

**ROBBEN ISLAND MUSEUM**



**MAXIMUM SECURITY PRISON  
MAINTENANCE PLAN**

# MAXIMUM SECURITY PRISON: MAINTENANCE PLAN

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## MAXIMUM SECURITY PRISON: MAINTENANCE PLAN

### 1 INTRODUCTION

#### 1.1 TERMS OF REFERENCE

The aim of this submission is to provide a maintenance plan to combine all processes for the smooth execution of the project. The purpose of this maintenance plan is to obtain approval from the relevant Heritage Authority before commencement of any maintenance work to the Maximum Security Prison on Robben Island. All the needs and requirements of all stakeholders were established during earlier planning phases and incorporated in this document.

The existing fabric of the Maximum Security dates back to the sixties and the material used during that period is known and still available today. There is sufficient evidence of the earlier state of the fabric and returning the fabric to the state it was during those days will not change the cultural significance of the place. Deterioration of existing building elements such as roofs, ceilings, painted walls and floors took place and restoration is appropriate as there is sufficient evidence of the earlier state of the fabric.

**Restoration** to achieve the original condition will be the main process during the initial phase. During restoration to the original condition the necessary sensitivity will be displayed by all stakeholders, to ensure that the tangible structures remain unchanged. In the second phase the main activity will be to **Maintain** the existing fabric in its existing state and slowing deterioration. Preservation is therefore appropriate as the existing state of the fabric itself constitutes evidence of a specific time period.

#### 1.2 EXECUTIVE SUMMARY

The project will be divided in a "Restoration phase" and a "Maintenance phase". During the Restoration phase the structures will be restored to their original condition through a Repairs and Restoration contract. During this phase major and crucial activities will be carried out to restore the structure to its original condition. During the Maintenance phase all the required maintenance activities to keep the structures in the required condition will be carried out. The maintenance activities will be listed in the relevant paragraph for maintenance items. In this phase no major actions will be required but only the normal day to day repairs and maintenance, unless an occurrence of major impact necessitates major action.

### 2 DEFINITIONS

**Adaptation** means renewing or modifying a building to retain its character to suit proposed compatible uses even if the end result is no longer authentic in all respects. Adaptation is acceptable where the conservation of the place cannot otherwise be achieved, and where the adaptation does not substantially detract from its cultural significance. Adaptation should be limited to that which is essential to a use for the place. Fabric of cultural significance unavoidably removed in the process of adaptation should be kept safely to enable its future reinstatement.

**Authenticity and integrity:** If fabric is authentic, it is original fabric that dates from or was present in a specific period of time relevant to the significance of the site. A site may not be intact but it could still be authentic. A ruin with most of its fabric missing, for example, may be authentic because it has not been overlaid or distorted by obscuring accretions. Memory or documentation can also be authentic (although not necessarily accurate) because it derives from the period under study, or comes from someone who had direct experience of an event or experience. For conservation purposes, authenticity and integrity mean the same thing.

**Compatible use** means a use that involves no change to the culturally significant fabric, changes that are substantially reversible, or changes that require a minimal impact.

**Conjecture** means a guess that is not based on sufficient evidence.

**Conservation** means all the processes of looking after a place so as to retain its cultural significance. It includes maintenance and may according to circumstances include preservation, restoration, reconstruction and adaptation. It will usually be a combination of several of these strategies.

**Cultural landscape** means a landscape designed, improved or, at least affected by human activity, whether deliberately or not.

**Cultural significance** means aesthetic, historic, scientific or social value for past, present or future generations.

**Fabric** means all the physical material of the place (buildings, walls, fences, archaeological sites, quarries, furnishings fittings and wall-coverings etc.).

**Intactness** refers to the degree to which the place and its fabric are still all there.

**Intangible heritage** refers to those heritage resources associated with a place that are not expressed in fabric, such as symbolic meaning, activities like dancing, storytelling and music making, language, memory and routine.

**Maintenance** means the continuous protective care of the fabric, contents and setting of a place, and is to be distinguished from repair.

**Mitigation** means any action taken to reduce the negative impact of an intervention.

**Place** means a site, area, building or other structure, group of buildings or other structures together with relevant contents and surroundings.

**Place quality** refers to the characteristics of a place – what makes it special as a place. Landscapes are almost always dynamic and vulnerable, and the retention of a sense of place will help to save them from degradation during the process of change.

**Precinct** means an area of the place that has some internal coherence in form, period of construction or purpose.

**Preservation** means maintaining the fabric of a place in its existing state and slowing deterioration. Preservation is appropriate when the existing state of the fabric itself constitutes evidence of specific cultural significance or when insufficient evidence is available to allow other conservation processes to be carried out. It is the approach which best retains the historic buildings as genuine and authentic evidence of the past.

**Reconstruction** means to return a place as nearly as possible to a known state and is distinguished from preservation and restoration by the introduction of materials (new or old) into the fabric. It should be based on sound physical and documentary evidence. Reconstruction is appropriate only where a place is incomplete through damage or alteration and where it is necessary for its survival or where it recovers the cultural significance of a place as a whole. It is limited to the completion of a depleted entity and should not constitute the majority of the fabric of a place. It is also appropriate for structures that are by nature impermanent such as those made from corrugated iron or organic materials such as thatch, reeds or grass.

**Repair** involves restoration or reconstruction.

**Restoration** means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

Restoration is appropriate only if there is sufficient evidence of the earlier state of the fabric and only if returning the fabric to the state recovers the cultural significance of the place.

**Reversible change** means that changes are made in such a way that the original state of the fabric can be regained at some later date should this be required.

**Setting:** The setting is an area surrounding a place whose limits may be determined by sensory criteria, namely by sight (e.g. enclosing ridgelines, roofscapes or plantations), sound (e.g. adjacent waterfalls or working quarries), or smell (e.g. tannery district).

**Significance** means the qualities that make a place, historical fabric or other heritage resource important to people (rare, representative, associated with an event or person etc).

**Tangible heritage** refers to those heritage resources associated with a place that are expressed in fabric, such as buildings, quarries, human interventions into the natural environment, moveable artefacts and so on.

**Vulnerability** is a sharp awareness of pressure and actions that may injure the significance of the place.

### 3 DESCRIPTION OF BUILDINGS

The Maximum Security Prison Complex consists of several buildings as shown on Architectural Drawing 021448/01-00.

The buildings are the following:

<u>Section</u>	<u>Description</u>	<u>Section</u>	<u>Description</u>
A	: Prison Cells	P	: Prefabricated Admin Block
B	: Prison Cells	R	: Registration Admin Office
C	: Prison Cells	SS	: Power Sub Station
D	: Prison Cells	FT	: Female Toilets
E	: Prison Cells	RT	: Rugby Field Toilet
F	: Prison Cells	Alpha 4	: Watch Tower
G	: Prison Cells	Alpha 5	: Watch Tower
H	: Hospital	Alpha 6	: Watch Tower
K	: Kitchen	Alpha 7	: Watch Tower
L	: Dining Hall		

In addition, although a separate building, the visitors' centre (V) will also be repaired in this contract.

### 4 CONTACT PERSONS, GENERAL INFORMATION

RIM will delegate officials as contact persons during the execution phase of this project who will attend every site meeting. The project team will consist of the delegated officials from RIM, the Principal Agent (Architect), Quantity surveyor, Engineers and the Project Manager (Department of Public Works). All these members will be fully committed to the restoration of the Maximum Prison during the execution phase of the project.

- 5.13 Total points will be 100.
- 5.14 The minimum Quality score for the contractor to qualify for further evaluation will be 70%.
- 5.15 The Quality Score of 70% is important for heritage buildings, where quality in terms of the standards of practice and qualifications required of individuals, institutions or other bodies for the performance of work on heritage resources are protected in terms of the National Heritage Resources Act, 1999. For this reason the bidder needs to be evaluated in terms of a proven record regarding the restoration of a number of heritage buildings and previous experience on Heritage Buildings.
- 5.16 The procurement documents will contain all the requirements and provisions necessary to achieve the original condition of the structures of the Maximum Security Prison. The fabric will then be maintained in the required state and deterioration will be slowed down. Preservation is appropriate as the existing state of the Prison constitutes evidence of specific significance. It is the approach which best retains the historic buildings as genuine and authentic evidence of the past.

## **6 SUPERVISION OF THE CONTRACTOR**

### **6.1 GENERALLY**

The existing premises will be in occupation during the contract period and the Works shall be carried out during such times and in such manner, which will cause the least inconvenience to the occupants, and still allow the work to be proceeded with expeditiously. The instructions of the Principal Agent shall be complied with in regard to the carrying out of any portion of the Works which in his/her opinion requires to be expedited and priority shall be given to such work as and when directed and to such programme and phases as may be required.

### **6.2 PROTECTION OF THE HERITAGE SIGNIFICANCE OF THE SITE**

- 6.2.1 A pre-tender site meeting will be arranged and a site inspection conducted for prospective tenderers at the venue, time and date as indicated in the advertisement calling for tenders for the project. This is to allow the tenderers to carry out surveys or own site inspections to obtain more detailed information for tendering purposes. Further site inspections must be arranged in consultation with RIM.
- 6.2.2 If project orientation is required during the site visits it will be provided by RIM.
- 6.2.3 Prospective tenderers must make arrangements with RIM for transportation from Murray's Harbour on Robben Island to the sites.
- 6.2.4 The contractor, in consultation with RIM, must allow for the daily transportation of his/her staff to and from Robben Island, as no overnight accommodation will be available on the Island during the contract period. The contractor must evaluate the extent of the project and decide on the size of his/her work team and allow for the daily transportation of his/her staff during the contract period. The contractor must advise RIM on the size of his work team and discuss the feasibility of control over the number of workmen. It is also the contractor's responsibility to arrange for the transportation of his/her workmen to and from the island.
- 6.2.5 If the weather conditions are not favourable or if there is a breakdown of the ferries no transportation to the Island will be possible. It will then be for the contractor to decide in consultation with RIM what other arrangements can be made regarding transportation or if there is any possibility of transportation. Permits for transportation of contractor's personnel to and from Robben Island will be issued by RIM.
- 6.2.6 The contractor must supply every worker with an I.D card.
- 6.2.7 All contractors (including their staff) shall make time available (during normal working hours) for an orientation programme to be presented by staff members of the RIM. This is to

introduce them to the importance of the space where they will be working and why the rules need to be adhered to at all times

- 6.2.8 No objects e.g. archaeological materials (bones, Porcelain pieces, Old bottles, stone tools, metal, etc) to be removed. In the event of finding objects as mentioned a relevant Museum officer must be notified.
- 6.2.9 No cutting of or removal of any vegetation without consultation with relevant Museum officers
- 6.2.10 Fires can only be made in designated areas and should at all times be monitored until extinguished.
- 6.2.11 Smoking is only allowed in identified areas and provision should be made by the contractor for a container to dispose of cigarette butts.
- 6.2.12 Walking around penguin nesting areas is strictly prohibited
- 6.2.13 Roaming around the Island without proper supervision is also prohibited.
- 6.2.14 Museum vehicles impact heavily on the roads, the natural environment, and sites that are not visible to people such as archaeological sites which are also under threat of being damaged or completely destroyed. Therefore, driving around or making unnecessary use of vehicles is not allowed as this places an additional burden on the roads, wildlife, and the natural environment in general.
- 6.2.15 A planned transport management system is being implemented to reduce the impact, however, when driving, the 40 Km speed limit must not be exceeded.
- 6.2.16 No new paths or roads must be created besides the visible tarred roads around the Museum
- 6.2.17 The removal of any surface is not allowed as it can destroy the invisible archaeological evidence. Removal of natural resources, entry into areas that have been fenced off as ecologically sensitive areas and disturbance of the terrestrial or marine environment are not allowed.
- 6.2.18 If the need arises for animals (e.g. penguins) to be removed from construction areas, this is to be conducted by a member of the Environmental Unit only.
- 6.2.19 No littering will be tolerated and rubbish (including cigarette butts) must be placed in designated bins only.
- 6.2.20 All conditions, requirements, procedures, etc. regarding the transportation of material and equipment must be considered and carried out.
- 6.2.21 The contractor must arrange with RIM for the transportation of material and equipment to and from Robben Island. The cargo ferry, with a carrying capacity of 93 tons, normally sails between Cape Town and Robben Island on Tuesdays and Thursdays shipping cargo to and from the island. The issue of tonnage to be discussed with RIM.
- 6.2.22 Transport of plant and material must be per cargo ferry, which must be booked 2 days in advance.
- 6.2.23 Should the successful tenderer wish to transport materials and /or equipment on a more regular basis he / she will have to make alternative arrangements in consultation with RIM with a private company for the transportation thereof.

- 6.2.24 No temporary storage or transport will be available at Robben Island harbour. The contractor must make provision for vehicles and labour for the off-loading of materials and / or equipment and the immediate removal thereof from the harbour to the site.
- 6.2.25 The contractor may obtain permission from RIM to ship suitable transport vehicles to Robben Island for the transportation of material on the Island.
- 6.2.26 The cargo boat must upon arrival be immediately off-loaded and off-loading must be completed on the same day to leave the boat ready to depart for Cape Town the following morning.
- 6.2.27 All labour for the handling of materials / equipment, etc. must be provided by the contractor. Cargo must where possible be loaded onto pallets. Items may not weigh more than 6 tons per single item. Arrangements will have to be made with RIM in this regard.
- 6.2.28 Materials / equipment handed in for transportation must be clearly marked. Quantities, description and destination must be clearly stated on a delivery note, which must be handed to the Officer in Charge at the Cape Town embarkation office.
- 6.2.29 It is expected of the contractor to have a responsible person present during the loading, transportation and off-loading of materials / equipment.
- 6.2.30 It remains the responsibility of the contractor to make alternative arrangements for the transportation of urgent items if RIM is unable to do the transportation.
- 6.2.31 Definition of the word "Remove". Remove shall mean the removal from Robben Island of all discarded material, equipment, paint tins, etc. brought onto the island for construction purposes.
- 6.2.32 Rubble and Material: All building rubble arising from the work is to be removed and carted away daily and the site kept in a neat and tidy manner at all times. No paint or other material may be stored in buildings without the written approval of RIM. On handing over of site, the Contractor is to make arrangements for the storing of materials with RIM, if so required.
- 6.2.33 All rubble and discarded material must be dumped in skips, which the contractor must arrange with a waste disposal firm. The costs for the skips will be for the contractor's account.
- 6.2.34 Supervision: The contractor must provide a capable supervisor / foreman to be permanently on site at all times during the course of the contract.

## **7 RESTORATION PHASE**

During the Restoration phase the structures will be restored to their original condition through a Repairs and Restoration contract.

The restoration phase will be 1½ years, which will be followed by a maintenance phase of 2 years.

### **7.1 RESTORATION OF EXISTING FABRIC**

The building elements and type of repairs and restoration that it will receive will be as described in the Architect's specifications.

#### **7.1.1 EXTERNAL WORK**

- 7.1.1.1 Roofs: The roofs consist of "Oregon" Pine roof trusses and purlins, clad with Asbestos Big Six Fibre Cement roof sheeting finished off with Asbestos fibre cement ridge cappings.



Roofs are finished off at sprockets and gable ends with timber fascias and barge boards. Rainwater goods consist of 125 mm half round asbestos fibre cement gutters and 100mm dia asbestos rainwater pipes. Asbestos fibre cement water storage tanks are used to store rain water at all the buildings.

- 7.1.1.2 Roof trusses are in a good condition and no signs of borer beetles are visible. No repairs are required here and no strengthening of the roof trusses is required. A certificate will be provided by a specialist to certify that the roof timbers are free from beetles.
- 7.1.1.3 Concrete flat roofs: The waterproofing system for flat concrete roofs to be as described in the Architect's specifications.
- 7.1.1.4 The cleaning of the Asbestos Big Six Fibre Cement roof sheeting must be carried out according to the asbestos regulations through a wet process. Inspection of the roof sheets revealed considerable growth of fungi in several areas. Cracked roof sheets can be replaced as it will have no impact in terms of culturally significant fabric. It is required in terms of the Asbestos regulations that the asbestos roofs should be coated with a layer of paint or sealer. Research was carried out and a specialist coating designed for the asbestos sheeting, which will match the original and will thus have no impact on the setting of the place.
- 7.1.1.5 The gutters and rain water pipes will be treated as described in the Architect's specifications.
- 7.1.1.6 The existing timber fascias and barge boards will be sanded and old flaked paint removed, cleaned and repainted in existing colours. Rotten lengths of fascias and barge boards can be replaced with the same material to match the original in all respects.
- 7.1.1.7 The eaves overhangs to the buildings are open and the timber sprockets will be treated as for the timber fascias.
- 7.1.1.8 Walls Externally: External walls are clad with stone cladding with raised mortar joints. During the sixties this cladding was obtained from the stone quarry, formed and moulded and applied to the wall surfaces with cement mortar. The prisoners were used to carry out this labour. They also applied the raised mortar joints. Repairs will be carried out as described in the Architect's specifications.
- 7.1.1.9 Existing fabric: External walls paint system. Work to be carried out as described in the Architect's specifications.
- 7.1.1.10 Steel components: Remove rust completely by sanding, scraping, chipping, rust remover, etc. Apply rust converter and allow for chemical action to complete. Clean down and paint 1 coat primer, 1 coat undercoat and 2 coats gloss enamel paint.
- 7.1.1.11 Ramps for disabled: Construction of ramps for the disabled will be omitted from this project and be treated as a separate project as no finality has been reached regarding construction.
- 7.1.1.12 Stoep enamel Paint: To be prepared and painted as described in the Architect's specifications.
- 7.1.1.13 Additional Public Toilet Facilities: Number of toilets available is not enough for the planned tourist numbers. The existing toilet block will be altered and used as a toilet block for females. An additional toilet block for males will be constructed. The construction will be as per Architect's specifications and will consist of 100mm gum poles, fibre cement wall cladding, big six roof sheets and "Structabord" ceilings. Both toilet blocks will have toilets for the disabled.

7.1.1.14 Windows: Existing steel windows are the normal standard prison type as used during the sixties and the design did not change much since then. The windows consist of galvanised mild steel frames, manganese centre security bars with side hung opening out galvanised steel sashes glazed with 4mm glass window panes. Some windows are completely rusted due to the harsh climatic conditions on Robben Island. Those that cannot be salvaged will be replaced with new to match original in all respects. Repairs will be carried out as specified in the Architect's specifications. Where frames abutt to walls it must be painted with bituminous paint before installation. Work to brickwork and plaster around window openings will be made good after replacement of window to match the original in all respects. All dimensions and information will be recorded and confirmed on site and discrepancies reported on. Window fittings such as hinges and handles will be the same as originals on site. Robben Island Museum Conservation Policy requirements will be strictly adhered to. All items taken apart or off their position will be carefully marked and recorded for reinstallation. Restoration and/or replacement will be recorded by camera. Windows removed will be marked and will remain the property of Robben Island. Other rusted steel windows will be sand blasted; rust inhibitor applied; primed and painted with undercoat and gloss enamel paint to prevent further deterioration of items. Extremely spalled window cills will be repaired to match original in all respects.

7.1.1.15 Steel gates and frames: Defective or broken hinges will be replaced and corroded portions of gates repaired. Gates and frames are covered with rust. Rust will be sand blasted and removed to bare surface and treated with rust converter in areas not reachable. Some gates have completely fallen off frames. Gates and frames will be painted 2 coats prime coat and 2 coats gloss enamel paint in colours as original. All gates taken apart or off their position will be carefully marked and recorded for reinstallation. Restoration and/or replacement will be recorded by camera.

## **7.1.2 INTERNAL WORK**

7.1.2.1 Existing fabric: Previously painted surfaces. Work to be carried out as described in the Architect's specifications. Room schedules were prepared and approved by the Conservation and Use Committee in terms of preparation, paint and colour schemes. Loose and peeling paint will be removed back to a firm base by scraping and sanding and edges will be feathered. Scrub and wash down to remove dirt. Make good plaster cracks. Sand old paint to an even matt finish to provide key. Surfaces to be clean sound and dry before painting. Spot prime bare and repaired areas with plaster primer and allow to dry overnight between coats. Paint application to be carried out as described in the Architect's specifications allowing overnight drying between coats.

7.1.2.2 Ceilings will be cleaned down and damaged areas repaired with Crete stone or similar and approved and allowed overnight to dry out. Paint application to be carried out as described in the Architect's specifications.

7.1.2.3 Previously varnished wooden surfaces: To be prepared and varnished as described in the Architect's specifications.

7.1.2.4 Previously painted wooden surfaces: To be prepared and painted as described in the Architect's specifications.

7.1.2.5 The type of sanitary fittings in use in the prison during the sixties is still those that are available today. Areas where the replacement of a broken or defective fitting is necessary there will be no problem in finding a matching replacement that will negatively affect the setting of the immediate area. The original Porcelain P-trap pans and wash hand basins will be retained. Repairs and cleaning of existing fittings will be carried out as described in the Architect's specifications.

7.1.2.6 Crack repairs: Repairs of cracks will be carried out as in Architect's specifications. A flexible joint sealing compound as "Sikaflex" or equal and approved will be used.

- 7.1.2.7 Damp areas: Existing paint films to surfaces will be removed back to plaster surfaces. Surfaces should be clean and free from dirt and then wet seal waterproofing system be applied as in Architect's specifications.
- 7.1.2.8 Existing vinyl floors to be stripped and sealed with 3 coats sealer as described in the Architect's specification.
- 7.1.2.9 Plumbing: Brass bib taps, showerheads will be re-instated to be as in original state. The water supply will be re-instated throughout the precinct where sanitary fittings are re-instated. Fittings will be reconnected and serviced to be in working order. Where the water supply and fittings cannot be re-instated ends of pipes will be blanked off. All this to be carried out as described in the Architect's specification.
- 7.1.2.10 Drainage: The drainage system will be cleaned out and repairs carried out as described in the Architect's specification.
- 7.1.2.11 Visitor's Centre: Repairs and decoration of walls, ceilings, window frames, door frames, doors, etc. must be carried out as described in the Architect's specification. Ironmongery to doors and windows must be repaired and serviced. Electrical installation of the building must be rehabilitated and serviced to function properly. Loose tiles in vinyl floors must be refixed, and floors must be cleaned and sealed with an approved sealer. The water supply system and all sanitary fittings must be re-instated. All water closets, wash hand basins and all other fittings must be repaired and serviced to be fully functional and connected to the water supply system. Ends of unused piping must be blanked off and loose piping must be refixed to walls. Replace basin brackets with new "old fashioned" brackets, prepare and paint white according to steel components paint system.

## 8 MAINTENANCE PHASE

The maintenance phase will be 2 years. During the Maintenance phase all the required maintenance activities will be listed to keep the structures in the required condition. In this phase no major actions will be required but only the normal day to day repairs will be carried out unless an occurrence of major impact necessitates major action.

### 8.1 MAINTENANCE CALL CENTRE

During the maintenance phase of 2 years, Robben Island Museum (RIM) Management must set up a maintenance call centre, where people can log a maintenance call and the official in charge of the call centre can allocate a complaint number for items that must be repaired. It will then be the responsibility of the Maintenance Call Centre Official to submit the complaint number to the Maintenance contractor to carry out the repairs as scheduled in the procurement documents. The complaints must be followed up to check whether it was carried out according to requirements before signing off.

### 8.2 MAINTENANCE MANAGEMENT PLAN

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	COMMENT
1.	ASBESTOS BUILDING ELEMENTS				
1.1	All asbestos building elements	Asbestos inventory to be drawn up.	One off	Specialist Asbestos Assessor	Required by legislation
1.2	All asbestos building elements	Asbestos inspection and maintenance plan to be drawn up.	Annual	Specialist Asbestos Assessor	Required by legislation

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	COMMENT
2.	<b>GENERAL BUILDING MAINTENANCE</b>				
2.1	<b>ROOFS</b>				
2.1.1	Roof sheeting	Inspect roof sheets for loose roof screws, damaged sheets.	Annual	Maintenance Contractor	Required to identify maintenance required
		Repair any damage to the roofs	Annual	Maintenance Contractor	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	To ensure the integrity of the roof structure is maintained.
2.1.3	Concrete Roof Structures	Inspect slabs for cracks, spalling concrete	Annual	Maintenance Contractor	To ensure the integrity of the roof structure is maintained.
		Repair any damage to the concrete	Annual	Maintenance Contractor	Required to avoid water damage to the buildings.
2.2	<b>RAINWATER GOODS</b>				
2.2.1	Gutters & down pipes	Inspect and clean all rainwater elements.	Six monthly, before and after winter	Maintenance Contractor	To avoid blockages and damage from overflowing gutters
		Repair any damage	Annual - before winter	Maintenance Contractor	
		Reseal all gutter joints	5 yearly	Maintenance Contractor	To ensure integrity of system
2.2.2	Water tanks	Inspect repair any damage	Annually before winter	Maintenance Contractor	To ensure integrity of system
		Inspect, clean out and disinfect	2 yearly	Maintenance Contractor	To maintain water quality
2.3	<b>FOUNDATIONS</b>	Inspect for rabbit burrows and backfill where necessary	Annual	Maintenance Contractor	To avoid damage to walls
2.4	<b>WALLS</b>				
2.4.1	Internal & External	Inspect for cracks and damp damage, and repair any serious damage found.	Annual	Maintenance Contractor	To avoid damage to walls
2.4.2	Internal & External	Inspect, repair, clean and repaint where necessary	5 yearly	Maintenance Contractor	To keep the Museum up to standard
2.4.3	External	Inspect slate and other stone cladding for delamination and repair	2 yearly	Specialist contractor	To avoid damage to walls and ensure safety of persons
2.5	<b>WINDOWS</b>				
2.5.1	Glass	Inspect and replace all broken glass	Annual	Maintenance Contractor	To avoid damage to building interiors and ensure safety of persons.

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	COMMENT
2.5.2	Window frames and burglar bars	Inspect for rust, neutralise and retouch paint work.	2 yearly	Maintenance Contractor	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	Maintenance Contractor	To avoid damage to building interiors.
2.6	GATES				
2.6.1	Gates and frames	Inspect for rust, neutralise and retouch paint work.	2 yearly	Maintenance Contractor	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	Maintenance Contractor	To ensure proper operation.
2.7	DOORS				
2.7.1	Doors	Inspect for damage and repair	2 yearly	Maintenance Contractor	To avoid serious deterioration.
2.7.2	Frames	Inspect for rust, neutralise and retouch paint work.	2 yearly	Maintenance Contractor	To avoid serious deterioration.
2.7.3	Hinges & Ironmongery	Service and lubricate hinges and locks	6 monthly	Maintenance Contractor	To ensure proper operation.
2.8	FLOORS AND CEILINGS	Inspect for damp damage and/or cracks, and repair where required	Annual	Maintenance Contractor	To avoid damage to building interiors.
		Where damp penetration is found, trace cause of damp and make repairs	Annual	Maintenance Contractor	To avoid further damage to building interiors.
2.9	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.	Annual	DPW Maintenance to do inspection. Specialist Contractor to handle any repairs.	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	Maintenance Contractor	To avoid further damage to building interiors.
		Test the system.	Annual	Maintenance Contractor	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	Maintenance Contractor	To avoid further damage to building interiors.
		Test the system.	Annual	Maintenance Contractor	To ensure problems are discovered early.
		Inspect underground system for collapse, root penetration, and flow.	5 yearly	Maintenance Contractor	To ensure problems are discovered early.

ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	COMMENT
2.12	ELECTRICAL SYSTEM				
	Fittings, switch plates, etc	Inspect for malfunctioning or stolen items and repair / replace / make safe as necessary	Annual	Maintenance Contractor	To ensure problems are discovered early, and ensure safety
	Electrical Installation	Test the system	Annual	Maintenance Contractor	To ensure problems are discovered early
	Fire Detection	Test the system	Annual	Maintenance Contractor	To ensure problems are discovered early
2.13	SANITARY FITTINGS	Inspect for breakages and rusted basin brackets. Replace or remove dangerous elements	Annual	Maintenance Contractor	To ensure safety of persons.
2.14	YARD WALLS	Inspect for cracks, structural stability, and arrange for localised repairs	2 yearly	Structural engineer	To ensure safety of persons and protect heritage
2.15	SECURITY FENCE	Inspect and replace much rusted sections.	2 yearly	Maintenance Contractor	To ensure safety of persons.
2.16	PATHS	Inspect and repair where necessary	6 monthly	Maintenance Contractor	To ensure safety of persons.
3.	LONGTERM PLAN				
	Entire precinct	Carry out major renovation	10 yearly	Private contractor	To maintain heritage

### 8.3 ACRONYMS

CEO Chief Executive Officer  
 CIA Cultural Institutions Act (1998)  
 CMC Cape Metropolitan Council  
 CUC Conservation and Use Committee  
 CUP Conservation and Use Plan  
 DAC National Department of Arts and Culture  
 DCAS Western Cape  
 DEADP Western Cape  
 DEAT National Department of Environment and Tourism  
 EIA Environmental Impact Assessment  
 EMP Environmental Management Plan  
 EPP Ex-political prisoner  
 HIA Heritage Impact Assessment  
 HR Human Resources  
 IAPs Interested and Affected Parties  
 IT Information Technology

GIS Geographical information System  
 MANCO Management Committee  
 MP Management Plan  
 NEMA National Environmental Management Act  
 NHRA National Heritage Resources Act (1999)  
 NSRI National Sea Rescue Institute  
 PPWG Prison Precinct Working Group  
 PFMA Public Finance Management Act (1999)  
 PR Public Relations  
 RIM Robben Island Museum  
 SA South African  
 SAHRA South African Heritage Resources Agency  
 SAMSA South African Maritime Safety Authority  
 SAPS South African Police Service  
 VIP Very Important Persons  
 WHC World Heritage Committee

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- 4 *The Procurement Toolkit: The Department's Procurement Policy*; *The Department of Public Works*; September 2005.