University of Pretoria

Department of Residence Affairs and Accommodation

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**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. |  |
|  |  |  |  |  |  |  |  |

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 Click or tap to enter a date.

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**Signed: Name: Date:**