higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

BUILDING ADMINISTRATION N5

30 NOVEMBER 2016

This marking guideline consists of 6 pages.

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QUESTION 1

1.1 Sketched drawings
1.2 Bill of quantities
1.3 Form of tender
1.4 Principal building agreement
1.5 Site layout
1.6 Elevations
1.7 Plan view
1.8 Sectional view
1.9 Detail drawings
1.10 Specification

(10 × 1) **(10)**

QUESTION 2

3.1 Surveyor
3.2 General foreman
3.3 Storekeeper
3.4 Trades foreman
3.5 Artisan
3.6 Selected sub-contractor
3.7 Clerk of works
3.8 Resident engineer
3.9 Building control officer
3.10 Consultant

(10 × 1) **(10)**

QUESTION 3

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

(10 × 1) **(10)**

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QUESTION 4

4.1
- Levelling: -dozer
  -grader
  -scraper
- Excavating: -back-acter
  -dragline
  -trencher
- Loading: -tractor shovel
  -face shovel
  -front-end loader
- Compacting: -rollers
  -vibrators
- Transport: -lorries
  -trucks (5)

4.2 4.2.1
- Better planning
- Better control
- More reliable
- Human error is reduced (Any 3 × 1) (3)

4.2.2
- Labour-intensive method
- Work creation
- Less crime in the country
- Better work relations (Any 2 × 1) (2)

(10)

QUESTION 5

5.1
- Appointment: by architect, but main contractor is a party to the contract
- Recognition: by architect and main contractor, communication through general foreman at site meetings
- Liability: Sub-contractor is liable to employer as per contract
- Attendance: main contractor has to give attendance, such as assistance, water supply, etc
- Payment: Certified by architect via main contractor; a provisional sum

5.2
- Appointment: by the main contractor with architect's permission by sub-tender contract with main contractor
- Recognition: only by main contractor and it must with the main contractor
- Liability: main contractor is liable, controlled by general foreman
- Attendance: by contract between sub- and main contractor
- Payments: by main contractor.

(2 × 5) **(10)**

QUESTION 6

6.1 Water in tanks
6.2 Sand in bin
6.3 Cement in silos
6.4 Reinforced steel in sheds across tree logs
6.5 Face bricks in stacks and as near as possible to working area
6.6 Steel frames in site housing to prevent bending
6.7 Above a solid floor to prevent moisture penetration
6.8 Ceramic tiles in boxes in locked room
6.9 Sanitary fittings in boxes in locked room
6.10 Paint in container, in a well-ventilated room

(10 × 1) **(10)**

QUESTION 7

7.1 The responsibility of ensuring that the building and people pass immediately from the contractor to the employer at handover.

7.2 Some errors can be detected only after some time, such as a leaking roof. A clause keeps the contractor responsible (5 years after handing over the repair works).

7.3 The period after practical completion (after handing over) when a contractor has to repair all defects.

7.4 When all defects are repaired, the contractor guarantee lapses.

7.5 The amount which the contractor has to pay the employer per day if he cannot hand over the works within the tender period.

7.6 When the architect extends the tender period (for reasons beyond the contractor's control) by means of a variation order.

7.7 The list issued by the architect as well as the certificate of practical completion (handover) of work items to be completed or rectified in order to enable the architect to issue the certificate of final completion.

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

7.9 The revised tender price which is usually only finalised after handover.

7.10 The certification of last payment which is issued only some time after handover.

(10 × 1) **(10)**

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QUESTION 8

AGENDA

GENERAL SITE MEETING
NO:
TO BE HELD AT……. (PLACE)
ON THE DATE …… (DATE)……..(TIME)
1 WELCOME – Introduction
2 APOLOGIES – For absence
3 ATTENDANCE Register
4 MINUTES of last meeting
5 MATTERS arising from minutes
6 MAIN BUSINESS of present meeting
6.1 general problems
6.2 progress
6.3 sub-contractor
6.4 variation
6.5 nominated sub-contractors
6.6 local authority
6.7……..
6.8…….
7 General
7.1…….
7.2……..
7.3……
8 Date for next meeting
9 Closing

…… …….
Chairman Date

(10)

QUESTION 9

9.1 Variations are changes that come from the employer during construction and it can be either omissions or additions. There are many other influences which can make the employer to decide on variations. (4)

9.2 To be regarded as 'extra work', the work must, in the first place, neither be expressed nor included in the contract. 'Additional work' is usually work which results from a change or alteration in plan concerning work which has to be done under a contract, whereas 'extra work' relates to work which is not included in the contract itself. (3)

9.3 Daywork: is usually employed if no measurable work will result from an instruction. Provision of the necessary daily list and monthly statement is an important condition precedent, subject to exception of impracticability if the architect is the person who has the authority to order daywork when necessary. Daywork may be additional or substituted work. (3)

(10)

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QUESTION 10

10.1 The one who draws plans for the project. Sometimes they are called consultants. This person is responsible for the design of the structure and requests the municipality's approval of plans.

10.2 This person is responsible for the strength and stability of the structure – from the foundation to the roof. He/she must be registered with ECSA.

10.3 The person who keeps an eye on every activity and knows how a site is supposed to be run. He ensures that the work progresses and is usually employed by the main contractor.

10.4 These persons are employed by the municipality to check all buildings that are erected in the area. They are extremely important because at the end of construction, they issue a certificate of occupancy to the people who are to live in the houses.

10.5 This person is employed by the municipality. He/she checks that all building regulations are followed during construction and has law enforcement behind him/her should contactors disregard building regulations.

(5 × 2) **(10)**

TOTAL: 100

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