

Scope of Work and Assets

Below is a summary of the scope and assets covered under the contract.

List of Areas and buildings covered but not necessarily limited to the following:

- a. Terminal Buildings
- b. Office blocks
- c. Industrial warehouse
- d. Aircraft Hangers
- e. Retail and Rental spaces
- f. Substations
- g. Airside buildings
- h. Remote Site (Denel/ Swartklip)
- i. All future assets handed over to CTIA Electrical Department

Scope of electrical work but not necessarily limited to the following:

- a. Installation of new systems
- b. Commissioning of systems
- c. Inspection for availability and SANS compliance
- d. Repair to faulty and defective equipment.
- e. Upgrade existing electrical infrastructure.
- f. Refurbish existing infrastructure.
- g. Monthly Meter reading and values issued to billing technician.
- h. Repair and maintain all lighting systems affixed onto any ACSA building including fault finding and repairs of associated circuits.
- i. Electrical Meter Installations and decommissioning when required.
- j. Execute costs saving initiatives and electricity billing recovery projects.
- k. Maintain all electrical assets as per list but not limited to the following:
 - i. Provide maintenance to electrical distribution network (Main 400V panel to client/end-user)
 - ii. Provide maintenance to earthing system.
 - iii. Provide maintenance to lightning/surge protection system if any.
 - iv. Provide maintenance to power factor correction units.
 - v. Provide maintenance to electrical distribution boards.
 - vi. Provide maintenance to electrical switchgear 400V and 220V.
 - vii. Provide maintenance to back supply system changeovers panels and controls.
 - viii. Provide maintenance to electricity meters including calibrations.Maintenance can be defined as any task to clean, preserve, service or extend the life span of the asset. Contractor must ensure the asset remain in peak conditions and will be held liable for defects that were not reported for repairs, upgrade, or replacement by mean of a written asset report, risk analysis and feasibility study. This will be done by the site manager under this contract.

Routine Maintenance:

All routine Maintenance, Repairs and Inspections are issued through the work order system and issued monthly. The work order must be completed and submitted month end in conjunction with any monthly reporting. Below will define the work types and magnitude of work scopes:

A. Work Tasks:

I. Daily Work Orders (AKA Work Requests)

These are calls logged at the maintenance helpdesk by stakeholder for defects. The contractor will be dispatched to the stakeholder for assessment and immediate repairs. In the event a task was not able to be completed, feedback must be given to the helpdesk with reason for delay and action plan for repairs. This work will be completed within 3 days of dispatch as the SLA (Service Level Agreement) of this contract. This work account for nearly fifty percent of the contract work scope and is the core function of the contractor. This includes the scope above for all repairs, maintenance, upgrade and replacements.

II. Weekly and Monthly Work Order (Preventative works)

These are work order for inspections and repair to electrical assets to highlight any defects before a breakdown occurs or before a report is made at helpdesk. Inspection will be done on all ACSA buildings as per the asset list and repair immediately. A comprehensive report will be submitted to the contract manager on a weekly basis.

III. 3 Monthly Work Order (Auditing)

Retail Areas and Stakeholder rentals are maintained by the lease as per the lease.

The asset needs to be kept to the Standards and 3 monthly audits and reporting will be done on these areas to ensure the stakeholder upkeep the rental property. This will be a compliance audit to ensure that the building still complies to its latest CoC. Any defects or deviation found must be reported to the contract manager in writing in the form of a report to ensure corrective actions takes place.

All Work tasks must be document and a work order must be issued for all tasks. All work order tasks will be done under the contract.

B. Earth Leakage testing

As per OHS regulation, all plug points need to be tested for earth leakage protection.

C. Lux Readings

As per OHS regulation, all area has a minimum luminance, and the contractor needs measure lux levels and do corrective work to ensure we meet the regulatory requirements in all areas.

D. Thermal Verification

E. Portable Appliance Checks

F. Earth Cable resistance