

Projected Office Space Requirement for:
Gauteng Department of Education
TSHWANE SOUTH DISTRICT



GAUTENG PROVINCE
INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Space Planning Norms and Standards for office accommodation as per
Department of Public Works Notice 1665 of 2005.

A Workspace Area per Function

Function:	Salary Level	Spatial Requirements	Space, Norms Workspace m ²	Number of posts	Total Space per Employee
1. Executive Mgt, Management	13	Cellular Offices, small meetings	20	1	20
2. Senior Management	11 - 12	Open-Plan or Cellular Offices	16	10	160
3. Technical & Management	9 - 10	open-plan	9	157	1413
4. Administration	1 - 8	open-plan	6	163	978
Total Work Space Required:				331	2571

B Support Space per workspace Area:

Function and description	Guide: Support space is usually between 55% to 65% of workspace Area	Total Support workspace
Meeting rooms, rest rooms, catering, storage, tea room ect.	65%	1671.35

C Core space per workspace Area:

Function and description	Guide: Support space is usually between 65% to 85% of workspace Area	Total Support workspace
Circulation, technical support and facilities management	80%	2056.8

TOTAL MAIN WORK SPACE REQUIRED

6298.95

Notes:

an allowance Floor Area to be used as registry with floor carrying capacity of 700kg/m². The registry will be:

660m² of the Total area

Signed by: M S Mmole (GDE)
Date: 12/08/2020

Prepared by Amogelang Masilela
Space Planner: Property Management Area one

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C Parking Requirements:

Parking requirements may differ as per each regions Town Planning Scheme:
A. Recommended calculation of 4/100m² shall be used for Office buildings, including Paraplegic parking as per SANS 10400 Part 5 (minimum of 3.5m wide for paraplegic parking)

Area	Calculation 4/100m ²	Total Number of Parking
	4/100m ²	251.958

D Ablution Requirements:

Ablution facility calculations to be as per SANS 10400 Part P - DRAINAGE using Tables 5 to 8 for population of the particular sex for which the minimum provision is to be determined.

for a Population of up to -	male			Female	
	WC pans	Urinals	Washbasins	WC pans	Washbasins
120	3	6	5	9	5
In excess of 120 add:	1 WC, 1 Urinal & 1 Basin for every 100			1 WC for every 50	1 Basin for every 100

Signed

14/08/2020
Date

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