

FREE STATE PROVINCE



ATT: Executive Managers
Senior District Managers
Senior Managers
Heads of Component and Sections
All Staff

FACILITIES MANAGEMENT SERVICES CIRCULAR NO. 2 OF 2007

OFFICE ACCOMODATION: GUIDELINES ON MAINTENANCE

Currently the Department of Public Works, Roads and Transport is responsible for the contract administration and renting of office accommodation for the Department of Agriculture.

The procedure in the event of a need for maintenance/repairs of office accommodation is as follows:

- Government Buildings – a request to be made to the Head: Maintenance & Accommodation Component (in this case Mr Solly Seotlolla) who will investigate the matter and make a decision on the best way to resolve the problem.
- Privately owned buildings are the responsibility of the owner unless otherwise stated in the rental agreement. If requests for maintenance / repairs are ignored by the landlord, the matter should be referred to the Head: Maintenance & Accommodation Component (in this case Mr Solly Seotlolla) who will contact the relevant officials at the Department of Public Works, Roads & Transport.

Please take note that all officials are bound by the contents of this circular and it should be strictly adhered to.

Your cooperation in this regard is appreciated.

HEAD OF DEPARTMENT: AGRICULTURE

DATE:17/10/2007.....

Department of Agriculture ▾ Departement van Landbou ▾ Lefapha la Temo