



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N5

(4090034)

24 November 2016 (X-Paper)
09:00–12:00

This question paper consists of 7 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N5
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
 2. Read ALL the questions carefully.
 3. Number the answers correctly according to the numbering system used in this question paper.
 4. Write neatly and legibly.
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QUESTION 1

Complete the following sentences/paragraph(s) by filling in the missing word(s). Write only the word(s) next to the question number (1.1–1.10) in the ANSWER BOOK.

For tendering a number of construction firms are issued with the tender documents which are the following: A provisional 1.1 ... to visualise what the employer has in mind. A blank 1.2 ... to estimate the cost of the work and a 1.3 ... to hand in the offer and a contract period. If successful, the tenderer and the employer will sign a contract and a 1.4 ... To start with the works, the contractor is issued with various drawings: The 1.5 ... will show the whole construction area with the positions of the proposed structures to a scale of 1:500. There will be 1.6 ... to show the heights and foundations of the structure. The working drawings consist of the 1.7 ... which shows the sizes of rooms, the thicknesses of walls, the positions of columns, doors and windows; the 1.8 ... shows various heights and the constructions of slabs and ceilings, etc; and the 1.9 ... explains complicated construction and finishing details. Descriptive details which are difficult to include in the drawings, such as full-length material descriptions and work methods mix ratios, are issued In a separate document called the 1.10 ...

[10]**QUESTION 2**

From the given list, choose the correct personnel members for the following definitions in Building Administration on a construction site and write down only your choice next to each question number:

Apprentice; Artisan; Building control officer; Building surveyor; Clerk of works; Consultant; General foreman; Nominated sub-contractor; Operator; Resident engineer; Selected sub-contractor; Storekeeper; Surveyor; Town planner; Trades foreman; Unskilled labour

- 2.1 He/she must ensure that the building is built on the right spot and plumb and that floor levels are at the designed height.
- 2.2 It is his/her duty to check the material when it arrives on site, to sign the delivery note and to record the goods.
- 2.3 He/ she forms the head of one of the various working groups and delegates work to the artisans, apprentices and labourers.
- 2.4 It his/her duty to organise all activities and to see to the smooth running of the construction site as a whole.
- 2.5 A tradesman also called a/an...
- 2.6 A secondary contractor who is appointed by the architect, but who concludes a contract with the main contractor.

- 2.7 He/she represents the architect on site and monitors and certifies work and material that are to his/her satisfaction.
- 2.8 He/she represents the engineer on site and monitors and certifies work and material that are to his/her satisfaction.
- 2.9 The local authority official who makes sure that building regulations are adhered to.
- 2.10 He/she claims and settles interim payments and the final account with the quantity surveyor.

(10 × 1)

[10]**QUESTION 3**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (3.1 – 3.10) in the ANSWER BOOK.

- 3.1 Variation orders could be savings or extras.
- 3.2 Variation orders are site instructions.
- 3.3 Additions are variation orders.
- 3.4 Variation orders are issued by the clerk of works.
- 3.5 Omissions are savings.
- 3.6 The contingency sum provides money for extras.
- 3.7 It is called day work because it is the measured labour and material per day.
- 3.8 Day works are the day-to-day happenings on site.
- 3.9 Day works are all works above the natural ground level.
- 3.10 Extension of time is calculated according to day works.

(10 × 1)

[10]**QUESTION 4**

- 4.1 List FIVE different earthwork categories in which mechanical plant may be grouped and name ONE type of mechanical plant in each of the categories. (5)
- 4.2 Explain the following in modern road construction:
- 4.2.1 THREE advantages of mechanisation (3)
- 4.2.2 TWO advantages of labour-intensive methods (2)

[10]

QUESTION 5

Fully explain how the following are incorporated in a building contract:

5.1 Nominated sub-contractors

5.2 Selected sub-contractors

(2 × 5) [10]

QUESTION 6

Give the basic rule for how EACH of the following materials should be stored on a building site to protect it from damage:

6.1 Water

6.2 Sand

6.3 Cement

6.4 Reinforcement steel

6.5 Face bricks

6.6 Steel frames

6.7 Timber

6.8 Ceramic tiles

6.9 Sanitary fittings

6.10 Paint

(10 × 1) [10]

QUESTION 7

In the principal building agreement a number of clauses regulate the handing over of the completed works. Describe, define or explain the following key terms used in these clauses :

(HINT: NOTE THAT SOME ARE DOCUMENTS, SOME REFER TO PERIODS AND OTHERS ARE ONLY CONCEPTS.)

- 7.1 Liability insurance
 - 7.2 Latent-defect liability
 - 7.3 Patent-defect liability period
 - 7.4 Release of the construction guarantee
 - 7.5 Penalty for non-completion
 - 7.6 Extension-of-construction period
 - 7.7 Final completion list
 - 7.8 Certificate of final completion
 - 7.9 Final account
 - 7.10 Final payment certificate
- (10 × 1) [10]

QUESTION 8

Prepare a complete agenda for an architect's third site meeting. Make your own assumption.

[10]

QUESTION 9

- 9.1 Define and briefly explain the term 'variations' in construction works. (4)
 - 9.2 Explain the difference between the following terms generally used on a construction site: 'extra work' and 'additional work'. (3)
 - 9.3 What is meant by the term 'daywork'? (3)
- [10]

QUESTION 10

Define the role played by the following people or professional members on a construction site.

- 10.1 Architect
- 10.2 Engineer
- 10.3 Site foreman
- 10.4 Building inspector
- 10.5 Building control officer

(5 × 2) [10]

TOTAL: 100