University of Pretoria

Department of Residence Affairs and Accommodation

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application: Accreditation of private off-campus accommodation for students**

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UNIVERSITY OF PRETORIA

DEPARTMENT OF RESIDENCE AFFAIRS AND ACCOMMODATION

**APPLICATION: ACCREDITATION OF PRIVATE OFF-CAMPUS ACCOMMODATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BUILDING/S** | | | | | |
| **Building name:** | **Address:** | | | **Distance from Hatfield Campus** | |
| 1. Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| 2.Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| 3.Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **SITE VISIT BY UP** | | | | | |
| Date: *To be arranged* |  | | |  | |
| **CONTACT PERSON AND CONTACT DETAILS** | | | | | |
| **Name & surname:** | **Position in Company:** | **Tel:** | **Office address:** | | **E-mail:** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |

**\*Government Standards and Norms as guideline**

**\* Please initial each page**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED BY THE SERVICE PROVIDER APPLYING FOR ACCREDITATION** | | | | | | | | | | | | | | | | | | |
| **A** | **Documents required:** | | **Yes** | | **No** | | **Comment** | | | | | | | | | | |  |
| 1. | Building Plans: Copy of approved stamped building plans | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 2. | Occupancy Certificate: Certificate of occupancy | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 3. | Zoning: Proof of residential zoning permit | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 4. | Ownership: Proof of ownership of the property | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
|  | *If NO, Documentation in support of the consent to act on behalf of the owner* | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 5. | ID Document/s: Certified copy of valid identity document of the applicant, the Directors and/or members of the entity applying for accreditation | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 6. | Tax: Valid Tax clearance certificate | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 7. | Registration: Entity registration documentation | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 8. | Proof of Insurance:   * Public Liability: Proof of Public Liability cover for an amount not less than R5m (the cover must be for the entire property for the full period * Building Structure | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 9. | Application Fee: Proof of payment of application fee | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 10. | Rates & Taxes & Electricity Bill: A certified copy of local authority rates and taxes and electricity bill | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 11. | Lease Agreement: Copy of standard lease agreement that students sign with students | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 12. | House Rules: Copy of General House Rules | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 13. | Floor plans: Copy of floor plans and room numbers | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 14. | Visitors: Attach procedure of monitoring of visitors (entering & leaving) | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 15. | Live in staff member: Attach the job description | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 16. | Maintenance: Attach reporting and maintenance procedure | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 17. | Wi-Fi facilities:   * Type of Connection * Bandwidth (Download & Upload) | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 18. | Security and Access Systems:   * Contracted / In-house * Alarm system * Reaction / Armed Response * Access system | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 19. | Emergencies and Support:   * Medical Emergencies * Student support and counselling | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 20. | Bank Confirmation & Letter of Good Standing | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 21. | Transport facilities   * Transportation of students to and from campus | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| **B** | **Policies and House Rules** | | **Yes** | | **No** | | **Comment** | | | | | | | | | | |  |
| 1. | In line with UP Policies and 2025 Strategic Plan | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| 2. | In line with UP residence policies and House Rules | |  | |  | | Click or tap here to enter text. | | | | | | | | | | |  |
| **C** | **General Information needed for assessment of the relevant building** | **Number** | | | | | | | | **Comment** | | | | | | | |  |
| 1. | Capacity: Total no of beds | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
| 2. | Outlay: Corridor or Units or Flats | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
| 3. | Floors: Number of floors | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
| 4. | Rooms: Number of rooms per floor | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
| 5. | *If not the same for each floor, please specify per floor* | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
| 6. | Bachelor/Studios: Number of bachelor flats/units/studios | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
| 7. | Single rooms: No of single bedrooms | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | | | | |  |
|  | * 1. **Minimum 8m2** | Yes | |  | | No | |  | | ***If no, actual size/s:*** Click or tap here to enter text. | | | | | | | |  |
| 8. | Double rooms: No of double rooms | Click or tap here to enter text. | | | | | | | |  | | | | | | | |  |
|  | * 1. **Minimum 14m2** | Yes | |  | | No | |  | | ***If no, actual size/s:*** Click or tap here to enter text. | | | | | | | |  |
| 9. | Sharing permitted: Is sharing permitted in single rooms or units | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
| 10. | Maximum persons: Stipulated maximum persons permitted per unit in leasing contract? | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
| 11. | Security: | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
|  | 11.1 24-hour security guard/s?  11.1.1 PSIRA registered? | Yes | |  | | No | |  | | Number of guards per shift: | | | | | | | Click or tap here to enter text. |  |
|  | 11.2 CCTV surveillance? | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
|  | 11.3 Access and monitoring of residents and visitors entering and leaving? | Yes | |  | | No | |  | | ***Attach monitoring procedures***Click or tap here to enter text. | | | | | | | |  |
| 12. | Wi-Fi: Specifications 0-100 students: 50 Mbit/sec fibre link; 100-1000 students: 100Mbit/sec fibre link | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
|  | 12.1 Wi-Fi available in entire building | Yes | |  | | No | |  | | *If no, what is available:*Click or tap here to enter text. | | | | | | | |  |
|  | 12.2 Network points in each room | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
| 14. | Foyer/reception: Is there an entrance foyer/reception area? | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
| 15. | Staff – office hours: available during office hours | Yes | |  | | No | |  | | Number of staff | | |  | | Click or tap here to enter text. | | |  |
| 16. | Office for staff: Is there a fully equipped office for staff? | Yes | |  | | No | |  | | Click or tap here to enter text. | | | | | | | |  |
| 17. | Staff – after hours: Live in staff available after hours | Yes | |  | | No | |  | | ***Attach a job description*** | | | | | | | |  |
| 18. | Maintenance staff: are maintenance staff available on premises? | Yes | |  | | No | |  | | ***Attach maintenance reporting procedures*** | | | | | | | |  |
|  | **General information (cont)** |  | |  | |  | | |  |  | | | | | | | |  |
| 19. | Electricity: included in fees | Yes | |  | | No | | |  | If no, prepaid per room?Click or tap here to enter text. | | | | | | | |  |
|  | 19.1 Electricity supplied in communal areas at no additional cost | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 19.2 Emergency lighting during power outages | Yes | |  | | No | | |  | Generator | Yes |  | | No | |  | |  |
| **D** | **Room specifications** |  | |  | |  | | |  |  | | | | | | | |  |
| **D1** | **Single Room** |  | |  | |  | | |  |  | | | | | | | |  |
| 1. | **Size:** 8m2 or bigger |  | |  | |  | | |  | *If no, actual size:*Click or tap here to enter text. | | | | | | | |  |
| 2. | **Finishes:** |  | |  | |  | | |  |  | | | | | | | |  |
|  | 2.1 Walls: plaster and painted | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 2.2 Floors: durable linoleum, tiles or carpet | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 2.3 Ceilings: plastered concrete or ceiling boards | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 2.4 Burglar bars on windows – *compulsory on ground floor* | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
| 3. | **Fittings, furniture & equipment** |  | |  | |  | | |  |  | | | | | | | |  |
|  | 3.1 Bed – supply size of bed | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.2 Mattress | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.3 Study desk | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.4 Desk chair | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.5 Book shelf | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.6 Curtain rail (all windows) | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.7 Curtains | Yes | |  | | No | | |  | (optional)Click or tap here to enter text. | | | | | | | |  |
|  | 3.8 Cupboard – built in | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.9 Mirror | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.10 Study lamp (low energy) | Yes | |  | | No | | |  | (optional)Click or tap here to enter text. | | | | | | | |  |
|  | 3.11 Pin board (mounted) | Yes | |  | | No | | |  | (optional)Click or tap here to enter text. | | | | | | | |  |
|  | 3.12 Waste paper bin | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 3.13 Bedside table | Yes | |  | | No | | |  | (optional)Click or tap here to enter text. | | | | | | | |  |
|  | 3.14 Wall mounted heater | Yes | |  | | No | | |  | (optional)Click or tap here to enter text. | | | | | | | |  |
| 4. | **Electrical** |  | |  | |  | | |  |  | | | | | | | |  |
|  | 4.1 Light x 1 | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
|  | 4.2 15 amp socket x 2 | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |
| 5. | **Internet** |  | |  | |  | | |  |  | | | | | | | |  |
|  | Wi-Fi or fibre optic | Yes | |  | | No | | |  | Click or tap here to enter text. | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **D2** | **Double Room** |  |  | |  | |  |  | | | | | |  |
| 1. | **Size:** 14m2 or bigger | Yes |  | | No | |  | *If no, actual size* | | | Click or tap here to enter text. | | | |
| 2. | **Finishes:** |  |  | |  | |  |  | | | | | |  |
|  | 2.1 Walls: plaster and painted | Yes |  | | No | |  | Click or tap here to enter text. | | | | | |  |
|  | 2.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No | |  | Click or tap here to enter text. | | | | | |  |
|  | 2.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No | |  | Click or tap here to enter text. | | | | | |  |
|  | 2.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
| 3. | **Double Room: Fittings, furniture & equipment** |  |  |  | |  | |  | | | | |  | |
|  | 3.1 Beds x 2 – supply size of bed | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.2 Mattresses x 2 | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.3 Study desks x 2 | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.4 Desk chairs x 2 | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.5 Book shelves x 2 | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.6 Curtain rail (all windows) | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.7 Curtains | Yes |  | No | |  | | (optional)Click or tap here to enter text. | | | | |  | |
|  | 3.8 Cupboards x 2 – built in | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.9 Mirror | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.10 Study lamp x 2 (low energy) | Yes |  | No | |  | | (optional)Click or tap here to enter text. | | | | |  | |
|  | 3.11 Pin board (mounted) | Yes |  | No | |  | | (optional)Click or tap here to enter text. | | | | |  | |
|  | 3.12 Waste paper bin | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.13 Bedside table x 2 | Yes |  | No | |  | | (optional)Click or tap here to enter text. | | | | |  | |
|  | 3.14 Wall mounted heater | Yes |  | No | |  | | (optional)Click or tap here to enter text. | | | | |  | |
| 4. | **Electrical** |  |  |  | |  | |  | | | | |  | |
|  | 4.1 Light x 2 | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 4.2 15 amp socket x 4 | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
| 5. | **Internet** |  |  |  | |  | |  | | | | |  | |
|  | Wi-Fi and/or fibre optic (network points x 2) | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
| **E** | **Common room** |  |  |  | |  | |  | | | | |  | |
| 1. | Room use: recreational / meetings | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
| 2. | Size: minimum of 1.5 m2 space per student up to 100 students there after 1m2 per student  (can comprise of a combination of some or all of the following: communal lounges, games rooms, gym, TV rooms, meeting/seminar rooms, dedicated group study spaces, computer centres or other appropriate spaces | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | **Common room (cont)** |  |  |  | |  | |  | | | | |  | |
|  |  |  |  |  | |  | |  | | | | |  | |
| 3. | **Finishes:** |  |  |  | |  | |  | | | | |  | |
|  | 3.1 Walls: plaster and painted | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.2 Floors: durable linoleum, tiles or carpet | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.3 Ceilings: plastered concrete or ceiling boards | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | No | |  | | Click or tap here to enter text. | | | | |  | |
|  | 3.5 Additional security gates & burglar bars to use facility as storage during holidays | Yes |  | No | |  | | (optional)Click or tap here to enter text. | | | | |  | |
| 4. | **Fittings, furniture & equipment** |  |  | |  |  | |  | | | |  | | |
|  | 4.1 TV (theft proof brackets) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.2 TV shelf and brackets | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.3 DVD player | Yes |  | | No |  | | (optional)Click or tap here to enter text. | | | |  | | |
|  | 4.4 AV equipment cupboard (theft proof) | Yes |  | | No |  | | (optional)Click or tap here to enter text. | | | |  | | |
|  | 4.5 Chairs | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.6 Curtain rail and Curtains / blinds | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.7 Rubbish bin (large) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.8 Wall mounted heaters/air conditioners x 2 (depending size of room) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.9 Smoke detectors | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.10 Lights | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.11 15 amp sockets | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.12 Wi-Fi | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **F** | **Student Study Area** |  |  | |  |  | |  | | | |  | | |
| 1. | Student study area | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Walls: plaster and painted | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | If no, specify | | Click or tap here to enter text. | | | | |
| 3. | **Fittings, furniture and equipment** |  |  | |  |  | |  | | | |  | | |
|  | 3.1 Study tables | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.2 Desk chairs | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.3 Air conditioners | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.4 Curtain rails & curtains / blinds | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.5 White board - mounted | Yes |  | | No |  | | *(optional)*Click or tap here to enter text. | | | |  | | |
|  |  |  |  | |  |  | |  | | | |  | | |
|  | **Student Study area (cont)** |  |  | |  |  | |  | | | |  | | |
| 4. | **Electrical** |  |  | |  |  | |  | | | |  | | |
|  | 4.1 Lighting | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 4.2 15 amp sockets | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 5. | **Internet** |  |  | |  |  | |  | | | |  | | |
|  | 5.1 Wi-Fi / fibre optic | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **G** | **Passages / corridors** |  |  | |  |  | |  | | | |  | | |
| 1. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Walls: plaster and painted | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | * 1. Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.5 Security gates on doors - *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **Fittings, furniture and equipment** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Statuary fire equipment – hose and extinguishers in all passages | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Signage (exit & fire) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.3 Smoke detectors in all passages | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.4 Notice boards where applicable | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.5 Signage indicating escape routes | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.6 Sufficient lights | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **H** | **Foyer / Reception Area** |  |  | |  |  | |  | | | |  | | |
| 1. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Walls: plaster and painted | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **Fittings, furniture and equipment** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Statuary fire equipment – hose and extinguisher | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Signage (exit & fire) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.3 Smoke detectors | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.4 Notice boards where applicable | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.5 Signage indicating escape routes | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.6 Sufficient lighting | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.7 Rubbish bin | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.8 Table or counter | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  |  |  |  | |  |  | |  | | | |  | | |
|  | **Foyer / Reception Area (cont)** |  |  | |  |  | |  | | | |  | | |
|  | 2.9 Intercom system to all passages | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.10 Access for wheelchairs | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.11 15 amp socket | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 3. | **Security** |  |  | |  |  | |  | | | |  | | |
|  | 3.1 Biometric access control | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.2 Door alarm | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.3 Fire alarm control box | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.4 CCTV equipment | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.5 Security guard | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **I** | **Guest Toilet** |  |  | |  |  | |  | | | |  | | |
| 1. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Walls: plaster and painted | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.5 Lighting: sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **Fittings, furniture and equipment** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Statuary fire equipment | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Signage (exit & fire) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.3 Smoke detector | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.4 Curtain rails, curtains / blinds | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.5 Sufficient lighting | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.6 Toilet/s | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.7 Towel rail | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.8 Basin/s – hot & cold water | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.9 Paper towels | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.10 Dustbin/s | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **J** | **Communal Kitchen in self-catering accommodation** |  |  | |  |  | |  | | | |  | | |
|  | Area 8.2 asm (assigned square meters) suggested depending of no of students per kitchen | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 1. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Walls: plaster and painted | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  |  |  |  | |  |  | |  | | | |  | | |
|  | **Communal Kitchen in self-catering accommodation (cont)** |  |  | |  |  | |  | | | |  | | |
|  | 1.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.5 Smoke detector | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.6 Lighting: sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **General** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Statuary fire equipment – extinguisher | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Lighting - sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.3 Hatch to large common room | Yes |  | | No |  | | (optional)Click or tap here to enter text. | | | |  | | |
|  | 2.4 Four plate stove with oven – ratio: 1 per 8 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.5 Suitable food storage, preparation and kitchen space | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.6 Fridge: 1 x 320 litre capacity (fridge/freezer) – ratio: 1 per 8 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.7 Sink: ratio 1 per 15 students – hot and cold water | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.8 Kitchen cupboard: 1 lock-up per student | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.9 Microwave: 1 per 15 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.10 Counter top space – sufficient for 25% students simultaneously | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.11 Dustbin | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.12 Broom, dust pan, mop, bucket | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.13 Urn | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **K** | **Kitchenettes in flats/rooms** |  |  | |  |  | |  | | | |  | | |
|  | **Finishes** |  |  | |  |  | |  | | | |  | | |
| 1. | 1.1 Walls: plaster and painted | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: durable linoleum, tiles or carpet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.5 Smoke detector | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.6 Lighting: sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **General** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Statuary fire equipment – extinguisher | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Lighting - sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.4 Four plate stove with oven – ratio: 1 per 8 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.5 Suitable food storage, preparation and kitchen space | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.6 Fridge: 1 x 320 litre capacity (fridge/freezer) – ratio: 1 per 8 students | Yes |  | | No |  | | (size can vary)Click or tap here to enter text. | | | |  | | |
|  | 2.7 Sink: x 1 – hot & cold water | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  |  |  |  | |  |  | |  | | | |  | | |
|  | **Kitchenettes in flats/rooms (cont)** |  |  | |  |  | |  | | | |  | | |
|  | 2.8 Kitchen cupboard: 1 lock-up per student | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.9 Microwave: x 1 | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.10 Counter top space – sufficient for 25% students simultaneously | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.11 Dustbin x 1 – large flip top bin | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.12 Broom, dust pan, mop, bucket: 1 x per unit/flat | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.13 Towel rail | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **L** | **Ablutions** |  |  | |  |  | |  | | | |  | | |
| 1. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Walls: tiled | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: non-slip tiles | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **Fittings, furniture and equipment** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Wash basin: ratio 1 per 4 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Shower: ratio 1 per 7 – hot & cold water – fall to outlet | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Shower: door or curtain (with rail) for privacy | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.4 Shower: dry and wet zone | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.5 Bathroom: hot & cold water | Yes |  | | No |  | | (optional if there are showers)Click or tap here to enter text. | | | |  | | |
|  | 1.6 Soap dish: 1 per shower / bathroom | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.7 Robe hook: 1 per shower cubicle / bathroom | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.8 Bench/stool: 1 per cubicle / bathroom | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.9 Mirror: 1 x 400x400 per wash basin | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.10 Toilets: ratio 1 per 5 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.11 Lighting - sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 3. | **General** |  |  | |  |  | |  | | | |  | | |
|  | 3.1 Ablution per floor | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.2 Paraplegic toilet & shower | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.3 Shower and toilet must be designed to ensure individual privacy | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 3.4 Mechanical extraction |  |  | |  |  | |  | | | |  | | |
| **M** | **Laundry** |  |  | |  |  | |  | | | |  | | |
| 1. | **Finishes** |  |  | |  |  | |  | | | |  | | |
|  | 1.1 Walls: tiled | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.2 Floors: non-slip tiles | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.3 Ceilings: plastered concrete or ceiling boards | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | **Laundry (cont)** |  |  | |  |  | |  | | | |  | | |
|  | 1.4 Burglar bars on windows – *compulsory on ground floor* | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.5 Dryer Direct Expel through outer wall | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.6 Window on outer wall preferable | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.7 Access control | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 1.8 Laundry cost | Yes |  | | No |  | | Per load: washing & dryingClick or tap here to enter text. | | | |  | | |
|  | 1.9 Handwashing: trough & washing line available (lockable) | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | **Fittings, furniture and equipment** |  |  | |  |  | |  | | | |  | | |
|  | 2.1 Industrial washing machines: ratio 1 per 25 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.2 Industrial tumble dryer: ratio 1 per 25 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.3 Double trough | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.4 Ironing board: fixed | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | **Laundry (cont)** |  |  | |  |  | |  | | | |  | | |
|  | 2.5 Mechanical extraction | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.6 Washing line | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.7 Lighting: sufficient | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
|  | 2.8 Power points: sufficient for washing machine, tumble driers & ironing | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **N** | **Cleaners store** |  |  | |  |  | |  | | | |  | | |
| 1. | Finishes | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | Shelves | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 3. | Cupboard per cleaner | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **O** | **It Lab/Room** |  |  | |  |  | |  | | | |  | | |
| 1. | No Wi-Fi – 1 PC per 30 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | Wi-Fi throughout building – 30 PC’s per 300 – 500 students | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 3. | Table & Chairs | Yes |  | | No |  | | No: | Click or tap here to enter text. | | |  | | |
| 4. | Compliant Air Vac System | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 5. | Access control | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| **P** | **Grounds** |  |  | |  |  | |  | | | |  | | |
| 1. | Space for social purposes | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |
| 2. | Braai facilities | Yes |  | | No |  | | Click or tap here to enter text. | | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q** | **Parking** |  |  |  |  |  | | | |  | |
| 1. | Parking facilities | Yes |  | No |  | Number: under cover | Click or tap here to enter text. | | Number: open within perimeter | | Click or tap here to enter text. |
| 2. | Access control | Yes |  | No |  | If yes, specify | | Click or tap here to enter text. | | | |
| 3. | Cost to student | Yes |  | No |  | If yes, state amount | | | Click or tap here to enter text. | | |
| **R** | **Cleaning** |  |  |  |  |  | | | |  | |
| 1. | Cleaning of communal areas 1 x day | Yes |  | No |  | Specify communal areas:Click or tap here to enter text. | | | | | |
| **S** | **Residence manager/warden’s flat** |  |  |  |  |  | | | |  | |
| 1. | Accommodation on site | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 2. | Size of flat (bedrooms, lounge etc.) | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 3. | Separate geyser | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 4. | Lock up garage | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| **T** | **Residence manager’s office** |  |  |  |  |  | | | |  | |
| 1. | Fully equipped – desk, chairs, first aid box, book case, computer, printer, telephone, etc. | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| **U** | **Accommodation for disabled students (wheelchair friendly)** |  |  |  |  |  | | | |  | |
| 1. | Rooms available for wheelchair students | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 2. | Does it comply with all facilities | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 3. | Building and other spaces wheelchair accessible | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| **V** | **General items** |  |  |  |  |  | | | |  | |
| 1. | Residence name must be prominently visible at front entrance | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 2. | Statuary signage fitted throughout | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 3. | Fire escapes | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 4. | Fire door at all fire escapes | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 5. | Fire extinguishers on each passage and general areas | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
| 6. | Burglar bars: all windows on ground floor and vulnerable areas | Yes |  | No |  | Click or tap here to enter text. | | | |  | |
|  |  |  |  |  |  |  | | | |  | |

***PLEASE INITIAL EACH PAGE***

Click or tap to enter a date.

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**Signed: Name: Date:**