

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 1458

29 October 2021

## HIGHER EDUCATION ACT, 1997 (ACT NO. 101 OF 1997)

**CALL FOR PUBLIC COMMENTS ON THE DRAFT REVISED POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT PUBLIC INSTITUTIONS OF HIGHER LEARNING, 2021**

I, Bonginkosi Emmanuel Nzimande, Minister of Higher Education, Science and Innovation, in terms of the Higher Education Act, 1997 (Act No. 101 of 1997 as amended), hereby publish the draft revised policy on the Minimum Norms and Standards for Student Housing at Public Institutions of Higher Learning for public comments, as contained in the attached Schedule.

The Department of Higher Education and Training (the Department) took a decision to review its current Policy on the Minimum Norms and Standards for Student Housing at Public Universities with the view of creating a single policy which will have an integrated set of minimum norms and standards for the public Technical and Vocational Education and Training (TVET) Colleges and public universities.

All interested persons and organizations are invited to comment on the revised draft policy. Comments should reach the Department not later than 31 (thirty one) calendar days, excluding Saturdays, Sundays and Public Holidays, after the publication of this gazette.

Comments should be sent via email to: [studenthousing@dhet.gov.za](mailto:studenthousing@dhet.gov.za). The name, address, and telephone number of the person, governing body or organization submitting comments must also be provided.

**Dr BE Nzimande, MP****Minister of Higher Education, Science and Innovation****Date:**

31/03/2021

# POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT PUBLIC INSTITUTIONS OF HIGHER LEARNING (2021)

Draft for public comment – March 2021

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## 1. INTRODUCTION

The *Report on the Ministerial Committee for the Review of the Provision of Student Housing at South African Universities* (September 2011) established that the accommodation of students is broader than the mere provisioning of beds; it is about establishing living, learning and social communities. This Report established that there were widely varying standards for housing university students across the public higher education sector. It also found a significant proportion of the current stock to be sub-standard, particularly in respect of providing suitable accommodation for students with disabilities.

The 2015 *Policy on the Minimum Norms and Standards for Student Housing at Public Universities* was developed in response to the findings of the Report to regulate the provision of on and off campus student housing at South African universities to ensure that accessible, decent, safe and academically conducive student accommodation would be provided. This Policy has been in place since September 2015 and is therefore due for a review and update. However, given that the Policy is well-established and well-known, as little as possible has been changed.

The Department of Higher Education and Training (DHET) took over the management of the 50 TVET colleges countrywide in 2015. A need to have a single policy for all student housing at public institutions of higher learning has since then emerged.

The changes to the 2015 Policy, apart from extending the applicability of the Policy to all public institutions of higher learning, are focused on addressing the following shortcomings identified during the last five years of implementation:

- a) the Policy is based on prescriptive terms rather than performance terms, which inhibits innovation and efficiency;
- b) the Policy was silent on whole life costs and permitted capital costs to be reduced at the expense of operation and maintenance costs which in turn can place a considerable financial burden on an institution during the in-use phase of the building life-cycle;
- c) the Policy has not defined maximum standards that the Department is willing to fund;
- d) in some instances, the Policy was not sufficiently clear; and
- e) the Policy did not deal with certain building attributes, such as acoustics, cleanability, durability and energy and water usage.

The Policy, due to the aforementioned shortcomings, has not been well-suited to:

- a) the privately owned provision of off-campus accommodation;
- b) contractual arrangements for the delivery of new infrastructure where the design is not under the direct control of an institution (e.g. design and build or design, build, operate and maintain); or
- c) the adoption of alternative building technologies and innovative solutions.

The revisions have been formulated in such a way that, irrespective of the way in which requirements are satisfied, students are provided with adequate, fit-for-purpose accommodation of reasonable quality, and enjoy learning and living environments that promote academic success.

This Policy does not absolve or release any student housing provider from any local, provincial or national legislation which applies to any aspect of the student housing and housing of students including the National Building Regulations and Building Standards Act and the Occupational Health and Safety Act.

## **2. GENERAL DEFINITIONS**

In this Policy, any word or expression to which a meaning has been assigned in the Higher Education Act bears the meaning so assigned, unless the context indicates otherwise.

"college" means a public college that is established or declared as a technical and vocational education and training college in terms of the Continuing Education and Training Act, 2006 (Act 16 of 2006)

"Department" means the Department of Higher Education and Training as the government department responsible for higher education;

"erection" means the alteration, conversion, extension, rebuilding, re-erection, subdivision of or addition to, or repair of any part of the structural system of, any student housing

"Higher Education Act" means the Higher Education Act, 1997 (Act No. 101 of 1997);

"institution" means a university or college

"university" means any public higher education institution that is established, deemed to be established, or declared as a public higher education institution under the Higher Education Act, 1997 (Act No. 101 of 1997);

"student housing" means accommodation for an institution which may:

- a) be located on or off campus;
- b) be institution or privately owned;
- c) offer full catering with up to 3 meals a day in a dining hall or provide self-catering facilities; and
- d) be located in buildings exclusively used to house students or in buildings which include other building occupancies;

"sub-warden" means a warden's assistant who functions with his or her delegated authority

"warden" means a house parent, residence manager or the equivalent who lives on a student housing site, who together with house committees, carries responsibility for residence students and aims, with their co-operation, to create friendly and comfortable environments in which students are able to pursue their academic objectives and to achieve personal growth.

## **3. APPLICATION**

This Policy is applicable to all institution-owned and leased and institution accredited privately owned accommodation. It applies to the:

- a) provision of new student housing and the refurbishment and renovation of existing student housing;

- b) the operation and maintenance of student housing;
- c) the development of an institution's student housing governance and management policy and rules; and
- d) the rating and differentiation by institutions of privately owned off-campus student accommodation.

#### **4. PHYSICAL INFRASTRUCTURE**

To ensure equitable access to an institution's academic facilities and support services:

- a) student housing must preferably be situated within the campus security perimeter, thereby affording student residents the freedom to make full use of the academic, social, cultural and sporting programs of the institution without restriction or hindrance;
- b) should on-campus locations be unavailable, then student housing sites must be within a radius of no more than 5 kilometres from a campus unless otherwise permitted by the Department;
- c) affordable and secure transport running at regular intervals from early morning to late night must be provided for student housing further than 5 kilometres from a campus; and
- e) off campus sites must be carefully selected with the safety, security and well-being of students in mind.

Plans for any newly planned institution-owned or leased student housing that do not conform to the 5 kilometre radius must be submitted to the Department for prior approval.

Institutions must consult the DHET and obtain Ministerial approval before proceeding with a long-term contract between the institution and the private party, for the development and/or management of student housing, in which the private party bears significant risk and management responsibility through the life of the contract, and remuneration is significantly linked to performance or the use of student housing.

The Performance Specification for Student Housing contained in Annexure A must be applied to:

- a) all new institution-owned student housing; and
- b) all institution leased and institution accredited privately owned student housing which are leased or accredited following the gazetting of this Policy, save for the objectives relating to economy, empowerment, local content, operational energy and water usage.

A registered built environment professional must certify that the requirements of the Performance Specification for Student Housing established in Annexure A are met. Such a professional may base the certification on documents issued by others covering a specific student housing objective. Institutions must forward a copy of such certification to the Department within three months of the completion of a student housing building.

Institutions must provide the Department in the case of institution-owned student housing a close out report which includes the costs for the buildings, land improvements, if any, and furniture, fittings and equipment, in a standard format, within three months of the occupation

certificate being issued by the local authority in term of the National Buildings Regulations and Building Standards Act of 1977.

The refurbishment and renovation of existing institution-owned and leased and institution accredited privately owned student housing must aim to bring existing student housing in line with these minimum requirements of Annexure A, except for room sizes and objectives relating to economy, empowerment, local content, operational energy and water usage, within a reasonable and fair time period (see section 12 of this Policy).

Student housing must not be occupied following its erection without a certificate of occupancy issued by the local authority in term of the National Buildings Regulations and Building Standards Act of 1977.

## **5. HEALTH AND SAFETY**

All providers of student housing must comply with all legislative requirements (national, regional and municipal) regulating health and safety at all times.

The following documents as a minimum must be obtained for all institution-owned and leased and institution accredited privately owned student housing on an annual basis, as relevant:

- a) confirmation by a competent person that fire extinguishers and hose reels and aboveground hydrants have been maintained in accordance with the provisions of SANS 1475-1 and SANS 1475-2, respectively,
- b) a certificate of conformity for liquefied petroleum installations issued by an authorised person or an approved inspection authority in accordance with the provisions of the Pressure Equipment Regulations of the Occupational Health and Safety Act of 1993;
- c) a certificate of compliance for the electrical installation issued by a registered person in accordance with the provisions of the Electrical Regulations of the Occupational Health and Safety Act of 1993;
- d) a certificate which certifies that the structure remains safe for continued use issued by a competent person in accordance with the Construction Regulations of the Occupational Health and Safety Act of 1993; and
- e) relevant annual municipal or equivalent hygiene audits based on random sampling of facilities.

A Hazard Analysis and Critical Control Point (HACCP) or equivalent management system must be applied to ensure food safety where meals are provided to students.

All ablution areas must be cleaned at least once daily using cleaning industry standard chemicals and products.

Institutions must liaise with local enforcement agencies dealing with the safety of students.

## **6. FURNISHINGS, FITTINGS AND EQUIPMENT**

Institution-owned and leased and accredited privately owned student housing shall be suitably furnished, fitted and equipped to enable its functioning for its intended purpose. The minimum furnishings, fittings and equipment provided for each student housing space must be in accordance with the Furnishing, Fittings and Equipment Specification for Student Housing contained in Annexure B.



Furnishings, fittings and equipment shall be robust and durable. Electrical appliances shall have a service life of not less than 8 years. Fixtures shall have a service life of not less than 20 years.

Furnishings and fittings must be maintained in a sound and working order and replaced as soon as possible by the relevant Institution, landlord or agent when broken beyond repair. Appropriate, fair and adequate mechanisms for determining responsibility for damage and/or breakage to property must be established by the relevant authority at institutions or landlord in the case of privately owned student housing.

## **7. CONSTRUCTION, REPAIRS AND MAINTENANCE**

All construction, renovations, refurbishments, repairs and maintenance to on-campus or off-campus student housing must comply at all times with all relevant legislation and must be carried out by appropriately qualified staff or contractors.

Reasonable response times for emergency, urgent and routine repairs should be established after consultation with all stakeholders and should be incorporated into service level agreements. Any construction, renovations, refurbishments, maintenance or repairs must be carried out with minimum disruption to the academic programme and requirements of student residents, and with due regard for their safety and security.

Areas surrounding student housing must be kept clear of refuse and litter.

The Department may in the case of new student housing or the rehabilitation or refurbishment of existing student housing, whether funded by the Department or not, inspect such housing after completion to satisfy itself that the housing complies with the provisions of these Minimum Norms and Standards for Student Housing.

## **8. STUDENT WELL-BEING AND SUPPORT**

Institution-owned and leased and institution accredited privately owned student housing must provide for adequate provision for access to medical and psychological services to cater for the well-being of student residents during work hours, and must ensure that emergency support is available after hours. This includes the provision of a first aid kit and instructions on the use thereof.

An institution must as part of the orientation process, provide a list of accredited privately owned student housing providers to students who have not been allocated a place in the institution-owned or institution leased student housing system.

## **9. STUDENT HOUSING GOVERNANCE AND MANAGEMENT**

### **9.1. Governance of student housing**

Each institution council must create a designated committee to govern student housing life on behalf of the council. The committee must be composed of equal numbers of institution staff and residential students and must be chaired by a senior official of the institution. Membership of the committee must include institution staff and student representatives from off-campus student housing units that accommodate ten or more students. The committee must meet quarterly, and its minutes must be presented to council.

## **9.2. Staffing levels**

The student housing staff to resident student ratios in institution-owned and leased student accommodation and privately owned accredited accommodation must be at least 1:300 in the case of wardens, and 1:100 in the case of student sub-wardens. In addition, provision must also be made for dedicated administrative and facilities management personnel responsible for student housing. Institutions must provide a breakdown of the staff responsible (structure) for student housing in the institution's annual report.

## **9.3. Professional development of student housing staff**

Training as stipulated by the institution must be provided by both institution and private service providers to student housing staff at all levels. Such training must encompass at least emergency procedures. The ongoing professional development of student housing staff must be encouraged by both institutions and private service providers.

## **9.4. Policy, procedure and agreement**

Institutions must have clear and comprehensive documentation providing information about the nature of the student housing available, the fee or rental rates (indicating clearly what is included in the rate as well as all terms and conditions), the rules and regulations, the management structure, the complaints procedure, and maintenance/repairs requisition procedures.

## **9.5. Student discipline**

Institutions are responsible for the discipline of students in institution-owned, leased or accredited rented student housing. Suitable disciplinary codes and mechanisms must be developed and published for implementation in institution-owned student housing. Providers of institution accredited privately owned student housing must consult and collaborate with their 'feeder' institutions to establish agreed upon disciplinary codes and mechanisms.

## **9.6. Student housing admissions and allocations policies**

The most vulnerable group of students are first year students. Therefore, all institutions must develop strategies for increasing the percentage of student housing places available for new first year students to at least 30% of the total student housing capacity within the next 5 years.

All institutions must:

- a) develop and implement a comprehensive student housing admissions and allocations policy which should be developed in consultation with relevant stakeholders;
- b) strictly manage, control and monitor the fair allocation of students to student housing in accordance with the approved student housing admissions and allocations policy;
- c) manage and administer waiting lists for student housing vacancies in accordance with the student housing admissions and allocations policy;
- d) develop plans, strategies and mechanisms to increase access to institution student housing by poor, working class and rural students; and
- e) develop support mechanisms for all students who may require them, which empower and enable students to participate fully in the academic, social and cultural life of the institution.

Accountability for the implementation of the student housing admissions and allocations policy should reside at an institution's senior management level.

#### **9.7. Lease agreements with private service providers**

An institution must enter into a clear and comprehensive standard lease agreement with private service providers after consultation with relevant institutional officials and student representatives.

Due to the shortage of housing and the importance of partnering with private service providers, institutions must ensure that privately owned housing meets the minimum norms and standards of this Policy before entering into any lease agreement with any private service provider.

### **10. FINANCIAL CONTROL AND MANAGEMENT OF STUDENT HOUSING**

All institutions which provide university owned student housing must implement the following:

- a) concept reports satisfying the minimum requirements of Annexure D must be completed before a decision to implement a student housing project is taken by the institution;
- b) the student housing budget and management accounts must be completely separated from the institution's budget and management accounts;
- b) quarterly student housing management accounts must be submitted to the council for scrutiny and evaluation;
- c) annual student housing financial reports developed in accordance with the Department's standardised reporting framework including the average energy and water usage per bed per annum of all institution-owned student housing for presentation to the Department;
- d) in relation to NSFAS housing funding restrictions, a recipient of NSFAS funding for housing may only be allowed to 'unbook' a maximum of 30% of meals which may be credited to the student's accounts; in other words, 70% of the boarding/meal funding component of the housing/accommodation grant must be used for self catering or non-self catering meals.

The basis for future allocations on student housing infrastructure will be determined in line with the extent to which an institution has met the aforementioned requirements.

The Department may undertake annual site visits to inspect student housing operated by institutions.

### **11. COMPLIANCE WITH MINIMUM NORMS AND STANDARDS**

The Department is the custodian of this Policy, and will provide a consultative, facilitative and supportive service to institutions in assisting them to attain their student housing targets and goals.

An institution must notify the private service provider of a privately owned student residence that is accredited in terms of the Policy of any non-compliance with the provisions of this Policy in writing. The institution must withdraw the accreditation should the private service provider fail to rectify the non-compliance within a reasonable time period.

NSFAS-funded students may only be accommodated in housing which meets the requirements set out in this Policy. Responsibility for accrediting privately owned student housing will be the responsibility of the 'feeder' institution through which the NSFAS funding allocation is made.

The level of compliance with student housing minimum norms and standards is to be included in the institution's annual report.

## **12. PHASING IN OF THE REVISED POLICY**

Institutions must comply with the provisions of this Policy except for the staff (9.2), which may be phased in by 2025.

In the case of existing institution student housing stock, a reasonable and fair period will be allowed to bring existing stock to a minimum standard in terms of the contents of rooms. Structural changes in terms of room sizes will not necessarily be required. What will be considered a reasonable and fair period will depend on the circumstances of each individual institution and be determined in consultation with the Department.

### Annexure A: Performance specification for student housing

The Constitution of the Republic of South Africa establishes the overarching framework within which student housing needs to be provided. The Constitution:

- a) gives everyone the right to adequate housing (see Section 26) and to an environment which is not harmful to their health or well-being and is reasonably protected for the benefit of present and future generations (see Section 24); and
- b) requires public administration to use resources efficiently, economically and effectively in an accountable and developmental manner (see Section 195).

The objective of student housing is to provide, within the aforementioned Constitutional framework, access to secure, diverse, supportive, comfortable, efficiently managed and affordable living and learning environments which contribute to the personal and academic growth of each residential student.

The core values underpinning student housing and the focus of such values are set out in Table A1.

**Table A1: Core values for student housing**

Core value	Focus
Value for money	<ul style="list-style-type: none"> <li>optimal use of resources to achieve intended outcomes</li> <li>effective, efficient, and economic use of resources</li> </ul>
Health and wellbeing	<ul style="list-style-type: none"> <li>safety</li> <li>comfort</li> </ul>
Protection of the environment	<ul style="list-style-type: none"> <li>energy savings</li> <li>recycling</li> <li>water conservation</li> </ul>
Student life	<ul style="list-style-type: none"> <li>part of academic life</li> <li>housing as an extension of academic space</li> </ul>
Manageability	<ul style="list-style-type: none"> <li>management and control of facilities in use</li> <li>protection against unwanted intrusion</li> </ul>
Affordability	<ul style="list-style-type: none"> <li>affordable for students to access</li> <li>affordable for institutions to maintain and operate</li> <li>fundable</li> </ul>

The performance of a building or part thereof which is used for student housing may be regarded as its ability to fulfill required functions under intended use conditions, its behaviour when in use or its impact on costs, the environment and the quality of student life. Performance requirements, which may be assessed as to whether it meets a stated performance, may be established through:

- objectives which directly relate to user requirements or stakeholder expectations and:
- performance descriptions for each attribute associated with an objective which establish qualitative requirements for a building property that distinguishes the totality of the specific item under consideration, and
- performance parameters which quantitatively describe performance of attributes or provide indicators against which the performance of attributes may be evaluated.

Student housing must satisfy the performance requirements established for each objective identified in Table A2.

Table A2: Objectives, performance requirements and minimum requirements for student housing

Objective	Performance description	Minimum requirements or a level of performance								
Acoustic comfort	Student housing shall be designed and constructed such that student residents are able to use it for its normal use without being unduly disturbed by noise coming from adjacent rooms or from outside, or being concerned that they may cause disturbance to people not in the same room.	The minimum acoustic insulation value for walls and floors between two levels shall be 45 decibels (dB). Back to back electrical connections in walls in adjacent rooms shall not be provided in new student residences. Furniture which comes into direct contact with walls and which, acting as diaphragms, transmit sound to an adjoining room shall be isolated.								
Accessibility and usability	Student housing shall with an appropriate degree of accessibility, usability, and safety fulfil the following requirements: a) ease of entry through an entrance door; b) reasonable circulation dimensions to move around within rooms and spaces; c) ease of access and entry to essential rooms and spaces; d) ease of reach and operation of functional elements such as switches etc., and e) absence of dangerous accident tripping features. Student housings shall be designed to be usable by all residents, wherever possible, without the need for adaptation or specialised design. Facilities provided for people with a mobility disability shall have hot and coldwater supply taps or other operational controls that are accessible and adequate for their use.	The building shall satisfy the relevant requirements of Parts C (Dimensions), M (Stairways) and S (Facilities for people with disabilities) of the National Building Regulations.  The entire ground floor shall be accessible for wheelchair users.  Where self-catering facilities are provided for students with disabilities, space shall be provided to allow for independent movement of the student in the food preparation area and bathrooms.								
Access to the internet	Students in student housing shall be provided with fast, robust and reliable access to the internet from their rooms or communal spaces designed for study purposes.	<table><tr><td>Internet Service Provider (ISP)</td><td>Uncapped broadband internet connection with unshaped and unthrottled traffic shall be provided with a minimum dedicated bandwidth of 1 Mbps per student.</td></tr><tr><td>Wi-Fi Connectivity</td><td>Access Points shall as a minimum support the IEEE 802.11 AC - 5GHz (2.4 GHz with 802.11n technology) Wi-Fi standard.</td></tr><tr><td>Local Area Network (LAN)</td><td>Minimum Layer 2 ethernet switch providing 1Gbps access ports for wired devices shall be provided.</td></tr><tr><td>Emergency Power</td><td>A suitable uninterruptible power supply (UPS) or suitable emergency power shall be provided to provide continuity of access during power outages.</td></tr></table>	Internet Service Provider (ISP)	Uncapped broadband internet connection with unshaped and unthrottled traffic shall be provided with a minimum dedicated bandwidth of 1 Mbps per student.	Wi-Fi Connectivity	Access Points shall as a minimum support the IEEE 802.11 AC - 5GHz (2.4 GHz with 802.11n technology) Wi-Fi standard.	Local Area Network (LAN)	Minimum Layer 2 ethernet switch providing 1Gbps access ports for wired devices shall be provided.	Emergency Power	A suitable uninterruptible power supply (UPS) or suitable emergency power shall be provided to provide continuity of access during power outages.
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Wi-Fi Connectivity	Access Points shall as a minimum support the IEEE 802.11 AC - 5GHz (2.4 GHz with 802.11n technology) Wi-Fi standard.									
Local Area Network (LAN)	Minimum Layer 2 ethernet switch providing 1Gbps access ports for wired devices shall be provided.									
Emergency Power	A suitable uninterruptible power supply (UPS) or suitable emergency power shall be provided to provide continuity of access during power outages.									
Air purity	Any habitable room, bathroom, shower-room and room containing a toilet pan or urinal shall be provided with a means of ventilation which will enable such room to be used, without detriment to health or safety or causing any nuisance, for the purpose for which it is designed.	Rooms shall satisfy the relevant requirements of Part O (Lighting and ventilation) of the National Building Regulations.								

Objective	Performance description	Minimum requirements or a level of performance
Cleanability	<p>Wall and floor surfaces shall be such that they are:</p> <p>a) are capable of being easily cleaned using a wet process without damage or deterioration; and</p> <p>b) soils and stains can be easily removed on application of the appropriate processes.</p>	<p>Walls in ablutions shall be tiled to the ceiling.</p> <p>Antibacterial paints shall be applied to ceilings in ablutions.</p>
Durability (general)	<p>Materials (substances that can be incorporated into the buildings), products (item manufactured or processed for incorporation into the buildings), components (products manufactured as distinct units to serve a specific function or functions) and assemblies (set of related components attached to each other) shall retain performance of over the required service life subject to regular maintenance</p>	<p>Materials, products, components and assemblies shall be:</p> <p>a) fit for their intended purpose; and</p> <p>b) capable of fulfilling required functions under intended use conditions or when in use, with planned maintenance, under the influence of environmental actions or a result of as a self-ageing process for a period of time within industry accepted norms.</p>
Durability (floors)	<p>The floor of any laundry room, kitchen, shower-room, bathroom or room containing a toilet pan or urinal shall be water-resistant. Any suspended timber floor shall be provided with adequate under-floor ventilation.</p>	<p>Satisfy the relevant requirements of Part J (Floors) of the National Building Regulations.</p>
Economy	<p>New student housing (building and associated services) funded in part or whole by means of public funds owned or administered by the state, the following shall, as far as is possible, be constructed within the Department's cost norms (see Annex C).</p>	<p>Unless otherwise approved by the Department, student housing, funded by means of public funds owned or administered by the state, shall have:</p> <p>a) an aggregate Total Student Area (TSA) as defined in Annex C per bed not exceeding 14,0 m<sup>2</sup> if warden accommodation is provided and 13,5 m<sup>2</sup> if warden accommodation is provided elsewhere; and</p> <p>b) a ratio of TSA / gross area of buildings or portions thereof provided to support the TSA shall not be less than 0,65.</p> <p>The cost norm calculated in accordance with the Department's cost norms (see Annex C) may only be exceeded with the Department's approval.</p>
Empowerment	<p>Broad based black economic empowerment shall be secured in the delivery of student housing</p>	<p>Unless otherwise directed by the Department, not less than 30% of the total construction cost of new, refurbished or rehabilitated institution-owned student housing shall be subcontracted to Qualifying Small Enterprises and Exempted Micro Enterprises as defined in Codes of Good Practice as issued in terms of the Broad Based Black Economic Empowerment Act of 2003.</p>



Objective	Performance description	Minimum requirements or a level of performance
Fire safety	<p>Student housing shall be so designed, constructed and equipped such that in case of fire:</p> <ul style="list-style-type: none"> <li>a) the protection of all occupants or users therein is ensured and that provision is made for the safe evacuation of such occupants or users</li> <li>b) the spread and intensity of such fire within such building and the spread of fire to any other building is be minimized;</li> <li>c) sufficient stability is retained to ensure that such student housing does not endanger any other building;</li> <li>d) the generation and spread of smoke is minimized or controlled to the greatest extent reasonably practicable; and</li> <li>e) adequate means of access, and equipment for detecting, fighting, controlling and extinguishing such fire, is provided.</li> </ul>	<p>The buildings shall satisfy the relevant requirements of Part T (Fire protection) and Part W (Fire installation) of the National Building Regulations.</p> <p>Cladding (an external, vertical, or near-vertical non-loadbearing covering to a student housing, which typically provides insulation and protection from the elements) and curtain walls (non-loadbearing wall positioned on the outside of a student housing and enclosing it and which is fixed to the structural system) shall:</p> <ul style="list-style-type: none"> <li>a) satisfy the fire propagation requirements of SANS 8414-1 or SANS 8414-2; and</li> <li>b) have a fire resistance, suitable for the application in which they are to be used, when tested in accordance with the provisions of SANS 10177-2, provided that the fire resistance of any structural frame supporting the curtain wall including any structural elements and its fixings has a fire resistance not less than that required for the structural system of the building.</li> </ul> <p>Combustible assemblies such as canopies, signs, advertising boards, external building facade advertising, sunshades, canopies and blinds that are fixed to the outside of the building shall either:</p> <ul style="list-style-type: none"> <li>a) be non-combustible or suitably tested combustible assemblies and fixed to non-combustible external walls either at ground floor level or in the storey immediately above ground level provided that such fixings are not above an exit or in a position where in the event of a fire, it would render the exit unusable; or</li> <li>b) be shown to be suitable in the context of the installation or the way it is to be applied or fitted to a building by means of appropriate small or large scale tests, provided that in the event of a fire, no collapse of the system or any flaming debris endangers pedestrians and occupants evacuating the building.</li> </ul> <p>Unless otherwise directed by the Department, only goods designated by government's industrial policies for local production and content shall be incorporated into new institution-owned student housing in accordance with the DHET Specification for Local Production and Content of Designated Goods in Infrastructure Projects.</p> <p>The buildings shall satisfy the relevant requirements of Part XA (Energy usage in buildings) of the National Building Regulations.</p> <p>An Energy Rating Certificate shall be obtained from the South African Fenestration and Insulation Energy Rating Council (SAFIERA) where suitable R-values, total R-values, total U-values or solar heat gain co-efficient cannot be obtained from SANS 204.</p> <p>The theoretical energy usage per bed per annum in institution-owned new student housing shall be calculated and optimised during the design process.</p>
Local content	Local content (as opposed to imported content) shall be secured in in the construction of the student housing.	
Operating energy	<p>Student housings shall</p> <ul style="list-style-type: none"> <li>a) be capable of using energy efficiently while fulfilling user needs in relation to vertical transport, if any, thermal comfort, lighting and hot water; and</li> <li>b) have a building envelope and services which facilitate the efficient use of energy appropriate to their function and use, internal environment and geographic location.</li> </ul>	



Objective	Performance description	Minimum requirements or a level of performance
Privacy	All habitable rooms and ablutions shall provide a reasonable level of privacy.	Shower and lavatory cubicles shall be designed such that individual privacy is provided. Shower doors or curtains shall be fitted to shower cubicles.
Safety in use (slip, trip and fall hazards)	Any balcony, bridge, flat roof of similar place shall be designed to prevent any person from falling from such balcony, bridge, flat roof or similar place. Any ramp or driveway shall be so designed that it is safe when used and is fit for the purpose for which it is intended. Any stairway, including any wall, screen, railing or balustrade to such stairway, shall permit safe movement of persons from floor to floor. Floor surfaces in areas which have a high propensity for slip and fall accidents on it, either dry and/or when wet with water or lubricated with other contaminants such as kitchen grease, hydraulic oil, etc shall be slip resistant.	The buildings shall satisfy the relevant requirements of Part D (Public safety) and Part M (Staircases) of the National Building Regulations. Slip resistant flooring shall be provided in bathrooms, laundry rooms and kitchens.
Safety in use (glazing)	Any material used in the glazing of any building shall be of a secure and durable type and shall be fixed in a manner and position that will ensure that it will be apparent, in the case of clear glazing, to any person approaching such glazing. Glass, plastics and organic coated glass shall be selected in order to provide, in the case of human impact: a) a degree of safety appropriate in relation to the position of the glazed area; and b) the number and likely behaviour pattern of persons expected to be in close proximity to such glazed area.	The glazing shall satisfy the relevant requirements of Part N (Glazing) of the National Building Regulations.
Safety in use (heated water hazards)	Heated water supplied by a heated water service shall be: a) delivered to and through suitable fixtures and appliances at a temperature which reduces the likelihood of scalding; and b) stored and delivered under conditions which avoid the likelihood of the growth of Legionella bacteria.	The installation, repair and replacement of fixed electrical hot-water storage fixed electric storage water heaters, complete with all the relevant and applicable safety and hydraulic, shall be in accordance with the requirements of SANS 10254. A certificate of compliance shall be issued upon the completion of such installation by a licensed member of the professional body for plumbers registered in terms of the National Qualifications Framework Act of 2008 (Plumbing Industry Regulation Board).

Objective	Performance description	Minimum requirements or a level of performance
Sanitation	<p>Any drainage installation shall be so designed and constructed that:</p> <ol style="list-style-type: none"> <li>an adequate number of sanitary fixtures is provided in relation to the population and class of occupancy of such building;</li> <li>such installation is capable of carrying the design hydraulic load;</li> <li>such installation is capable of discharging into any common drain, connecting sewer or sewer provided to accept such discharge;</li> <li>all components and materials used in such installation are watertight;</li> <li>no nuisance or danger to health will be caused as a result of the operation of any such installation;</li> <li>any drain in such system is of such strength, having regard to the manner in which it is bedded or supported, that it is capable of sustaining the actions to which it may normally be subjected and that it is, where necessary, protected against any damage;</li> <li>all sanitary fixtures are so located that they are easily accessible to those persons they are intended to serve; and</li> <li>any necessary inspection, cleaning and maintenance required, may be performed through the means of access provided.</li> </ol> <p>Where water-borne sewage disposal is not available other means of sewage disposal shall be permitted provided that:</p> <ol style="list-style-type: none"> <li>it stores, conveys, processes and disposes of human body wastes and wastewater in such a way that the pathogens, pollutants and contaminants associated therewith do not compromise the health and safety of the original user or others; and</li> <li>in the case of chemical toilet a satisfactory means is available for the removal and disposal of sewage from such closets.</li> </ol> <p>The number of sanitary receptacles shall be adequate for the population served by such receptacles.</p>	<p>The drainage installation shall satisfy the relevant requirements of Part P (Drainage) or Part Q (non-waterborne means of sanitary disposal) of the National Building Regulations</p> <p>Student housing shall include at least:</p> <ol style="list-style-type: none"> <li>1 wash basins for every 5 student residents;</li> <li>1 shower cubicle for every 7 student residents; and</li> <li>1 toilet for every 5 student residents.</li> </ol> <p>A certificate of compliance from a licensed member of the professional body for plumbers registered in terms of the National Qualifications Framework Act of 2008 (Plumbing Industry Regulation Board) shall be issued certifying compliance with regulatory and other requirements. Such certificate shall where applicable be accompanied by a certificate issued by the competent person who undertook the necessary design work and who is registered in an appropriate category of registration in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) confirming that the design was correctly interpreted and the work was executed generally in accordance with the designs, appropriate construction techniques and good practice</p>
Security	<p>Student housing shall be secure against human or animal intrusion which can cause harm or loss of property without compromising the safety of occupants.</p> <p>Access to student housing shall be controlled in such a manner so as to:</p> <ol style="list-style-type: none"> <li>prevent the unauthorised use of the facilities by persons who are not assigned a bed in student housing;</li> <li>enable responsibility for abuse to be assigned to identifiable groups of student residents;</li> <li>minimise the operational cost of providing access control; and</li> <li>not compromise the egress of building occupants in the event of a fire.</li> </ol> <p>A suitable means shall be provided for the reliable control and disposal of accumulated stormwater from student housings which may run off from any earthworks, building or paving.</p>	<p>Bedroom on the ground floor and other vulnerable windows shall be fitted with burglar bars.</p> <p>The need for security shall not compromise the functioning of any fire escape route that is required to satisfy fire safety requirements.</p>
Stormwater disposal		<p>The stormwater disposal arrangements shall satisfy the relevant requirements of Part R (Stormwater) of the National Building Regulations.</p>

Objective	Performance description	Minimum requirements or a level of performance
Structural performance	Structural strength: Student housing and its parts shall, with an appropriate degree of reliability, maintain strength and stability under all actions likely to occur during its design working life.	The buildings shall satisfy the relevant requirements (see Parts B (Structural design), F3 (Unstable soil conditions), G (Excavations), H (Foundations), J (Floors), K (Walls), L (Roofs), M (Stairways), N (Glazing) and R (Stormwater disposal) of the National Building Regulations and if relevant, the NHBRC's Home Building Manual. The design working life of a student housing shall be not less than: a) 40 years in respect of the structural system; and b) 20 years for repairable or replaceable components and materials, such as claddings, roofing materials, exterior trims, and integrated components, such as windows and doors.
	Structural serviceability: Student housing and its parts shall, with an appropriate degree of reliability, perform within established parameters under all expected actions for normal use in terms of: a) local damage, including cracking, b) deformation; and c) vibration.	Note: SANS 10400-B (structural design) establishes representative actions and impacts applied to buildings structure and structural elements and their response to such actions and impacts in relation to: 1) wind, seismic, permanent and imposed, snow and variable actions; 2) ground conditions and movements; 3) hail, soft body and sharp body impacts; 4) door slamming; 5) fittings; and 6) vibrations. Annex B of SANS 10400-B includes the following performance tests: • sandbag impact tests (soft body impacts) • steel tool tests (hard body impact) • test for light weight and heavy weight fittings • test for light weight fittings • test for shelving • resistance to door slamming • hail resistance test
	Structural durability: Student housing and its parts shall, with an appropriate degree of reliability, fulfil its intended safety and serviceability performance in the environment in which it is located over the specified design working life when subject to its intended use taking into account the: a) external and internal environmental agents (including those associated with microclimates that can arise with rooms and spaces); b) maintenance schedule and specified component design life; and c) changes in form or properties.	

Objective	Performance description	Minimum requirements or level of performance
Suitability of spaces	Any room or space shall have dimensions that will ensure that such room or space is fit for the purpose for which it is intended.	<p>The spaces shall satisfy the relevant requirements of Part C (Dimensions), Part L (Roofs) and Part M (staircases) of the National Building Regulations.</p> <p>Rooms shall have an area that is sufficient to effectively accommodate the minimum furniture, fittings and equipment requirements of Annex B without a loss of functionality.</p> <p>Student housing shall as a minimum have the following spaces which are described in Annex C (ASM is an assignable square meter - see Annex C):</p> <ol style="list-style-type: none"> <li>Bedrooms which shall:             <ol style="list-style-type: none"> <li>accommodate a maximum of two students per room;</li> <li>have a minimum ASM of at least 7,5 and 13,5 m<sup>2</sup> in the case of single and double rooms, respectively.</li> </ol> </li> <li>Ablutions of sufficient areas which shall accommodate 1 wash basins and 1 toilet for every 5 student residents and 1 shower cubicle for every 7 student residents.</li> <li>One guest toilet for not more than 150 student residents (non-assignable).</li> <li>Food preparation spaces of sufficient area to accommodate the specified furniture, fittings and equipment for the catering option that is selected subject to non-self-catering student housing having a minimum ASM of 8,2 m<sup>2</sup>.</li> <li>Laundry rooms having an aggregate floor area of not less than 0,4m<sup>2</sup> per student resident to accommodate specified equipment.</li> <li>Student study areas which shall have an aggregate floor area of not less than 0,1m<sup>2</sup> per student resident provided that each room space has a minimum ASM of 9m<sup>2</sup>.</li> <li>Common rooms for recreation and meeting, which may be combined with other spaces, which shall have an aggregate floor area of not less than 1,5m<sup>2</sup> per student resident for the first 100 students and not less than 1,0m<sup>2</sup> per student resident for numbers in excess of 100. These social spaces may be reduced to 0,5 m<sup>2</sup> per bed where such facilities are provided by the institution within 750 m from the main entrance to the building accommodating student housing.</li> <li>Services to support student housing including security which shall have an area sufficient to perform the necessary support functions.</li> </ol> <p>If not provided elsewhere, one warden residence and office shall be provided every 300 students and one bedroom for a sub-warden for every 100 students subject to the following:</p> <ol style="list-style-type: none"> <li>The warden residence shall have at least two bedrooms, a study and a guest toilet and an ASM of not less than 70 m<sup>2</sup>.</li> <li>Warden manager's office shall have a minimum ASM of 10m<sup>2</sup>.</li> <li>The sub-warden bedroom shall have an ASM of at least 13,5m<sup>2</sup>.</li> </ol>

Objective	Performance description	Minimum requirements or level of performance
	Where any concrete floor slab is supported on ground or filling, such floor shall be so constructed that any moisture present in such ground or filling is prevented from penetrating such concrete floor slab.	Floors shall satisfy the relevant requirements of Part J (Floors) of the National Building Regulations.
	Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of occupants or to the durability of such building.	Walls shall satisfy the relevant requirements of Part K (Walls) of the National Building Regulations.
Tightness	<p>The roof of any building shall be so designed and constructed that it:</p> <p>a) is durable and does not allow the penetration of rainwater or any other surface water to its interior; and</p> <p>b) does not allow the accumulation of any water upon its surface.</p>	Roofs shall satisfy the relevant requirements of Part L (Roofs) of the National Building Regulations.
	Any material used in the glazing of any building shall be of a secure and durable type and shall be fixed in a manner and position that will ensure that it will not allow penetration of water to the interior of the building.	Materials used in glazing shall satisfy the relevant requirements of Part N (Glazing) of the National Building Regulations. Where glazing does not comply with the deemed to satisfy design and construction rules in SANS 10400-N, a Fenestration Performance Test Certificate issued by the AAAMSA Group shall be obtained to demonstrate compliance.
Visual comfort	<p>Any habitable room, bathroom, shower-room and room containing a toilet pan or urinal or any room which is a parking garage shall be provided with a means of lighting which will enable such room to be used, without detriment to health or safety or causing any nuisance, for the purpose for which it is designed.</p> <p>Any room or any corridor, lobby or staircase serving such room shall be provided with a means of artificial lighting- for periods when natural lighting is inadequate or where the size or shape of any such room, or the glazing material used in any such opening, will not permit sufficient natural light effectively to illuminate all parts of such room.</p> <p>Any habitable room in student housing shall be provided with at least one opening for natural light.</p>	<p>Lighting shall satisfy the relevant requirements of Part O (Lighting and ventilation) of the National Building Regulations.</p> <p>Satisfy the requirements of the Occupational Health and Safety Act of 1993.</p> <p>Emergency lighting shall be provided along corridors in the event of power failures.</p>

Objective	Performance description	Minimum requirements or level of performance
<p>Water service</p>	<p>A water service installation shall be designed, constructed and installed in to:</p> <ul style="list-style-type: none"> <li>a) avoid the likelihood of contamination of potable water within both the water service and the supply;</li> <li>b) discharge water at fixtures and appliances at flow rates and pressures which are adequate for the correct functioning of those fixtures and appliances under normal conditions and in a manner that does not create undue noise;</li> <li>c) avoid the likelihood of leakage or failure including uncontrolled discharges;</li> <li>d) minimise wastage of water and heat loss;</li> <li>e) allow adequate access for maintenance and replacement of mechanical components and operational controls; and</li> <li>f) allow the water system, appliances and backflow prevention devices to be isolated for testing, replacement and maintenance, where required.</li> </ul> <p>A fire fighting water service shall be designed constructed and installed in a manner which:</p> <ul style="list-style-type: none"> <li>a) avoids the likelihood of contamination of potable water;</li> <li>b) provides water to the fire fighting equipment at a flow rate and pressure that is adequate for the correct functioning of such equipment;</li> <li>c) avoids the likelihood of leakage or failure including uncontrolled discharges;</li> <li>d) provides adequate access for maintenance of mechanical components and operational controls;</li> <li>e) allows the system and backflow prevention devices to be isolated for testing, replacement and maintenance; and</li> <li>f) allows the water pressure to be measured</li> </ul>	<p>Fire fighting water services shall satisfy the relevant provisions of SANS 10252-1 and the provisions of Part W (Fire installation) of the National Building Regulations, as relevant.</p> <p>A certificate of compliance from a licensed member of the professional body for plumbers registered in terms of the National Qualifications Framework Act of 2008) (Plumbing Industry Regulation Board) shall be issued certifying compliance with regulatory and other requirements. Such certificate shall where applicable be accompanied by a certificate issued by the competent person who undertook the necessary design work and who is registered in an appropriate category of registration in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) confirming that the design was correctly interpreted and the work was executed generally in accordance with the designs, appropriate construction techniques and good practice.</p> <p>Potable water shall be provided to fixtures and appliances which supply water for human consumption, food preparation, food utensil washing and personal hygiene other than a sanitary fixture.</p>



Objective	Performance description	Minimum requirements or level of performance
Water usage	Potable water shall be conserved	<p>In institution-owned student housing:</p> <ol style="list-style-type: none"> <li>1) A separate water meter shall be provided to each building so that the potable water usage can be measured and monitored</li> <li>2) The water installation shall provide for the use of, or future use of, non-potable water for the operation of fixtures which are not normally associated with the provision of potable water.</li> <li>3) A pressure reducing valve shall be provided in water service and fire installations within buildings where the supply pressure exceeds 600 kPa to limit such pressure to a static pressure of a maximum of 600 kPa.</li> <li>4) The maximum flow rate per minute (plus / minus one litre per minute) of the following fittings at a pressure of 600 kPa shall not exceed the following:               <ol style="list-style-type: none"> <li>a) tap installed in a wash hand basin - 5 litres;</li> <li>b) showerhead other than a showerhead in an emergency shower or eyewash stations – 9 litres;</li> <li>c) single tap or mixer in a kitchen sink or wash trough – 10 litres; and</li> <li>d) bidet – 5 litres</li> </ol> </li> <li>5) Water closet cisterns shall have a capacity not exceeding 6 litres.</li> <li>6) No automatic cistern or tipping tank shall be used for flushing a urinal.</li> <li>7) All automatic flushing cisterns fitted to urinals, shall either comprise a manually operated systems or non-manual apparatus which causes the flushing device to operate only after each use of such urinal.</li> <li>8) A non-potable water service shall not have a cross connection with a potable water service.</li> </ol> <p>Pipe outlets, fittings, storage and holding tanks that form part of a non-potable water service shall be clearly identified.</p> <p>Potable water shall not be connected to automatic flushing devices.</p>

The objectives set out in Table 3 shall be considered when deciding upon the materials and technologies. The way in which the objectives set out in Table 3 are considered and taken into account must be outlined in a concept report prepared in accordance with the requirement of Annexure D.

**Table 3: Performance descriptions for materials and technologies**

Objective	Performance description (needs some development)
Adaptability	The student housing has an inherent ability to be readily altered or extended
Aesthetics	The appearance of the building has an acceptable aesthetically pleasing appearance
Constructability	Components and assemblies can be readily transported to and erected on site

Other considerations which must be considered and outlined in a concept report prepared in accordance with the requirement of Annexure D are:

- 1) The way the proposed student housing supports the academic vision of the institution as an integral part of the institution's campuses and is conducive to student learning, development and success.
- 2) Space for parking of student resident cars.
- 3) The way in which site ingress / egress ensure smooth and efficient flow of both pedestrian and vehicular traffic, especially at peak times.
- 4) Space for social and recreational activities for student residents.
- 5) Facilities for the separation of waste to facilitate recycling.



**Annexure B: Specification for fittings, furniture and equipment for student housing**

Suitable furniture, fittings and equipment shall be provided in each of the spaces provided so support student life.

The furniture, fittings and equipment as listed in Table B1 shall as a minimum be provided in certain the identified student housing spaces.

**Table B1: Minimum furniture, fittings and equipment in each space within a student housing**

Space	Minimum furniture, fittings and equipment requirement
Single and double student rooms	<ol style="list-style-type: none"> <li>1) curtain rail and curtains or blinds;</li> <li>2) privacy curtain / partition in the case of a double room;</li> <li>3) towel rail for each resident;</li> <li>4) mirror for each resident;</li> <li>5) single non-bunk bed complete with mattress and bedside table for each resident;</li> <li>6) table and desk chair for each resident;</li> <li>7) book shelf for each resident which in the case of self-catering student housing is capable of storing 2 small pots and 1 pan;</li> <li>8) low energy study lamp for each resident;</li> <li>9) pin board and wastepaper bin for each resident;</li> <li>10) built in cupboards with sufficient hanging space and shelf space and in the case of self-catering student housing, a separate built-in cupboard for groceries;</li> <li>11) wall mounted heater for each resident; and</li> <li>12) two electrical sockets for each resident comprising one 15 Amp socket and one two pin USB combination socket.</li> </ol>
Ablutions	<ol style="list-style-type: none"> <li>1) two shower rails and curtains per shower if shower doors not provided;</li> <li>2) one robe hook per shower cubicle;</li> <li>3) one mirror per wash basin;</li> <li>4) one soap dish per cubicle; and</li> <li>5) one 15 Amp socket</li> </ol>
Kitchenette for self catering student housing	<ol style="list-style-type: none"> <li>1) one four plate stove complete with an oven for every 8 student residents;</li> <li>2) a minimum of a 320 litre capacity fridge / freezer combination for every 8 student residents;</li> <li>3) one double sink for every 15 student residents;</li> <li>4) one lockable cupboard for each student resident;</li> <li>5) one microwave oven for every 15 student residents; and</li> <li>6) countertop space sufficient for 25% of the capacity of the student residents for simultaneous usage.</li> </ol>
Kitchenette for non-self catering student housing	<ol style="list-style-type: none"> <li>1) single bowl sink with drain;</li> <li>2) counter top with 2 door cupboard beneath;</li> <li>3) towel rail;</li> <li>4) 325 l fridge per floor;</li> <li>5) 26 l microwave;</li> <li>6) large flip top bin;</li> <li>7) 20 l urn or hot water boiler; and</li> <li>8) two 15 Amp socket.</li> </ol>
Student study areas	<ol style="list-style-type: none"> <li>1) curtains and curtain track (double) or blinds;</li> <li>2) whiteboard;</li> <li>3) study tables and desk chairs;</li> <li>4) wall mounted heater; and</li> <li>5) four electrical sockets comprising a mix of 15 Amp and two pin USB combination sockets.</li> </ol>
Laundry room:	<ol style="list-style-type: none"> <li>1) one double trough for every 40 students;</li> <li>2) one fixed ironing board for every 40 students;</li> <li>3) three 300 x 1500 shelving;</li> <li>4) one industrial 10 kg tumble dryer for every 25 students;</li> <li>5) one industrial 10 kg washing machine for every 25 students; and</li> <li>6) clothes horses and or washing lines.</li> </ol>

### **Annexure C: Cost norm for student housing**

The Gross Area of a building is the floor area of a structure within the outside faces of the exterior walls. The Gross Area is the sum of the following areas:

- Assignable Area – the floor area available for assignment to an occupant or for specific use
- Non-Assignable Area – the floor area not available for assignment to an occupant or for specific use, but necessary for the general operation of a building
- Structural Area - the floor area upon which the exterior and interior walls sit.

The space use codes as described in the DHET Building and Space Inventory and Classification Manual (April 2009) for assignable spaces required in terms of Annex A (Performance Specification for Student Housing) are identified and described in Table C1.

The Total Student Area (TSA) is the sum of the Assignable Area (ASMs) provided for student housing to satisfy the minimum requirements for student housing spaces as set out in Table A2 of this Policy.

The cost norm for the building costs of a student housing development must be calculated from the following formula:

$$\text{TSA} \times \text{BCU} \times \text{SCU per ASM}$$

where

- TSA is the Total Student Area i.e. the sum of the Assignable Area (ASMs) provided for student housing to satisfy the minimum requirements of this Policy
- ASM is the Assignable Area i.e. the floor area available for assignment to an occupant or for specific use without deductions for columns and projections as set out in the Department of Education's Building and Space Inventory and Classification Manual (April 2009)
- BCU is building cost unit published by the DHET for building completion in a particular year, which excludes an institution specific adjustment for differences in climatic regions and excludes the cost of loose furniture, fittings and equipment
- SCU per ASM is the Standard Cost units per Assignable Area (see the Department of Education's Space and Cost Norms for Buildings and Other Land Improvements at Higher Education Institutions) where the value of 1,05 for residential facilities (1900) is reduced to 0,975 and applied uniformly to the component spaces making up the TSA

The cost of land improvement (see Department of Education's Space and Cost Norms for Buildings and Other Land Improvements at Higher Education Institutions) must be determined on a site specific basis and expressed as a percentage of the building cost for student housing. DHET approval must be sought where the cost exceeds 13% of the building cost.

The cost of loose furniture, fittings and equipment must be determined on a student housing specific basis and expressed as a percentage of the building cost. DHET approval should be sought where the cost exceeds 5% of the building cost.

**Table C1: Spaces required in student housing which contribute to the TSA<sup>1</sup>**

Component of TSA	Minimum space requirements	Space use code <sup>2</sup>	Description of space
Bedrooms	Single: minimum ASM of 7,5 m <sup>2</sup> Double: minimum ASM of 13,5 m <sup>2</sup>	1910	A furnished room for combined sleep/study for one or two individuals without an internally connected bath or toilet but including built in cupboards
		1920	A furnished room for combined sleep/study for one or two individuals with an internally connected bath or toilet but including built in cupboards
Ablutions	Are sufficient to include: a) 1 wash basins and toilet for every 5 student residents; and b) 1 shower cubicle for every 7 student residents.	1919	A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public
Food preparation	Area sufficient to accommodate the specified furniture, fittings and equipment for the catering option that is selected subject to non-self-catering student housing having a minimum ASM of 8,2 m <sup>2</sup> .	1935	An equipped food preparation rooms serving sleep/study areas, including small kitchens used by the occupants
Services to support student housing	An aggregate floor area of not less than 0,4m <sup>2</sup> per student resident to accommodate specified equipment	1935	Spaces used to support occupants sleep/study areas other than food preparation and ablution spaces e.g. laundry rooms and housekeeping rooms, trunk storage and linen closets.
	Other: area sufficient to perform the necessary support functions		
Security	Area sufficient to perform the necessary support functions	1935	A space that directly serves the occupants regarding their security needs
Common room for recreation / meeting	Social spaces which may be combined with other spaces shall have an aggregate floor area of not less than 1,5m <sup>2</sup> per student resident for the first 100 students and not less than 1,0m <sup>2</sup> per student resident for numbers in excess of 100. Social spaces may be reduced to 0,5 m <sup>2</sup> per bed where such facilities are provided by the institution within 750 m from the main entrance to the building accommodating student housing.	1650 1670	A furnished space used for rest, relaxation or informal socialising but not eating An equipped space for use by the occupants for recreational and amusement purposes including exercise and general fitness rooms, games rooms, TV rooms and reading (non-study) rooms
Student study areas	An aggregate floor area of not less than 0,1m <sup>2</sup> per student resident provided that each room space has a minimum ASM of 9m <sup>2</sup> .	1410	A space used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.
Warden / residence manager's office	Where required, a minimum ASM of 10m <sup>2</sup> per office	1310	A furnished space used by staff working at one or more desks or tables
Warden residence	Where required, a warden residence shall have at least two bedrooms, a study and a guest toilet and a minimum ASM of 70 m <sup>2</sup>	1950 or 1970	A complete living unit, with private cooking facilities, that may or may not be a separate structure
Sub-warden bedroom	Minimum of ASM of 13,5 m <sup>2</sup> per sub-warden bedroom	1910	A furnished room for combined sleep/study for one or two individuals without an internally connected bath or toilet but including built in cupboards
		1920	A furnished room for combined sleep/study for one or two individuals with an internally connected bath or toilet but including built in cupboards

<sup>1</sup> See minimum requirements for the suitability of spaces as set out in Table A1<sup>2</sup> See DHET Building and Space Inventory and Classification Manual (April 2009)

**Annexure D: Minimum requirements for a concept report for a student housing report**

A strategic brief defines project objectives, needs, acceptance criteria and institution priorities and aspirations, and sets out the basis for the development of the concept report for student housing. A concept report is a report which establishes the detailed brief, scope, scale, form and control budget and sets out the integrated approach to the project. A concept report establishes the technical feasibility of satisfying the strategic brief. Simply put, a concept report documents a solution for the strategic brief.

A concept report enables financial exercises such as the economic feasibility (cost benefit analysis), commercial feasibility (profitability), fiscal feasibility (affordability), impact on debt and deficit (debt analysis) and value for money to be undertaken. The nature of the financial exercises that are performed will depend on the source and nature of the funding.

A concept report must:

- 1) demonstrate technical feasibility for the proposed solution (buildings and associated services) within the provisions of Annex A of this Policy;
- 2) indicate in the proposed building layouts for the student housing development the Total Student Area (TSA) per bed and the ratio of TSA / gross area of buildings or portions thereof provided to support the TSA;
- 3) identify all land impediments and other constraints to development;
- 4) identify all permits and authorisations that are required and the likely time frames to obtain such permits and authorisations;
- 5) provide cost estimates for all project costs (land, professional services, permits, land improvements, construction, loose furniture, fittings and equipment, etc) and the proposed schedule for delivery and provide a motivation if the cost estimate, based on the Total Student Area, exceeds the cost norm calculated in accordance with the provisions of Annex C;
- 6) outline institutional capacity and the procurement plan to implement the project; and
- 7) confirm that suitable arrangements are in place for operating and maintaining the student housing post completion.

The concept report must also outline the way in which:

- 1) the proposed student housing supports the academic vision of the institution as an integral part of the institution's campuses and is conducive to student learning, development and success;
- 1) the following is accommodated or not in the proposed housing development:
  - a) space for parking of student resident vehicles;
  - b) space for social and recreational activities for student residents;
  - c) facilities for the separation of waste to facilitate recycling; and
  - d) site ingress / egress which ensures smooth and efficient flow of both pedestrian and vehicular traffic, especially at peak times; and

- 2) the following objectives are addressed in the design proposals:
  - a) ease of cleaning of wall and floor surfaces;
  - b) durability of construction materials;
  - c) the minimising of operational energy and water usage; and
  - d) the minimising of operational costs associated with access control to student housing;
- 3) objectives relating to adaptability (inherent ability to be readily altered or extended), aesthetics (pleasing appearance) and constructability (ability for components and assemblies to be readily transported to and erected on site) are accommodated.

The concept report should be structured around the sections identified in Table D1 and include the breakdown of the Total Student Area in accordance with Table D2.

The report must provide a motivation to justify an aggregate Total Student Area in excess of:

- a) 14,0 m<sup>2</sup> if warden accommodation is included or 13,5 m<sup>2</sup> if warden accommodation is provided elsewhere; or
- b) a ratio of TSA / gross area of buildings or portions thereof provided to support the TSA which is less than 0,65.

**Table D1: Outline of content for concept reports**

Section		Overview of potential content
No	Heading	
1	Introduction	Contextualise the proposed student housing development by amongst other things: <ul style="list-style-type: none"> <li>• outlining the demand for student housing and the options that were considered to meet the demand</li> <li>• describing the objectives for student housing and summarising the strategic brief for the proposed housing development</li> <li>• outlining the rationale for the student housing development</li> <li>• identifying linkages between the proposed housing development with current and future student housing developments</li> </ul>
2	Site selection	Outline the: <ul style="list-style-type: none"> <li>• status of the land (identification of impediments to development such as ownership, zonings, servitudes and current land use and indication of potential for expansion and accessibility)</li> <li>• topographical and geotechnical conditions (confirmation that there are no impediments to development and identification of any special precautionary construction measures / abnormal conditions which need to be addressed, if any)</li> <li>• rationale for the selection of the site for the proposed student housing development</li> </ul>
3	Environmental, heritage and other constraints	<ul style="list-style-type: none"> <li>• Describe any identified environmental and heritage authorisations, including water use licences, and indicate the likely timelines to obtain the required authorisations</li> <li>• Outline the specialist studies which have been undertaken and what additional studies still need to be undertaken to obtain regulatory approvals</li> <li>• Outline any other planning permissions which are required and the anticipated timelines relating thereto</li> </ul>
4	Procurement and delivery management arrangements	<ul style="list-style-type: none"> <li>• Outline the procurement strategy (design by client, develop and construct, develop and construct, design build and operate, lease to own etc)</li> <li>• The delivery management arrangements including the identity of the client delivery manager</li> <li>• Outline of procurement plan which indicates all procurements required to implement that project</li> </ul>
5	External and internal services	<ul style="list-style-type: none"> <li>• Confirmation that municipalities can provide the necessary bulk services and, if not, outline what arrangements are in place for providing the required services</li> <li>• Outline the impact of the student housing development, if any, on the internal water, wastewater, stormwater, roads and electrical networks</li> <li>• Outline the arrangements for solid waste disposal</li> <li>• Provide layout drawings for internal services</li> </ul>
6	Buildings	<ul style="list-style-type: none"> <li>• Outline the approach to satisfying the Performance Specification for Student Housing (see Annex A)</li> <li>• Provide layout drawings which demonstrate that the Total Service Area per bed is within the maximum allowable area and the ratio of the TSA to gross building area is not less than the specified efficiency.</li> <li>• Provide a breakdown of the Total Student Area for the student housing development in the format contained in Table D2</li> </ul>
7	Costs	Detail all project costs (land, professional services, permits, construction etc) and justify costs above the cost norm for the housing development calculated in accordance with Annex C
8	Schedule	Provide a schedule for the implementation of the project taking into account the obtaining of all permits, licences, authorisations and the procurement plan
9	Operation and maintenance	Outline arrangements for operating and maintaining the student housing post completion

Table D2: Breakdown of Total Student Area

Component of TSA	Space use code <sup>3</sup>	Description of space	Assignable Square meters (ASM)
Bedrooms	1910	A furnished room for combined sleep/study for one or two individuals without an internally connected bath or toilet but including built in cupboards	
	1920	A furnished room for combined sleep/study for one or two individuals with an internally connected bath or toilet but including built in cupboards	
Ablutions	1919	A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public	
Food preparation	1935	An equipped food preparation rooms serving sleep/study areas, including small kitchens used by the occupants	
Common room for recreation / meeting	1650	A furnished space used for rest, relaxation or informal socialising but not eating	
	1670	An equipped space for use by the occupants for recreational and amusement purposes including exercise and general fitness rooms, games rooms, TV rooms and reading (non-study) rooms.	
Student study areas	1410	A space used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.	
Services to support student housing	1935	Spaces used to support occupants sleep/study areas other than food preparation and ablution spaces	Laundries
	1935		Housekeeping rooms, trunk storage, linen closets etc.
Security	1935	A space that directly serves the occupants regarding their security needs	
Warden / residence manager's office	1310	A furnished space capable of interviewing three students at any point in time	
Warden residence	1950 or 1970	A complete living unit, with private cooking facilities, that may or may not be a separate structure	
Sub-warden bedroom	1910	A furnished room for combined sleep/study for one or two individuals without an internally connected bath or toilet but including built in cupboards	
	1920	A furnished room for combined sleep/study for one or two individuals with an internally connected bath or toilet but including built in cupboards	
Total Student Area			

Number of students accommodated	Single bedrooms	
	Double bedrooms	
Total		

<sup>3</sup> See DHET Building and Space Inventory and Classification Manual (April 2009)