

## CONTRACTORS GUIDELINES FOR ALL CONSTRUCTION TAKING PLACE AT ROMANSBAAI

These guidelines replace all previous guidelines.

### **STEP 1: Pre Construction establishment phase.**

1. All disturbance envelopes (building zones) must be identified, surveyed and staked.
2. The sites must undergo a Search and Rescue program by the Environmental Control Officer and the report must be on record.
3. The building zone must be fenced with a material ensuring that construction workers do not have access to the Fynbos areas outside of the building zone.
4. A water connection fitted with the approved metering system must be installed.
5. An electricity connection and the approved metering system must be installed.
6. Ablution facilities must be established.
7. A builders board compliant with the estate rules must be erected.

### **Deposits and fees.**

8. The building deposits and fees must be paid in full:
  - a. Building fee (non-refundable) R10 000
  - b. Damage deposit (refundable) R10 000
  - c. Water meter (As above)
  - d. Electricity meter (As above)
  - e. Monthly building fee R500
    - i. This fee is charged to the owner on a monthly basis from commencement until receipt of an occupation certificate.

### **STEP 2: To commence**

9. On completion of the establishment phase, step 1 and all fees paid, an induction and inspection meeting must be arranged with the ECO officer to clarify and discuss the construction phase and to issue the commencement certificate.

### **During construction.**

10. The HOA will appoint a person, entirely in their discretion to do regular inspections. Non-compliance will be noted in writing and a R1000 fine will be issued per offence. This will be offset against the building deposit.
11. All permanent construction workers (Working for more than 4 days) must be registered with SECMA under the Contractors name. They must at all times wear clearly visible BIBS with an identity tag.
12. No construction workers are allowed to walk around in the estate. Any worker found walking without the BIB identification will be removed by SECMA and will have to wait outside until re-registered and supplied with a BIB.
13. Sites must at all times be neat, with sufficient provision to cater for rubble and waste.
14. At the end of each week the building site must be tidied, cleaned and be left in such a state that an inspection can be done.

Environmental Officer: \_\_\_\_\_

Contractor: \_\_\_\_\_