Province of the
EASTERN CAPE
ROADS AND PUBLIC WORKS

Spatial Requirements

To be completed for each building

Department:	DEDEAT	District:	HEAD OFFICE
Town:	KWT / BHISHO	Building:	HEAD OFFICE

AREA PER LEVEL	m²
16	28
15	24
14	20
13	16
11-12	12
SEC	12
9-10	9
ADMIN	6
DRIVER / CLEANER	3
PLUS CIRCULATION	10,00%

** Please do not alter the table above **

Support Areas			Supporting which Component	
Description	Qty	m²	Component Name	Area Req
Reception	1	6	HOD's Office	6
Waiting Area	1	12	HOD's Office	12
Store Room	4	7	Corporate HOD Consumer Finance	28
Strong Room	4	12	Finance, HR, E Affairs	48
Main Registry	1	80	Corporate Management	80
Main Boardroom	2	70	All employees	140
Sick Bay	3	10	Empl. Health & Wellness	30
Cleaner Store Room	2	4	Corporate Management	8
Pause Room/Kitchen	3	10	All employees	30
Server Room	1	30	IT Management	30
Resouce Center	1	30	Knowledge Management	30
Cabinet Room	3	3	IT Management	9
Gun safe and Control	2	10	Enforcement / Secur.	20
Interview Room	2	10	Corporate Management	20
Canteen	1	25	All employees	25
			Sub Total	516

Office area Requirements	Levels									Area Req:
Component	16	15	14	13	11 12	PA	9 10	Admin	Driver / cleaner	m²
1 MEC's Office (vacant)	1	0	0	1	1	1	0	1	1	84,7
2 HOD's Office	0	1	0	5	3	1	6	2	0	239,8
3 HOD's Office (vacant)	0	0	0	0	2	0	0	0	0	26,4
4 Corporate Management	0	0	1	4	11	2	16	27	0	640,2
5 Corporate Management (vacant)	0	0	0	0	0	0	4	5	0	72,6
6 Financial Management	0	0	1	3	4	3	9	15	1	358,6
7 Financial Management (vacant)	0	0	0	0	1	0	3	9	0	102,3
8 Economic Development	0	0	1	9	9	6	4	3	0	437,8
9 Economic Development (vacant)	0	0	0	0	6	0	2	0	0	99
10 Environmental Affairs	0	0	1	3	11	1	8	13	0	398,2
									Sub Total	2459,6

Complied by: _____ Verified by: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Approved by: _____

Date: _____

Signature: _____

Spatial Requirements - pg. 2

Office area Requirements		Levels									Area Req:
	Component	16	15	14	13	11 12	PA	9 10	Admin	Driver / cleaner	m²
11	Environmental Affairs (vacant)	0	0	0	1	6	0	4	7	0	182,6
12	Edit Name	0	0	0	0	0	0	0	0	0	0
13	Edit Name	0	0	0	0	0	0	0	0	0	0
14	Edit Name	0	0	0	0	0	0	0	0	0	0
15	Edit Name	0	0	0	0	0	0	0	0	0	0
16	Edit Name	0	0	0	0	0	0	0	0	0	0
17	Edit Name	0	0	0	0	0	0	0	0	0	0
18	Edit Name	0	0	0	0	0	0	0	0	0	0
19	Edit Name	0	0	0	0	0	0	0	0	0	0
20	Edit Name	0	0	0	0	0	0	0	0	0	0
21	Edit Name	0	0	0	0	0	0	0	0	0	0
22	Edit Name	0	0	0	0	0	0	0	0	0	0
23	Edit Name	0	0	0	0	0	0	0	0	0	0
24	Edit Name	0	0	0	0	0	0	0	0	0	0
25	Edit Name	0	0	0	0	0	0	0	0	0	0
26	Edit Name	0	0	0	0	0	0	0	0	0	0
27	Edit Name	0	0	0	0	0	0	0	0	0	0
28	Edit Name	0	0	0	0	0	0	0	0	0	0
29	Edit Name	0	0	0	0	0	0	0	0	0	0
30	Edit Name	0	0	0	0	0	0	0	0	0	0
										Sub Total	182,6

Complied by
Date:
Signature:

Verified by:
Date:
Signature:

Approved by:
Date:
Signature:

Spatial Requirements - pg. 3

Additional Cellular Offices		Levels						
	Component	12	11	10	9	8	7	PA
1	Edit Name	0	0	0	0	0	0	0
2	Edit Name	0	0	0	0	0	0	0
3	Edit Name	0	0	0	0	0	0	0
4	Edit Name	0	0	0	0	0	0	0
5	Edit Name	0	0	0	0	0	0	0
6	Edit Name	0	0	0	0	0	0	0
7	Edit Name	0	0	0	0	0	0	0
8	Edit Name	0	0	0	0	0	0	0
9	Edit Name	0	0	0	0	0	0	0
10	Edit Name	0	0	0	0	0	0	0

Spatial Summary		
Space Type	Area	
Office Area	2642,2	m²
Support Area	516	m²
Total area	3158,2	m²
plus 5% 3 year grow	416,48	
TOTAL USEABLE AREA	**3574,68**	m²

Note: Cellular offices only for level 13 and above. If additional offices are required for specialized services please in the above table - Motivation letter to accompany this document.

Remarks / Comments:

Toilets to be provided for based on norms and standards, including private toilet for HOD and MEC.

Complied by:
Date:
Signature:

Verified by:
Date:
Signature:

Approved by:
Date:
Signature:

Province of the
EASTERN CAPE
ROADS AND PUBLIC WORKS

Spatial Requirements

To be completed for each building

Department:	PUBLIC WORKS	District	HEAD OFFICE
Town:	Bhisho	Building:	

AREA PER LEVEL	m²
16	28
15	24
14	20
13	16
11-12	12
SEC	12
9-10	9
ADMIN	6
DRIVER / CLEANER	3
PLUS CIRCULATION	10.00%

** Please do not alter the table above **

Support Areas			Supporting which Component	
Description	Qty	m²	Component Name	Area Req
Reception	2	12		24
Waiting Area	1	30		30
Registry	6	100		600
Strong Room	13	30		390
Mini Boardroo	3	25		75
Main Boardroom	2	100		200
Sick Bay	2	12		24
Cleaner Store Room	2	6		12
Store Room	13	30		390
Server Room	4	12		48
Other Please Specify				
Canteen	2	50		100
Cleaner Room	2	10		20
Consulting Rooms	4	8		32
Kitchen	2	12		24
			Sub Total	1969

Office area Requirements		Levels									Area Req:
	Component	16	15	14	13	11 12	PA	9 10	Admin	Driver / cleaner	m²
1	CD 1	0	0	1	2	4	3	4	10	2	261.8
2	CD 2	0	0	1	2	4	3	4	10	2	261.8
3	Edit Name	0	0	0	0	0	0	0	0	0	0
4	Edit Name	0	0	0	0	0	0	0	0	0	0
5	Edit Name	0	0	0	0	0	0	0	0	0	0
6	Edit Name	0	0	0	0	0	0	0	0	0	0
7	Edit Name	0	0	0	0	0	0	0	0	0	0
8	Edit Name	0	0	0	0	0	0	0	0	0	0
9	Edit Name	0	0	0	0	0	0	0	0	0	0
10	Edit Name	0	0	0	0	0	0	0	0	0	
										Sub Total	523.6

Complied by
Date:
Signature:

Verified by:
Date:
Signature:

Approved by
Date:
Signature:

Spatial Requirements - pg. 2

Office area Requirements		Levels									Area Req:
	Component	16	15	14	13	12	PA	9 10	Admin	Driver / cleaner	m²
11	Edit Name	0	0	0	0	0	0	0	0	0	0
12	Edit Name	0	0	0	0	0	0	0	0	0	0
13	Edit Name	0	0	0	0	0	0	0	0	0	0
14	Edit Name	0	0	0	0	0	0	0	0	0	0
15	Edit Name	0	0	0	0	0	0	0	0	0	0
16	Edit Name	0	0	0	0	0	0	0	0	0	0
17	Edit Name	0	0	0	0	0	0	0	0	0	0
18	Edit Name	0	0	0	0	0	0	0	0	0	0
19	Edit Name	0	0	0	0	0	0	0	0	0	0
20	Edit Name	0	0	0	0	0	0	0	0	0	0
21	Edit Name	0	0	0	0	0	0	0	0	0	0
22	Edit Name	0	0	0	0	0	0	0	0	0	0
23	Edit Name	0	0	0	0	0	0	0	0	0	0
24	Edit Name	0	0	0	0	0	0	0	0	0	0
25	Edit Name	0	0	0	0	0	0	0	0	0	0
26	Edit Name	0	0	0	0	0	0	0	0	0	0
27	Edit Name	0	0	0	0	0	0	0	0	0	0
28	Edit Name	0	0	0	0	0	0	0	0	0	0
29	Edit Name	0	0	0	0	0	0	0	0	0	0
30	Edit Name	0	0	0	0	0	0	0	0	0	0
										Sub Total	0

Complied by:
Date:
Signature:

Verified by:
Date:
Signature:

Approved by:
Date:
Signature:

Spatial Requirements - pg. 3

Additional Cellular Offices		Levels						
	Component	12	11	10	9	8	7	PA
1	Edit Name	0	0	0	0	0	0	0
2	Edit Name	0	0	0	0	0	0	0
3	Edit Name	0	0	0	0	0	0	0
4	Edit Name	0	0	0	0	0	0	0
5	Edit Name	0	0	0	0	0	0	0
6	Edit Name	0	0	0	0	0	0	0
7	Edit Name	0	0	0	0	0	0	0
8	Edit Name	0	0	0	0	0	0	0
9	Edit Name	0	0	0	0	0	0	0
10	Edit Name	0	0	0	0	0	0	0

Spatial Summary		
Space Type	Area	
Office Area	523.6	m²
Support Area	1969	m²
Total area	2492.6	m²
plus 5% 3 year growt	82.53	
OTAL USEABLE ARE	2575.13	m²

Note: Cellular offices only for level 13 and above. If additional offices are required for specialized services please in the above table - Motivation letter to accompany this document.

Remarks / Comments:

Complied by:
Date:
Signature:

Verified by:
Date:
Signature

Approved by
Date
Signature

Province of the
EASTERN CAPE
ROADS AND PUBLIC WORKS

Spatial Requirements

To be completed for each building

Department: HEALTH
District: AMATHOLE
Town: BHISHO
Building:

AREA PER LEVEL	m²
16	28
15	24
14	20
13	16
11-12	12
SEC	12
9-10	9
ADMIN	6
DRIVER / CLEANER	3
PLUS CIRCULATION	10,00%

** Please do not alter the table above **

Support Areas			Supporting which Component	
Description	Qty	m²	Component Name	Area Req
Reception	3	16		48
Waiting Area	3	12		36
Store Room	5	50		250
Strong Room	5	16		80
Registry	4	300		1200
Main Boardroom	3	100		300
Sick Bay	4	12		48
Cleaner Store Room	4	12		48
Mini Boardroom	4	40		160
Server Room	2	16		32
Other Please Specify				
Evaluation Room	4	20		80
Traning Rooms	4	100		400
Pause Rooms	4	12		48
Kitchenette	4	12		48
			Sub Total	2778

Office area Requirements		Levels									Area Req:
	Component	16	15	14	13	11 12	PA	9 10	Admin	Driver / cleaner	m²
1	CD : SCM	0	0	1	0	0	1	1	0	0	45,1
2	Dir : Demand Management	0	0	0	1	3	1	3	9	0	159,5
3	Dir : Strategic Sourcing & Bid	0	0	0	1	2	1	2	9	0	136,4
4	Dir: SCM Risk & Performance	0	0	0	1	0	1	0	0	0	30,8
5	Sub-Dir:Compliance&Capacit	0	0	0	0	1	0	1	2	0	36,3
6	Sub-Dir:SCM Records	0	0	0	0	1	0	1	4	0	49,5
7	Sub-Dir:LOGIS	0	0	0	0	1	0	1	5	0	56,1
8	Sub-Dir:Commitments	0	0	0	0	1	0	1	2	0	36,3
9	Dir: Contract Management	0	0	0	1	1	0	1	2	0	53,9
10	Dir: Logistics & Inventry	0	0	0	1	0	1	0	0	0	30,8
										Sub Total	634,7

Complied by:
Date:
Signature:

Verified by:
Date:
Signature:

Approved by:
Date:

Spatial Requirements - pg. 2

Office area Requirements		Levels									Area Req:
	Component	16	15	14	13	11 12	PA	9 10	Admin	Driver / cleaner	m²
11	Sub-Dir: Travel Section	0	0	0	0	1	0	1	4	0	49,5
12	Sub-Dir: Goods & Services	0	0	0	0	1	0	1	8	0	75,9
13	Sub-Dir: Inventry	0	0	0	0	1	0	2	2	0	46,2
14	Dir: Asset Management	0	0	0	1	2	1	2	8	0	129,8
15	Dir: Fleet Management	0	0	0	1	1	1	1	4	3	90,2
16	Office Services	0	0	0	0	0	0	0	0	10	33
17	Sub-Dir: Bursaries	0	0	0	0	1	0	1	4	0	49,5
18	Sub-Dir: Investigations	0	0	0	0	2	0	2	1	0	52,8
19	Lilitha College	0	0	0	0	1	1	0	13	0	112,2
20	Dir:Employee Relations	0	0	0	1	4	1	3	9	0	172,7
21	Dir:Organisational Development	0	0	0	1	4	1	4	10	0	189,2
22	Dir Fleet Management	0	0	0	1	1	1	1	4	4	93,5
23	Dir: Employee Health Wellness	0	0	0	1	2	1	2	5	0	110
24	HRD	0	0	0	0	1	0	0	6	0	52,8
25	Edit Name	0	0	0	0	0	0	0	0	0	0
26	Edit Name	0	0	0	0	0	0	0	0	0	0
27	Edit Name	0	0	0	0	0	0	0	0	0	0
28	Edit Name	0	0	0	0	0	0	0	0	0	0
29	Edit Name	0	0	0	0	0	0	0	0	0	0
30	Edit Name	0	0	0	0	0	0	0	0	0	0
										Sub Total	1257,3

Complied by:
Date:
Signature:

Verified by:
Date:
Signature:

Approved by:
Date:

Spatial Requirements - pg. 3

Additional Cellular Offices		Levels						
	Component	12	11	10	9	8	7	PA
1	Edit Name	0	0	0	0	0	0	0
2	Edit Name	0	0	0	0	0	0	0
3	Edit Name	0	0	0	0	0	0	0
4	Edit Name	0	0	0	0	0	0	0
5	Edit Name	0	0	0	0	0	0	0
6	Edit Name	0	0	0	0	0	0	0
7	Edit Name	0	0	0	0	0	0	0
8	Edit Name	0	0	0	0	0	0	0
9	Edit Name	0	0	0	0	0	0	0
10	Edit Name	0	0	0	0	0	0	0

Spatial Summary		
Space Type	Area	
Office Area	1892	m²
Support Area	2778	m²
Total area	4670	m²
plus 5% 3 year grow	298,23	
OTAL USEABLE ARE	4968,23	m²

Note: Cellular offices only for level 13 and above, If additional offices are required for specialized services please in the above table - Motivation letter to accompany this document.

Remarks / Comments:

Complied by:
Date:
Signature:

Verified by:
Date:
Signature:

Approved by
Date:
Signature: