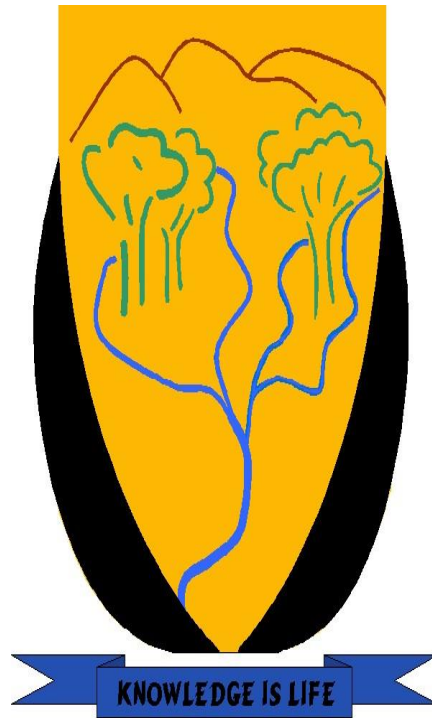


LETABA TVET COLLEGE



Infrastructure and Facilities Maintenance Policy

AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Approved By	Date

Name of TVETC: Letaba		
Infrastructure and Facilities Maintenance Policy		
Department: Corporate Services Responsibility : Accounting Officer		
_____ Prepared and submitted by the Accounting Officer to Council Date: _____	_____ Adopted by Council (Signed by Chairperson obo Council) Date: _____	Implementation Date:

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MAINTENANCE AND IMPROVEMENT OF INFRASTRUCTURE POLICY

1. POLICY OBJECTIVES (*Declaration of Intent*)

This document provides a policy and management framework to ensure that these assets are maintained appropriately to support the college's strategic objectives. The deterioration of buildings due to lack of maintenance can lead to future financial burdens and affect the delivery of teaching and learning. The objectives of this policy are to:

- 1.1. Ensure that assets are adequately maintained.
- 1.2. Ensure that associated risks are effectively managed.
- 1.3. Provide infrastructure and facilities that will be accessible to the physically challenged individual.
- 1.4. Expand and upgrade infrastructure to meet the growing needs of the community and comply with the Occupational Health and Safety Act.

2. TERMINOLOGY

- 2.1. **College:** Letaba Technical and Vocational Education and Training (TVET)
- 2.2. **Council:** Council of Letaba TVET College as established in terms of TVET Act 16 of 2006.
- 2.3. **Policy:** a guideline document that regulates and directs activities within a particular organizational strategic goal of the intended programme

Infrastructure: permanent structure attached to the soil used by stakeholders.

Asset management: a systematic approach to the procurement, maintenance, rehabilitation and disposal of one or more assets that integrate the utilization of assets.

Backlog maintenance: a systematic approach to the procurement, maintenance, rehabilitation and disposal of one or more assets that integrates the utilization of assets.

Facility: a complex of building, structures and equipment which represents a management unit for operational, maintenance or other purposes.

Statutory Maintenance: maintenance that must be carried out to meet statutory requirements.

Deferred Maintenance: maintenance which is due to be carried out in the current financial year but which will not be carried out because of a shortage of funds or unavailability of parts.

3. ABBREVIATIONS:

- 3.1. **DHET** Department of Higher Education and Training
- 3.2. **TVET** Technical and Vocational Education and Training
- 3.3. **IDS** Institutional Development and Support

4. THE SCOPE OF APPLICATION

This policy is applicable once an asset is acquired by/transferred to the College or any of its campuses, and therefore applies to all College employees, whether full-time or part-time appointed. In particular, the College Management shall play significant roles in the maintenance and improvement of the College Infrastructure and facilities.

5. GOVERNING PRESCRIPTS (*Legislative Framework That Informs The Policy*)

- 5.1. South African Constitution
- 5.2. Public Finance Management Act, 1 of 1999 (as amended by Act 29 of 1999)
- 5.3. Treasury Regulations
- 5.4. Occupational Health and Safety Act, 85 Of 1993
- 5.5. CET College Act, 16 of 2006 as amended (formerly FET Act)
- 5.6. College's Supply Chain Management Policy
- 5.7. College's Asset Management Policy

6. GUIDING PRINCIPLES (Policy content)

6.1. Funding

- 6.1.1. Maintenance funds should be used effectively and efficiently to achieve the greatest benefit for college buildings and associated infrastructure. College facilities should be maintained to the best standard while meeting statutory obligations and the operational needs of college community.

6.1.2. Maintenance funding should be prioritized and will be allocated in consideration of the following factors:

- 6.1.2.1. Statutory Compliance
- 6.1.2.2. Work place health and safety
- 6.1.2.3. Risk Management
- 6.1.2.4. Asset life cycles
- 6.1.2.5. Impact on teaching and learning
- 6.1.2.6. Public appearance
- 6.1.2.7. College reputation and image
- 6.1.2.8. Value for money

6.2. Maintenance strategies

6.2.1. In undertaking maintenance service, the Institutional Development and Support (IDS) Unit shall structure the activities to ensure workplace health and safety is not compromised and disruptions to college activities are minimized where practicable.

6.2.2. The following maintenance and improvement strategies are applicable:

- Preventive maintenance is maintenance which is carried out to prevent an item falling on wearing out by providing systematic inspection, detection and prevention of incipient failure.
- Statutory Maintenance is when plant such as lifts, fire systems, air conditioning systems and standby generators are serviced and maintained in accordance with legislative requirement
- Corrective maintenance is maintenance that is required to bring an item back to working order when it has failed or worn out.
- Backlog Maintenance is maintenance that is necessary to prevent the deterioration of an asset or its function but which has not been carried out. The College's backlog maintenance liability is estimated each year by the infrastructure unit.

7. MAINTENANCE PLAN

The aim of the maintenance plan is to reduce expenditure and ensure that proper service is carried out as and when required. The maintenance plan will include:

- 7.1. Inspection schedules
- 7.2. Warranty schedules
- 7.3. Health and safety requirements
- 7.4. Service details and history
- 7.5. Security requirements

8. REPORTING REQUIREMENTS

- 8.1.** The IDS Manager is responsible for the management and maintenance of college infrastructure and immovable assets and reports to the Deputy Principal Corporate Services. On a monthly basis a report to extended management will be tabled detailing number of maintenance done internally, outsourced to external service providers, nature of work/maintenance, date reported and date completed.

9. ROLES AND RESPONSIBILITIES OF IDS

- 9.1. Audit of existing infrastructure and determine shortage based on enrolment
- 9.2. Carry out SWOT analysis
- 9.3. Identify the gaps
- 9.4. Prioritize the needs
- 9.5. Draw up an operational plan
- 9.6. Ensure that infrastructure development support the delivery of programmes and fit for physically challenged individuals.
- 9.7. Make proposal to Management for recommendation and to council for approval.
- 9.8. Implement and manage the process
- 9.9. Basic information that Infrastructure Manager needs to have includes:
- Plans, showing location of all elements, measurements and construction details
 - Age and Conditions of building
 - Service details
 - Maintenance history and requirements
 - Names and contacts of those responsible for maintenance
 - Dimensions and areas of accommodations
 - Inventory sheet
 - Day logbook or dairy
 - Maintenance logbook
 - Periodic inspection Survey
 - Maintenance budget schedule
 - Procurement plan
 - Municipal by-laws

10. POLICY IMPLEMENTATION AND REVIEW

This policy will be implemented the day on which it has been approved by the College Council and will be reviewed at the end of each year.

Annexure A
Maintenance Schedule

Building Element	Years										TOTAL
	1	2	3	4	5	6	7	8	9	10	
1. Roof Covering - Iron / battens - Flashing											
Inspection											
2. Roof Drainage - Galvanized iron - Cash iron											
Inspection											
3. Eaves - - Timber - Bird proofing											
Inspection											
4. Toilets leaks Rubbers Basins											
Inspection											
5. Painting - Generally - Window sills - Door frames - Balustrade											
Inspection											
6. External work											

- Timber fence												
- Steel fence												
- Concrete Paving												
- Bitumen Paving												
Inspection												
7. Services												
- Storm water												
Inspection												
7. Urgent Maintenance												
Inspection												
Electricity / Electrical accessories												
- Globes												
- Plugs												

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