

ANNEXURE “B”

BUILDING PROCEDURE CHECKLIST

Stand number	
Owner	
Contractor	

REQUIREMENTS FOR BUILDING COMMENCEMENT

5.2	Intent to start building (14 days notice required)	YES	NO
	Notice Date ___ / ___ / ___		
	Commencement ___ / ___ / ___		
5.2.1	Copy of Architect design Signed by Owner Signed by Contractor		
	Copy of Building Plans Signed by Owner Signed by Contractor		
5.2.2	Copy of Estate Rules Signed by Owner Signed by Contractor		
5.2.3	Building deposit paid Accreditation fee paid		
5.2.4	Water connection fee and consumption deposit paid		
5.2.5	WHOA approval of working drawings, specs and finishes		
5.2.6	Local Authority approval of working drawings (Copy to be supplied)		

5.2.7	Confirmation of land ownership		
5.2.8	Plan scrutiny fee paid		
5.3	List of all sub contractors and suppliers to be provided to WHOA and 24hr contact details for emergency purposes : Plumber and electrician to be provided		
5.4	Copy of Contractors All Risk and Public Liability Insurance		
6	<u>SITE COMMENCEMENT PROCEDURE</u> (Prior to commencement the contractor shall conclude with WHOA detailed arrangements regarding ...)		
6.2	Contractor has arranged formal hand over of site inspection and confirmation		
6.2.1	Correct site location and boundaries		
6.2.2	Installation of water and connection of meter		
6.2.3	Check position of sewer and electrical connection points		
6.2.4	Check slope of ground and storm water drainage solution		
6.2.5	Check location of other existing services and servitudes		
6.2.6	Record conditions of surrounding properties, walls, manholes , I.E.'s roads, kerbs, pavement, etc, (photographs if necessary)		
6.2.7	Installation of chemical site toilet and change facilities - to be suitable screened		
6.2.8	Provision of site litter bin - to be suitable screened		
6.2.9	I D Documents to be cleared with security		
6.2.10	Building deposit paid		
	NB – All documents, paragraphs 5 to have been fulfilled by the latest at site handover or STRICTLY NO commencement allowed		
7	<u>PROCEDURE DURING CONSTRUCTION</u>		
7.1	Date of commencement __ __/ __ __/ __ __ Signature of WHOA _____ All exterior building to be completed within 6 (six) months (Including painting, paving, fencing and walling) __ __/ __ __/ __ __		

7.2	All risks and Public Liability Insurance submitted within 14 days of commencement __ __ / __ __ / __ __		
7.3	Contractor to attend site meetings when called for		
7.4	Updated of information of suppliers, sub contractors and emergency contact details		
7.8	Contractor complying with all procedures – conduct rules, further instruction of Estate Rules, security, safety, tidiness and good behavior		
9.	<u>COMPLETION PROCEDURE</u>		
9.1	Contractors 14 days notice period of intend to complete building and call for final inspection CALL __ __ / __ __ / __ __ FINAL __ __ / __ __ / __ __		
9.2.1	Compliance with APPROVED plan and exterior finishes		
9.2.2	Compliance with all external works: paving, fencing, landscaping		
9.2.3	Site entirely clean and tidy		
9.2.4	All damages to Estate, services and adjacent properties recorded		
9.2.5	Electrical power switched on		
9.3	HAVE ALL CONDITIONS BEEN MET IF YES – Occupation permitted IF NO – No occupation allowed		
9.4	NB – OCCUPATIONAL CERTIFICATE FROM MADIBENG TOWN COUNCIL REQUIRED 1. Unless and until approval by WHOA NO OCCUPATION will be Allowed 2. WHOA reserves the right to take action against such occupation DATE OCCUPATION ALLOWED __ __ / __ __ / __ __ SIGNED WHOA _____		

