

SCMU: 16 2019/20

Office Space Lease for ETDP SETA KwaZulu-Natal Provincial Office

ANNEXURE A Building and Location Criteria:

ANNEXURE A: INHERENT REQUIREMENTS CHECKLIST						
No.	Description	Required	Qty	COMPLY		Commitment to comply by date of occupation (Write "COMMIT")
				Yes	No	
1.	Provincial Manager's office	- Minimum of 30m ² - Vicinity of a bathroom - Caters for paraplegic access	1	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Skills Advisor's offices	Minimum of 15m ²	3	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Skills Development Officer's office	Minimum of 15m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Administrator's office	Minimum of 15m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
5.	ETQA Officer's office	Minimum of 15m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Receptionist area	Minimum of 32m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Open plan office	- Minimum of 30m ² - Accommodate minimum 20 people	1	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Registry resource centre/archives	Minimum of 15m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Parking	- Covered parking bays - 1 designated for people with disabilities - 1 designated for emergencies	12	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Server room	- Minimum 12m ² - Clean power - Fire proof with minimum 1 hour fire rating - Own temperature controller - Access controlled - Fire suppression	1	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Boardroom	- Minimum 60m ² - Accommodate minimum 20 people		<input type="checkbox"/>	<input type="checkbox"/>	
12.	Storage room	Minimum 30m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Sick room	Minimum of 12m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Kitchen with cupboards and sink	Minimum of 15m ² Must be able to accommodate: - Fridge - Microwave	1	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Storeroom (Pantry) for cleaning material	Minimum of 8m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Change room for cleaners	Minimum 8m ²	1	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Auto stand-by generator to mitigate power interruptions	Minimum of 50KVA	1	<input type="checkbox"/>	<input type="checkbox"/>	