higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

20 April 2020

This marking guideline consists of 6 pages.

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QUESTION 1

1.1
1.1.1 C
1.1.2 B
1.1.3 C
1.1.4 D
1.1.5 C

(5 × 1) (5)

1.2
1.2.1 Client/owner
1.2.2 Client/owner
1.2.3 Interim payment certificate
1.2.4 Contractor
1.2.5 Quantity surveyor

(5 × 1) (5)

1.3
1.3.1 G
1.3.2 H
1.3.3 J
1.3.4 A
1.3.5 B
1.3.6 D
1.3.7 I
1.3.8 C
1.3.9 E
1.3.10 F

(10 × 1) (10)
[20]

QUESTION 2

2.1 Preventive maintenance:✓ regular inspection by a competent mechanic to make sure that machines are kept in order.✓
Planned maintenance:✓ is where it is found that there is need for a major repair of a machine, which requires planning and necessary arrangements to replace the machine.✓ (4)

2.2
- Review objectives
- Determine major steps
- Establish priorities
- Schedule
- Determine detail
- Review and reconcile (6)

2.3 6500 / 5 / 50 = 26 days (2)

2.4 Period planning: you take out a period from the master plan for a closer examination. Usually the period is four to six weeks.
Stage planning: A stage or a section of the master plan is taken out for a closer examination. (2)
[14]

QUESTION 3

3.1
- Ordering in good time
- Ordering the correct quantity
- Most economical rates (3)

3.2 It should be clearly noted on both delivery notes.✓ One for the site and one goes back with the driver.✓ (2)

3.3
- Material transfer form should be signed
- Original to head office
- Copy to the site it is transferring to
- Copy retained at the site (4)

3.4
- Ensure correct materials are delivered
- Issuing the right amount of materials
- Ensure workmen are not producing excess off cuts
- Make sure materials do not disintegrate at the storage
- Collect waste and try to reuse (5)

[14]

QUESTION 4

4.1
- Sound workmanship
- Work constructed at a faster rate of progress
- Work constructed at a low cost (3)

4.2
- Apply for telephone, water and electrical connection
- Access roads
- Material storage rooms
- Administration buildings
- Plant workshops and services (Any 4 × 1) (4)

4.3
- Must decide exactly what should be delegated
- Must select a person who is capable to carry out the task
- Must ensure that the person knows exactly what is expected of him
- Make sure that everyone involved knows about this person's delegated obligation
- Must check occasionally to make sure the task is being done properly

(Any 4 × 1) (4)

[11]

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QUESTION 5

5.1
- Supervision of the work
- Issue all contract information
- Issue of certificates
- Issue variation orders
- Convene architect's site meetings (5)

5.2
- Foundation trenches before casting concrete
- Damp proof layers
- Underground services like sewage
- Building inside building lines
- Safety of the structure (5)

5.3
- Need to belong
- Need for approval
- Need for status
- Need to achieve success
- Need for self-respect (5)

[15]

QUESTION 6

6.1 Day work is a reimbursement to the contractor according to the cost of labour, plant and material on daily rates plus profit.

6.2 Omissions are items of work deleted from the bill of quantities by a variation order.

6.3 Variation is an authorised alteration from the original drawings and specification.

6.4 Extras are any additional work which is not mentioned in the contract.

6.5
- It is the systematic collection of information about a site
- In regard to ground condition, availability of electricity, water, labour etc.

(5 × 2) **[10]**

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QUESTION 7

$$\frac{12+28}{2} \quad \frac{28+24}{2} \quad \frac{24+30}{2} \quad \frac{30+34}{2} \quad \frac{34+40}{2} \quad \frac{40+32}{2} \quad \frac{32+20}{2} \qquad (1)$$

$$\text{Average length} = \frac{20 + 26 + 27 + 32 + 37 + 36 + 26}{7} = 29.14 \text{ m} \qquad (2)$$

Area = 29,14 × 35 = 1019.9 m² (1)
[4]

ANNEXURE 1 **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 8

TABULATION OF MASS HAUL CURVE

STATION CHAINAGE	END AREA M²			AVERAGE AREA M²		VOLUME M³		ACCUMILATED VOLUME M³
		FILLING						
	CUT +		X SF=1.1	CUT +	FILL -			
0	0	0	0	0	0	0	0	0
20	0	-34	-37.4	0	-18.7	0	-374	-374
40	0	-22	-24.2	0	-30.8	0	-616	-990
60	0	-12	-13.2	0	-18.7	0	-374	-1364
80	26	0	0	13	-6.6	260	-132	-1236
100	36	0	0	31	0	620	0	-616
120	42	0	0	39	0	780	0	164
140	48	0	0	45	0	900	0	1064
160	38	0	0	43	0	860	0	1924
180	24	0	0	31	0	620	0	2544
200	0	-28	-30.8	12	-15.4	240	-308	2476
220	0	-19	-20.9	0	-25.85	0	-517	1959
240	0	-36	-39.6	0	-30.25	0	-605	1354

Mark allocation: (12)			✓	✓✓	✓✓	✓✓	✓✓	✓✓✓

[12]

TOTAL: 100

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