
2. Copy to be sent to the Private Quantity Surveyor
3. Copy to be sent to the Mechanical or Electrical Engineer.
4. Copy for retention by Regional Representative.

/N.B. ....



N.B. This certificate must be prepared and forwarded to the Private Quantity Surveyor to reach him in good time for the inclusion of the payment in his next certificate.

9.2 The Private Quantity Surveyor will prepare the Payment Certificates (8 copies), certify them and submit them all to the Private Architect. The Private Architect will certify and send the Original + 5 copies + the Original Valuation Certificate (9.1) above) to the Director (Attention Chief Engineer), retaining one copy for his own records, and return one certified copy to the Private Quantity Surveyor.

9.3 The 8 copies of the Pyament Certificate will therefore finally be distributed as follows:

1. Original for Works Department Accounts.
2. Copy for Provincial Accounts and then to Contractor.
3. Copy for Chief Quantity Surveyor.
4. Copy for Head Office file.
5. Copy for Regional Office.
6. Copy for Private Architect
7. Copy for Private Quantity Surveyor.
8. Copy for Provinical Chief Architect.

9.4 The Original Valuation Certificate will be sent by the Works Department Accountant to the Nominated Sub-Contractor.

#### 10. STANDARD OF WORK

10.1 The Department is entitled to, and demands a high standard of workmanship and finish with the materials specified.

10.2 The Head Office Professional staff, Regional Representative and his delegated officers reserve the right to visit the works at all times.

10.3 Full supervision by the Architect does not relieve the Regional staff of their responsibility as employees of the Administration, for the execution of the works in accordance with the Contract Documents and the Department's accepted standards of workmanship and materials. It is therefore their duty on all inspections to instruct the Contractor (and make the necessary entries in the Site Book, for countersignature by the Architect) in any matters which comprise a breach of the Contract entered into between the Contractor and the Department.

10.4 Any alterations suggested or proposals made to the Architect by the Regional Representative, in the interests of the Administration, must be given due consideration, and the decisions adopted entered in the monthly report to the Chief Engineer - see paragraph 8.1.

/11. URGENT DECISIONS ..

11. URGENT DECISIONS.

The Provincial Chief Architect or senior members of his staff will always be available for consultation.

12. TAKING OVER THE WORKS

12.1 This will normally be divided into two stages:

1. FIRST DELIVERY, which is really the stage at which the Architect and the Regional Representative consider the Works are completed and from which the Maintenance Period begins.
2. FINAL DELIVERY - the stage at which the Works have been completed under the Contract with the exception of such guarantees as run beyond this period, and all defects arising during the Maintenance Period have been satisfactorily made good.

12.2 Should circumstances demand it there can be an additional stage which can come before FIRST DELIVERY and that is BENEFICIAL OCCUPATION.

12.3 BENEFICIAL OCCUPATION

Should the Architect be instructed by the Director to allow part of the Works to be occupied, he shall, in the presence of the Regional Representative and the Consulting Engineers take careful note of the state of the Works and shall advise the Contractor in writing of any item which he considers do not comply with the Contract.

As the Contractor cannot be expected to make good any work damaged through occupation, it will be appreciated that every care must be taken to have the Works completed in terms of the Contract.

13. FIRST DELIVERY

13.1 The Architect shall advise the Director (Attention Chief Engineer) by letter at least two weeks before the time of his intention to take FIRST DELIVERY.

13.2 The First Delivery of the Works must be taken by the Architect and the Regional Representative with the necessary Consulting Engineers and the Contractor, and must be confirmed to the Contractor in writing within seven days, with copies to the Department (Attention Chief Engineer), the Regional Representative and the Private Quantity Surveyor.

13.3 Should the Architect, with concurrence of the Regional Representative, be agreeable to allow any defects to be made good during the Maintenance Period, then he shall be personally responsible for making out a list of items to be attended to on the building work, such list to be sent to the Contractor with his First Delivery letter.

13.4 The Regional Representative or the Consulting Engineer (whichever applies) shall be responsible for making out and

/submitting ..

submitting to the Main Contractor, in writing, lists of items requiring attention on the services of Nominated Sub-Contractors.

14. FINAL DELIVERY

14.1 The Final Delivery of the Works shall be taken by the Architect after the expiry of the Maintenance Period or when all defects have been made good. The FINAL INSPECTION shall be held with the Regional Representative and the Consulting Engineers (if necessary) and all parties shall agree before the Architect accepts the Works on behalf of the Department of Works and advises the Contractor that the Contract has been satisfactorily completed, with the exception of guarantees which run beyond this period.

14.2 The Architect must inform the Contractor, the Regional Representative, the Director of Works and Commissioned Quantity Surveyor in writing that he has taken Final Delivery of the Works.

15. REPORT ON DELAY IN COMPLETION OF CONTRACT

15.1 The Form T.W. 76 must be completed for every Contract, whether there has been a delay or not.

15.2 Immediately on taking First Delivery the Architect shall

- (a) submit to the Director, together with his copy of the First Delivery letter (See 19.4) the form T.W. 76 if the nett delay does not exceed 14 days in accordance with the instructions on the form, or
- (b) submit the form T.W. 76 fully completed with all due recommendations made for any delays, together with a copy of a letter from the Contractor, giving his reasons for delays, (only if the nett delay is in excess of 14 days), as soon as possible after First Delivery.

15.3 It is essential that this procedure and the instructions on the form are followed implicitly, to enable the Department to decide whether the fine for delay should be imposed.

15.4 It is most important that the Architect take all necessary positive steps during the progress of the Contract i.e. that the administration thereof is thorough and strictly in accordance with the Conditions of Contract, entered into between the Administration and the Contractor.

16. DISCUSSIONS ON FINAL ACCOUNT

The Architect must attend discussions on the Final Account if called upon to do so.

17. APPROPRIATION DRAWINGS

The Architect must prepare appropriation drawings of the service indicating the alterations made and the positions of all drains, water supply and fire service, and send his original drawings to

/the Provincial ...



the Provincial Chief Architect within three months of the Completion of the Service.

18. POSSESSION OF DRAWINGS

In terms of Clause 1.11(a) of the Conditions of Appointment, the Architect must hand all his original drawings to the Provincial Chief Architect within three months of the Completion of the Contract, or at such other date as may be mutually agreed upon.

19. STANDARD FORMS

Attached are specimen of the following standard forms referred to in this Manual and the Architect should ensure that he has sufficient stocks available for completion and issue when required.

1. Handing Over Site Form	Clause 3.3
2. Handing Over Site Letter	Clause 3.6
3. Variation Order	Clause 7.0
4. First Delivery	Clause 13.2
5. Final Delivery	Clause 14.2
6. Report on Delay in Completion	Clause 15.1



Ref./Verw. nr. ....

Date/Datum .....

.....

.....

.....

Sir/Gentlemen,  
Meneer/Menere,

SERVICE/DIENS: .....  
.....

It is hereby confirmed that the site for the above serive  
Hiermee word daar bestig dat die terrein vir bogenoemde

was handed over on .....  
diens op

from which date your Contract Period of .....  
oorhandig is, vanaf welke datum u Kontraktydperk van

commenced.  
’n aanvang geneem het.

Your attention is drawn to the Conditions of Contract and in  
U aandag word op die Kontrak Voorwaardes en in besonder

particular Clauses 17 and 18 thereof.  
Klousules 17 en 18 daarvan, gevestig.

Yours faithfully,  
Die uwe,

PRIVATE ARCHITECT/REGIONAL REPRESENTATIVE  
PRIVATE ARGITEK/STREEKVERTEENWOORDIGER



Ref. No./Aanwysingsner .....

Date/Datum .....

.....  
.....  
.....

Sir/Gentlemen,  
Meneer/Menere,

SERVICE/DIENS: .....  
.....

It is hereby confirmed that Final Delivery of the above  
Hiermee word daar bevestig dat die Finale Oorname van

service was taken on .....  
bogenoemde diens op ..... aanvaar is.

Yours faithfully,  
Die uwe,

PRIVATE ARCHITECT/REGIONAL REPRESENTATIVE  
PRIVATE ARGITEK/STREEKVERTEENWOORDEIGER



TRANSVAAL DEPARTMENT OF WORKS  
TRANSVAALSE WERKEDEPARTEMENT

HANDING OVER OF SITE  
OORHANDIGING VAN TERREIN

Head Office File \_\_\_\_\_  
Hoofkantoorlêer

Regional Office File \_\_\_\_\_  
Streekkantoorlêer

RE \_\_\_\_\_  
INSAKE

Received from the Transvaal Department of Works the site of  
Ontvang van die Transvaalse Werke departement die terrein van

\_\_\_\_\_

Together with :  
Tesame met:

\_\_\_\_\_ Copies of Bills of Quantities No. \_\_\_\_\_  
Afskrifte van hoeveelhedslyste Nr. \_\_\_\_\_

\_\_\_\_\_ Copies of Specifications No. \_\_\_\_\_  
Afskrifte van Spesifikasies Nr. \_\_\_\_\_

\_\_\_\_\_ Prints of Drawings No. \_\_\_\_\_  
Ligdrukke van tekeninge Nr. \_\_\_\_\_

\_\_\_\_\_  
Regional Representative  
Streekverteenwoordiger

Date \_\_\_\_\_  
Datum

Date \_\_\_\_\_  
Datum

Workmen's Compensation Act of 1941,  
Werksloosheidsversekeringswet van 1941,

Reg. No. \_\_\_\_\_

Receipt No \_\_\_\_\_  
Kwitansienr.

Date \_\_\_\_\_  
Datum





APPENDICES D - 1-12  
PROFORMAS



APPENDIX D1 -  
Tender Advice



W .....

Tel .....

.....

Transvaal Department of Works  
Private Bag X228  
PRETORIA  
0001

.....

.....

.....

.....

.....

Sir/Gentlemen

.....

.....

The Department has accepted the tender of .....  
at R ..... for the execution of the above-  
mentioned service.

Your services for supervision are not required except when  
such are specifically asked for by the Department during the  
execution of the service, in which case fees will be paid on  
a hourly basis in terms of the statutory scale for profes-  
sional fees promulgated by notice in terms of Section 7(6)  
of the Architects' Act, 1970 (Act 35 of 1970).

The original drawings must be handed in on completion of the  
service.

Yours faithfully

DIRECTOR OF WORKS

The Regional Representative  
Transvaal Department of Works  
Private Bag X .....

.....

.....

Copy for your information.

DIRECTOR OF WORKS



APPENDIX D2 -  
Letter of advice to architect



W 4/2/ ..... Item .....  
Tel. ....  
Mr .....

TRANSVAAL DEPARTMENT OF WORKS  
PRIVATE BAG X228  
PRETORIA  
0001

Mr/Messrs .....  
.....  
.....  
.....  
.....

Sir/Gentlemen

INSTITUTION: .....  
SERVICE: .....  
ITEM: .....

1. SKETCH PLANS

1.1 Your sketch plan(s) numbered .....  
has/have been approved.

1.2 The following amendments must be incorporated during Working  
Drawing stage:

---

1.3 YOU ARE REQUESTED AS SOON AS THE QUANTITY AND THE TYPE OF STOCK  
BRICKS AND FACE BRICKS ARE KNOWN TO PLACE A PRELIMINARY ORDER FOR  
THE BRICKS AT A BRICK MANUFACTURER.

/2. ...



2. ESTIMATED COST

2.1 The Department requires an estimated cost for this service.

3. FINISHES

The finishes must be in accordance with the General Specification W 107/E and the Standard Schedule of Finishes.

4. WORKING DRAWINGS, etc.

Working drawings, including all detail and services drawings, schedules, specifications and all other documents necessary for the proper completion of the service are to be put in hand immediately.

Foundation plans, including 1:20 details of foundations and foundation walling, roof and ceiling plans are to be included.

All drawings, including 1:100 scales, may be done in pencil on paper, provided a good quality rag paper is used and the drawings are of sufficient intensity to produce sharp and clear prints.

5. In preparation of drawings only the following scales will be accepted:

- 1:500 (site plans)
- 1:200 (general site plans: sketch designs, plans, sections and elevations)
- 1:100 working drawings, plans, sections and elevations)
- 1:50 general layouts: window and door schedules
- 1:20 or 1:25 (not both on the same service): details
- 1:10; 1:5; 1:2; 1:1 : details

6. CO-ORDINATION OF DOCUMENTS

You are required to scrutinise the Structural, Electrical and Mechanical Engineers' proposals to make sure that these conform to you wishes and in particular to see that these Engineers are made aware of any fittings of finishes which may influence them in their design.

7. NUMBERING OF DRAWINGS

Drawings are to be numbered ...../1. /2, /3. etc. starting with site plan as /1, and where drainage and water supply is shown on transparent prints, these must be numbered as above with suffix "W" e.g. 7433/12W

8. SCHEDULE OF DRAWINGS

A schedule of drawings is to be given on the Site Plan sheet.

9. SUBMISSION OF DOCUMENTS

One paper print of each drawing, schedule and draft of any specification must be submitted as soon as possible to the Chief Architect. Final approved working drawings etc. must be submitted before

.....

/3. ....



10. CONSULTATION WITH CHIEF ARCHITECT

In your own interest and to avoid extensive alterations to your drawings upon completion, you are required to consult the Chief Architect's Section during the preparation of your working drawings, details and schedules.

11. LOCAL AUTHORITY

Upon approval of your drawings, you are required to furnish a set of prints of the 1:100 scales and site plan to the Local Authority for its record purposes only.

Please forward a copy of your covering letter to me.

12. LANGUAGE MEDIUM

All drawings and documents must be done in English/Afrikaans.

Yours faithfully,

DIRECTOR OF WORKS



APPENDIX D3 -  
First receipt of sketch designs from  
architect





AO (SERVICE CONTROL)

SKETCH PLANS

INSTITUTION .....

SERVICE .....

.....

.....

ITEM: .....

Sketch plans in connection with the above service have been received  
on ..... and sent through to the  
Education Department on .....

RECEIVED:

.....

CHIEF ARCHITECT

.....

DIRECTOR OF EDUCATION

DATE: .....

DATE: .....

APPNDIX D 3 - First receipt of sketch design from architect



APPENDIX D4 -  
Comments for Departmental Planning  
Commission



DEPARTMENTAL PLANNING COMMITTEE

Section: IIA(a)(iii)

Tel.: 0566

Refer to: Mrs Hahnel

(a) Sketchplans distributed to MR CANDIOTES on \_\_\_\_\_  
accompanying sketchplans for your comments please.

(b) The plans will be presented at the D.P.C. meeting on \_\_\_\_\_  
for discussion.

(c) Your comments, as well as the sketchplan will be collected from  
your office on \_\_\_\_\_

(d) Institution \_\_\_\_\_

Service: \_\_\_\_\_

(e) Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



APPENDIX D5 -  
After sketch design approval -  
Details required by Service Control



Enquiries and Tel. .... W. ....

A CHIEF ARCHITECT

B CHIEF ENGINEER W & D

C SERVICE CONTROL

PPC Approval and information required in order to issue instructions  
to proceed with working drawings:

.....

Institution : .....

Service: .....

..... ITEM: .....

1. Supply the following details:

(a) Sketchplan estimate R .....

(b) Drawing/Folio number: .....

(c) Date for working drawings: .....

(d) Specification/Bills of Quantities service

2. Plan(s) No. .... folio ..... has been  
approved by PPC on ..... with the following  
amendments:

.....  
SERVICE CONTROL

APPENDIX D 5 - After sketch design approval. Details required by  
service control



APPENDIX D6 -  
Variation Order





APPENDIX D7 -  
First/Final delivery of Service





**Transvaalse Werkedepartement — Transvaal Department of Works**

W. ....

Tel. ....

Mnr/Mr .....

Die Streekverteenvoordiger  
The Regional Representative

.....

.....

.....

.....

.....

.....

.....

.....

.....

Meneer

INRIGTING .....

DIENS .....

..... ITEM .....

Eerste/finale oormame van bogenoemde diens is op  
..... geneem vanaf

welke datum u onderhoudstydperk van .....  
maande begin.

Die uwe

STREEKVERTEENWOORDIGER

Die Direkteur van Werke

Aandag: Afdeling Grootwerke/Kleinwerke/Afdeling  
Diensbeheer

Privaatsak X228

PRETORIA

0001

Afskrif vir u inligting.

STREEKVERTEENWOORDIGER

HENKOB PTA. — 11788

Sir

INSTITUTION .....

SERVICE .....

..... ITEM .....

First/final delivery of the above-mentioned service  
was taken on ..... from

which date your maintenance period of .....  
months commences.

Yours faithfully

REGIONAL REPRESENTATIVE

The Director of Works

Attention: Major Works/Minor Works/Service  
Control

Private Bag X228

PRETORIA

0001

Copy for your information.

REGIONAL REPRESENTATIVE



APPENDIX D8 -

Report on delay of completion of Contract





APPENDIX D9 -  
Handing over of site to Architect/Engineer  
by Transvaal Education Department



Verwysings No. ....  
Reference No. ....  
Navrac Inquiries .....  
Tel. No. ....



T.O.D./T.E.D. 200

Alle mededelings moet geadresseer word aan die  
Direkteur van Onderwys.

All communications must be addressed to the  
Director of Education.

**TRANSSVAALSE ONDERWYSDEPARTEMENT  
TRANSSVAAL EDUCATION DEPARTMENT**

Privaatsak X76  
Private Bag X76

PRETORIA .....  
0001

HANDING OVER OF SITE TO ARCHITECT/ENGINEER

1. School: \_\_\_\_\_ 2. School Board: \_\_\_\_\_
3. Description of service to be planned.  
\_\_\_\_\_  
\_\_\_\_\_
4. Date agreed upon with architect when final sketch plans are to be submitted \_\_\_\_\_.
5. Details handed to architect/engineer: \_\_\_\_\_
6. Drawing No. \_\_\_\_\_ Folio No.: \_\_\_\_\_ (Both numbers must be indicated on the final plans.) The drawing numbers of the first set of sketch plans will be \_\_\_/A, A1, A2 etc. and the following sets \_\_\_/B, B1, B2, etc. \_\_\_/C, C1, C2, etc. The folio number always remains the same for every set of sketch plans.
7. Sketch plans must be posted to the Director of Education at the above address or handed in at room A467.
8. The latest approved site plan which is attached hereto must be consulted when additions are made.
9. SEE REVERSE SIDE FOR INFORMATION AND INSTRUCTIONS.

\_\_\_\_\_  
For DIRECTOR OF EDUCATION      COMMISSIONED ARCHITECT      SCHOOL BOARD SECRETARY

\_\_\_\_\_  
PROVINCIAL ARCHITECT      COMMISSIONED ENGINEER      PRINCIPAL

\_\_\_\_\_  
PROVINCIAL ENGINEER      REGIONAL REPRESENTATIVE TWD      MEMBER OF LOCAL BODY/COMMITTEE

P.T.O.



APPENDIX D10 -  
Handing over of site to Architect/  
Engineer by Transvaal Works Department



T.W. 149

TRANSVAALSE PROVINSIALE ADMINISTRASIE

TRANSVAAL PROVINCIAL ADMINISTRATION

ALLE BRIEWE MOET "DIE DIREKTEUR"  
GERIG WORD AAN

Meld verwysing/Quote reference

ALL COMMUNICATIONS "THE DIRECTOR"  
TO BE ADDRESSED TO

W \_\_\_\_\_

TELEGRAMADRES "TRANSWERKE"  
TELEGRAPHIC ADDRESS

Item \_\_\_\_\_



# TRANSVAALSE WERKEDEPARTEMENT TRANSVAAL DEPARTMENT OF WORKS

PRIVAATSAK X228 TELEKS: 493  
PRIVATE BAG

PRETORIA,  
0001

OORHANDIGING VAN TERREIN AAN ARGITEK/INGENIEUR  
HANDING OVER OF SITE TO ARCHITECT/ENGINEER

1. Skool: \_\_\_\_\_ 2. Skoolraad: \_\_\_\_\_  
School: \_\_\_\_\_ School Board: \_\_\_\_\_
3. Beskrywing van diens wat beplan moet word. \_\_\_\_\_  
Description of service to be planned. \_\_\_\_\_
4. Datum soos met argitek ooreengekom waarop sketsplanne ingedien moet word. \_\_\_\_\_  
Date agreed upon with architect when sketch plans are to be submitted. \_\_\_\_\_
5. Besonderhede aan argitek/ingenieur oorhandig: \_\_\_\_\_  
Details handed to architect/engineer: \_\_\_\_\_
6. Tekening no./Drawing no.: \_\_\_\_\_ Folio no.: \_\_\_\_\_  
(Beide no's. moet op die finale planne aangedui word). Die tekeningno. op die eerste stel planne moet genommer word \_\_\_\_\_ / A, A1, A2 ens. en daaropvolgende stelle \_\_\_\_\_ / B, B1, B2 ens. en \_\_\_\_\_ / C, C1, C2 ens. Die foliono. bly altyd dieselfde.  
(Both numbers must be indicated on the final plans). The drawing numbers of the first set of sketch plans will be \_\_\_\_\_ / A, A1, A2 etc. and the following sets \_\_\_\_\_ / B, B1, B2 etc. \_\_\_\_\_ / C, C1, C2 etc. The folio number always remains the same for every set of sketch plans.
7. Sketsplanne moet aan die Direkteur van Werke aan bostaande adres gepos of by kamer C413 ingehandig word.  
Sketch plans must be posted to the Director of Works at the above address or handed in at room C413.
8. Die nuutste goedgekeurde terreinplan wat hierby aangeheg is, moet geraadpleeg word by aanbouings.  
The latest approved site plan which is attached hereto must be consulted when additions are made.
9. VIR INLIGTING EN INSTRUKSIES KYK ASSEBLIEF KEERSY HIERVAN.  
SEE REVERSE SIDE FOR INFORMATION AND INSTRUCTIONS.

\_\_\_\_\_  
Namens DIREKTEUR VAN WERKE  
For DIRECTOR OF WORKS

\_\_\_\_\_  
AANGESTELDE ARGITEK  
COMMISSIONED ARCHITECT

\_\_\_\_\_  
PROVINSIALE ARGITEK  
PROVINCIAL ARCHITECT

\_\_\_\_\_  
AANGESTELDE INGENIEUR  
COMMISSIONED ENGINEER

\_\_\_\_\_  
PROVINSIALE INGENIEUR  
PROVINCIAL ENGINEER

\_\_\_\_\_  
STREEKVERTEENWOORDIGER TWD  
REGIONAL REPRESENTATIVE TWD



INFORMATION AND INSTRUCTIONS TO APPOINTED ARCHITECT ENGINEER

1. GENERAL (Architect and Engineer)

- 1.1 Sketchplans with regard to new schools must be jointly drawn by the architect and the engineer. The names of both must appear on the sketchplans and they must both sign the plans.
- 1.2 Sketch plans must be drawn in the language medium of the school concerned.
- 1.3 North must be clearly indicated on all sketchplans.
- 1.4 Each set of plans must comprise the following:
  - 1.4.1 A full site plan on a scale of 1:500 showing contours; special or extraordinary features such as rock outcrops, large trees, servitudes, etc. all existing permanent and temporary buildings, service and main roads, noisy areas, availability of service i.e. water, electricity, sewerage and stormwater drainage; fencing, gates and type of fence; excavations and filling around buildings where site conditions necessitate such cut and fill; fire service supply mains and hydrants; and any further particulars which may be called for by the Department.
  - 1.4.2 A sketch plan of the existing buildings on a scale of 1:200 (only extensions). Copies of the existing building plans are obtainable from the Transvaal Works Department, but the architect must see to it that the details shown on his sketch plans are a true reflection of the existing buildings and site.
  - 1.4.3 Intended construction method and list of finishes (if not shown on the plan) as well as an estimate of costs, including mechanical and electrical installations.
  - 1.4.4 Soil test results and suitability of site for layout of buildings and sport facilities. (This information must be given after the sketch plans have been approved.)

1.4.5 Six(6) copies of the sketch plans must be submitted for approval to the Transvaal Education Department on or before the date shown on the face of this form.

1.4.6 After the sketch plans have been approved the Transvaal Works Department will furnish the architect/engineer with further instructions.

2. ENGINEER (only new schools)

- 2.1 A contour plan must be submitted to the architect concerned.
- 2.2 The correct position of the boundary pegs must be located in conjunction with the regional representative of the Transvaal Works Department.
- 2.3 The number of the final sketch plan with regard to the site layout submitted for approval must be preceded by the letters WD e.g. WD 4919.
- 2.4 A short report and a preliminary estimate of the costs must be submitted together with the sketch plans.
- 2.5 Before final sketch plans are submitted for approval they must be discussed with the engineers of the water and drainage Section of the Transvaal Works Department.

3. ARCHITECT

- 3.1 The architect must determine whether services such as water, drainage and electricity are available and where the necessary connections can be obtained.
- 3.2 Before sketchplans i.r.o. new schools are submitted to the Transvaal Education Department for approval they must be discussed with the architect of the Transvaal Works Department.





APPENDIX D11 -  
Handing over of building site to  
Building Contractor



TRANSSVAALSE WERKEDEPARTEMENT  
TRANSVAAL DEPARTMENT OF WORKS

T.W. 31

**OORHANDIGING VAN TERREIN  
HANDING OVER SITE**

Lêer/File W. . . . .

Item No. . . . .

Insake kontrak vir  
Re contract for

Ontvang van die Transvaalse Werke departement deur—  
Received from the Transvaal Department of Works by—

(Naam van firma)  
(Naam of firm) . . . . .

die terrein van  
the site of . . . . .

tesame met —  
together with —

afskrifte van hoeveelheidslys No.  
copies of bill of quantities

afskrifte van spesifikasie No.  
copies of specification

ligdrukke van tekeninge No.  
prints of drawings

Die kontraktydperk vir hierdie diens is . . . . . maande.  
The contract period for this service is . . . . . months.

namens/for Kontrakteur/Contractor

Getuie/Witness

Datum/Date

Hoedanigheid  
Capacity . . . . .

Datum/Date

Ongevallewet van 1941, soos  
gewysig  
Workmans Compensation Act of  
1941, as amended

Reg. No.

Kwitansie No.  
Receipt

Datum  
Date

**VIR HOOFKANTOORGEBRUIK ALLEENLIK  
FOR HEAD OFFICE USE ONLY**

Vir inligting van:—  
For information of:—

Hoofingenieur  
Chief Engineer

Diensbeheer  
Service Control

Subseksie Grootwerke  
Sub-section Major Services

Subseksie Kleinwerke  
Sub-section Minor Services

Provinsiale Argitek  
Provincial Architect

Hoofbourekonaar  
Chief Quantity Surveyor

Werktuigkundige Ingenieur  
Mechanical Engineer

Elektrotegniese Ingenieur  
Electrical Engineer

Water- en Dreineringsingenieur  
Water and Drainage Engineer

Registrasie: Bêre, asseblief  
Registry: File, please



**INLIGTING EN INSTRUKSIES AAN AANGESTELDE ARGITEK/INGENIEUR**

**1. ALGEMEEN (Argitek en Ingenieur)**

- 1.1 Sketsplanne t.o.v. nuwe skole moet gesamentlik deur die argitek en die ingenieur opgestel word. Albei se name moet op die sketsplanne verskyn en die planne moet deur albei onderteken word.
- 1.2 Sketsplanne moet in die taalmedium van die betrokke skole opgestel word.
- 1.3 Die noord moet duidelik op alle sketsplanne aange-  
toon word.
- 1.4 Elke stel planne moet uit die volgende bestaan:
  - 1.4.1 'n Volledige terreinplan op 'n skaal van 1:500 toonende terreinkoorte, spesiale of buitengewone eienskappe soos rotsdagsome, groot bome, serwitute ens. Alle bestaande en verplaasbare geboue, diens- en hoof-paaie, raserige gebiede, beskikbaarheid van dienste d.w.s. water, elektrisiteit riolering en stormwaterdreinerings omheining, hekke en tipe omheining; uitgrawings en opvulling om geboue waar terreintoestande sodanige sny en vul noodsaak; hoofbrandbestrydingstoer-  
voerpyp en brandkraan; en enige ander besonderhede wat deur die Departement aangevra mag word.
  - 1.4.2 'n Sketsplan van die bestaande geboue op 'n skaal van 1:200 (slegs aanbouings). Afskrifte van die bestaande geboue se planne is vanaf die Transvaalse Werkedepartement verkrygbaar, maar die Argitek moet toesien dat die besonderhede vervat op sy sketsplan 'n getroue weergawe is van die bestaande geboue en terrein.
  - 1.4.3 Voorgenome konstruksiemetode en lys van afwerkings (indien dit nie op die planne aangetoon word nie) sowel as 'n raming van koste, insluitende die koste vir meganiese en elektriese installasies.
  - 1.4.4 Resultaat van grondtoetse en die geskiktheid van die terrein vir plasing van geboue en sportfasiliteite. (Hierdie inligting moet verstrek word nadat die sketsplanne goedge-  
keur is).
  - 1.4.5 Ses (6) afdrukke van sketsplanne moet by die Transvaalse Werkedepartement vir goed-  
keuring ingedien word voor of op die datum soos op die voorkant van hierdie vorm aange-  
toon.
  - 1.4.6 Nadat die sketsplanne goedgekeur is sal die Transvaalse Werkedepartement die Argitek/Ingenieur van verdere opdragte voorsien.

**2. INGENIEUR (slegs nuwe skole)**

- 2.1 'n Kontoerplan moet aan die betrokke argitek voor-  
sien word.
- 2.2 In samewerking met die Streekvertegenwoordiger van die Transvaalse Werkedepartement moet die kor-  
rekte grensplanne bepaal word.
- 2.3 Die nommer van die finale sketsplan ten opsigte van die terreinuitleg wat vir goedkeuring ingedien word moet voorafgegaan word deur die letters WD bv. WD 4919.
- 2.4 'n Kort verslag en 'n voorlopige raming moet saam met die sketsplanne ingedien word.
- 2.5 Voordat finale sketsplanne vir goedkeuring ingedien word moet dit eers met die ingenieurs van die Water- en dreineringsafdeling van die Transvaalse Werkedepartement bespreek word.

**3. ARGITEK**

- 3.1 Die argitek moet vasstel of dienste soos water, riolering en elektrisiteit beskikbaar is en waar die nodige aansluiting verkry kan word.
- 3.2 Voordat sketsplanne t.o.v. nuwe skole vir goed-  
keuring by die Transvaalse Werkedepartement inge-  
dien word moet dit met die Argitek van die Trans-  
vaalse Werkedepartement bespreek word.

**INFORMATION AND INSTRUCTIONS TO APPOINTED ARCHITECT/ENGINEER**

**1. GENERAL (Architect and Engineer)**

- 1.1 Sketch plans with regard to new schools must be jointly drawn by the architect and the engineer. The names of both must appear on the sketch plans and they must both sign the plans.
- 1.2 Sketch plans must be drawn in the language medium of the school concerned.
- 1.3 North must be clearly indicated on all sketch plans.
- 1.4 Each set of plans must comprise the following:
  - 1.4.1 A full site plan on a scale of 1:500 showing contours; special or extraordinary features such as rock outcrops, large trees, servitudes, etc. all existing permanent and temporary buildings, service and main roads, noisy areas, availability of service i.e. water, electricity, sewage and stormwater drainage; fencing, gates and type of fence; excava-

tions and filling around buildings where site conditions necessitate such cut and fill; fire service supply mains and hydrants; and any further particulars which may be called for by the Department.

- 1.4.2 A sketch plan of the existing buildings on a scale of 1:200 (only extensions). Copies of the existing building plans are obtainable from the Transvaal Department of Works, but the architect must see to it that the details shown on his sketch plans are a true reflection of the existing buildings and site.
- 1.4.3 Intended construction method and list of finishes (if not shown on the plan) as well as an estimate of costs, including mechanical and electrical installations.
- 1.4.4 Soil test results and suitability of site for lay-out of buildings and sport facilities. (This information must be given after the sketch plans have been approved.)
- 1.4.5 Six (6) copies of the sketch plans must be submitted for approval to the Transvaal Department of Works on or before the date shown on the face of this form.
- 1.4.6 After the sketch plans have been approved the Transvaal Department of Works will furnish the architect/engineer with further instructions.

**2. ENGINEER (only new schools)**

- 2.1 A contour plan must be submitted to the architect concerned.
- 2.2 The correct position of the boundary pegs must be located in conjunction with the Regional Representative of the Transvaal Department of Works.
- 2.3 The number of the final sketch plan with regard to the site lay-out submitted for approval must be preceded by the letters WD e.g. WD 4919.
- 2.4 A short report and a preliminary estimate of the costs must be submitted together with the sketch plans.
- 2.5 Before final sketch plans are submitted for approval they must be discussed with the engineers of the water and drainage Section of the Transvaal Department of Works.

**3. ARCHITECT**

- 3.1 The architect must determine whether services such as water, drainage and electricity are available and where the necessary connection can be obtained.
- 3.2 Before sketch plans i.r.o. new schools are submitted to the Transvaal Department of Works for approval they must be discussed with the architect of the Transvaal Department of Works.



APPENDIX D12 -  
Details submitted to Transvaal Education  
Department



Bepanningslys  
Planning List

1. SKOOL:  
SCHOOL:

Begroting  
Estimate

2. INSKRYWING VIR DIE AFGELOPE VYF JAAR:  
ENROLMENT FOR THE PAST FIVE YEARS:

3. SKOOLRAAD:  
SCHOOLBOARD:

4. DIENS:  
SERVICE:

5. BERAAMDE KOSTE:  
ESTIMATED COSTS:

(a) Skoolraad: School Board:	R	_____
(b) Begroting: Estimate:	R	_____
(c) Argitek/Ingenieur: Architect/Engineer:	R	_____

6. DATUM VAN ARGITEKSAANSTELLING:  
DATE OF ARCHITECTS APPOINTMENT:

7. DATUM VAN TERREINORHANDIGING:  
DATE OF HANDING OVER OF SITE:

8. BESONDERHEDE VAN PLANNE:  
DETAILS OF PLANS:

(a) Folio Nr.  
No.

(b) Tek. Nr.  
Draw. No.

(c) Argitek/Ingenieur:  
Architect/Engineer:

9. EERSTE VOORLEGGING:  
FIRST SUBMISSION:

Plan Nr.  
No.

10. KOMMENTAAR:  
COMMENTS:

T02(a)3 81-1202

APPENDIX D 12 - Details submitted to Departmental Planning  
Committee for Departmental Planning Committee  
Agenda



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

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