

 <p>UNIVERSITEIT VAN PRETORIA UNIVERSITY OF PRETORIA YUNIBESITHI YA PRETORIA</p> <p><b>FACILITIES MANAGEMENT MAINTENANCE DIVISION</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>FORM: Request REV. 0</b></p> </div>	<p><b>SERVICES SUPPLY INTERRUPTION REQUEST CERTIFICATE</b></p> <p><b>CERTIFICATE NO:</b></p> <p>.....</p>	<p><u>DISTRIBUTION:</u></p> <ul style="list-style-type: none"> <li>* U.P. MANAGER [GIVING ACCESS]</li> <li>* CONTRACTOR [RECEIVING ACCESS]</li> <li>* MAINTENANCE CONTRACTOR[S]</li> <li>* FILE</li> </ul>
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**SECTION A.**

CONTRACTOR/INDIVIDUAL REQUESTING SERVICES INTERRUPTION: \_\_\_\_\_

CONTRACT / ORDER NO: \_\_\_\_\_ CONTRACT COST CODE: \_\_\_\_\_

UP TERM CONTRACTOR JOB CARD NUMBER: \_\_\_\_\_ (UP Service manager to Register Call with Eenstop)

SERVICE AFFECTED: \_\_\_\_\_ (Water, Electricity LV, Electricity MV, etc.)

REASON FOR REQUEST: \_\_\_\_\_

CAMPUS OR AREA WHERE INTERRUPTION WILL OCCURE: \_\_\_\_\_

BUILDINGS THAT WILL BE AFFECTED: \_\_\_\_\_

DATE AND TIME ON WHICH THE SERVICE INTERRUPTION IS REQUESTED: \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_h \_\_\_\_ to \_\_\_\_h \_\_\_\_

CONTRACTOR'S REPRESENTATIVE NAME APPLYING: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

**SECTION B**

ADDITIONAL REQUIREMENTS [WHERE RELEVANT] TO CONTRACTOR REQUESTING THE SERVICES INTERRUPTION:  
THE CONTRACTOR REQUESTING THE SERVICES INTERRUPTION ACCEPTS RESPONSIBILITY FOR THE COST AND REPAIR OF DAMAGE TO SERVICES CAUSED BY HIM DURING EXECUTION OF HIS CONTRACT/ORDER WORK. THE FOLLOWING CONDITIONS WILL BE APPLICABLE:  
[TICK BOX] [YES] [NO]

REQUEST CERTIFICATE TO BE SEND 10 WORKING DAYS IN ADVANCE TO THE SERVICES MANAGER.

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ELECTRICAL DRAWINGS (SLD DRAWINGS) TO BE ISSUED WITH THIS REQUEST.

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CONTRACTOR TO SUBMIT DESIGN OF THE NEW MV and/or LV ELECTRICAL SYSTEM BEFORE THE POWER WILL BE SWITCHED OFF.

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NOTE: ALL MV AND LV SWITCHING (OFF) WILL ONLY BE DONE BY THE UP ELECTRICAL TERM CONTRACTORS. PROJECT CONTRACTORS AND OTHER CONTRACTORS WILL NOT BE ALLOWED TO DO ANY SWITCHING EXCEPT IF THE AREA/SITE IS HANDED OVER AND FORMS PART OF THE CONSTRUCTION SITE.

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PIPE LINE DRAWINGS INDICATING THE NEW ROUTE OR ALTERATIONS TO BE ISSUED WITH THIS REQUEST.

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NOTE: CLOSING OF MAIN WATER SUPPLY VALVES ON THE UP WATER INFRASTRUCTURE AND MAIN SUPPLY TO BUILDINGS WILL ONLY BE DONE BY UP PLUMBING TERM CONTRACTOR.

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U.P. SERVICES MANAGER [OR HIS OFFICIATE]: \_\_\_\_\_

SIGNATURE

DATE

**SECTION C.**

CONFIRMATION AND PERMISSION TO THE CONTRACTOR/INDIVIDUAL REQUESTING SERVICES INTERRUPTION:  
THE REQUESTED AREA/SITE/WORKS IS HEREBY MADE AVAILAVBLE TO YOU IN TERMS OF YOUR CONTRACT WITH THE UNIVERSITY OF PRETORIA, AS FROM THE ABOVE DATE. AS FROM THIS DATE, YOU ARE RESPONSIBLE FOR COMPLIANCE WITH THE REQUIREMENTS OF THE MACHINERY AND OCCUPATIONAL SAFETY ACT NO 85 OF 1993 AND IN ACCORDANCE WITH ALL CONDITIONS OF YOUR CONTRACT WITH THE UNIVERSITY OF PRETORIA  
ADDITIONAL STIPULATIONS: \_\_\_\_\_

ON BEHALF OF U.P.: \_\_\_\_\_

PRINT NAME	SIGNATURE	DATE
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**SECTION D.**

CONTRACTOR RECEIVING ACCESS: I ACCEPT ACCESS TO THE AREA/SITE/WORKS ACCORDING TO THE CONDITIONS STATED ABOVE.

_____ PRINT NAME	_____ SIGNATURE	_____ DATE
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*Note: Unless this Certificate is duly signed by the Contractor taking access and returned to the U.P. Services Manager, Services interruption as applied for is not granted and will be contractually and legally withheld until the Certificate is signed and returned.*

**SECTION E.**

RESTORING OF THE INTERRUPTED SERVICES: BEFORE THE INTERRUPTED SERVICES IS RESTORED THE FOLLOWING BOXES ARE TO BE TICKED AND THE DOCUMENT IS TO BE SIGNED OFF BY THE RELEVANT PERSONNEL.

[TICK BOX]  
[YES] [NO]

CONTRACTOR TO SUBMIT PRESSURE TEST CERTIFICATE AND DESIGN OF THE MV CABLING BEFORE THE CABLE WILL BE ENERGIZED.

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NOTE: ALL MV AND LV SWITCHING (ON) WILL ONLY BE DONE BY THE UP ELECTRICAL TERM CONTRACTORS. PROJECT CONTRACTORS AND OTHER CONTRACTORS WILL NOT BE ALLOWED TO DO ANY SWITCHING EXCEPT IF THE AREA/SITE IS HANDED OVER AND FORMS PART OF THE CONSTRUCTION SITE.

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PIPE AS BUILD DRAWINGS INDICATING THE NEW ROUTE OR ALTERATIONS TO BE ISSUED WITH THIS REQUEST.

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NOTE: OPENING OF MAIN WATER SUPPLY VALVES ON THE UP WATER INFRASTRUCTURE AND MAIN SUPPLY TO BUILDINGS WILL ONLY BE DONE BY UP PLUMBING TERM CONTRACTOR.

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IN CASE OF A FIRE HYDRANT INSTALLATION HAS THE NECESSARY PRESSURE AND FLOW TEST BEEN COMPLETED.

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INSTALLATION INSPECTED AND APPROVED BY THE CONSULTANT.

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U.P. SERVICES/CONTRACT MANAGER  
OR HIS OFFICIATE]:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

U.P. TERM CONTRACTOR:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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***Note: Unless Section E of this Certificate is not signed by the Services Manager and UP Term Contractor Services will not be restored. Further actions will be taken should the above-mentioned procedures not be implemented.***