

# GROENEWALD PRELLER ARCHITECTS CC

FILE: C:\APROJ\RIM-MSP\REPORTS\MAINTENANCE

DATE CREATED 2010-10-08

DATE UPDATED 2010-10-20

## WCS 021474 ROBBEN ISLAND MUSEUM - RECREATION FACILLITIES MAINTENANCE MANAGEMENT PLAN - ALPHA 1

Page 1

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	BUDGET	COMMENT
<b>1.</b>	<b>ASBESTOS BUILDING ELEMENTS</b>					
1.1	All asbestos building elements	Asbestos inventory to be drawn up	One off	Specilaist Asbestos Assessor	Current or Next financial year	Required by legislation
1.2	All asbestos building elements	Asbestos inspection and maintenance plan to be drawn up.	Annual	Specilaist Asbestos Assessor	Annual	Required by legislation
<b>2.</b>	<b>GENERAL BUILDING MAINTENANCE</b>					
2.1	ROOFS					
2.1.1	Roof sheeting	Inspect roof sheets for loose roof screws, damaged sheets. Repair any damage to the roofs	Annual Annual	DPW Maintenance Dept DPW Maintenance Dept	Annual Annual	Required to identify maintenance required Required to avoid water damage to the buildings.
2.1.2	Timber Roof Structures	Beetle Inspection	5 yearly	Specialist Company who must issue a Beetle Inspection Certificate	5 yearly	To ensure the integrity of the roof structure is maintained.
2.1.3	Concrete Roof Structures	Inspect slabs for cracks, spalling concrete Repair any damage to the concrete	Annual Annual	DPW Maintenance Dept DPW Maintenance Dept	Annual Annual	To ensure the integrity of the roof structure is maintained. Required to avoid water damage to the buildings.
2.2	RAINWATER GOODS					
2.2.1	Gutters & downpipes	Inspect and clean all rainwater elements. Repair all damage and retouch paint.  Repair any damage  Reseal all gutter joints	Six monthly, before and after winter Annual - before winter 5 yearly	DPW Maintenance Dept DPW Maintenance Dept DPW Maintenance Dept	Annual Annual 5 yearly	To avoid blockages and damage from overflowing gutters  To ensure integrity of system
2.2.2	Watertanks	Inspect and repair any damage  Inspect, clean out and disinfect	Annually before winter 2 yearly	DPW Maintenance Dept DPW Maintenance Dept	Annual 2 yearly	To ensure integrity of system To maintain water quality

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	BUDGET	COMMENT
2.3	FOUNDATIONS					
2.3.1	On-land foundations	Inspect on land for rabbit burrows and backfill where necessary	Annual	DPW Maintenance Dept	Annual	To avoid damage to walls and building collapse
2.3.2	Sea Wall	Inspect seawall for erosion, spalling or cracks and repair all damage	Annual - before winter	DPW Maintenance Dept	Annual	To avoid damage to walls and building collapse
2.4	WALLS					
2.4.1	Internal & External	Inspect for cracks and damp damage, and repair any serious damage found.	Annual	DPW Maintenance Dept	Annual	To avoid damage to walls and finishes
2.4.2	Internal & External	Inspect, repair, clean and repaint	5 yearly	DPW Maintenance Dept	5 yearly	To keep the Museum up to standard and protect the building fabric
2.4.3	External	Inspect slate and other stone walling for cracks and repair.	Annual	Specialist mason	Annual	To avoid damage to walls and ensure safety of persons
2.5	WINDOWS					
2.5.1	Glass	Inspect and replace all broken glass	6 monthly	DPW Maintenance Dept	Annual	To avoid damage to building interiors and ensure safety of persons.
2.5.2	Window frames and burglar bars	Inspect for rust, neutralise and retouch paint work.	Annual	DPW Maintenance Dept	Annual	To avoid serious damage to frames.
2.5.3	Window hinges and handles	Inspect and replace all broken or missing elements. Clean and service hinges and stays.	Annual	DPW Maintenance Dept	Annual	To avoid damage to building interiors.
2.5.4	Windows complete	Thoroughly clean, prepare, derust and repaint and service all parts	5 yearly	DPW Maintenance Dept	5 yearly	To ensure longevity of the building elements
2.6	GATES					
2.6.1	Gates and frames	Inspect for rust, neutralise and retouch paint work.	Annual	DPW Maintenance Dept	Annual	To avoid serious damage to gates and frames and ensure person's safety.
2.6.2	Hinges & ironmongery	Service and lubricate hinges and locks	6 monthly	DPW Maintenance Dept	6 monthly	To ensure proper operation.
2.6.3	Gates complete	Thoroughly clean, prepare, derust and repaint and service all parts	5 yearly	DPW Maintenance Dept	5 yearly	To ensure longevity of the building elements

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	BUDGET	COMMENT
2.7	DOORS					
2.7.1	Doors	Inspect for damage and repair	Annual	DPW Maintenance Dept	Annual	To avoid serious deterioration.
2.7.2	Frames	Inspect for rust, neutralise and retouch paint work.	Annual	DPW Maintenance Dept	Annual	To avoid serious deterioration.
2.7.3	Hinges & ironmongery, sliding door mechanisms	Service and lubricate hinges and locks	6 monthly	DPW Maintenance Dept	6 monthly	To ensure proper operation.
2.7.4	Doors complete	Thoroughly clean, prepare, derust and repaint and service all parts	5 yearly	DPW Maintenance Dept	5 yearly	To ensure longevity of the building elements
2.8	FLOORS AND CEILINGS	Inspect for damp damage and/or cracks, and repair where required	Annual	DPW Maintenance Dept	Annual	To avoid damage to building interiors.
		Where damp penetration is found, trace cause of damp and make repairs. Treat walls with damp barrier on outside face of building.	Annual	DPW Maintenance Dept	Annual	To avoid further damage to wall structure and building interiors.
2.9	WALL CLADDINGS					
2.9.1	Wall Tiling	Inspect for loose tiles. If individual loose tiles are found, monitor over following period. If banks of loose tiles are found, these are to be expertly removed and re-installed or all tiling to be replaced with new.	Annual	DPW Maintenance to do inspection. Specialist Contractor to handle any repairs.	Annual	To avoid further damage to building interiors and ensure safety of persons.
2.9.2	Timber cladding	Timber wall cladding to be inspected for damp and physical damage, repaired and revarnished / painted as required.	Annual	DPW Maintenance to do inspection. Specialist Contractor to handle any repairs.	Annual	To avoid further damage to building interiors and ensure safety of persons.
2.10	WATERSUPPLY SYSTEM	Inspect for any leaks and stolen pipes. Make good any leaks. Report stolen items.	Annual	DPW Maintenance Dept.	Annual	To avoid further damage to building interiors.
		Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.
2.11	SEWER SYSTEM	Inspect for any leaks and stolen items. Make good any leaks. Report stolen items.	Annual	DPW Maintenance Dept.	Annual	To avoid further damage to building interiors.
		Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	BUDGET	COMMENT
	Sewer System (continued)	Inspect underground system for collapse, root penetration, and flow.	5 yearly	DPW Maintenance Dept.	5 yearly	To ensure problems are discovered early.
		Septic tank to be inspected. If necessary the tank is to be pumped out and sewerage disposed at other treatment facility on island. Tank to be cleaned and re-activated.	2 yearly	DPW Maintenance Dept.	2 yearly	To avoid sewerage spills and blocked drains.
2.12	SANITARY FITTINGS	Clean and disinfect fittings and immediately report breakages or leaks	Daily	RIM cleaning staff	Annual	To ensure health standards are maintained.
		Inspect for breakages, rusted basin brackets, leaking pipes. Replace or repair as required.	3 monthly	DPW Maintenance Dept.	Annual	To ensure safety of persons and proper operation of fittings.
2.13	ELECTRICAL SYSTEM					
2.13.1	Fittings, switchplates, etc	Inspect for malfunctioning or stolen items, and repair / replace / make safe as necessary.	6 monthly	DPW Maintenance Dept.	Annual	To ensure problems are discovered early, and ensure safety.
2.13.2	Electrical Installation	Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.
2.13.3	Fire Detection	Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.
2.14	TERRACE WALLS	Inspect for cracks, structural stability, and arrange for localised repairs	Annual	Structural engineer	Annual	To ensure safety of persons and protect heritage.
2.15	NEW ACCESS RAMP	Inspect and repair if necessary	6 monthly	DPW Maintenance Dept.	Annual	To ensure safety of persons.
2.16	PATHS AND DRIVEWAY	Inspect and repair where necessary.	6 monthly	DPW Maintenance Dept.	Annual	To ensure safety of persons.
3.	<b>LONGTERM PLAN</b>					
	Entire precinct	Carry out major renovation	10 yearly	Private contractor	10 yearly	To maintain heritage and RIM building asset.