higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

18 November 2020

This marking guideline consists of 5 pages.

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QUESTION 1

1.1
1.1.1 C
1.1.2 C
1.1.3 B
1.1.4 C
1.1.5 C

(5 × 1) (5)

1.2
1.2.1 Trenching machine
1.2.2 Back actor
1.2.3 Travelling crane
1.2.4 Dragline
1.2.5 Sheep foot roller

(5 × 1) (5)

1.3
- Rotary sander or disc sander
- Belt sander
- Orbital sander
- Drum sander

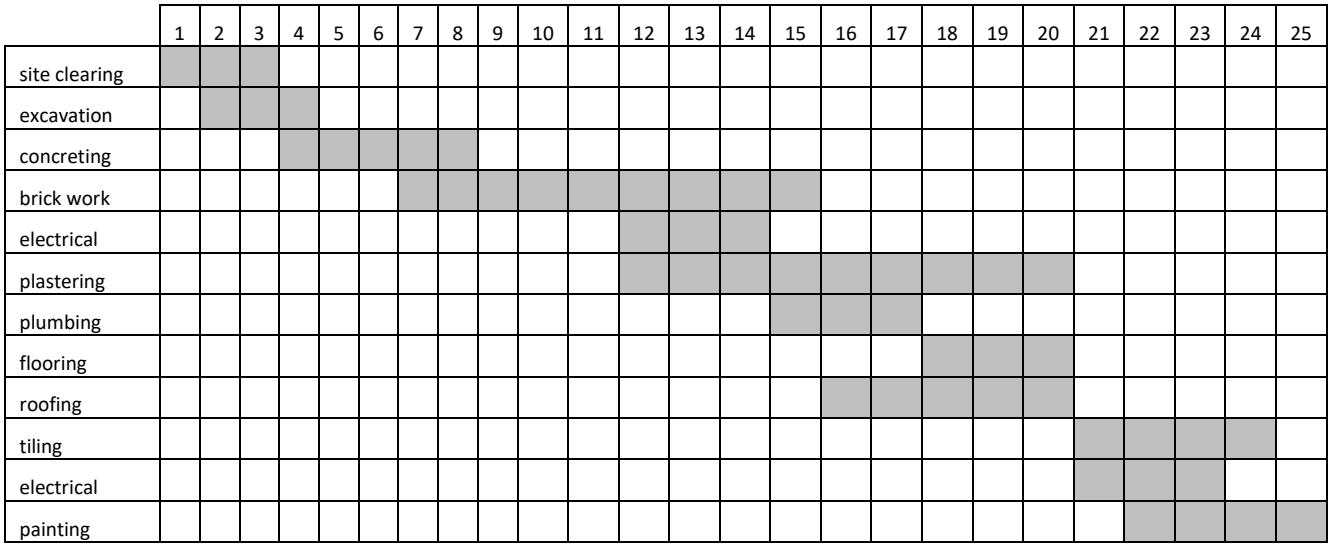
(4 × 1) (4)
[14]

QUESTION 2

2.1
- The quickest and most economical way of doing the work
- The proper phasing of operations with balance labour gangs
- Determination of attendance dated and periods for sub-contractors
- Provision of information on materials quantities and delivery dates and the dates for usage of plants
- A simple and quick method of measuring progress

(5 × 1) (5)

2.2



Mark allocation
Programme steps in order =2 marks , schedule = 2 marks, inserting in the table= 2 mark (6)

2.3 One bricklayer In a day = 0.5 x 8 = 4 m² bricklaying
To do 48 m² = 48 / 4 = 12 people (in one day)
In 4 days = 12/4 = 3 bricklayer per day (3)
[14]

QUESTION 3

3.1 The written list detailing the work still to be completed on those parts of the works that is handed over.

3.2 The written list where the work is specified for the contractor to complete, enabling him to obtain a certificate of practical completion.

3.3 The written list of patent defects which architect has specified at the end of patent defects liability period.

3.4 The period beginning on the date of practical completion of the work and ends three months from that date.

3.5 Practical completion is issued for those parts that is being handed over, and it is given together with a defect lists that needs to be completed in a specified period.

3.6 This certificate is issued by the architect, after all the work that was required in the defects lists has been completed.

(6 × 2) **[12]**

QUESTION 4

4.1
- It is too expensive for both parties
- It takes too long to get the judgement in court (2)

4.2 It is the systematic collection of information of a site, in areas like availability of water, electricity, labour, access road, etc. (2)

4.3
- Financial stability
- Quality of workmanship
- Business integrity and guarantee of service
- Ability to meet the completion date (4)

4.4
- Preliminary negotiations
- Labour requirement and site organisation
- Preparation of contract programme
- Site layout and ancillary arrangements (4)

[12]

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QUESTION 5

5.1
- Foundation trenches before casting concrete
- Damp proof layers
- Underground services e.g. sewage
- Building inside building lines
- Safety of the structure (5)

5.2 The extent of certain works cannot be determined at the time when preparing the BOQ, therefore it is named as provisional sums in the BOQ. (2)

5.3
- Forecasting or predicting
- Planning
- Organising or preparing
- Motivating or commanding
- Co-ordinating
- Controlling
- Communication (7)

5.4
- Poverty alleviation
- Less crime in the area
- Social upliftment (3)

[17]

QUESTION 6

6.1
- Attendance register
- Matters arising from previous minutes
- Progress of work and causes of delays if any
- Labour, plant and material shortages
- Outstanding information
- Review of subcontractors
- Variations and claims
- Date for next meeting (Any 7 × 1) (7)

6.2
- Sound workmanship
- Work constructed at a fast rate of progress
- Work constructed at the lowest costs (3)

6.3
- Must understand conditions of contract
- Must examine materials delivered to the site
- Must keep a record of all deviations from the contract document
- Must submit weekly reports to the architect
- Must keep a daily diary, stating everything happened on site on that day (5)

6.4
- Any additional work that is done outside the terms of the contract is extra work.
- The additional cost of material
- Any additional cost involved in picking the material
- Additional labour hours taken (4)

[19]

QUESTION 7

7.1 Middle ordinates =

(0+6)/2 (6+8)/2 (8+0)/2 (0+6)/2 (6+6)/2 (6+0)/2 (0+4)/2 (4+3)/2 (3+0)/2 (2)

3 7 4 3 6 3 2 3.5 1.5 (1)

Area =

3x10 7x10 4x10 3x10 6x15 3x20 2x10 3.5x15 1.5x20 (2)

= 30 70 40 30 90 60 20 52.5 30 (1)

Volume of cut =

(30+70+40+20 +52.5+30) x 50 = 12125 m³ (2)

Volume of fill = (30+90+60) x 50 = 9000 m³ (2)

Balance to be carted away = 12125 – 9000 = 3125 m³ (2)

[12]

TOTAL: 100

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