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**APPLICATIONS FOR STRUCTURAL AND MINOR ALTERATIONS AND OTHER INFORMATION  
CONCERNING ASPECTS OF MAINTENANCE**

**1. Structural and minor alterations**

Once heads of department and directors have received permission from their line managers, all applications for structural alterations (including service lines with regard to water and electricity) to Council property should be submitted in writing to the Senior Director, Mr NJ van Rensburg, University Estates.

All unauthorised structural alterations (including minor changes) to buildings can be reverse changed to its original state by University Estates. The department concerned, however, will have to bear the costs of these alterations.

Applications for other minor alterations, such as the installation of plugs, the making of noticeboards, painting, etc. can be submitted directly to University Estates via a service request on PeopleSoft Financials. Minor alterations are no longer undertaken by the Maintenance Division due to personnel reduction. However, these services have for several years now been performed by city-based contractors. Only University Estates is authorised to provide these services via duly authorised contractors. This is done by requesting tenders/quotations from city-based contractors in accordance with the tender and evaluation procedure.

In order not to undermine consumer initiative, consumers are free to make recommendations about tenderers who could be approached.

**2. Installation of air-conditioning**

**Lecture halls and seminar rooms**

Air-conditioning can be provided in lecture halls where

- a) usage justifies it; and where
- b) circumstances justify it, for example, where room darkening curtains block the flow of fresh air, or where it is exceptionally hot and stuffy.

**Air-conditioning in offices**

- a) Air-conditioning in offices should not necessarily be regarded as a luxury.
- b) Room air-conditioning units for offices are regarded as "loose equipment". This means that departments are responsible for the purchase, installation and maintenance costs of the units.
- c) The costs associated with modifications/alterations to a building where air-conditioning units are being moved, removed or replaced must be borne by the department concerned.
- d) Air-conditioning may be installed for research projects in cases where it is required by special circumstances and usage. One example is where equipment (regarded as "loose equipment, see (b) above) has to function within certain temperature limits. When a research project comes to an end, further usage of the apparatus must be reconsidered.

### **Air-conditioning of new buildings**

- a) When new buildings are being planned, the provision of air-conditioning should be considered against the backdrop of the abovementioned guidelines. Deviations/adaptations as a result of the consideration of a central air-conditioning system must be approved by the Director: University Estates.

### **Purchasing and installation of air-conditioning equipment**

- a) The purchasing and installation of air-conditioning equipment should be handled via University Estates, like all building alterations. This arrangement, among other things, facilitates the buying of recognised brands, choosing between loose units and a central unit, etc. Uncoordinated buying could lead to a large increase in uncontrollable electricity consumption on the campus.
- b) The effect of the additional demands placed on the existing electricity supply capacity as a result of installing air-conditioning in buildings must be determined by University Estates. If necessary, the electricity supply must be upgraded if funds are available. Alternatively, provision should be made for this need in the capital budget. In order to prevent repeated power outages in the circuits of computers as a result of the faulty functioning of air conditioners, for example, it is advisable to place air conditioners on separate circuits.

### **3. Useful information**

In order to make information more accessible and promote communication, the Department has established a central information point to clear up any queries and uncertainties about the services provided.

#### **Central information point (Helpdesk)**

Phone: +27 51 401 9222

Email: [facilitieshelpdesk@ufs.ac.za](mailto:facilitieshelpdesk@ufs.ac.za)

Request information about or follow up on maintenance-related queries of:

- Minor alterations and structural changes (e.g. installation of air-conditioning, making of notice boards, building of walls, making of window openings).
- Aspects of maintenance (e.g. repairing doors/door knobs, water services, electricity services).
- Terrain and cleaning services (e.g. refuse removal, grass cutting, cleaning of offices, lecture halls, portals/hallways).
- Service requests and cost of services provided.

Contact the helpdesk in emergencies such as:

- Flooding
- Power disruptions
- Pipe bursts
- Field and other fires

After hours: +27 51 401 2634 (UFS Protection Services)

#### **Guidelines for liability of cost**

The client should provide an entity when requesting

- Minor alterations (including replacement of carpets or painting of walls in office areas).
- Quotations for budget purposes.
- Repair of loose equipment (including air-conditioning in offices) and laboratory equipment.

- Keys and security related services (changing of locks, padlocks or maintenance of security gates).
- Cleaning services.

University Estates is responsible for expenses pertaining to

- General building maintenance (lights, toilets, ceilings, windows, walls, built-in cupboard, etc. Also includes replacement of door locks due to normal wear and tear).
- Walk-in fridges; fixed autoclaves and fume cabinets; central air-conditioning systems; and air-conditioning in lecture halls, laboratories and committee rooms. Excludes Agriculture hot-houses.
- Pest control.
- Main electricity supply.
- Water pipes and manholes.
- Sewerage and storm water channelling.
- Maintenance of grounds (streetlights, irrigation, road signage, paving and fountains). Excludes certain areas of sportsgrounds.

The client can also phone the helpdesk for guidance in this matter.

#### **Services not provided by University Estates**

- Maintenance of access card system (report to ICT, managed by Protection Services).
- Alarm systems (report to Protection Services).
- Faulty booms or remotes (report to Protection Services).
- Moving of loose furniture (enquire at Provisioning). *Note that if furniture needs to be disassembled and reassembled a service requests has to be submitted to University Estates in advance to arrange a contractor.*