

SOUTH AFRICAN EMBASSY DENMARK COPENHAGEN

**APPOINTMENT OF A SERVICE PROVIDER TO EFFECT RENOVATION WORKS
AT OFFICIAL RESIDENCE, 158 STRANDVEJEN, 2920 CHARLOTTENLUND**



TERMS OF REFERENCE

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TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO EFFECT RENOVATION WORKS AT OFFICIAL RESIDENCE, 158 STRANDVEJEN, 2920 CHARLOTTENLUND

1. PURPOSE

- 1.1 The purpose of this document is to invite qualified and registered Service Providers to submit quotations for renovation works as specified to be conducted at 158 Strandvejen, 2920 Charlottenlund.

2. BACKGROUND

- 2.1 The Government of the Republic of South Africa, represented by the Department of International Relations and Cooperation (DIRCO), herein after referred to as 'The Client', owns a portfolio of properties abroad, through which it conducts its official business. The properties include Embassies, Consulates-General (offices), Official Residences (for Ambassadors/High Commissioners/Consuls-General) and staff accommodation.
- 2.2 This Portfolio is managed by the Client's in-house component, the Directorate: State Owned Property Management, located at its Head Office in Pretoria, with support from the Head of Mission, Corporate Service Manager, and local staff at the South African Embassy in Copenhagen, Denmark ("The South African Embassy").
- 2.3 The Client conducts some of its repair and maintenance in-house, but most large projects are outsourced to contractors.
- 2.4 The Client is currently considering renovation works at its State-owned Official Residence in Copenhagen, Denmark, located at 158 Strandvejen, 2920 Charlottenlund.
- 2.5 For this purpose, the Client is intending to appoint a Building Contractor/ Construction Company should have qualified personnel with expertise to execute critical repair and renovation works. The Service Providers activities will be overseen and directed from the Client's Pretoria offices with the South African Embassy being responsible for day-to-day interactions with the appointed Service Providers. Service Providers can appoint sub-contractors for specific parts of the project but will take full responsibility for the performance of such Service Providers.

3. PROJECT BRIEF / DELIVERABLES/SPECIFICATIONS

3.1 The project is divided into 2 parts namely –

A: The execution of already identified renovation works as detailed in Part A below; and

B: The preparation of a detailed maintenance plan for the facility for a period of three (3) years following the completion of the renovation works.

3.2 An architectural drawing of the Official Residence maybe requested as copies for ease of reference and in support of identifying locations and area sizes.

A. Renovation plan/work description for the Official Residence– Refer to Annexure A for an itemized quoting schedule

- **Roof covering**
 - I. Repair defective areas on the roof and replace damaged roof tiles including waterproofing. Replace all the down pipes and gutters for the main building.
 - II. Construction site + scaffolding
- **Basement / Foundation**
 - I. Re-insulation of basement walls and moisture protection
 - II. Build and Installation of perimeter drains.
 - III. Removal of the old interior cladding and interior plastic paint on inner side of exterior walls and install new interior cladding and repainting strong suitable paint (weather guard).
 - IV. Replacement of corroded load-bearing iron over basement windows
- **Facade / Plinth**
 - I. Renovation of facades, minor repair, cleansing and paint treatment
 - II. Renovation of all 5 balcony areas, steel reinforcement to checked and replaced if requires Rust has to treated /New steel structure to be installed if repairs cannot be instituted.
 - III. Renovation of balcony floor with corrosion protection of cast iron.
- **Windows**
 - I. Provide and replace old windows with new windows frames and with double glaze windows to match the existing windows (A selection should be provided for The Mission will make choice)
- **Exterior doors**
 - II. Basement entrance
Repair/Restore where possible doors, sanding and vanish with durable paint
 - III. Main Entrance

Repair/Restore where possible doors, sanding and vanish with durable paint

- **Gates and Garages**

- I. Replace / Repair the existing gate leading to the backyard (make new frame and replace broken wood).
- II. Replacement existing doors and install new automated garage doors 2.pcs (proposal to submitted to Mission for approval, doors should comply with heritage and complement the structure).
- III. Build/ create a new a new door opening between garage and basement area for new access point from the garage.
- IV. Provide sample of strong gates and design proposal for new wall for Mission selection and approval.

- **Floors**

- I. All floors:

Removing existing carpet

Sanding and vanishing (double coat) of existing wooden floors

Repair /replace any broken wood pieces with matching wood finish.

- II. Basement:

Removing tiles and retile the entire floor with same tile

New flooring which is fully waterproof can be proposed for Mission approval, floor to seamless and flat.

- **Stairs**

- III. Renovation of the stairs (minor repair and paint)
- IV. Check structure for strength and solidity
- V. Repair or repair broken railings Renovation of the stairs (minor repair and paint)

- **Bathroom**

- I. Master Bathroom

Refurbish/ upgrade bathroom (new plumbing, tiled with new contemporary practical and effective porcelain or similar product and considered structural improvements where necessary e.g., demolishing and rebuilding)

Replace existing old bathroom basin, toilet, shower with new contemporary ones as well as new tap fittings and bath towel rails which should be effective and economical.

Replace existing old rusty pipes with new flex pipes and fittings.

General Bathrooms (4 toilet areas, guest toilet, basement toilet, attic toilet and first floor toilet)

Refurbish/ upgrade bathroom (new plumbing, tiled with new contemporary practical and effective porcelain or similar product and considered structural improvements where necessary e.g., demolishing and rebuilding)

Replace existing old bathroom basin, toilet, shower with new contemporary ones as well as new tap fittings and bath towel rails which should be effective and economical.

Replace existing old rusty pipes with new flex pipes and fittings.

- Design proposals and samples must be shown for the mission to make selection
- Brass or gold-plated fittings should not be considered.
- Proper air extraction should be installed to reduce odour for air circulation and ventilation.

- **Kitchen**

- I. New kitchen installation with durable finishes,
- II. Provide 3 x 3D designs for client approval.
- III. Provide specified appliances from The South African Embassy to provide a list if required.

- **Heating system**

- I. Existing heating systems seems compliant and good condition
- II. Systems is to be checked, serviced, and balanced.

- **Drainpipes and Gutters**

- I. Replacement of all exiting down sprouts/pipes/gutters in building with new, compliant with weather requirements in terms of size and water flow.
- II. Remove all old existing drainpipes and drains gulley's.
- III. New layout is to be re-establishment around existing drains (PCR will guide in this regard).

- **Sewerage system**

- I. Inspection of sewerage system in the terrain and checking of the possible blockages.
- II. Replace/remove old, damaged sewerage pipes under the property with new modern pipes (where possible)
- III. Reconnect all water suppliers once repair works have been done
- IV. Reconnect domestic water flow to municipality lines (where possible)
- V. Service Provider to refer to Property condition report on drain and sewerage system

- **Ventilation**
 - Design and install new centralised ventilation system (Service Provider to submit a new design option, prior approval)
- **Electricity system/ Low current**
 - Upgrade existing electrical systems (total replacement of electrical panels, guide cables, switches, and sockets)
- **Fire and Alarm System**
 - Install new modern fire and alarm system in line with municipality regulation
 - Service Provider to provide options various system for approval
- **Interior works (Cleaning referring to mould remediation related areas as per Property Condition Report. Renovation referring to removal of wallpaper, preparing of walls, painting, replacing of ceiling and cornices as Property Condition Report)**
 - Main house:
 - Cleaning and Renovation of all interior inner walls and ceilings:
 - Ground floor, 1st floor, Attic
 - Mould cleaning and repair of parts of all the interior walls on the ground floor and the 1st floor.
 - Basement:
 - Remove old carpet floors in basement and design and install new floor waterproof floors.
 - .
 - Cleaning and Renovation of all interior inner walls and ceilings in the basement
 - Dismantle and Removal of interior wooden panels/cladding in the basement
 - Mould cleaning and repair of parts of all the interior walls in the basement
- **Garden Area**
 - Erect a new wall at back side facing the seaside at Official Residence (removal of tree roots that have damaged the existing wall to sustain the walls)
 - Removal of trees and plants with larger roots by a distance of at least one meter from the façade.
 - Landscaping of the garden by providing new grass, flowers, trees and submit a suitable design proposal for Mission approval
 - Existing coating pavement is to be reused/ relayed in courtyard after renovation of sewerage system.
- **Car Porch Roof**
 - Design and build new car porch to cover car way and main entrance to the building with roof to match newly installed roof, it should be created in a way that during drop off guest and residence will be protect from rain, snow, and weather-related issues.
 - Designs and proposals to be submitted for Mission approval.

- **General**

- Scaffolding and constructions site facilities must be provided by contractor.
- Rubble removal must be done in accordance with municipality regulations.
- All regulation in relation to Municipality and Heritage gradings are to be adhered to.

Itemised quoting schedule is attached as Annexure A.

B. Maintenance Plan (All Service Providers are required to submit a maintenance plan).

- After completion of the renovations, Service Providers should supply a full maintenance plan or schedule for the facility covering three (3) years.
- This should include service action required, intervals and potential Service Providers with their contact details.
- Sample of maintenance plan attached as **Annexure B**

Guarantee and warrantee certificates

- Following the renovations to be undertaken above, Service Providers must supply all guarantees, warrantees, certificates, and permits obtained during the renovations and for items and equipment installed.

4. QUOTES

- 4.1 Prospective Service Providers that are quoting for the items listed must submit itemised quotes and not a collective amount; **(See Annexure A)**
- 4.2 The summary of works should clearly differentiate between the cost of performing the various services and options listed. **(See Annexure A)**
- 4.3 Detail should be provided of square meterage, volume, height, length, output, and resistance, mass, and other quantifying detail.
- 4.4 A Project Plan must accompany all quotes indicating stages and time frames.
- 4.5 Bidders should include in their quotes the services of specialists and sub-contractors, should it be necessary and not list these services as additional costs.

4.6 Products used should be of good quality and design and be able to handle frequent usage. Quality finishes ensuring durability to attain the lifespan requirement. Where possible, Danish Authority certified products should be used.

4.7 **Quotes should be valid for a period of 120 days**

4.8 **The appointed contractor should work with the already appointed Technical Advisor to ensure the project stays within budget and time schedule. A bill of quantities will be requested from the Technical Advisor in line with QS standards**

5. LANGUAGE REQUIREMENT

5.1 All Quotes submitted must be in English.

6 COMPULSORY SITE BRIEFING

6.1 A compulsory site briefing session should be attended by all bidders on **21 November 2024, 14:00pm.**

7 EVALUATION CRITERIA TO BE USED

7.1 All bids received shall be evaluated in the following 2 phases:

7.1.1 Phase 1: Responsiveness

The minimum requirements that must be satisfied/ met by prospective bidders to progress to the next stage of the evaluation process are:

- Bidders must be a registered company in Denmark. Failure to provide proof will lead to the disqualification of bidders.
- Bidders must be tax registered. Failure to provide proof will lead to the disqualification of bidders.
- Bidders must complete Annexure A (pricing schedule). Failure to submit will lead to the disqualification of bidders
- Bidders to provide a commitment letter stating that they will provide a maintenance plan of at least three (3) years. Maintenance plan must be in line with Annexure B (Maintenance Plan). Failure to provide a letter will lead to the disqualification of bidders.
- Bidders to provide a commitment letter to certifying that guarantee and warrantee certificates for work done will be issued. Failure to provide a letter will lead to the disqualification of bidders
- Attendance of compulsory briefing session. Bidders must sign the attendance register.

NOTE: Failure to comply with or submit any of the above information will result in a bid not being considered.

7.1.2 Phase 2: Functionality Criteria

Compliance with the special conditions as listed below

A panel shall evaluate all tenders received on the functionality criteria as reflected below. A bidder that scores less than sixty (60%) in respect of “functionality” shall be regarded as submitting a non-responsive bid and shall be disqualified. The bid will not be considered for phase 3: Price and preference points

For purposes of comparison and to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the criteria listed below:

Criteria							Weight
Previous experience and references to be evaluated in terms of similar projects completed during the last three (3) years and current projects based on the type of project and the value of the project. Submit a table as follows:							60
Client	Project Name	Project description	Date commenced	Project Value	Date Completed	Contact Person	
<u>Matrix</u> 1 year with 1 reference = 1 point 2 years with 2 references = 2 points 3 years with 3 references = 3 points 4 years with 4 references = 4 points 5 years with 5 references = 5 points							

<p>An estimated project program reflecting realistic timeframes for the works specified must be provided. An indication must be given on the impact the work will have on the South African Embassy. The project duration from appointment date (including delivery date for the required material) to close-out must be clearly stated in the quote</p> <p><u>Matrix</u></p> <p>24 months or more = 1 point</p> <p>Between 18 to 24 months = 2 points</p> <p>Between 12 to 18 months =3 points</p> <p>Between 10 to 12 months = 4 points</p> <p>10 months or less = 5 points</p>	40
TOTAL	100

8. SPECIAL CONDITIONS

8.1 Specification and quality

- a. The required products should be of good quality and design and be able to handle frequent usage.
- b. Quality finishes ensuring durability to attain the lifespan requirement.
- c. Replacements (in case of breakages and damages) and replenishments (in case of depletions) of products and items usable must be done immediately.
- d. Should the bidder not be able to deliver a complete service, a joint venture or consortium may be formed, and details thereof will be submitted to the client for approval. No partial bids will be accepted. The South African Embassy will conclude one service contract and deal with only the appointed Service Provider.
- e. The Service Provider will be required to submit to the South Africa Embassy, certified identification copies of all employees allocated for this project.

9. GENERAL CONDITIONS

- 9.1 The General conditions of contract will be applicable to this Bid.
- 9.2 The South African Embassy reserves the right to sign a Service Level Agreement with the preferred Service Provider.
- 9.3 The South Africa African Embassy will not be held responsible for any costs incurred by the Service Providers in the preparation and submission of the bids.
- 9.4 Please take note that the South Africa Embassy is not obliged to select any of the Service Providers that submitted proposals.
- 9.5 Evaluation on functionality criteria can only be done based on information which was requested and submitted. The comprehensiveness of the quotation can therefore be decisive in the award.
- 9.6 The South African Embassy will not be held responsible for any cost incurred by the Service Provider in the preparation and submission of the quotations.
- 9.7 The South African Embassy shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded an agreement.
- 9.8 Service Providers must comply with all specifications of this request for quotation. If additional information is required, Service Providers must be prepared to respond in full and attach an addendum with quotes, clearly indicating the corresponding relevant section or paragraph to which they are referring.
- 9.9 The requirements in this request for a quotation are the minimum and non-compliance thereto may result in the Service Provider being disqualified.
- 9.10 Service Providers should take note that the South African Embassy will pay within thirty (30) days after receipt of invoice and the project has been signed off.
- 9.11 The South African Embassy reserves the right not to continue with the project and/or appoint a Service Provider; cancel and/or limit the terms of reference

10. FEES AND PAYMENT SCHEDULE

- 10.1 All prices quoted must be in Danish Krone.
- 10.2 All prices quoted must include VAT, which will be claimed back by the South African Embassy.
- 10.3 Bidders should take note that the South African Embassy will pay within thirty (30) days after receipt of invoice and the service has been rendered.
- 10.4 **Validity of bids**

All bids submitted must be valid for a period of 120 days after the closing date.

11. CONTACT PERSONS AND SUBMISSIONS

- 11.1 Construction companies are hereby invited to submit their quotes for the carrying out the works and outlined under repair deliverables.
- 11.2 Written quotes/proposals can be emailed to mashalam@dirco.gov.za and komaneg@dirco.gov.za or be lodged in physically at the **South African Embassy, Strandøre 15, København Ø, 2100 on/before 04 December 2024, 11:00am.**
- 11.3 All enquiries can be directed to Ms Motlatjo Mashala on telephone number: 39 18 01 85/ e-mail address: mashalam@dirco.gov.za.

Closing Date: 04 December 2024, 11:00am

NB: Late submissions will not be accepted.

ANNEXURE A

Annexure A: Copenhagen Itemised Quoting Schedule for the Official Residence Renovation Project

#	<u>Location</u>	<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Sub Total</u>
1.	Roof Covering				
		Replace entire roof with new roof tiles, trusses, gutters, and down pipes for the main building incl. alignment and insulation of the roof surface incl. vapor barrier. Construction site and scaffolding.			
2.	Basement / Foundation				
		Re-insulation of basement walls and moisture			

		<p>protection.</p> <p>Build and Installation of perimeter drains.</p> <p>Removal of the old interior cladding and interior plastic paint on inner side of exterior walls and install new interior cladding and repainting strong suitable paint (weather guard).</p> <p>Replacement of corroded load-bearing iron over basement windows</p>			
3.	Facade / Plinth				
	Main Building:	<p>Renovation of facades, minor repair, cleansing and paint treatment.</p> <p>Renovation of all 5 balcony areas, steel reinforcement to checked and replaced if requires'</p> <p>Rust has to treated /New steel structure to installed if repairs cannot be instituted.</p> <p>Renovation of balcony floor with corrosion protection of cast iron.</p>			
4.	Windows				
		<p>Provide and install new windows frames and with double glaze windows to</p>			

		match the existing windows (A selection should be provided for The Mission will make choice)			
5.	Exterior doors				
	Basement entrance	Repair/Restore where possible doors, sanding and vanish with durable paint			
	Main Entrance	Repair/Restore where possible doors, sanding and vanish with durable paint			
6.	Gates and Garages				
		<p>Replace / Repair the existing gate leading to the backyard (make new frame and replace broken wood).</p> <p>Replacement existing doors and install new automated garage doors 2.pcs (proposal to submitted to Mission for approval, doors should comply with heritage and complement the structure).</p> <p>Build/ create a new a new door opening between garage and basement area for new access point from the garage.</p> <p>Service Provider to sample of strong gates</p>			

		and design proposal for new wall for Mission selection and approval.			
7.	Floor				
	Main Building:	Removing existing carpet Sanding and vanishing (double coat) of existing wooden floors Repair /replace any broken wood pieces with matching wood finish.			
	Basement:	Removing tiles and retile the entire floor with same tile New flooring which is fully waterproof can be proposed for Mission approval, floor to seamless and flat.			
8.	Stairs				
		Renovation of the stairs (minor repair and paint) Check structure for strength and solidity Repair or repair broken railings			
9.	Bathrooms and Toilets				
	Master Bathroom	Refurbish/ upgrade bathroom (new plumbing, tiled with new contemporary practical and effective porcelain or similar product and considered structural improvements where necessary e.g., demolishing and			

		<p>rebuilding) Replace existing old bathroom basin, toilet, shower with new contemporary ones as well as new tap fittings and bath towel rails which should be effective and economical. Replace existing old rusty pipes with new flex pipes and fittings</p>			
	<p>General Bathrooms (4 toilet areas, guest toilet, basement toilet, attic toilet and first floor toilet)</p>	<p>Refurbish/ upgrade bathroom (new plumbing, tiled with new contemporary practical and effective porcelain or similar product and considered structural improvements where necessary e.g., demolishing and rebuilding) Replace existing old bathroom basin, toilet, shower with new contemporary ones as well as new tap fittings and bath towel rails which should be effective and economical. Replace existing old rusty pipes with new flex pipes and fittings</p>			
	<p>Points to be considered</p>	<p>Design proposals and samples must be shown for the mission to make selection Brass or gold-plated fittings should not be</p>			

		considered. Proper air extraction should be installed to reduce odour for air circulation and ventilation.			
10.	Kitchen				
		New kitchen installation with durable finishes, . Provide 3 x 3D designs for client approval. Provide specified appliances (the South African Embassy to provide a list if required).			
11.	Heating system				
		Existing heating systems seems compliant and good condition' Systems is to be checked, serviced, and balanced.			
12.	Drainpipes and Gutters				
		Replacement of all exiting down sprouts/pipes/gutters in building with new, compliant with weather requirements in terms of size and water flow. Remove all old existing drainpipes and drains gully's. New layout is to be re-establishment around existing drains (PCR will guide in this regard).			
13.	Sewerage				

	system				
		<p>Inspection of sewerage system in the terrain and checking of the possible blockages.</p> <p>Replace/remove old, damaged sewerage pipes under the property with new modern pipes (where possible).</p> <p>Reconnect all water suppliers once repair works have been done</p> <p>Reconnect domestic water flow to municipality lines (where possible).</p> <p>Service Provider to refer to Property condition report on drain and sewerage system.</p>			
14.	Ventilation				
		Design and install new centralised ventilation system (Service Provider to submit a new design option, prior approval)			
15.	Electricity system/ Low current				
		Upgrade existing electrical systems (total replacement of electrical panels, guide cables, switches, and sockets)			
16.	Fire and Alarm System				

		<p>Install new modern fire and alarm system in line with municipality regulation.</p> <p>Service Provider to provide options various system for approval</p>			
17.	Interior works				
	Main building:	<p>Cleaning and Renovation of interior walls and ceilings</p> <p>Mould cleaning and repair</p>			
	Basement:	<p>Cleaning and Renovation of interior walls and ceilings</p> <p>Mould cleaning and repair</p> <p>Remove old carpet floors in basement and design and install new floor waterproof floors</p> <p>Service Provider to propose and Mission to approve. Dismantle and Removal of interior wooden panels/cladding in the basement</p>			
18.	Garden Area	<p>Erect a new wall at back side facing the seaside at Official Residence (Removal of trees that are closer to the wall and tree roots in the whole yard)</p> <p>Landscaping of the garden by providing new grass, flowers, trees and submit a suitable design proposal for Mission approval.</p>			
19.	Car Porch Roof	Design and build new car			

		porch to cover car way and main entrance to the building with roof to match newly installed roof, it should be created in a way that during drop off guest and residence will be protect from rain, snow, and weather-related issues. Designs and proposals to be submitted for Mission approval.			
20.	General,				
		Rubble removal must be done in accordance with municipality regulations. All regulation in relation to Municipality and Heritage gradings are to be adhered to.			
21.	Construction site + scaffolding				
		Scaffolding and constructions site facilities			
22.	Estimates work cost for necessary renovation incl. VAT				
		Renovation cost incl. VAT			
23.	Variation costs				
		Unpredictable costs			
24.	Independent Technical advisor				
		Independent Technical advice including design,			

		tender material, cost (bill of quantities), supervision, and project management			
25.	Total	Total		GRAND TOTAL	
26.	Annual maintenance contract - proposal on monthly bases	Annual maintenance contract - proposal on monthly bases			
27.	Total	Total			
				GRAND TOTAL	

SAMPLE MAINTENANCE SCHEDULE

FACILITY:		2024										2025					
		Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
SYSTEM	TASK																
Electrical	Electrical at the point of origin																
	Circuits and fixed appliance																
	Semi-portable electrical appliances																
	Portable electrical appliances																
	Extension leads																
	UPS/Transformers																
	DB Boards																
	Lighting systems																
	Emergency lighting systems																
	Lightning Protection/Surge protection																
	Light Fittings, Plugs and Lifts																
	Circuit breakers																
	batteries																
HVAC	Heater and radiators																
	Air conditioners/cooling towers																
	Test water samples for bacteria																
	hot water systems/Geysers																
	boiler plant/burner and gauges																
	chimney																
	Steam boilers/ controls and alarms																

	Gas-fired boilers /controls and alarms																	
	Cold water drinking water cisterns/Tanks																	
	Air conditioning Filters																	
	Heating system																	
Refrigeration	Fridges																	
	Cold storage rooms																	
	doors																	
	seals																	
	alarms																	
Structural Outside	Stairs																	
	Doors																	
	Walls																	
	Leaf Clearance																	
	Ditches and watercourses																	
	Drainage and erosion																	
	Trees and garden general																	
	Out buildings																	
	Chimneys																	
	Windows																	
	Canopies																	
	Roof																	
	Paintwork/cladding																	
	Gutters/Balcony roof drainage																	

	visible leaks and stains																	
	Cracks																	
	foundations																	
	access road																	
	walkways and paving																	
Structural																		
inside	Toilets and sanitary equipment																	
	Staircases																	
	doors																	
	floors/carpets																	
	Walls																	
	Windows																	
	Bulkheads																	
	Ducting																	
	Kitchens																	
Fire Alarm																		
	Sprinkler heads																	
	Sensors																	
	Back up battery system																	
	Alarm																	
	Firefighting equipment																	
Security																		
system	Cameras and positioning																	
	monitors																	
	Power supply and backup																	
	emergency procedures																	

Access control	Effectiveness																
	Lost cards/keys																
	Night lockdown procedures																
	sensors																
	Break glass and emergency exits																
	Key register																
	Locks																
	escape plans																
	Gates / Passages																
Services	Water meters																
	electricity meters																
	waste disposal																
	Sewerage disposal system/pumps																
	Other:																
	1																
	2																
Generator	Service																
	exhaust flue																
	Switch over mechanism																
	Leaks																
	Storage of fuel																
	back up batteries																
	Ventilation system																
Perimeter and fences	Boundary walls																

	Fences and Barriers																
	Gates																
	Guard rails																
	Clear of vegetation																
	Lighting																
	Guardhouse																
Plumbing system	Drainage system																
	Sewer system																
	Pipes																
	Taps																