

## Appendix D: Specialist Reports

- *"Proposed Activities at Kirstenbosch National Botanical Garden"*  
(VMA Architects, 2014);
- *"Stage 1 Report: Proposed Feasibility Study for a new Administration Building, Parking Facility and Refurbishments of the Fynbos Lodge at Kirstenbosch National Botanical Garden"*  
(VMA Architects, 2014);
- *"Botanical Assessment of the Proposed Development Area at Kirstenbosch Botanical Garden"*  
(Nicholas Helme, 2014);
- *"Notification of Intent to Develop"* (Jayson Orton, 2014);
- *"Notification of Intent to Develop- Supporting Documents"*  
(Jayson Orton, 2014);
- *"Visual Statement: SANBI New Buildings at the Kirstenbosch Botanical Gardens, Cape Town"*  
(Megan Anderson, 2015);
- *"Freshwater Ecological Assessment for the Proposed Establishment of a new Administration Building at Kirstenbosch National Botanical Garden"*  
(Dean Ollis, 2014).
- *"Annexures for the Freshwater Ecological Assessment"* (Dean Ollis, 2014)
- *"Stormwater Management Plan"* (Orrie, Welby & Associates, 2014)



## KIRSTENBOSCH NATIONAL BOTANICAL GARDEN

VMA Architects



**APPOINTMENT OF A MULTI -DISCIPLINARY TEAM WITH A PROFESSIONAL ARCHITECT AS THE PRINCIPAL AGENT FOR THE FEASIBILITY STUDY, DESIGN AND CONSTRUCTION MANAGEMENT OF A NEW ADMINISTRATION BUILDING AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN.**

**Bid Number: G174/2013**

**14<sup>th</sup> May 2014**

66 Long Street, 6th Floor, Cape Town, 8001

Tel: 021 426 1930 Fax: 086 551 0156 E-mail: [angelo@nm1994.com](mailto:angelo@nm1994.com) [www.vernonmathewsarchitects.com](http://www.vernonmathewsarchitects.com)  
Reg Nr: 2007/190311/23



## OBJECTIVE OF WORKSHOPS



VMA Architects

1. Confirm Accommodation Schedule and Brief for the Administration Building comprising of the HR Department , Finance and I.T Department.
2. Confirmation of Additional Activity viz . Upgrade of Fynbos Lodge
3. Confirmation of Parking Facility
4. Additional space required for EDRR program including marketing & communication staff
5. Confirmation of Additional Consultants.
6. Preferred Site

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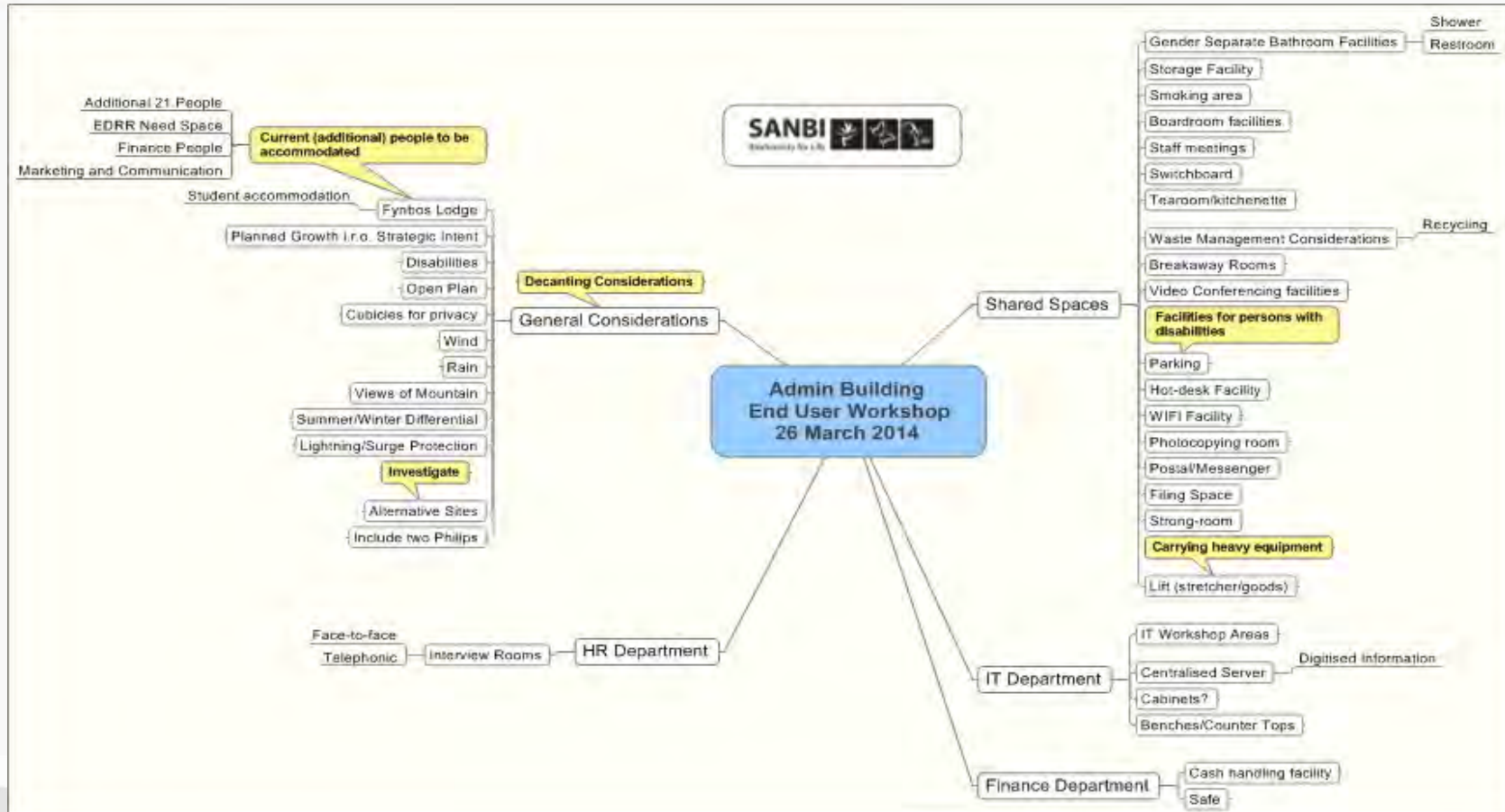
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# MIND MAP

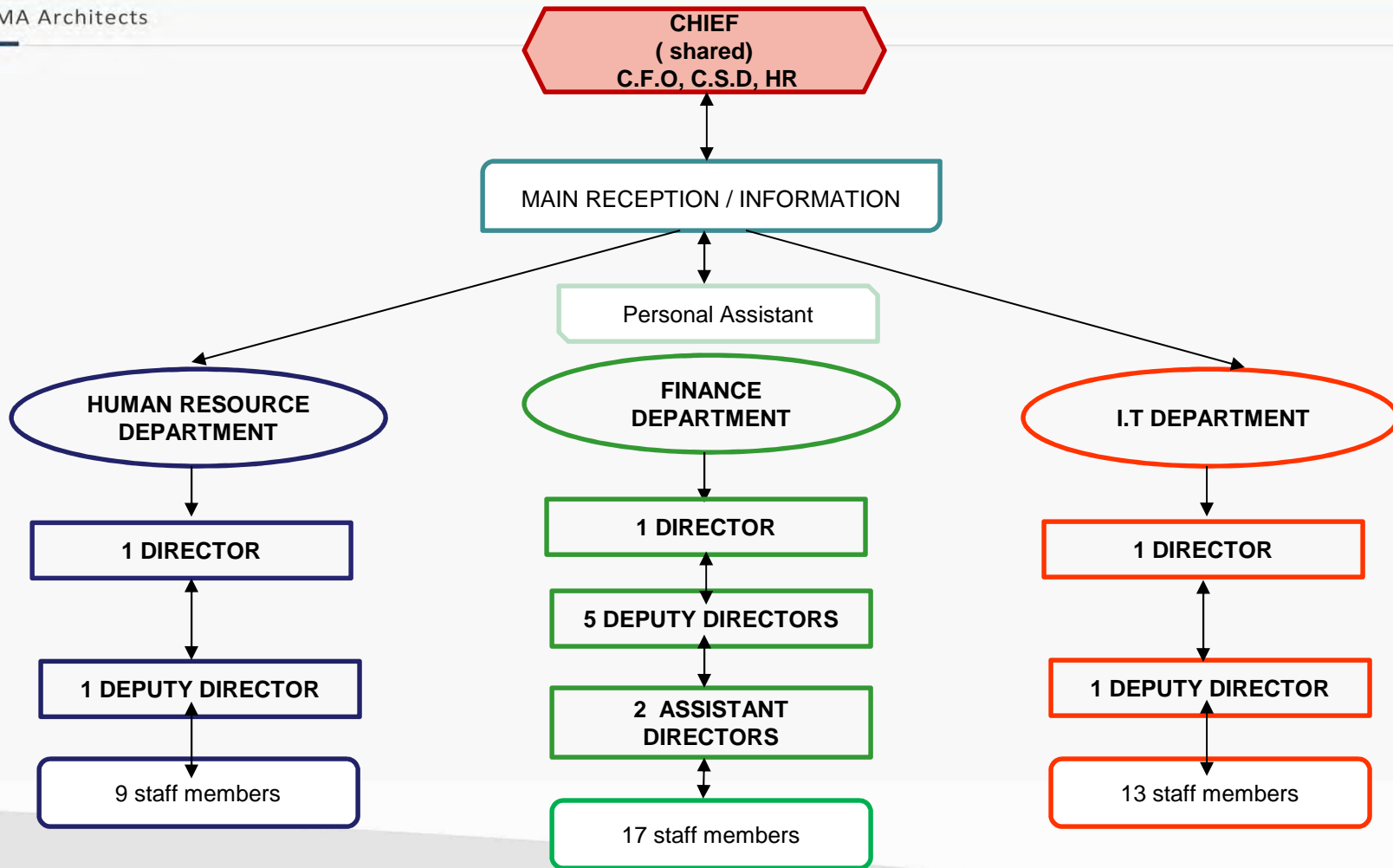


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66 Long Street, 6th Floor, Cape Town, 8001

Tel: 021 426 1930 Fax: 086 551 0156 E-mail: angelo@nm1994.com www.vernonmathewsarchitects.com  
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## ACCOMMODATION SCHEDULE

66 Long Street, 6th Floor, Cape Town, 8001

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## H.R DEPARTMENT



VMA Architects

No.	Item	Assigned s.q.m	General Comment
<b>Department of HR</b>			
1	Director of HR	25	Kaashiefa Bassier
2	Deputy Director of Training	20	Training Unit ( Rene Du Toit)
3	HR/ Dedicated Printer Stations	6	One bulk Printer / 6 Desktop Printer
4	Archive / Store Room / Stationery room	12	Stationery + Equipment
5	1 meeting / Seminar room ( 5 people)	12	Small Meeting / Discussion Rooms
6	Open plan Office ( 8 staff members)	51	Open plan office Space
7	1 new staff member ( To be Appointed )	10	New staff member post filled this financial year
8	Ablutions	10	Male / Female
9	Drinking Fountain	-	Spring Water to be supplied by Kirstenbosch Botanical
Sub Total (excluding parking)		146	
146 s.q.m x 1.2 s.q.m ( Structure & Circulation )		175	
Add 10 % Growth		18	Future projection
<b>TOTAL</b>		<b>193</b>	

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# FINANCE DEPARTMENT



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No.	Item	Assigned s.q.m	General Comment
<b>Finance Department</b>			
1	Waiting Area	25	
2	Director of Finance	25	A. Smith (Office / Private)
3	Personal Assistant	12	Goelood
4	Deputy Director (Income)	20	Office / Private
5	Deputy Director (Finance)	20	Office / Private
6	Deputy Director ( Payroll)	20	Office / Private
7	Deputy Director (Assets)	20	Office / Private
8	Deputy Director ( Projects)	20	Office / Private
9	Offices ASD (Salaries)	15	Office Screened / Private
10	Offices ASD (Creditors)	15	Office Private
12	Printing Photocopy Area	10	Printing Station / Closest Staff does most of the Printing
13	3 Seminar Room @ 16 s.q.m	48	For Breakaway Meetings
15	1 Filing Room ( Finance)	16	Records
16	1 Filing Room ( Payroll)	10	Records
17	9 General Staff @ 7s.q.m in Open Plan	63	Open Plan Offices / Located close to natural ventilation
18	Temporary 3 year Projects / Staff	30	3 Staff Member on contract
19	1 Cleaning ( payroll) Staff	10	
20	Ablutions	15	Male & Female
21	Drinking Fountain	-	Spring Water to be supplied by Kirstenbosch Botanical
Sub Total (excluding parking)		394	
394 s.q.m x 1.2 s.q.m ( Structure & Circulation )		472	
Add 10 % Growth		47	Future projection
<b>TOTAL</b>		<b>519</b>	

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## I.T DEPARTMENT



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No.	Item	Assigned s.q.m	General Comment
<b>I.T Department</b>			
1	Director	25	Private Office
2	Deputy Director	20	Private Office
3	Office (open plan)	65	Staff located near natural light & ventilation
4	Office (Consultants)	15	Visiting / Outside Assistance
5	Helpdesk	30	Space for 3 Staff Members (Call Centre)
6	Video Conferencing Room	50	Also use for Training / Presentations
7	Workshop	50	Repairs
8	Store Room	10	General
9	Printing Facility	10	For 2 Copiers
10	Special Storage Facility ( Steel Secure boxes )	38	New Computers / Distribution
11	Ablutions	15	Male & Female
12	Server Room	12	
13	Drinking Fountain	-	Spring Water to be supplied by Kirstenbosch Botanical
	Sub Total (excluding parking)	340	
	340 s.q.m x 1.2 s.q.m ( Structure & Circulation )	408	
	Add 10 % Growth	40	
	<b>TOTAL</b>	<b>448</b>	

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## SHARED FACILITIES



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No.	Item	Assigned s.q.m	General Comment
<b>Shared / Communal Facility</b>			
1	Main Reception / Waiting Area	35	Central Reception with Switchboard
2	Information Desk	15	General Information & Reception
3	Entrance Foyer	50	Pre - Assembly Space
4	Canteen ( 65 people) / Recreation	130	Staff / Guest
5	Kitchen	30	Staff & General use
6	Refuse / Recycling Facility	15	Central Facility
7	Store Rooms	15	
8	Prayer Rooms / Cubicles	18	Staff / Guest
9	Seminar Rooms	25	
10	Strong Room	18	3 Cubicles
11	Sickbay	12	
12	Boardroom	100	Can be subdivided with partition to create two spaces at 50 s.q.m each
13	Stretcher Lift	6	
	Sub Total (excluding parking)	469	
	469 s.q.m x 1.2 s.q.m ( Structure & Circulation )	562	
	Add 10 % Growth	56	
	<b>TOTAL</b>	<b>618</b>	

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## SUMMARY



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No.	Item	Assigned s.q.m	General Comment
<b>Summary</b>			
	HR Department Total Area	193	(excluding parking)
	Finance Department Total Area	519	(excluding parking)
	I.T Department Total Area	448	(excluding parking)
	Shared Facilities	618	
	<b>TOTAL (excluding parking)</b>	<b>1778</b>	
	Footprint of existing Administration building ( Site Option 2)	850	
	Bulk Factor	2,2	

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## ADDITIONAL ACTIVITIES



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1. Fynbos Lodge - Upgrade & Removal Asbestos Roof & Provision of parking.  
Stabilization of River Bank with Gabions (Stones banks )
2. Parking - 50 cars , 3 Mini buses & 1 Loading Zone.
3. Additional Space - E.D.R.R ( Marketing and Communication) – 21 staff members

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## LOCALITY



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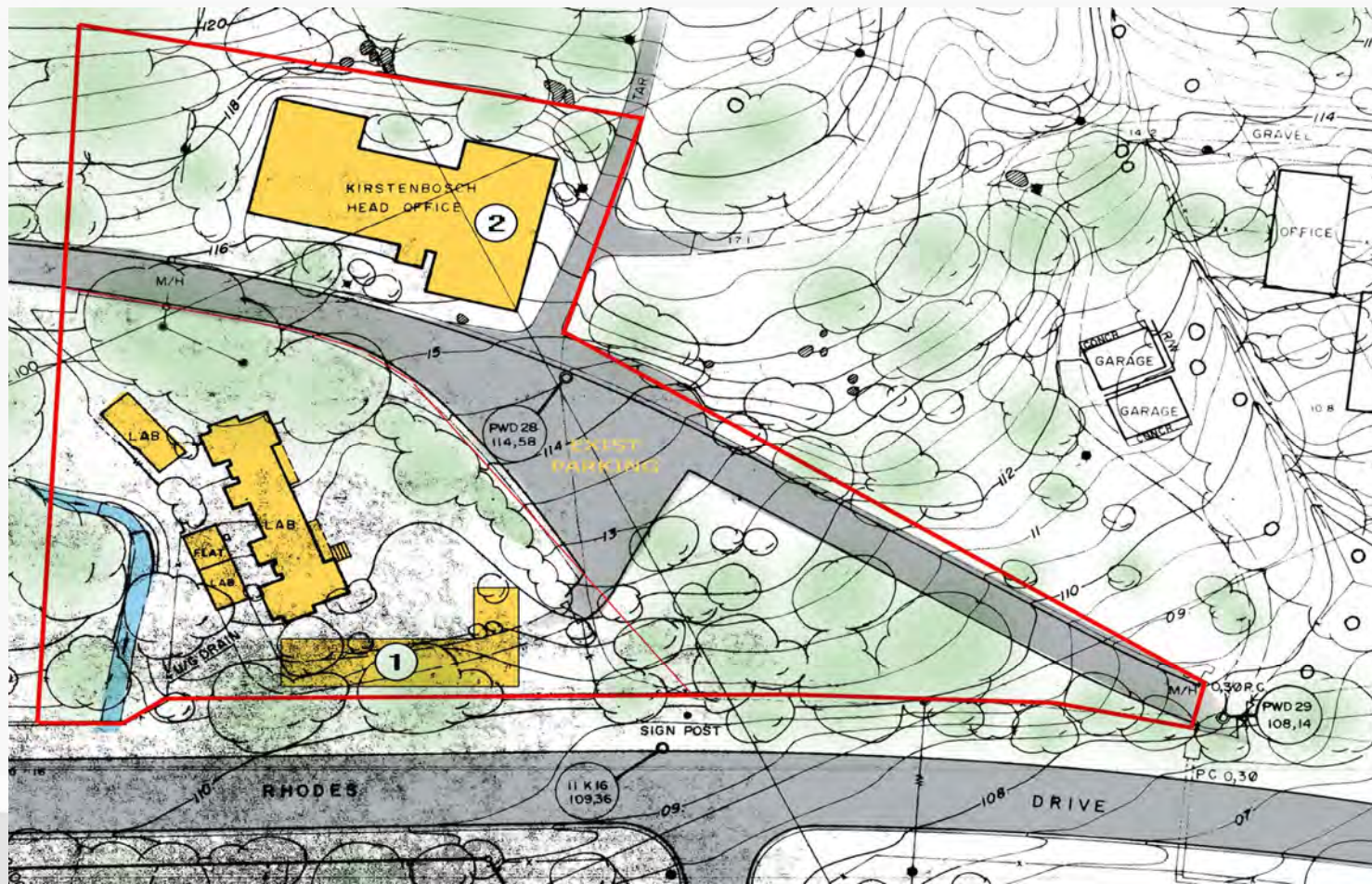
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# WHOLE AREA OF STUDY



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66 Long Street, 6th Floor, Cape Town, 8001

Tel: 021 426 1930

Fax: 086 551 0156

E-mail: [angelo@nm1994.com](mailto:angelo@nm1994.com)

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# SITE OPTION 1



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- Footprint too small
- Within 32m of river
- Site too noisy – proximity to roads
- Awkward shape of site
- Too close to Fynbos Lodge

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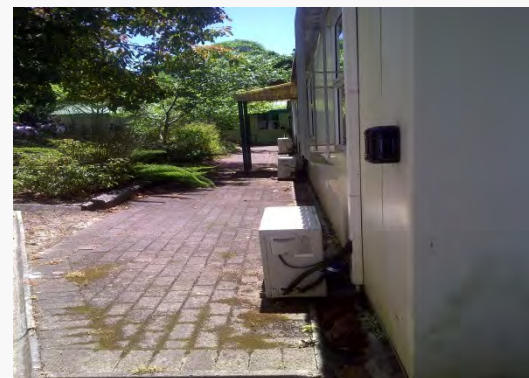
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## SITE 1 PHOTO'S



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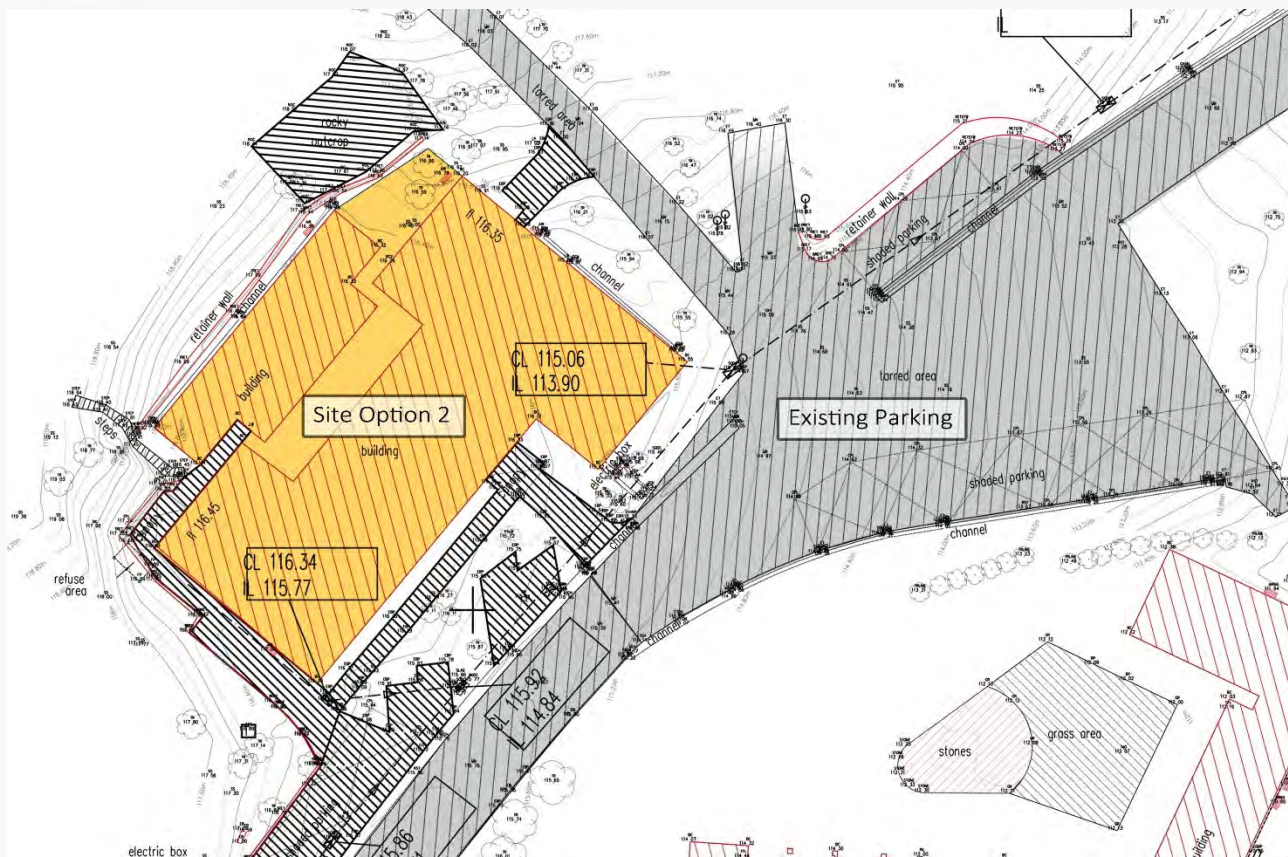




## SITE OPTION 2



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- Existing footprint of 850m s.q.m ideal
- The site is quiet, serene and beautiful
- More than 32m from river
- Building has a better presence due to elevation
- Building can make a positive reference to Fynbos lodge
- Shape of site is better suited
- Excavations and foundations less costly

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Fax: 086 551 0156

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## SITE 2 PHOTO'S



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Fax: 086 551 0156

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## ADDITIONAL REQUIRED CONSULTANTS



VMA Architects

GEO - TECHNICAL ENGINEER

SUSTAINABLE CONSULTANT

ENVIRONMENTAL CONSULTANT

LIGHTNING CONSULTANT

LANDSCAPING

INTERIOR DESIGNER

FIRE CONSULTANT

66 Long Street, 6th Floor, Cape Town, 8001

Tel: 021 426 1930

Fax: 086 551 0156

E-mail: [angelo@nm1994.com](mailto:angelo@nm1994.com)

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66 Long Street, 6th Floor, Cape Town, 8001  
Tel: 021 426 1930 Fax: 086 551 0156 E-mail: [angelo@nm1994.com](mailto:angelo@nm1994.com) [www.vernonmathewsarchitects.com](http://www.vernonmathewsarchitects.com)  
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## DISCUSSION

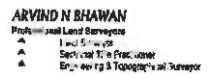
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# Stage 1 Report

PROPOSED FEASIBILITY STUDY  
FOR A NEW ADMINISTRATION BUILDING, PARKING FACILITY AND  
REFURBISHMENT OF THE FYNBOS LODGE  
AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN

Project Number: G174/2013



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## **1. Introduction:**

A tender was advertised by SANBI requiring a multi-disciplinary team with a professional architect as the lead consultant for the feasibility study, design & construction management of a new administration building at the Kirstenbosch National Botanical Garden (KNBG): On Farm 875, a portion of the precinct. ie. KNBG.

The tender was advertised during November 2013. A clarification meeting was held on the 28<sup>th</sup> November 2013, with a closing date being 6<sup>th</sup> December 2013. VMA Architects (VMA) was awarded the tender on the 12<sup>th</sup> February 2014 and duly accepted the award on the 14<sup>th</sup> February 2014.

VMA recognises the status of KNBG as a world class destination at the foot of Table Mountain National Park, a World Heritage Site and recently declared one of the seven natural wonders in the world. The site is also situated closer to the origins of the Liesbeek River. VMA recognises that the design of the building will incorporate State of the Art Technology, complete with Wi-Fi, Access Control, and CCTV surveillance cameras, completely embracing green and sustainable principles in the design.



## 2. Executive Summary:

VMA embarked on an intensive consultation process with the End-Users of the Administration Department of KNBG. This process took the form of workshops, meetings and *in loco* inspections.

The first objective was to develop a brief in the form of an accommodation schedule with assignable square meters that incorporated future growth of approximately 10%.

The second objective was to identify a suitable site that could accommodate a building with a footprint of 2500m<sup>2</sup> within a double storeyed structure. A decision was taken by the client to utilise one of the two existing building sites viz. Information Technology building site or the Human Resources/Finance building site. VMA also took into account a further guiding principle that no trees would be removed in the precinct and subsequently recommend the following:

1. The site of the existing Finance/HR building, referred to later in the document as site option 2, is the preferred site for the New Administration Building.
2. The site of the old Information & Technology building & its surroundings is recommended as the preferred site for the parking facility.
3. Fynbos Lodge will be restored & modified as per heritage guidelines, as a student accommodation facility.
4. Banks to the south of Fynbos Lodge on the Liesbeek River will be stabilized using gabions.

The outcome of the workshop / consultation process regarding the assignable square meters is as follows:

Item	m <sup>2</sup>
Human Resources Division (HR)	172.92
Finance Division (F)	520
Information & Technology Directorate (IT)	465
Shared Facility	654
Early Detection and Rapid Response Programme (EDRR) Unit	657
Marketing & Communication Directorate will be absorbed in the total 10% accommodation growth.	

VMA will essentially undertake and provide the documentation and statutory approval process in Year 1; the construction of the Administration Building in Year 2 and the refurbishment and modification of Fynbos Lodge in Year 3. The construction of the Administration Building will result in the decanting of the HR Division & Finance staff to alternative accommodation (either on or off site) for a period of approximately 10 -12 months. The scheduling & timing of the parking facility will commence once the IT Directorate has successfully been relocated & setup in the new building. Care and diligence will be exercised to ensure that the IT Directorate's operations will not be interrupted.

The banks of the Liesbeek River to the south of Fynbos Lodge, a building with significant heritage status, must be stabilised with gabions, utilizing Table Mountain sandstone as a material.

A parking facility will accommodate 50 cars and a shelter at the bus terminus will also be provided for the employees of SANBI.

VMA confirms that upon approval of the Stage 1 report and in particular the Identification of the Site and Accommodation Schedule, the Professional Team will proceed to stage 2 viz. Conceptual Design and Development and Cost Estimates.

The following persons were consulted:

Christopher Willis  
Rory Baker  
Dirk Linde  
Alan Smith  
Kasshiefia Bassier  
Beryl-Lynne Pekeur  
Rene Du Toit  
Philip le Roux  
Philip Ivy

VMA wishes to express its sincere gratitude and appreciation for the valuable inputs and insights received. A special thank you to Amjad Hendricks from Aurecon, for his professional engagement on this project.

### 3. Site Information / Context:

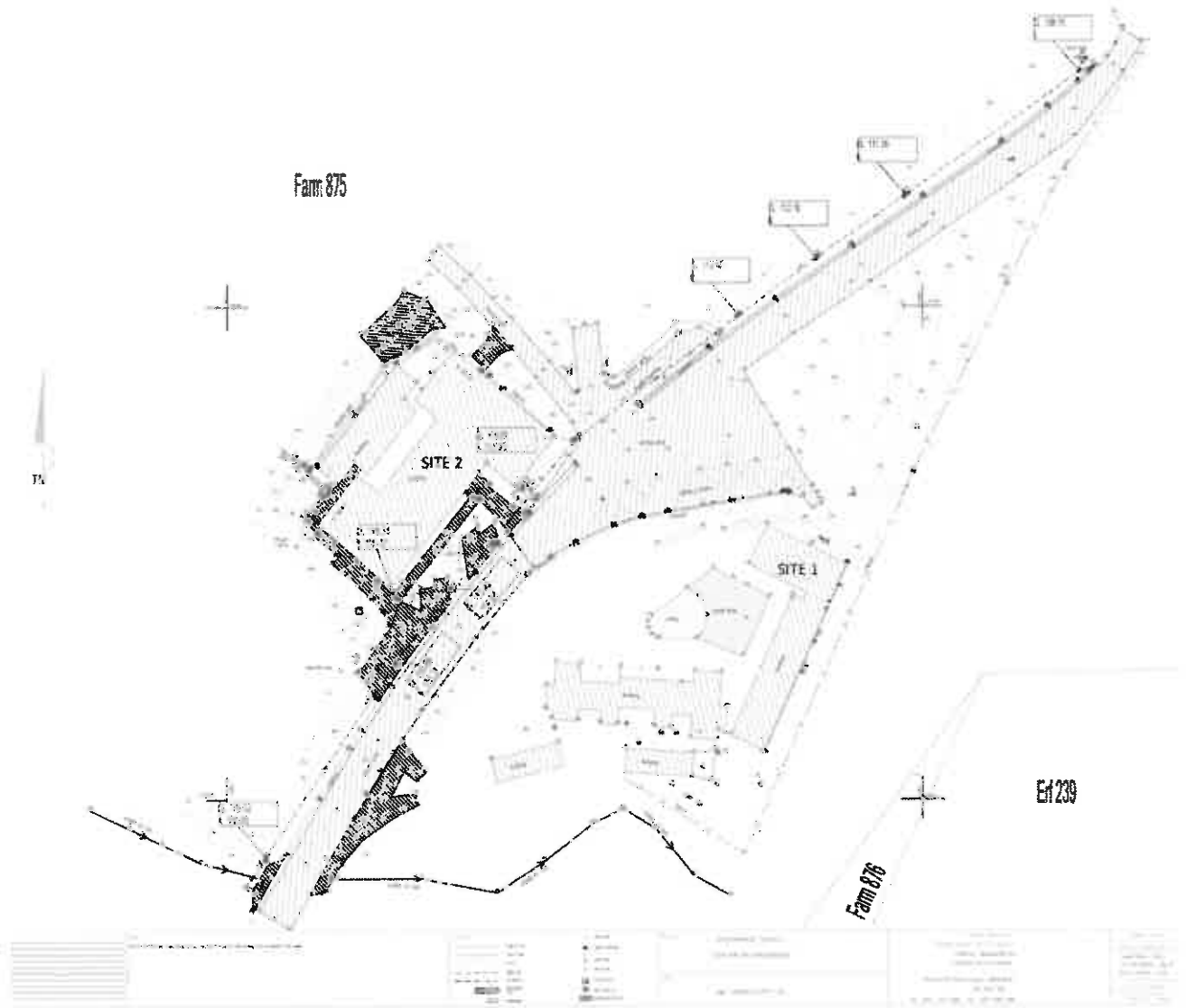
#### 3.1 Aerial Photo / Locality Map



GPS Co-ordinates: 33° 59' 12.07" S 18° 26' 07.78" E by: Google Earth



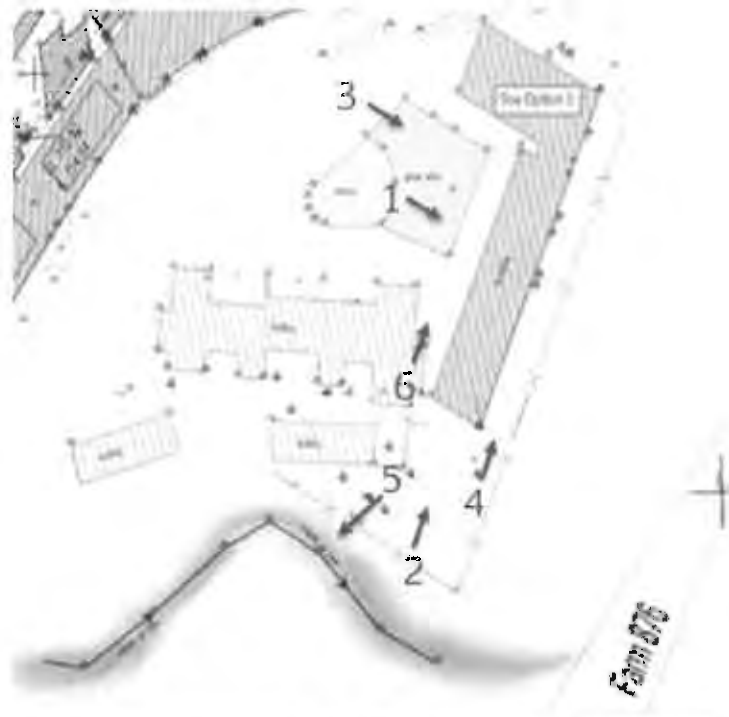
### 3.3 Survey Drawing



Survey Drawing: Prepared by Arvind Bhawan .29/05/2014

### 3.4 Photographic Study of Site Option 1 & 2

#### Site Option 1



Site Option 2



### 3.5 Tabular Comparison of Site Options / Identification

Site Option 1	Site Option 2
1. Site shape awkward.	1. Site shape more geometrically regular
2. Too close to the Liesbeek River and within the 32m building development line	2. More than 32m from the centre line of the Liesbeek River
3. Too close to Rhodes Drive & too noisy	3. Site is situated in a quieter location
4. Existing footprint (ca 274 m <sup>2</sup> ) too small for the proposed new Administration Building (incorporating EDRR, IT Directorate, Marketing & Communications Directorate, Shared Facilities)	4. Existing footprint of the Finance/HR Building is 850 m <sup>2</sup>
5. Existing Building Site more suitable as parking facility.	5. It is more suitable as Corner Building and has a better orientation.
6. Building Site too close to the Fynbos Lodge	6. Existing building site allows for minimal impact on the existing Fynbos Lodge

VMA is engaging with Mr Ben Mars of Land Affairs to determine if any land claims have been registered against the relevant portions of Kirstenbosch. A report will be submitted to VMA in due course.

VMA recommends Site Option 2 over Site Option 1 as the preferred site for the new Administration Building and a bulk of 2.2 will apply with a maximum height of 12m. The Building will consist of approximately two and a half storeys. It is endeavoured that no trees will be removed. Site Option 1 will be utilized as the parking site, with the Fynbos Lodge being modified and redesigned as a student lodge. The river bank will be stabilized with gabions.

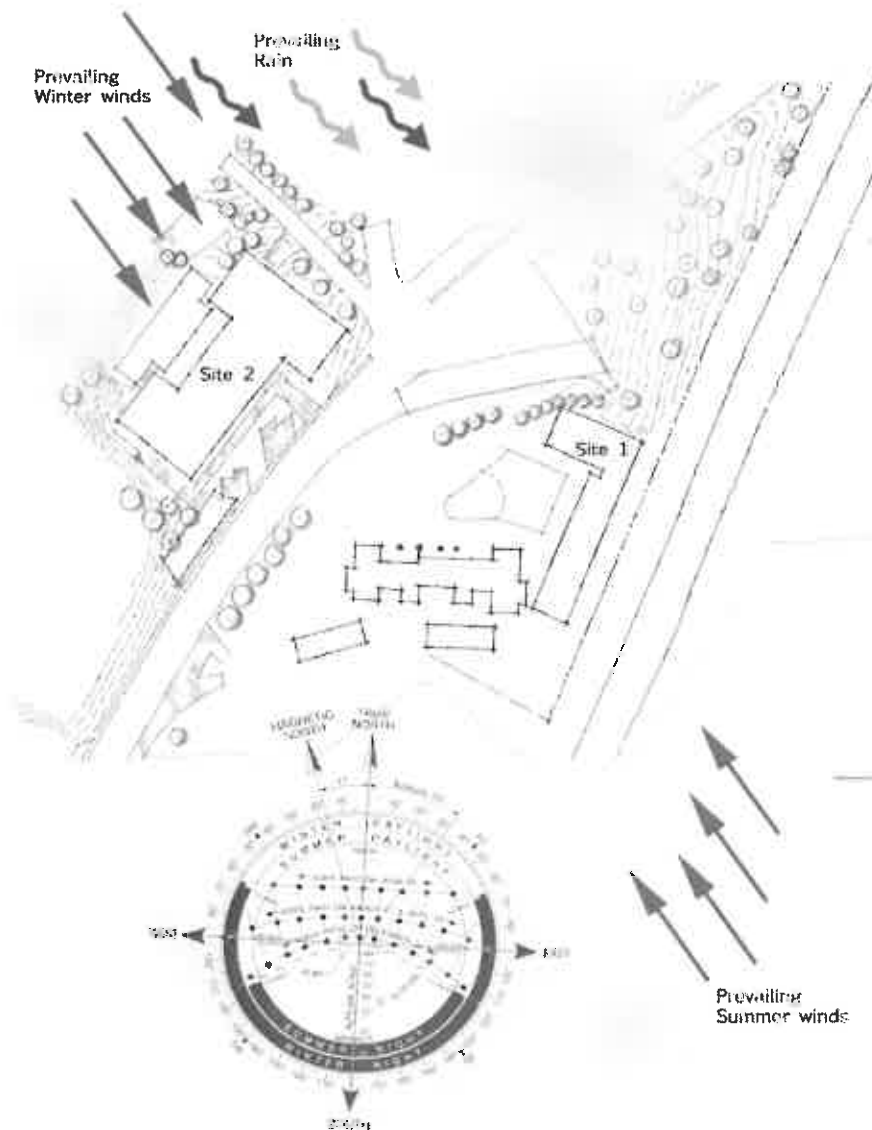


## 4. Climatic Data / Geographical Characteristics:

### 4.1 Introduction

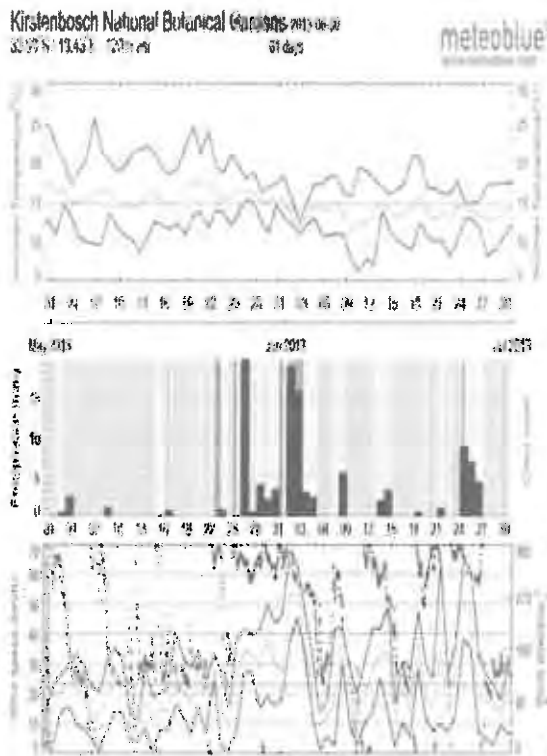
Kirstenbosch is situated at the foot of Table Mountain and this falls within the Mediterranean Climatic Belt.

The proximity of the mountain has a major impact on the microclimate, resulting in hot summers, cold and very wet winters. It is a known fact that Kirstenbosch/Newlands have recorded the highest rainfall in South Africa. Furthermore, very high wind speeds have been recorded, registering up to 45km/h during winter (north-westerly).

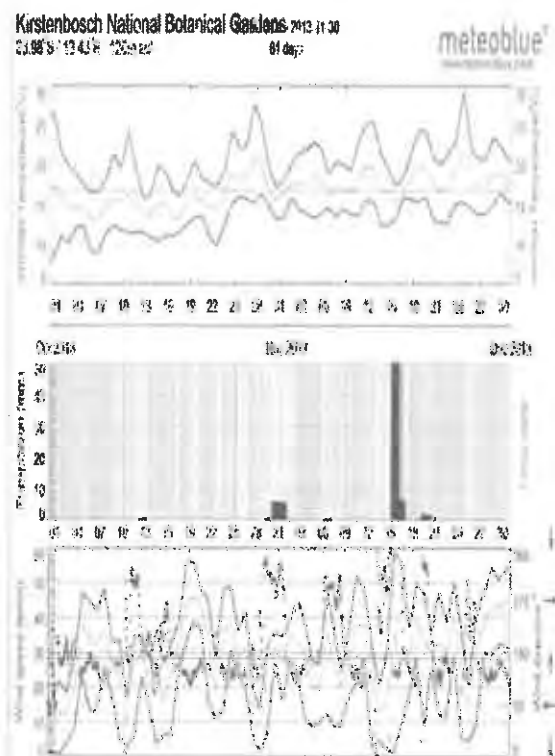


## 4.2 Climatic Data: June 2013 – June 2014

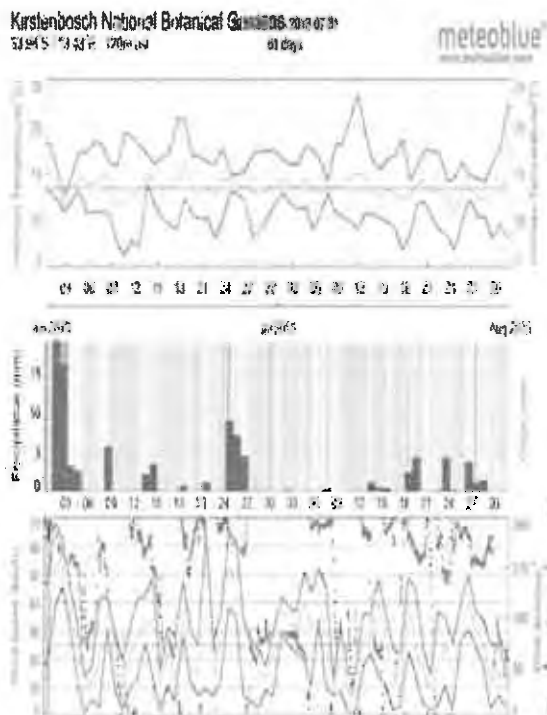
### June 2013



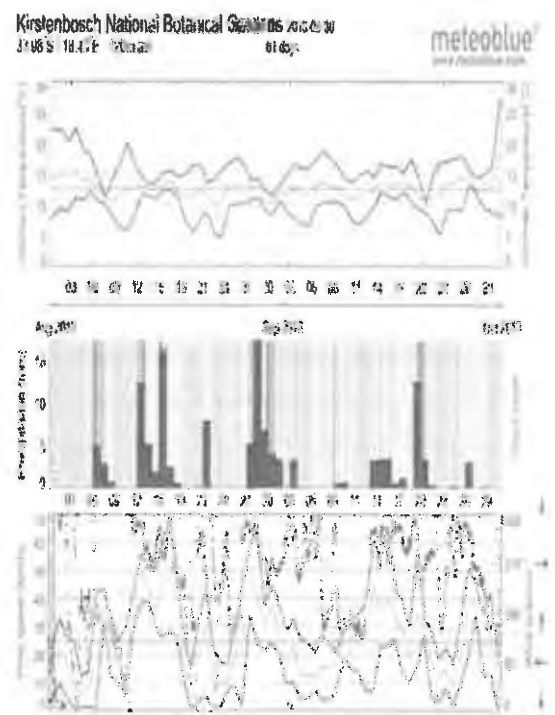
### August 2013



### July 2013



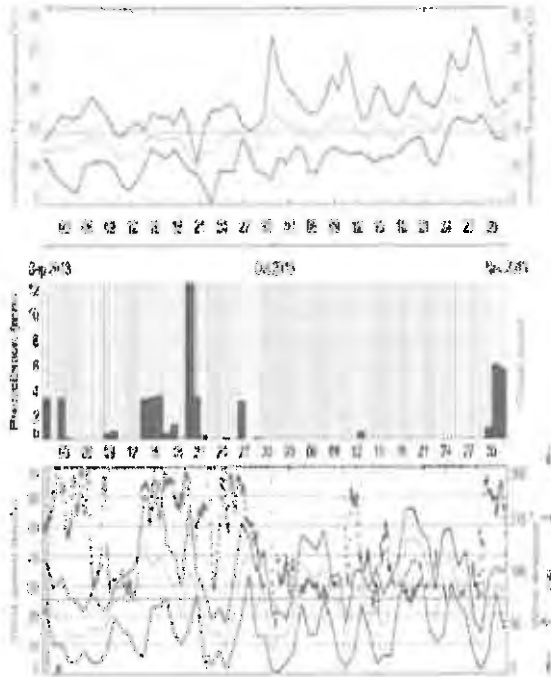
### September 2013



**October 2013**

Kirstenbosch National Botanical Gardens 2013-10-01  
 33.81°S 18.43°E 1200m a.s.l. 01 days

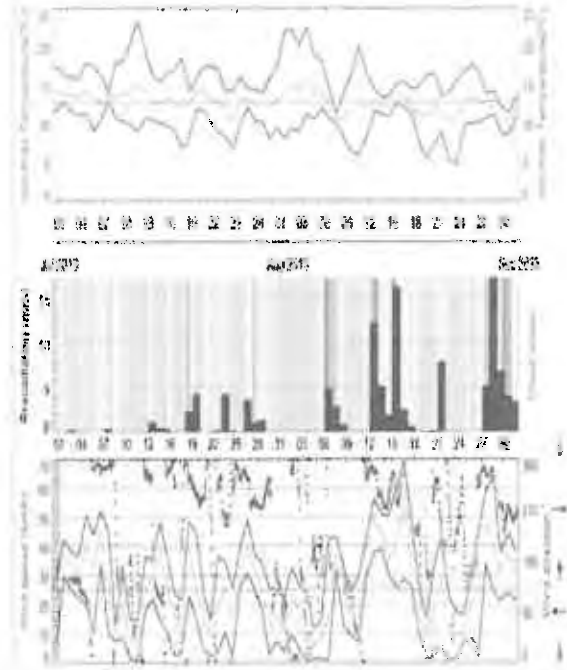
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**November 2013**

Kirstenbosch National Botanical Gardens 2013-11-01  
 33.81°S 18.43°E 1200m a.s.l. 07 days

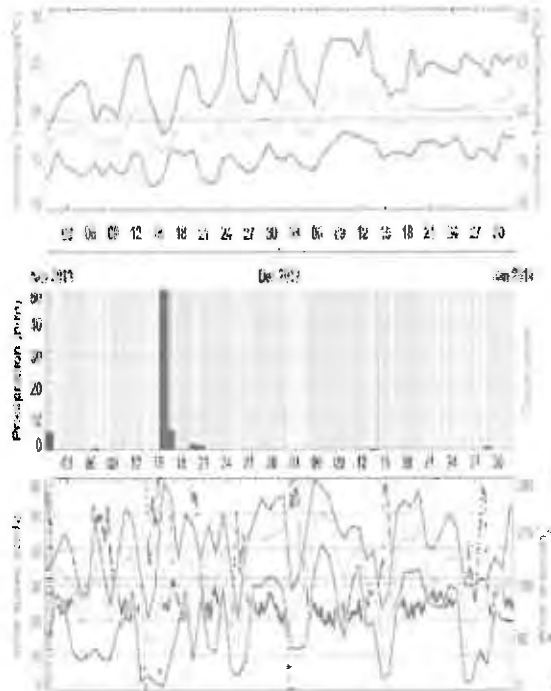
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**December 2013**

Kirstenbosch National Botanical Gardens 2013-12-01  
 33.81°S 18.43°E 1200m a.s.l. 01 days

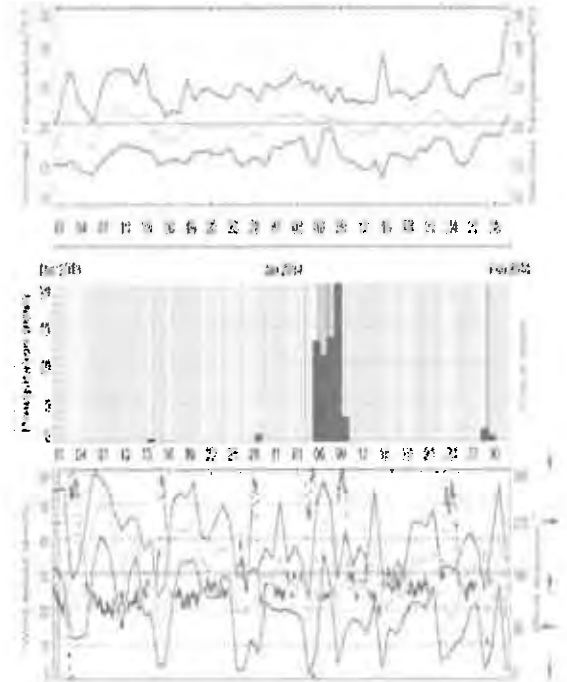
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**January 2014**

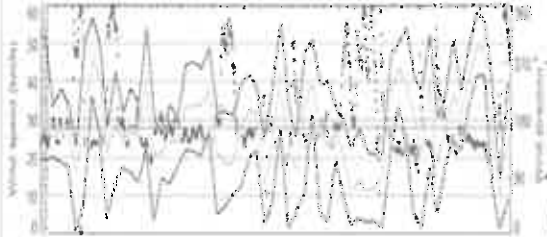
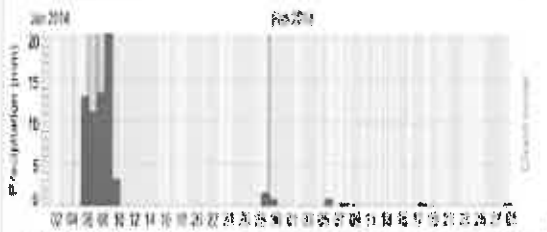
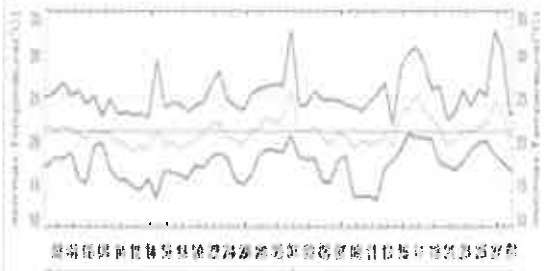
Kirstenbosch National Botanical Gardens 2014-01-01  
 33.81°S 18.43°E 1200m a.s.l. 07 days

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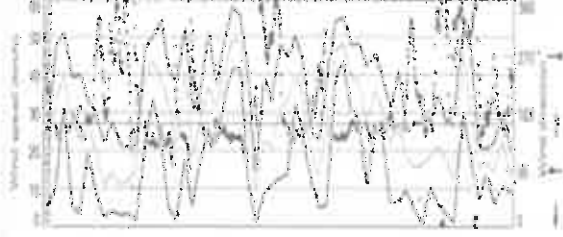
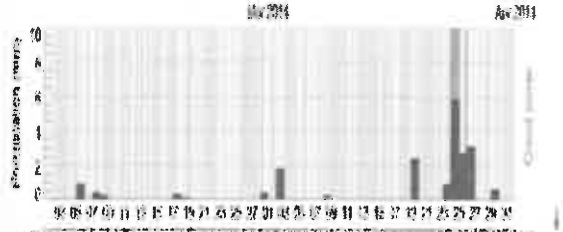
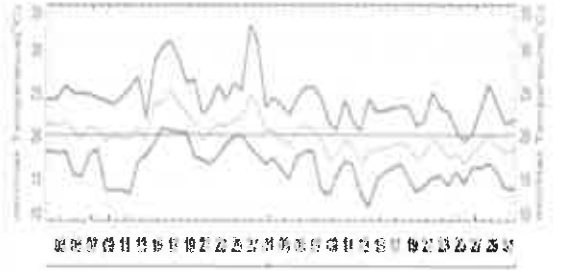
**February 2014**

Kirstenbosch National Botanical Gardens 2014-02-28  
33.96°S - 18.43°E 120m a.s.l. 58 days



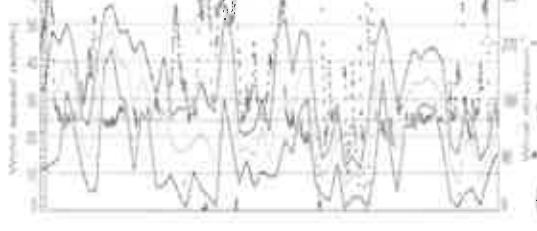
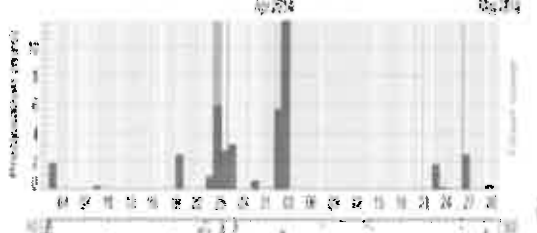
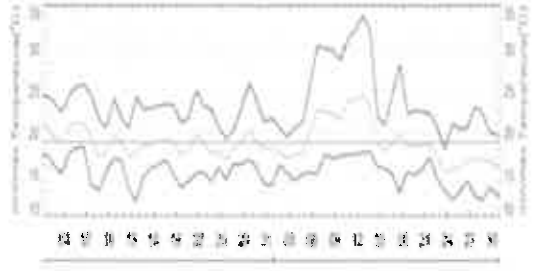
**March 2014**

Kirstenbosch National Botanical Gardens 2014-03-31  
33.96°S - 18.43°E 120m a.s.l. 58 days



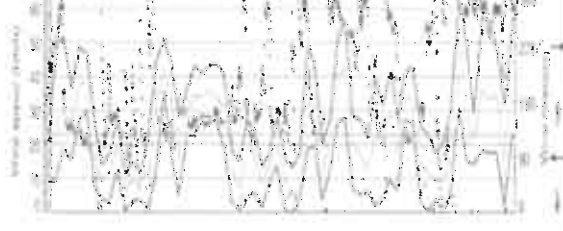
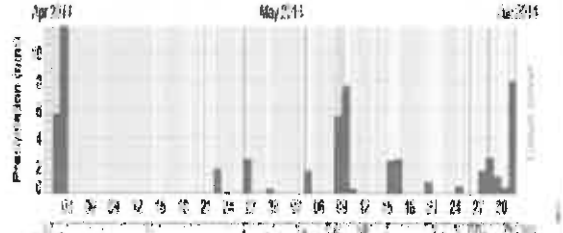
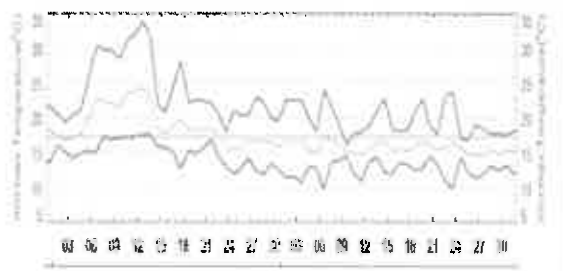
**April 2014**

Kirstenbosch National Botanical Gardens 2014-04-30  
33.96°S - 18.43°E 120m a.s.l. 60 days



**May 2014**

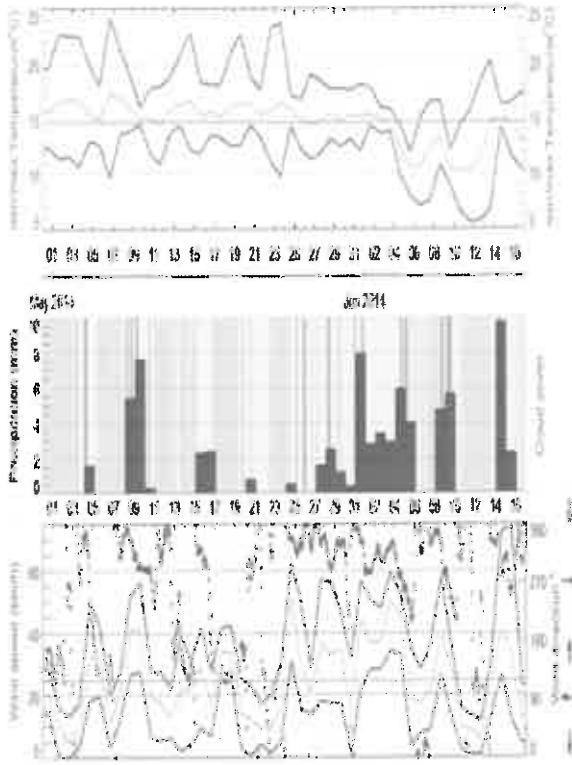
Kirstenbosch National Botanical Gardens 2014-05-31  
33.96°S - 18.43°E 120m a.s.l. 61 days




June 2014

Kirstenbosch National Botanical Gardens 2014-06-16  
33.98° S / 18.41° E 120m ael 47 Days

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Climatic Data sourced from: 

## 5. Accommodation Schedule

Workshops were held with various Divisional/Directorate Heads & Project Managers, with the objective to draw up a detailed brief and accommodation schedule. Refer to Table 1 below.

The New Administration Building will accommodate the following departments:

- Finance (F)
- Human Resources (HR)
- Information and Technology (IT)
- Early Detection and Rapid Response Programme (EDRR)
- Marketing & Communications (M&C)

### 5.1 Building Classification: G1 SANS 10400 Edition 3

**SANS 10400-A:2010**  
Edition 3

Table 1 (concluded)

1	2
Class of occupancy of building	Occupancy
E4	<b>Health care</b> Occupancy which is a common place of long term or transient living for a number of unrelated persons consisting of a single unit on its own site who, due to varying degrees of incapacity, are provided with personal care services or are undergoing medical treatment.
F1	<b>Large shop</b> Occupancy where merchandise is displayed and offered for sale to the public and the floor area exceeds 250 m <sup>2</sup> .
F2	<b>Small shop</b> Occupancy where merchandise is displayed and offered for sale to the public and the floor area does not exceed 250 m <sup>2</sup> .
F3	<b>Wholesalers' store</b> Occupancy where goods are displayed and stored and where only a limited selected group of persons is present at any one time.
G1	<b>Offices</b> Occupancy comprising offices, banks, consulting rooms and other similar usage.
H1	<b>Hotel</b> Occupancy where persons rent furnished rooms, not being dwelling units.
H2	<b>Dormitory</b> Occupancy where groups of people are accommodated in one room.
H3	<b>Domestic residence</b> Occupancy consisting of two or more dwelling units on a single site.
H4	<b>Dwelling house</b> Occupancy consisting of a dwelling unit on its own site, including a garage and other domestic outbuildings, if any.
H5	<b>Hospitality</b> Occupancy where unrelated persons rent furnished rooms on a transient basis within a dwelling house or domestic residence with sleeping accommodation for not more than 16 persons within a dwelling unit.
J1	<b>High risk storage</b> Occupancy where material is stored and where the stored material is liable, in the event of fire, to cause combustion with extreme rapidity or give rise to poisonous fumes, or cause explosions.
J2	<b>Moderate risk storage</b> Occupancy where material is stored and where the stored material is liable, in the event of fire, to cause combustion with moderate rapidity but is not likely to give rise to poisonous fumes, or cause explosions.
J3	<b>Low risk storage</b> Occupancy where the material stored does not fall into the high or moderate risk category.
J4	<b>Parking garage</b> Occupancy used for storing or parking of more than 10 motor vehicles.

**Table 2 — Design Population**

1	2
Class of occupancy of room or storey or portion thereof	Population
A1, A2, A4, A5	Number of fixed seats or 1 person per m <sup>2</sup> if there are no fixed seats
E1, E3, H1, H3, H4	2 persons per bedroom
E4	16 persons provided that the total number of persons per room is not more than 4
H5	16 persons per dwelling unit provided that the total number of persons per room is not more than 4
G1	1 person per 15 m <sup>2</sup>
J1, J2, J3, J4	1 person per 50 m <sup>2</sup>
C1, E2, F1, F2	1 person per 10 m <sup>2</sup>
B1, B2, B3, D1, D2, D3	1 person per 15 m <sup>2</sup>
C2, F3	1 person per 20 m <sup>2</sup>
A3, H2	1 person per 5 m <sup>2</sup>

**Table 5 — Provision of sanitary fixtures in residential accommodation**

1	2	3	4	5	6	7	8
Population number of people	Number of sanitary fixtures to be installed						
	Males				Females		
	Toilet pans	Urinals	Wash-hand basins	Baths	Toilet pans	Wash-hand basins	Baths
≤ 8	1	1	1	1	2	1	1
≤ 20	1	2	2	2	3	2	2
≤ 40	2	3	3	3	4	3	3
≤ 60	3	4	4	4	6	4	4
≤ 80	4	6	5	5	9	5	5
≤ 100	4	8	6	6	12	6	6
≤ 120	5	9	6	6	14	7	7
≤ 140	5	10	7	7	15	8	8
≤ 180	5	11	8	8	16	8	8
> 180	Add 1 sanitary fixture to the above for every 50 persons						

**Table 6 — Provision of sanitary fixtures for personnel**

1	2	3	4	5	6
Population <sup>1</sup> number of people	Number of sanitary fixtures to be installed				
	Males			Females	
	Toilet pans	Urinals	Wash-hand basins	Toilet pans	Wash-hand basins
≤ 15	1	1	1	2	1
≤ 30	1	2	2	3	2
≤ 60	2	3	3	5	3
≤ 90	3	5	4	7	4
≤ 120	3	6	5	9	5
> 120	Add 1 sanitary fixture to the above for every 100 persons			Add 1 sanitary fixture to the above for every 60 persons	Add 1 sanitary fixture to the above for every 100 persons

NOTE: If the facilities provided in a shopping complex can be conveniently situated so that they are available to the personnel and the public and visitors, it might not be necessary to provide separate facilities for the personnel in individual shops. The minimum number of facilities provided should then be the total required in accordance with this table for the total number of personnel in the shops within the complex who make use of these facilities.

<sup>1</sup> Population is the number of personnel only of a particular sex in an occupancy. The total number of personnel will, in some cases, be the total population obtained from Regulation A21, the public and visitors being very few in number. In other cases, the proportion of personnel to the public and visitors will have to be established. The total number of personnel in a shopping complex, or in any particular shop, may be taken as 10% of the total population for such complex or shop calculated in terms of Regulation A21.

**5.2 Table 1 – Consultation Workshop with End Users**

<b>Table 1</b>	
<b>Process with End User Workshop</b>	
<b>DATE</b>	<b>ACTIVITY</b>
6 March 2014	Briefing session was held with the Aurecon Project Manager & Client Representative (SANBI Building Works Director).
26 March 2014	End User Workshop was held with the SANBI Team, Aurecon and principles to refine accommodation schedule & brief.
14 April 2014	Site Meeting was held with Aurecon, Land Surveyor, EIA Consultant, Kirstenbosch Garden Curator, SANBI Building Works Director.
23 April 2014	Meeting held with DEA & Aurecon
14 May 2014	End User Workshop was held with SANBI Team, Aurecon and principles to refine accommodation schedule.
<b>Next Steps</b>	
Accommodation schedule and Site confirmation meeting with SANBI end users & approval of Stage 1.	
Development of a Concept Sketch Design/Stage 2 with cost estimates.	