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UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

ANNEXURE 4

Access to and performing works and services on the University Precinct

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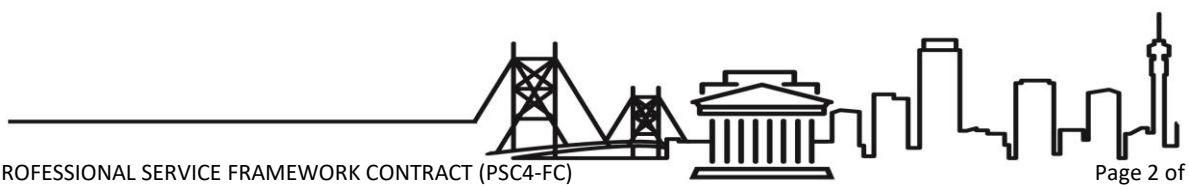

Access to and performing works and services on the University Precinct

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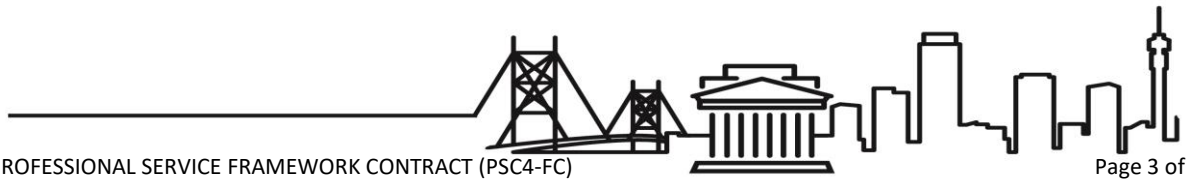


Access to and performing work on the University Precinct

1 Scope

This specification establishes requirements for a *Service Provider*, his *Sub-Service Provider*s, and suppliers.

a) relating to the accessing of the University Precinct including the restriction of movement to authorised work areas to work, charges for ID cards, conditions relating to access; points ofaccess, the normal business hours of and the period when no access whatsoever is permitted to the University Precinct.

b) hours of work, vehicles and equipment brought onto, traffic and parking rules within andthe management of the work and services performed on the University Precinct; and

c) the use of water and electricity.

2 Definitions

***Service Provider*:** a party to the contract other than the University of Witwatersrand, Johannesburg.

Sub-*Service Provider*: a person or organization who has a contract with the *Service Provider* to perform work associated with the contract between the *Service Provider* and the University of the Witwatersrand, Johannesburg

University Precinct: geographical area under the jurisdiction of the University of the Witwatersrand, Johannesburg, and which is subject to access control.

University's Representative: person authorized to represent the University of the Witwatersrand, Johannesburg, in terms of the contract with the *Service Provider*.

3 Access to the University Precinct

3.1 General

3.1.1 The *Service Provider*, any *Sub-Service Provider* or supplier of the *Service Provider* or any employee of such persons may only come onto the University Precinct for the purpose of providing the goods, servicesor works associated with his contract with the University. Should they or their guests, agents, representatives, or invitees wish to come onto the University Precinct for any other purpose they mayonly do so with the consent of the University's Representative or the Vice- Chancellor or his or her nominee or the Director: Legal Services.

3.1.2 No person who is an employee of the *Service Provider* or his *Sub-Service Provider*s or suppliers and who is required to perform services or delivery goods in terms of a contract within the University Precinctmay do so without being in possession of an ID Card or a visitor's access slip. The *Service Provider* shall ensure that his employees and those of his sub-*Service Provider*s are in possession of a valid *Service Provider* card or visitors access slip and that they confine themselves to those sections of the University Precinct where their presence is necessary for the performance of the work and do not wander around.

3.1.3 Any person who is permitted or has permission to enter the University Precinct or a partthereof shall comply with:

a) all applicable University regulations, policies and procedures and codes of conduct including regulations pertaining to:

i) the prohibition against the carrying of weapons;

ii) the prohibition against the use of offensive language and inappropriate conduct which includes, discriminatory attitudes or assumptions about persons based on age, race, religious beliefs, sex, sexual orientation, transgender status, marital status, or disability;
iii) the keeping of noise to a minimum near buildings and the playing of radios and/orother loud outdoor music on the University Precinct;
iv) the prohibition against smoking within buildings;
v) the wearing of identification tags and the possession and use of access cards; and
vi) vehicle access to and parking on the University Precinct;

b) any instructions from the Director: Campus Control; and

c) all other requirements laid down from time to time by the University.

3.1.4 The *Service Provider* shall pay to the University any charges levied by the University for the use orpurchase of identification tags, access cards and vehicle parking permits.

3.1.5 The University may require the *Service Provider* to affect the immediate removal from the UniversityPrecinct of any of his or his *Sub-Service Provider*'s or supplier's employees, agent, representative, guest orinvitee of the *Service Provider*, or any other person acting on its behalf, if the University in its sole discretion deems it in the interests of the University that such a person be removed. The *Service Provider* shall ensurethat such a person does not return to the University Precinct without the University first having given the *Service Provider* its consent for that person to return.

3.1.6 The *Service Provider* and his *Sub-Service Provider* and suppliers shall not remove any goods of whatever nature from the University Precinct without the permission of the Vice-Chancellor or his or her nominee, the Director: PIMD, the Chief Financial Officer or the Director: Legal Services or his or hernominee.

3.1.7 Employees of the *Service Provider* or his sub-*Service Provider*s or suppliers are not permitted to hold union meetings on the University Precinct.

3.1.8 No dogs other than guide dogs for the visually impaired shall be brought onto theUniversity Precinct.

3.2 ID Cards

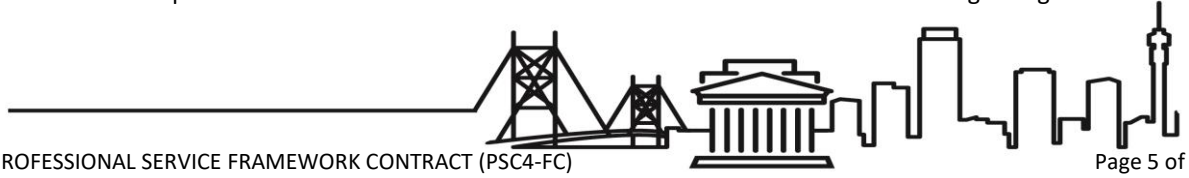
3.2.1 All employees of the *Service Provider* and all *Sub-Service Provider*s, if any, who perform or directly supervise work or services within the University Precinct save for those that provide intermittent advisory and professional services and are not stationed within the University Precinct, shall be in possession of an ID card. Such chards shall be issued at a non-refundable cost of R 40.00 per ID card.

3.2.2 Where a *Service Provider* works on the University Precinct for a period of three weeks or more, the*Service Provider*'s on-site supervisors shall obtain from the University personalised ID cards at a non- refundable cost of R 40.00 per card.

3.2.3 Following the award of a contract which requires the issuing of ID cards to employees, the *Service Provider* shall prepare a comprehensive list of all on-site supervisory staff as well as a separate listof workers. Such lists shall contain the following information in respect of each employee:

a) full name;
b) identity or passport number
c) contact number.
d) physical address

3.2.4 The lists compiled in terms of 3.2.3 shall be submitted to the relevant Area Manager together with a



photocopy of each employee's ID document or passport appearing on the list at least one week before access is granted to commence the services. On site supervisory staff shall personallycollect their ID cards within 1 day of commencing work on the University Precinct.

3.2.5 Area Managers shall issue the *Service Provider* with the ID cards that are applied for together with a copy of the list of all cards that are issued. The *Service Provider* and the Area Manager shall both sign the list of ID cards issued on the original and the copy.

3.2.6 ID cards for additional employees who are required to work on the University Precinct for whatever reason shall be obtained from the Raikes Road access point between 07:00 and 09:00 onweekdays. The *Service Provider* shall notify the relevant Area Manager of the names and identity or passport numbers of such employees.

3.2.7 All site supervisors and workers shall access and depart from the University Precinct at the designated access and departure points. However, site supervisors and workers who are working onthe West or East Campus shall depart from the Raikes Road access point.

3.2.8 All cards shall be accounted for and returned by the *Service Provider* to the relevant Area Managerupon completion of the works or services. An amount of R 100.00 may be levied by the University for each card which is not returned and an amount of R 50.00 for each card which is damaged.

Note: **The** ID cards are colour coded. Two types of cards are issued, namely pedestrian and driver cards.Colours and points of access are follows:

Area	**Colour**	**Access Point**	
		Pedestrian	**Vehicle**
East Campus	Neon Pink	Yale Road South	Yale Road North and South
West Campus	Neon Green	Enoch Sontonga	Enoch Sontonga
Medical School	Dark Neon Orange	Main Entrance	Main Entrance
Business School	Neon Yellow	St David's Place	St David's Place
Education Campus	Light Neon Orange	St Andrew's Road	St Andrew's Road

3.3 Hours of access

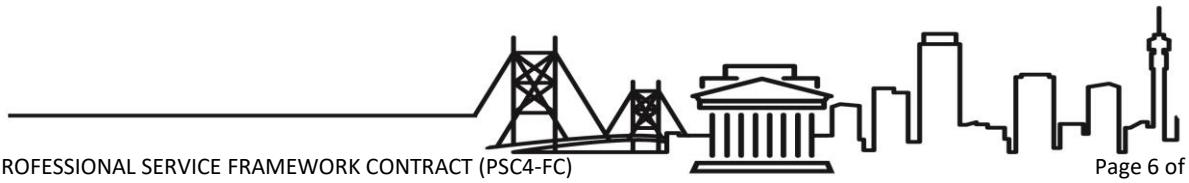
3.3.1 The University Precinct are open for business from 07:00 to 17:00 on normal working days.

3.3.2 The University Precincts are closed from between the last working day before the 25th of December and open on the first working day after the 1st of January the following year. No access is permitted during this period.

3.3.3 The *Service Provider* shall take account of the hours of access when programming the work associated with his contract.

3.4 Vehicle and pedestrian access

3.4.1 All employees with ID cards shall enter through the pedestrian gate controlled by an ICAM card system and may be subject to both vehicle and bag searches. No vehicle owned by the *Service Provider*, or his *Sub-Service Provider*s or suppliers shall be granted access to the University Precinct without a *Service Provider* invitation form FO 0029-1, approved by the Director: PIMD and which is obtainable from the PIMD Planning Office.



3.4.2 The *Service Provider* shall declare all materials, equipment, and tools on entering and exiting the University Precinct. Where work occurs on the East or West Campus, such declarations shall be made at the Raikes Road Security Gate.

3.4.3 The University, through its Campus Security division, may request proof of ownership of any materials, equipment and tools entering and leaving the University Precinct. at Raikes Road securitygate

3.4.4 *Service Provider*, *Sub-Service Provider*, and supplier vehicles may only enter the East and West Campuses through the Raikes Road security gate during weekdays and through the Yale Road security gate during weekends. Special access permits for vehicles to access through other security gates can beobtained from the PIMD Planning office 24 hours prior to expected arrival at any other Security Gate.The special access permit will only be considered for large vehicles and specific deliveries that cannot gain access through the Raikes Road security gate.

4 Hours of work

4.1 The *Service Provider* shall generally perform work between 07:00 to 17:00 on normal working days. The *Service Provider* may work outside of such hours with the agreement and authorization of the University's Representative.

4.2 If the normal activities of the University cannot be disrupted as a consequence of the work associated with a contract, such work should be performed at weekends, or other such times authorisedby the University's Representative.

4.3 Noisy work such as demolition, drilling, jack hammering, grinding, cutting, hammering in and near corridors or office areas and lecture theatres shall be performed outside the hours of 09:00 am to17:00 pm unless authorized by the University's Representative.

5 Vehicles and equipment.

5.1 All vehicles used on the University Precincts by the *Service Provider* and his *Sub-Service Provider*s and suppliers shall be fully registered and in roadworthy condition.

5.2 All equipment used by the *Service Provider* and his Sub-*Sub-Service Provider*s and suppliers shall be:

a) maintained so that it performs its intended function when in use and remains in a safe conditionat all times, and

b) suitable for the work or purpose to which it is applied.

5.3 Vehicles and equipment that are found to be leaking oil or other fluids or not to comply with theprovisions of 5.1 and 5.2 shall be immediately repaired or removed from the University Precinct. Allfluid spills shall be contained immediately and cleaned up.

5.4 The *Service Provider*'s vehicles shall, where required by the University's Representative, be identified with the *Service Provider*'s name, logo and telephone number and display on both front doors a unique *Service Provider* number issued by the PIMD OHS Office.

6 Traffic and parking rules

6.1 The *Service Provider* must ensure that drivers of vehicles owned by him or under his control and vehicles owned or under the control of his sub-*Service Provider*s comply with the Rules of the Road and obey all traffic signage when travelling within the University Precincts.

6.2 Bollards have been placed at entrance areas where vehicle access is restricted for emergencyand limited use

only. The *Service Provider* must ensure that his employees and those of his sub-*Service Provider*s comply with these restrictions. Emergency access through these points is subject to the approval ofthe University's representative and will be granted where no other means of access is possible.

Note: The following measures have been implemented to restrict entry through bollards at the following points:

a) Bollards between Bernard Price and Van Riet Louw buildings, giving access to Sutton Close.

b) Bollards between Northwest and Southwest Engineering buildings, giving access to the piazza.

c) Bollards between Central Block and Physics building giving access to the piazza.

d) Concrete bollards at the Amic Deck entrance from Yale road will be permanently fixed allowing no access.

e) Concrete bollards allowing access to the Library Lawns will be replaced with collapsible poles.

f) Bollards at the Tower of Light parking lot giving access to the "Tower".

6.3 Designated loading zones shall be used by vehicles that are either loading or unloading goodsonly and not for short or long-term parking purposes.

6.4 Vehicles shall not be parked indiscriminately in high use areas.

6.5 The *Service Provider* shall ensure that all employees and employees of *Sub-Service Provider*s and suppliers operate commercial vehicles:

a) with caution in high pedestrian activity areas;

b) with the vehicle's hazard lights on when moving and giving way to pedestrians; and

c) within a speed limit of 10 km/h.

7 Management of the work and services

7.1 General

7.1.1 The *Service Provider* shall in relation to any works associated with the contract:

a) take all necessary measures to:

i) ensure that sediment does not enter the University's storm water systems or waterways;
ii) reinstate areas where the ground surface is disturbed as promptly as possible;
iii) divert storm water runs off from entering buildings or facilities.

b) avoid compaction and unnecessary loss of ground cover in natural and landscaped areas;

c) protect native grasses wherever possible from damage caused by vehicles and other causes;

d) provide all protective coverings necessary to ensure material displaced during work performed does not fall and accumulate on or cause damage to tables, chairs, carpet, and otherfurnishings or finishes.

7.1.2 The University reserves the right to retain any waste materials or substances following demolition or other work at any time during progress of the works. The *Service Provider* shall provide reasonable access for University's personnel to inspect, select and arrange segregation of the materials and substances to be

retained, and shall provide assistance if so requested.

7.1.3 The *Service Provider* shall manage the construction activities and take all reasonable measures to minimize dust nuisance, pollution of streams, and inconvenience to or interference with the regular user arising from the execution of the works or services.

7.1.4 The *Service Provider* shall, when working within the University Precincts, either provide and use suitable and effective silencing devices for pneumatic tools and equipment that would otherwise cause noise levels exceeding 85 dB, or effectively isolate the source of such noise.

7.2 Disruption of normal University activities

7.2.1 The *Service Provider* shall manage and execute works within the University Precinct in such a wayas to cause the least interference with the general routine of the usual users of these premises.

7.2.2 The *Service Provider* should ensure that noise levels are kept at a low level during the examination periods so that students are able to write their examinations.

Note: The University's academic program is available from the University's website

7.3 Supervision of workers

7.3.1 The *Service Provider* shall employ a suitably qualified supervisor to supervise all work and servicesperformed within the University Precincts save for that relating to the provision of occasional advisoryand professional services. The supervisor shall be present at all times when the *Service Provider*'s and *Sub-Service Provider*'s employees are working within the University Precinct. The Supervisor shall be the point of contact between the University and the *Service Provider* for all Work-related matters.

7.3.2 The *Service Provider* shall supply a mobile phone number to the University's Representative toenable the University to contact the supervisor on a 24-hour basis, seven days a week.

7.3.3 The *Service Provider*'s most senior supervisor shall, where necessary, arrange weekly meetingswithin the University Precincts with the University's Representative.

7.4 Working on and around existing services

7.4.1 The *Service Provider* shall be responsible for any damage to services which are:

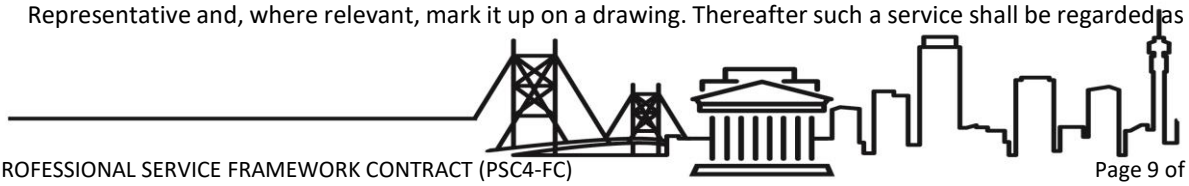
a) known to exist within the University Precinct and shown on the drawings that are issued;

b) pointed out by the Employer's Representative, or

c) reasonably inferred from the existence and location of manholes, valve boxes and the like;

7.4.2 Where the probability of underground services can be inferred, the *Service Provider* shall, while taking all reasonable precautions not to damage such services, ascertain where such services existwithin the relevant section of the University Precinct. The *Service Provider* shall do this by means of visualinspections, by making excavations to expose the position of services at critical points and, if requiredin terms of the scope of work, by using detection apparatus. The *Service Provider* shall complete such investigations well in advance of the works or services commencing and shall submit a report to theUniversity's Representative in time to enable the University to make whatever arrangements are necessary for the protection, removal, or diversion of the services before any construction commences.

7.4.3 As soon as an underground service is discovered, the *Service Provider* will notify the University's Representative and, where relevant, mark it up on a drawing. Thereafter such a service shall be regarded as



a well-known service and the *Service Provider* shall be held responsible for any damage thereto, unless he has taken all reasonable precautions and the damaged service is found to be more than 1 m from the position as may reasonably have been deduced by an experienced *Service Provider* from theinvestigations referred to in 7.4.2.

7.4.4 The *Service Provider* shall, prior to commencing with any excavation work or the breaking down ofany walls or removal of sanitary fittings within buildings, locate the isolation valves associated with the water supply (domestic consumption and fire installation) to enable the supply to a building or area to be isolated in the event that a water pipe is broken during construction operations. The *Service Provider* shall ensure that his site supervisory staff and any *Sub-Service Provider*s performing work whichcan damage such pipes are aware of the location of such valves. If for any reason there is doubt as to the accessibility of existing shut-off options, the *Service Provider* shall fit a shut-off valve on the water supply so that water discharging from a broken water supply pipelinecan be controlled.

7.4.5 The *Service Provider* shall obtain prior approval from the University's Representative before any disruption to, or isolation of, existing services.

7.5 Landscaped areas

7.5.1 The *Service Provider* shall, except where carrying out emergency work or services, give the University's Representative not less than one week's notice of all work or services on the UniversityPrecinct which may impact landscaped, grass or bushland areas.

7.5.2 The *Service Provider* shall manage the works in a manner which protects and does not disturb trees, landscaping (including footpaths) and grassy areas. Any unnecessary damage or disturbance shall be remedied by the *Service Provider*.

7.5.3 If the nature of the works or services necessitates the locating of equipment on bush land, landscaped or grassed areas, the University's Representative shall indicate the least damaging route to be used.

7.6 Waste and litter

7.6.1 The *Service Provider* shall regularly clear away rubbish and excess materials as the works or services proceed and maintain the working area in a clean and satisfactory state and take all necessary precautions to keep the works and site free from vermin.

7.6.2 The *Service Provider* shall ensure that his employees, *Sub-Service Provider*s, and suppliers:

a) place all litter, including food scraps, cigarette butts and beverage containers either in the University's receptacles provided for such purposes or in suitable receptacles which are emptied by the *Service Provider* and removed from the University's Precincts on a regular basis.

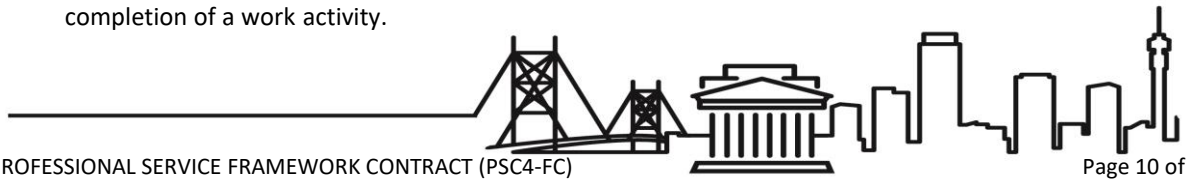
b) recycle waste and off-cut materials wherever possible and reasonably practicable, and tidilystore all waste and/or materials for recycling pending regular removal;

c) remove from the University's Precinct all waste and debris as soon as reasonably practicableand dispose of such waste and debris in accordance with applicable legislation.

d) keep clear access and egress areas;

e) keep all roads and car parks clean that may be affected by construction vehicles tracking dirt,clay, gravel, or other foreign material emanating from the construction works; and

f) University's premises are left secure, clean, orderly and, where relevant, fit for immediate use upon completion of a work activity.



7.6.3 The *Service Provider* may temporarily store all waste and demolished materials within the University Precincts in a location acceptable to the University's Representative. Stockpiles of waste material that remains within the University Precincts shall be barricaded at the completion of work each day to protect the students, staff, and visitors from possible injury.

7.6.4 Concrete waste shall be placed on a vehicle and removed from the University Precinct withoutdelay. Concrete slushing shall only take place in an area acceptable to the University's representative. The *Service Provider* shall remove all concrete remnants from the designated areas and restore such areas to their state prior to slushing as soon as possible after the completion of concrete operations.

7.6.5 The *Service Provider* shall ensure that no waste liquids are poured on to the ground, or into drains.

8 Usage of water and electricity

8.1 The *Service Provider* may make use of the water and electricity that is supplied to the University Precincts by the municipality only in order to perform the works or services associated with the contract from points designated by the University's Representative. The University will not charge the *Service Provider* for such use. The University does not guarantee that any water supply or electricity supply that may exist is adequate for the proper execution of the works.

8.2 The *Service Provider* shall make, and upon completion remove, all the necessary connections to the University's water supply or electricity at designated points.

8.3 The *Service Provider* shall make adequate water storage provisions to address possible low water pressure or shortage.