



Terms of Reference

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Contract for Northern Cape
Operating Unit GEMMA Cluster**

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Compiled by

Tom Hlatshwayo
Senior Supervisor Facilities

Date: ... 2026/03/12

Approved by

Zwelakhe Mbolekwa
Manager Facilities

Date: 2026 /03/12

Authorized by

Naledi Kgositlou
Regional Manager (Acting)

Date: 2026/03/12

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INTRODUCTION

Northern cape OU has buildings with equipment that needs to be visually inspected and maintained daily. Property management is Obligated in making sure that the building is well maintained to upkeep the building in good condition according to Eskom standards.in order to archive these a facilities maintenance contract is required.

SCOPE OF WORK

The scope of work to be performed for the different Trades includes but is not limited to the following: The repairs to and maintaining of various defective items on the buildings/sites in the NCOU Cape Operating Unit

Description of the *service*

ELECTRICAL

Repairs, maintenance and alterations to electrical installations, reticulation and equipment, pumps and motors and legal compliance requirements. Monthly check on electrical items including written report

ELECTRICAL DISTRIBUTION BOARDS:

MAIN AND SUB ELECTRICAL DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on main and sub electrical distribution boards, incl. written report

REFRIGERATION DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on refrigeration distribution boards, incl. written report

HEATING DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on heating distribution boards, incl. written report

SUMP PUMP DISTRIBUTION BOARDS/CONTROL PANELS: Full inspection, service, maintenance, cleaning and repairs on sump pump distribution boards and control panels, incl. written report

POWER FACTOR CORRECTION ON DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on the power factor correction system installed on the Main Air-conditioning Distribution Board and Air-conditioning Distribution Board, incl. written report

INFRA-RED SCANNING: Infra-red scanning service, incl. written report

MAIN SWITCHES, BREAKERS, BUSBARS, ETC.

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NON-MOTORISED MASTERPACT BREAKERS: Full Service on Non-Motorised Breakers, incl. written report

MOTORISED MASTERPACT BREAKERS: Full Service on non-motorized master pact Breakers incl. written report

ROOFTOP PV SYSTEM

MECHANICAL ITEMS: Monthly check on mechanical items including written report

ELECTRICAL ITEMS: Monthly check on electrical items including written report

INVERTERS: Monthly check on Inverters items including written report

PV PANELS: Bi-annual cleaning of PV panels including written report

PORTABLE ELECTRICAL EQUIPMENT: Quarterly inspection including written report

EMERGENCY LIGHTS: Quarterly inspection including written report

EARTH LEAKAGE TESTS: Six monthly full inspection including written report

MAIN BUSBAR: Full Service on Non-Motorized Breakers, incl. written report

MAIN BUSBAR: Full Service on main busbar as well as all joints and tap off fuse boxes, including service written reports

DRYING OVENS ELECTRICAL SUPPLY: Inspection of oven electrical system including written report

MECHANICAL WORK

AUTOMATED/CONTROLLED DOORS, GATES, ETC.: Repairs, maintenance and alterations on all types of automated doors/controlled doors, gates, etc.

CARPENTRY & JOINERY

Repairs, maintenance and alterations to lintels, roof trusses, stairs, balustrades, doors (incl. sliding & concertina doors), windows, skirting, shelving, formwork, worktops, desks, cupboards, dry walls, picture & curtain rails, all types of ceilings, partitioning and flooring. Perform structural and finishing carpentry work as and when required. Prepare formwork for structural items with timber.

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ROOF COVERINGS: Repairs, maintenance and alterations on all types of roof covering including repairs on leaking roofs (timber, metal, tiles, sheeting and fiber cement).

FLOOR COVERINGS: Repairs, maintenance and alterations to all types of floor coverings.

BRICKLAYING

Repairs, maintenance and alterations to all brick walls, concrete, paving blocks, channels, etc.

CONCRETE, FORM WORK & RE-INFORCEMENT: stairs, balustrade, balconies, landings, paving, concrete walls/slabs/ flooring, etc. repairs and alterations.

PRE-CAST CONCRETE: walls drain covers, etc. repairs and maintenance.

PLASTER

Repairs, maintenance and alterations to walls, ceilings, partitions, et

PAINTER:

Repairs, maintenance and alterations to: all types of roofs, ceilings, walls, floors, doors, window frames, metal staircases, structural steel, all piping and tubing.

PLUMBING

Repairs, maintenance and alterations to: all plumbing installations, reticulation and equipment (boilers, water tanks, pumps, geysers, hydro-boils, toilets, wash basins, kitchens, urinals, gutters and down pipes), potable/grey/black water systems and legal compliance requirements. Leak detection services.

GLAZING

Repairs, maintenance and alterations to: shower doors, doors, partitions, windows, balustrades, including laminated, tinted and toughened glass.

TILING

Repairs, maintenance and alterations to: all types of floor and wall tiling.

FITTER SERVICES

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Repairs, maintenance and alterations to: Stairs, balustrades, balconies, floors, windows, doors, Door frames, gates, structural steelwork, sheet-works, all types of steel ladders, metal towers, lintels, roof trusses, pumps, motors and valves.

SLIDING GATES: Service on metal sliding gates, motors and access control including written report

SWING GATES: Service on metal swing gates, motors and access control including written report

ROLLER SHUTTER DOORS: Service on roller shutter doors, motors, shafts, gearboxes, springs, etc. and access control including written report

SLIDING DOORS: Service on all types sliding doors, motors and access control including written report

SWING DOORS: Service on all swing doors, motors and access control including written report

EMERGENCY ESCAPE DOOR ALARMS: Check on all door alarms including written report

REVOLVING DOORS: Service on revolving doors, motors and access control including written report

SMOKE CONTROL DOORS: Check on all smoke shut doors including written report

DRYING OVENS INTERNAL: Inspection on oven internally including written report

DRYING OVENS CONTROLS: Inspection on oven controls including written report

WELDER

Repairs, maintenance and alterations to: all metal items: Welding, including specialized welding.

INSTRUMENT TECHNICIAN:

Repairs and maintenance of all instrumentation equipment

ELECTRONIC TECHNICIAN:

Repairs and maintenance on all electronic equipment

EARTH/SITE WORKS:

Repairs and maintenance on:

Roadworks: Black-top surfacing, lifting, re-instatement and new

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Paving and Kerbing: Lifting, re-instatement and new paving and curbing
Tunnelling, trenching and excavations including re-instatement

Gabions: Repairs and maintenance and new installations

Storm water drainage: Repairs and maintenance on all storm water systems (pipes, walls, catchment areas, etc.)

Fencing & Gates: Repairs and alternations on all types of existing fencing.

Boundary Walls: Repairs and alterations of all types of boundary walls.

Retaining walls: Repairs and alterations of all types of retaining walls

Terrace blocks: Repairs and alterations of all types of terrace block

DEMOLITION: All forms of demolition work.

WATER PROOFING: repairs, maintenance and alterations to all types of water proofing systems.

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