



A PROPOSED NEW OFFICE HALL AT RANDWATER CENTRAL DEPOT

SCOPE OF WORK - BRIEF REPORT

Project Title : Conversion of Male Change Room Section into Office Hall
Location : Randwater-Central Depot
Prepared for : Randwater Central Depot
Date : March 2025

1.0 Project Objective

The objective of this project is to convert a portion of the existing male change rooms into functional office hall that can accommodate at least eight (8) staff members, each in a designated work cubicle of 2.5m (L) x 2.5m (W) x 1.5m (H). The new office hall area measures approximately 11.8m (L) x 5.6m (W) x 3.0m (H).

2.0 Scope of Work

2.1 Demolition and Site Preparation

- Break down all existing wall structures with the area designated for the new office
- Cart away all debris and construction waste from the site in compliance with environmental and safety regulations.

2.2 Wall Construction

- Construct a new internal brick wall (11.8m L x 3.0m H) to separate the office hall from the remaining change rooms
- The new wall shall be plastered smoothly and painted with two coats of high-quality approved paint

2.3 Flooring

- Trim and remove the existing floor material in the designated area (5.6m x 11.8m)
- Supply and install high-quality floor tiles over the entire floor area (66.8 sqm)

2.4 Ceiling and Electrical Works

- Carry out all ceiling and electrical installation in line with Rand Water's technical and safety standards, including lighting, power points, and cable routing.

2.5 Painting

- Apply two coats of paint to all remaining internal existing walls using a paint type approved by Rand Water.

2.6 Entrance and Access Works

- Break the existing front wall to create an opening for a new fiberglass sliding door (dimensions to be provided by the Resident Engineer)
- Install the aluminum-framed fiberglass sliding door as per the engineer's specifications
- Construct a protective canopy over the entrance to prevent rainwater ingress

- Build concrete entry and exist steps aligned with the new door location and canopy
- 2.7 HVAC (Heating, Ventilation, and Air Conditioning)
- Supply and install two (2) air-conditioning units (24,000 BTU each) with heating and cooling capacities, approximately positioned to ensure uniform climate control within the office.

3.0 Deliverables

- Fully functional office hall with 8 individuals' cubicles
- Completed civil, electrical, ceiling, HVAC, and finishing works as per specification.
- Site cleaned and handed over in a usable condition

4.0 Reference Documentation

- Illustrative sketch of the sliding door location and dimensions (To be provided by the Resident Engineer)