higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

8 AUGUST 2018

This marking guideline consists of 6 pages.

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QUESTION 1

1.1
- More reliable – no slow strikes, stay away, illness
- Better planning possible
- Better control
- Less motivation necessary
- Maintenance can be planned (sick leave cannot)
- Reduces labour costs
- Increases the speed of construction
- Offers are more balanced/predictable price
- Can easily be moved from site to site(people have homes and families)
- More accurate work
- Neater product/more constant output
- Human errors are reduced
- Dangerous work can be done by machines
- Human impossible work can done, e.g. lifting heavy material
- Several storeys
- No exhaustion (Any 5 × 1) (5)

1.2
- Work creation
- Less crime in country
- Problems of state are attended
- Better work relations
- Less foreign valuate (Less machines are bought)
- Could be cheaper than machines
- No maintenance/replacement cost
- Can work more precise than heavy machines
- Can more easily adjust to new circumstances (Any 5 × 1) (5)
- **[10]**

[10]

QUESTION 2

2.1 Looking ahead and thinking what you can do to raise the status of your business✓ and what resources you can use to achieve your goal.✓

2.2 Collect/Weigh possibilities✓and choose from them before programming starts, involving all specialists.✓

2.3 Arrange all activities in logical order.✓ All materials must be available when needed and everybody should know what to do.✓

2.4 Obtain harmony, tact, team spirit, flow.✓ Inform everybody about the project and keep regular meetings which allow criticism and free discussion.✓

2.5 To ensure required standards,✓ keep record, a diary or minutes. Stay informed, listen and communicate.✓

(5 × 2) **[10]**

QUESTION 3

3.1 True
3.2 True
3.3 False
3.4 True
3.5 False
3.6 False
3.7 False
3.8 False
3.9 True
3.10 False

(10 × 1) **[10]**

QUESTION 4

MATERIAL	GOOD PROPERTIES	BAD PROPERTIES
1. Concrete	• Plastic state	• Honey combed
2. Cement	• Uniform fire particles	• Rock formation in the bags
3. Timber	• Free of knots	• Cup shape, bow shape, honey comb
4. Stock bricks	• Ring well when struck together	• More water absorption
5. Stones	• Same size particles, flaky, elongated.	• Not uniformly smooth, rounded particles with impurities.

(5 × 2) **[10]**

QUESTION 5

5.1 The responsibility to insure the building and people immediately shifts back from the contractor to the employer with handing over.

5.2 Some errors, e.g. a leaking roof can be only be detected after a certain time. The clause keeps the contractor responsible for five years after handing over the repair works.

5.3 The period after practical completion (after handing over) in which the contractor has to repair all defects.

5.4 When all defects are repaired, the contractors guarantee lapses.

5.5 An amount of money which the contractor has to pay per day to the employer in case he cannot hand over the works within the tendered period.

5.6 If the tendered period has to be extended (because of reasons which the contractor cannot control) by the architect by means of a variation order.

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5.7 The list issued by the architect with the certificate of practical completion (handing over) of work items to be completed or rectified to enable the architect to issue the certificate of final completion.

5.8 The final document which the architect issues to confirm that the contractor is released of his obligations to the employer.

5.9 The revised tender price which is usually only finalised after handing over.

5.10 The certifying of last payment which only happens sometime after handing over.

(10 × 1) **[10]**

QUESTION 6

6.1 Technician
6.2 Problems
6.3 Distribute or delegate
6.4 Care
6.5 Programme
6.6 Co-ordinated/Supervised
6.7 Documents
6.8 Variations
6.9 Safety
6.10 Report

(10 × 1) **[10]**

QUESTION 7

Contract drawing: It is pictorial view of the project, where dimensions and levels of the projects are obtained.
Specification: Definition of the required standard of workmanship, where we read quality definitions of foxing each and every material in the works.
Bills of quantities: Quantities of materials are measured with dimensions and levels taken from drawings and quality of material taken from specification
Form of tender: It is where the total cost of contract appears and calculated from different quantities of material taken from specification.
Form of agreement: It is where both parties agreed to each other by signing this agreement:

Relatedress:
- Agreeing on the total cost.
- Owner pays and contractor executes the work. **[10]**

QUESTION 8

8.1	Balance line			(1)
8.2	8.2.1	Cut (positive)		
	8.2.2	Fill (negative)	(2 × ½)	(1)
8.3	Grade points			(1)
8.4	8.4.1	from left to right		
	8.4.2	from right to left		
	8.4.3	Y		
	8.4.4	z	(4 × ½)	(2)
8.5	Centre of gravity			(1)
8.6	8.6.1	X		
	8.6.2	y	(2 × ½)	(1)
8.7	8.7.1	L M Y		
	8.7.2	Y N P		
	8.7.3	C C	(2 × ½)	(1)
8.8	Centre of gravity			(1)
8.9	Centre line			(1)
				[10]

QUESTION 9

9.1	Architect	(1)
9.2	If it is demolition or additional works.	(1)
9.3	Day-work schedules should be included in the schedule of quantities.	(2)
9.4	The period where you do not carry out actual activity (i.e. waiting for delivery, weather conditions, finish activity one and prepare for the next)	(1)
9.5	Schedule of rates/Special condition of contract.	(2)
9.6	Day-works – Due to site conditions or when the type of work is immeasurable and it is the architect's opinion to carry out that work on day-work basis.	(1)
9.7	When there is variation in excavating for trenches (i.e. dig beyond to what was measured in the bills of quantity).	(1)
9.8	Workmanship specified in the specification might permit variations (i.e. demolition of part of works to permit working space).	(1)
		[10]

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QUESTION 10

10.1
- Conversational talk
- File-board system
- Sign-board system (3)

10.2 Important agenda items
- Top letterhead
- Venue
- Date
- Time
- Minutes of the last meeting
- Matters arising out of these minutes
- Main business of the day
- General
- Chairman's signature and date (Any 7 × 1) (7)

[10]

TOTAL: 100

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