higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

23 April 2021

This marking guideline consists of 5 pages.

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QUESTION 1

1.1	1.1.1	C	
	1.1.2	D	
	1.1.3	C	
	1.1.4	C	
	1.1.5	C	
		(5 × 1)	(5)
1.2	1.2.1	Plate vibrator	
	1.2.2	Jack hammer	
	1.2.3	Concrete mixer	
	1.2.4	Circular saw	
	1.2.5	Sander	
	1.2.6	Power float	
	1.2.7	Concrete vibrator	
	1.2.8	Cartridge/Stapler hammer	
	1.2.9	Belt sander	
	1.2.10	Grab shovel	
		(10 × 1)	(10)
			[15]

QUESTION 2

2.1	2.1.1	The written list of work remaining to be done on those parts of works handed over to the employer	
	2.1.2	The written list of work that must still be completed by the contractor to get the certificate of practical completion	
	2.1.3	The written list of patent defects in which the architect specified any defects identified at the end of the patent defects liability period	
	2.1.4	The period beginning on the date of practical completion of works and terminating three months from that date	
	2.1.5	Any defects in the workmanship or materials within the patent defects liability period made good by the contractor	
		(5 × 2)	(10)
2.2	2.2.1	• Compensates for a contractor who abandons the project • Compensates for poor quality job or materials	(2)
	2.2.2	• The architect writes a letter with the decision to settle in 14 days. • If that fails the contractor can choose an arbitrator from the panel of arbitrators or an arbitrator agreed upon earlier. • The arbitrator then studies the matter and issues an opinion within 28 days.	(3)
	2.2.3	• Sound workmanship • Work constructed at a faster progress rate • Work constructed at a lower cost	(3)
			[18]

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QUESTION 3

3.1
- Natural light
- Site visible from the office if possible
- Away from noise and dust (3)

3.2 This is a list of all items needed to complete the project but the quantities are not mentioned. (2)

3.3
- Is the staff available or must they be recruited?
- Which form of advertising is required?
- What training will be required?
- Which form of organisational structure will be needed?
- What is the salary scale structure? (5)

3.4
- Gives the client a scope of what he/she wants
- Enables tenders to make the tender price
- Enables quantity surveyors to complete the bill of quantities
- Shows the builder what to do and how to do it
- Submitted to local authorities for approval (5)

[15]

QUESTION 4

4.1
- Theft
- Shortage in delivery
- Not properly storing
- Producing excess offcuts by workers (4)

4.2
- Make transfer vouchers in quadruplicate.
- Keep one copy at the initial supply site.
- Send one copy to head office.
- The receiving site should sign one copy and return it to the original site.
- Keep one copy at the receiving site. (Any 4 × 1) (4)

4.3
- Many problems can be detected early and can be solved.
- The progress of work can be monitored.
- The availability of materials and plants can be facilitated on time.
- The subcontractors' attendance can be monitored properly. (4)

4.4
- Pre-tender planning
- Contract planning
- Detailed, stage or period planning (3)

[15]

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QUESTION 5

5.1
- Prepares the bill of quantities
- Checks the priced tenders for major mistakes
- Controls and valuates the interim payment certificate
- Prepares the final account (4)

5.2
- Access to the site can be a problem.
- The neighbouring buildings may cause problems for piling or heavy works.
- Erecting a crane will be a problem.
- Covered walkways might be needed.
- The storage of materials may be a problem. (5)

5.3
- Remove all plant and equipment.
- Remove all surplus material.
- Clean windows and floors.
- Check that all doors are locked.
- Check that all light bulbs are fitted.
- Check for water leaks.
- Remove all building rubbish and debris lying around.
- Make good on all damages to the adjacent property. (Any 5 × 1) (5)

5.4
- Labour strength including subcontractors
- Plant and material information
- Subcontractor shortages
- Any delays incurred and the reasons
- Work progress (Any 5 × 1) (5)

[19]

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QUESTION 6

6.1
- Mix the concrete in wheel barrow.
- Put the slump mould on a steel plate on a level surface.
- Fill the concrete in three layers and tamp through 25 times each layer.
- Strike off any excess on top so that it is filled and level.
- Hold the mould by the handles and lift it straight up. (5)

6.2 **TABULATION OF VALUES FOR A MASS HAUL CURVE**

DISTANCE	END AREA			AVERAGE AREA		VOLUME		CUMULATIVE
	CUT	FILL	X SF = 1,1	CUT	FILL	CUT	FILL	VOLUME
0	0	0	0	0	0	0	0	0
20	0	-21	-23,1	0	-11,6	0	-231	-231
40	0	-26	-28,6	0	-25,9	0	-517	-748
60	24	0	0	12	-14,3	240	-286	-794
80	36	0	0	30	0,0	600	0	-194
100	42	0	0	39	0,0	780	0	586
120	28	0	0	35	0,0	700	0	1 286
140	0	-8	-8,8	14	-4,4	280	-88	1 478
160	0	-16	-17,6	0	-13,2	0	-264	1 214
180	0	-20	-22	0	-19,8	0	-396	818

MARK ALLOCATION	2	2	2	2	2	3

(13)
[18]

TOTAL: 100

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