

No: **W013620**

LONG TERM MAINTENANCE PLAN: Sample

515 Darwin Street, Wierdapark
Centurion
Gauteng

SAMPLE PLAN

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**April
2024**

**10 Year Maintenance Plan & Cash Flow
predictions**

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Long Term Maintenance Plan Pack: Sample

(10-YEAR MAINTENANCE PLAN, CASH FLOW AND RESERVE FUND CALCULATIONS)

Index:

Page no:

- 4 **FINANCIAL PRINCIPLES, ASSUMPTIONS & RECOMMENDATIONS:**
(Summary of the principles applied in this plan)
- 5 **CORE INFORMATION PAGE:**
(Basic information captured from the pre-assessment that was used as part of the plan)
- 6 **ITEM REGISTER:**
(Register of capital items recorded during the physical assessment of the complex)
- 8 **MAINTENANCE PLAN SUMMARY**
(Maintenance Plan summarised for the 10 year period in view)
- 9 **MAINTENANCE PLAN:**
(Schedule of maintenance activities and provisioning for the specified 10 year period.)
- 19 **BUDGET ROLLUP DATA**
(Schedule of Maintenance Plan expenses & Provisioning per Financial Year in hi-level categories)
- 20 **DASHBOARD** (a Single page view of the current projected scenario. This includes the high-level cash flow of the 10-year plan and Reserve Fund, impact on levy escalations, projected relationship between Admin levy contribution and Reserve Fund contribution as well as other financial trends throughout the 10-year period.)
- 21 **RESERVE FUND COMPLIANCE CHECK**
(Calculations used to ensure compliance of the current or projected scenario)
- 22 **LEVY PREDICTIONS**
The current Participating Quota schedule indicating levy changes per individual unit or section
- 25 **MAINTENANCE BUDGET SPLIT SUGGESTION:**
(a schedule that suggest what portion should be reduced from the existing maintenance budget to avoid duplication of maintenance expenses already covered by the new Reserve fund budget)

Assessment information:

- Measurements indicated in the LTMP pack might in some cases be estimates based on recalculation of the building/s footprint, information sourced from available building plans or any other statistics gathered through 3rd parties.
- Where quantities are indicated, it might not always be based on a physical count of the item, but calculated through a process of multiplication of a base quantity.
- Due to the nature of the industry and associated variables, no guarantee can be given in terms of measurements, quantities, product/item description or any of the information provided in the field assessment category.
- In some events, similar category capital items are combined in a single item line and provision adjusted accordingly.
- Where "Total size m²" is indicated, this might not always correspond with the total m²-PQ of the scheme, as common area or maintenance surfaces additional to the registered m² was included in the maintenance planning.
- Where the condition of a specified capital item is unknown, the description will default to "Good".
- If no "date of installation" of a capital item is known, the date will default to the date of registration of the scheme.
- If no confirmation was received in the completed pre-assessment form in regards to when the complex was built, the date of Sectional Title Registration will be used. (SS number)
- Where the original construction of the building or complex was phased, the 1st phase completion date will be used.
- In cases where an "i" or "Inspection" indicator is used in the maintenance plan scheduler, it represents a recommendation to have the item/s inspected by owners or a general worker or contracted out to a third party if necessary.
- a "P" or "Provision" indicator in the maintenance scheduled, represents a long term provision that is raised in line with the requirements of the STSM Act. These provisions should accumulate within the particular 'pocket' of the 10-year plan for future replacement of items within this category.
- Where a 'shortfall' in the Reserve Fund is predicted *(see previous page), this might not necessarily translate to an actual cash flow shortfall, as this calculation takes long term provision, provision for annual repairs as well as scheduled maintenance expenses into consideration.

**CORE INFORMATION PAGE:****W013620****Sample****515 Darwin Street, Wierdapark****Centurion
Gauteng**Plan ver: 1.1
View: A

Thank you for choosing SA Plan as your consulting partner for Long-Term Maintenance Planning and Reserve Fund calculations. Our product is tailored for HOAs, Sectional Title Scheme co-owners, Body Corporates, and Trustees to navigate the 2016 changes in the Community Schemes Ombud Service Act (CSOSA) and the Sectional Titles Schemes Management Act (STSMA). Our process offers a cost-effective, precise 'ten-year maintenance prediction plan,' encompassing expected costs. This comprehensive plan covers maintenance, repair, and replacement of "major capital items" and provides future expense projections. It also suggests action dates to ensure timely execution and offers financial calculations for monthly recoverable reserve fund contributions per unit over the next decade.

While we employ advanced technology, the accuracy relies on data from the pre-assessment form. External factors may influence results. If you encounter any pre-assessment form challenges, please don't hesitate to contact us.

We appreciate your business and look forward to collaborating with you to ensure your long-term maintenance plan remains accurate, efficient, and compliant with regulatory changes.

Information from the pre-assessment form is as follows:

Assessment information was provided by the following Complex representative:

Dawie PretoriusContact number: **087 555 5555**Email: dawieP@doornkrans.co.za

Assessment was completed by an authorised SA Plan representative:

YESYes /
NoAssessment
done by:**Dieter Zimmermann**Province: **Gauteng****Category A - General Information**Type: **Residential**

Ensuring accuracy, please verify the pre-assessment form's supplied information:

1 Complex construction/occupation date?	1997/01/01	
2 Total units in complex/scheme?	125	
3 Body corporate fiscal year end?	2023/06/30	
4 Next levy increase date?	2024/07/01	
5 Current admin levy (excl. Reserve)?	R 1 723 660,00	
6 Current Reserve Fund levy?	R 411 015,00	
7 Previous year's admin levy (excl. Reserve)?	R 1 673 459,00	
8 Previous year's Reserve Fund levy?	R 411 015,00	
9 Reserve fund balance at plan start?	R 2 112 900,00	
10 Building storey size?	Multi-story	
11 Main building wall type/finish?	Combination	
12 Phases for major maintenance/painting?	1	
13 Plan rendering/update date?	2024/04/01	(Primary date used: 01-Apr-24)
14 Risk Load 1: Lightning	6-8	Lightning flash density (strikes per km per year)
15 Risk Load 2: Hail	1-2	Hail day frequency (measured X days per km per year)
16 Risk Load 3: Soil type	10.1-15%	Percentage Clay
17 Risk Load 4: Seismic activity	Low	Severity (Peak ground acceleration)
18 Risk Load 5: Residential crime	41-50	Residential Crime (measured per 1000 households)
19 Distance from shore	10+	Proximity from the closest shoreline
20 Dolomite Present	No	Dolomite present (and number of sinkholes within 5km)

Key scheduled preventive maintenance and projects in the 10-year plan include:

21 See item number [2]	Sealing & waterproofing of roof ridge tiles & flashing, scheduled:[2024], [2025], [2026], [2027], [2028], [2029], [2030], [2031]
22 See item number [3]	Treatment of all exposed roof rafters, scheduled:[2024], [2029]
23 See item number [7]	Painting of the steel window frames (putty repair in-between projects), scheduled:[2024], [2031]
24 See item number [8]	Provision for the painting of the buildings (plastered walls), scheduled:[2024], [2025], [2031]
25 See item number [9]	Provision for the painting of the fascias, railings, balustrades, security doors, and other, scheduled:[2024], [2029]
26 See item number [10]	Provision for the treatment of all timber access doors, scheduled:[2024], [2026], [2028], [2030], [2032]
27 See item number [21]	Provision for the painting of the carports, scheduled:[2024], [2029]
28 See item number [23]	Provision for the painting of the main gate, scheduled:[2024], [2029]
29 See item number [33]	Treatment/ painting of the play area, scheduled: [2028], [2032]
30	
31	
32	
33	
34	
35	
36	

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ITEM REGISTER:

Complex name:

Sample

Storey size

2

3658

Footing

Total size as per PQ , m²

8992



REF	Category	Item Description	Unit of measure	Condition	Quantity	Last replacement, maintenance or repair date?	Comment
1	ROOF	Roofing/ Tiles/ Marley	m2	Good to Fair	7150	Unknown	A general provision is established and accumulated for future repair work on the tiled roof areas. It is recommended to conduct a visual inspection of all the roofs at least once every 12 months or after any major storm. Any damaged or shifted tiles should be replaced or repositioned as soon as possible.
2	ROOF	Roof maintenance/ Ridge Caps, Rake verge & Gulley/ tiles	meter	Good to Fair	1200	Unknown	It is recommended to seal all roof ridge tiles every 36-48 months. Repair cracked or missing ridge tiles and verge tiles, replace loose or missing ridge concrete, and seal with bonding liquid and roof paint. Additionally, it's important to repair or seal poor flashing against walls to reduce the risk of roof leaks. (Phased to do +/- 33% of the roofs every year)
3	ROOF	Roof maintenance/ Treatment or painting of exposed rafters/ standard	meter	Fair	1160	Unknown	A provision is established, and maintenance is scheduled for the treatment of all exposed roof rafters once every 4-5 years. This preventive measure should help prevent fungal growth, termite infestations, and damage from wood-boring insects.
4	ROOF	Roofing/ Fascia/ 225mm	meter	Good to Fair	1900	2018	Long-term provision is established once a year in December and should accumulate for any future repair work or replacement of parts of the fascia board when needed.
5	ROOF	Roofing/ Gutter/ Chromadek seamless	meter	Good to Fair	1900	2018	It is recommended to inspect and clean all gutters and downpipes at least once every 12 months before the start of the rainy season and again after each major storm. An annual long-term provision is established and should accumulate for future repair work or replacement of gutters.
6	ROOF	Roofing/ Gutter downpipe/ Chromadek	meter	Good to Fair	780	2018	It is recommended to inspect and clean all gutters and downpipes at least once every 12 months before the start of the rainy season and again after each major storm. An annual long-term provision is established and should accumulate for future repair work or replacement of gutters.
7	BUILDINGS	Windows/ Steel/ Medium	each	Fair	711	2018	Window frames are currently in a Fair condition and provision is raised to repair and re-paint all the window frames at least once every 5-6 years. Damaged window putty to be replaced in-between paint projects when needed.
8	BUILDINGS	Paint/ Plastered surfaces/ exterior	m2	Fair to Poor	14000	Unknown	It is recommended to re-paint all exterior plastered wall surfaces in the complex once every 6-7 years. Minor water damp correction can be done as part of the paint project.
9	BUILDINGS	Paint/ metal components/ standard	Unit	Fair	128	Unknown	Provision is raised for the painting of the fascias, railings, balustrades, security doors, and other metal components in the shared areas of the complex.
10	BUILDINGS	Door/ Wood/ Standard	each	Good to Fair	133	Unknown	Treating timber access doors every 18-24 months, considering sun and elements exposure, guides provision allocation. Additionally, provisions are made for long-term door replacement (50% BC).
11	BUILDINGS	Floor covering/ Tiling/ standard	m2	Fair	1665	Unknown	A General Provision is raised annually to accumulate funds for future repairs or complete replacement of the tiled floor areas in the complex.
12	BUILDINGS	Building/ Structural/ Minor repairs	m2	N/a	1950	Unknown	We annually allocate a general provision to accumulate funds for potential minor structural repairs to units or walls not covered by insurance.
13	PLUMBING	storm water/ Grid & Pit/ Steel	Each	N/a	4	Unknown	It is recommended to visually inspection and clean all the storm water systems and flow channels at least once a year and especially before the start of the rainy season. Long term provision raised in December each year to accumulated funds for future repair work.
14	PLUMBING	Plumbing/ Ongoing R & M/ standard	each	Not known	128	Unknown	Provision for day-to-day plumbing maintenance and repair work is budgeted at the start of each financial year. Additionally, a long-term provision is set up annually in December to accumulate funds for major plumbing projects or future repair work.
15	ELECTRICAL	Electrical/ Ongoing R & M/ standard	each	Not known	128	Unknown	We allocate a provision for day-to-day electrical maintenance and repair work at the start of the financial year. Additionally, an annual December Long Term provision accumulates funds for major future electrical projects.
16	ELECTRICAL	Electrical/ Lighting/ bulkhead & other	each	N/a	128	Unknown	The annual provision allocated for this item covers the procurement and stocking of replacement globes required throughout the year to maintain the lighting in shared areas of the complex.
17	FIRE	Fire / Hydrant/ standard 80mm	each	Good	2	2023	The Fire Hydrant/s in the complex are serviced annually in [August]. Provision is allocated for this yearly service. Additionally, an annual December Long Term provision is raised to accumulate funds for future hydrant repair work.

REF	Category	Item Description	Unit of measure	Condition	Quantity	Last replacement, maintenance or repair date?	Comment
18	FIRE	Fire/ Hose reel/ 30 meter	each	Good	33	2023	The Fire Hoses in the complex are serviced annually in [August]. We allocate provision for the annual service fee. Additionally, a yearly Long Term provision is raised and accumulated for future replacement of hoses, reels, parts, cabinets, covers, etc.
19	FIRE	Fire / Extinguisher/ 9Kg	each	Good	1	2023	The Fire Extinguishers in the complex undergo annual servicing in [August]. We allocate provision for the annual service fee. Additionally, a yearly Long Term provision is raised and accumulated for the future replacement of fittings, gauges, cabinets, covers, etc.
20	OTHER	Signage/ signboards/ standard H&S	each	N/a	128	Unknown	Provision is raised once a year and any unused funds in this category accumulated for the replacement or upgrade of any of the existing signage or installation of additional signage in and around the complex. (Health & Safety or any other signage).
21	OTHER	Carports/ Steel Frame/ IBR	each	Fair	128	Unknown	We ensure carport steel frames receive rust treatment and repainting every 4-5 years, with provisions set accordingly. Furthermore, an annual December Long Term provision accumulates funds for future repair or replacement of the IBR roof plates.
22	DRIVEWAY	Driveway/ Paving/ Bevel	m2	Good to Fair	7200	Unknown	We raise a yearly December General Provision, calculated according to the total paved area coverage, to accumulate funds for potential future repairs in shared road and parking areas.
23	SECURITY	Security/ Main Gate/ Steel 6meter	each	Good	1	Unknown	Provision is made at the beginning of the financial year for ongoing repair work to the main gate, guide rollers, rail and steel rollers. A long term provision is also raised once a year and should accumulate for the future replacement of the gate when it becomes necessary.
24	SECURITY	Security/ Sliding Gate Motor/ Centurion D10 or similar	each	Fair	1	Unknown	Provision is made at the beginning of the financial year for ongoing maintenance and repair work on the gate motor and battery backup. Long term provision is also raised once a year and should accumulate for the future replacement of the motor or battery backup.
25	SECURITY	Security/ Boomed gate/ Manual	each	Fair	1	Unknown	General provisioning for any future repair work and replacement of the manual boom gate at the entrance.
26	SECURITY	Perimeter fence/ Precast wall/ Concrete 6ft	m	Fair	816	Unknown	An annual general provision, calculated based on the length of the boundary walls, is established to accumulate funds for any future repair work or replacement of the precast boundary walls.
27	SECURITY	Security/ Intercom/ Standard GSM	each	Fair	1	Unknown	A general provision is raised at the beginning of the financial year for all ongoing repair work to the intercom and backup system. A long term provision is also raised and should accumulate for the future replacement or upgrade of the intercom and battery backup.
28	SECURITY	Security/ Electric fence/ Energizer 6-9 Joule	each	Fair	1	Unknown	Provision is made at the beginning of the financial year, for ongoing repair work on the electric fence energizer. Long term provision is also made once a year and should accumulate for the replacement or upgrade of the energizer when it becomes necessary.
29	SECURITY	Security/ Electric fence/ Up to 6 strands	meter	Fair	820	Unknown	Provision based on the type and length of the fence, is raised biannually for ongoing repair work to the fence. Accumulation of unused funds in this category should be set aside for the future upgrade or replacement of the fence when necessary.
30	RECREATIONAL	Swimming pool/ Concrete/ Large	Each	Good to Fair	1	2022	Provision is raised at the beginning of the financial year for all day-to-day repair work to the pool, pump and pool collar. Long Term Provision is also raised in December each year to accumulate funds for the re-lining / re-marbelite of the pool if this becomes necessary.
31	RECREATIONAL	Equipment/ Garden/ Lawnmowers & other	each	N/a	2	Unknown	A General Provision is established for the services and repairs of garden machinery and equipment. Additionally, a Long Term Provision is raised to accumulate funds for the replacement of this equipment when it becomes necessary.
32	RECREATIONAL	Garden/ Tree/ Tree felling	each	N/a	4	Unknown	A General Provision is raised and accumulated for potential future tree removal or tree root removal in the complex and shared areas.
33	RECREATIONAL	Recreational facilities / Jungle Gym/ timber	each	To be install	1	2024	Provision is allocated for installing Jungle Gym play equipment, with an annual long-term provision set up to accumulate funds for its future replacement if necessary. Additionally, provision is made for the painting/treatment of the Gym every 2-3 years.
34	ELECTRICAL	Electrical/ Luxpower Inverter system/ 5kWh battery	each	Good	1	2023	Provision is allocated annually to accumulate funds for repair work and for potential future upgrades or replacements of the system.
35	BUILDINGS	General/ Building/ various	each	N/a	128	Unknown	The provision allocated in this category is intended for any maintenance, repair, or replacement expenses not covered by the items listed in the register above. This may include repairs to window sills, replacement of postboxes, painting of parking lanes, maintenance on antennas, and other miscellaneous expenses.
36	OTHER	Risk assessment/ Physical/ Walkthrough	each	Click Here to Request a Quote			This is a recommendation for the Trustees to conduct a general walkthrough of the complex to assess and identify potential risks and necessary preventive actions. They should look for signs of tree roots causing damage to walls or paving, leaning trees or branches, failing support walls, stormwater overload, etc. It's essential to keep records of these inspections for insurance purposes.

MAINTENANCE PLAN SUMMARY



Ref	Area of Maintenance	2024	2025	2026	2027	2028	2029	2030	2031	2032	
1	Roofing/ Tiles/ Marley	R 13 898,73	R 14 663,16	R 15 645,59	R 16 662,56	R 17 712,30	R 18 739,61	R 19 732,81	R 20 778,65	R 21 879,92	R 23 039,56
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R 102 000,00	R 108 324,00	R 116 339,98	R 124 716,45	R 133 446,61	R 142 120,64	R 150 647,87	R 159 686,75	R 169 267,95	R 179 424,03
3	Roof maintenance/ treatment or painting of exposed rafters/ standard	R 40 600,00	R -	R -	R -	R -	R 57 368,14	R -	R -	R -	R -
4	Roofing/ Fascia/ 225mm	R 5 262,19	R 5 551,61	R 5 923,57	R 6 308,60	R 6 706,05	R 7 095,00	R 7 471,03	R 7 867,00	R 8 283,95	R 8 722,99
5	Roofing/ Gutter/ Chromadek seamless	R 21 757,35	R 22 954,00	R 24 491,92	R 26 083,90	R 27 727,18	R 29 335,36	R 30 890,13	R 32 527,31	R 34 251,26	R 36 066,57
6	Roofing/ Gutter downpipe/ Chromadek	R 4 421,30	R 4 664,48	R 4 977,00	R 5 300,50	R 5 634,43	R 5 961,23	R 6 277,17	R 6 609,86	R 6 960,19	R 7 329,08
7	Windows/ Steel/ Medium	R 278 001,00	R -	R -	R -	R 27 553,69	R -	R -	R 435 226,23	R -	R -
8	Paint/ Plastered surfaces/ exterior	R 886 666,67	R 470 820,00	R -	R 108 413,65	R -	R -	R -	R 2 082 189,92	R -	R -
9	Paint/ metal components/ standard	R 90 053,02	R -	R -	R -	R -	R 125 474,43	R -	R -	R -	R -
10	Door/ Wood/ Standard	R 35 609,95	R 7 233,23	R 39 859,21	R 8 173,32	R 44 870,31	R 9 140,23	R 49 705,09	R 10 077,10	R 54 799,86	R 11 110,00
11	Floor covering/ Tiling/ standard	R 16 739,21	R 17 609,65	R 18 736,67	R 19 898,34	R 21 092,24	R 22 252,31	R 23 364,93	R 24 533,18	R 25 759,84	R 27 047,83
12	Building/ Structural/ Minor repairs	R 2 168,21	R 2 302,64	R 2 473,04	R 2 651,10	R 2 836,67	R 3 021,06	R 3 202,32	R 3 394,46	R 3 598,13	R 3 814,01
13	storm water/ Grid & Pit/ Steel	R 1 315,60	R 1 397,16	R 1 500,55	R 1 608,59	R 1 721,20	R 1 833,07	R 1 943,06	R 2 059,64	R 2 183,22	R 2 314,21
14	Plumbing/ Ongoing R & M/ standard	R 59 040,00	R 63 290,88	R 68 607,31	R 74 233,11	R 80 171,76	R 86 184,64	R 92 217,57	R 98 672,80	R 105 579,90	R 112 970,49
15	Electrical/ Ongoing R & M/ standard	R 59 904,00	R 63 019,01	R 67 052,22	R 71 209,46	R 75 482,03	R 79 633,54	R 83 615,22	R 87 795,98	R 92 185,78	R 96 795,07
16	Electrical/ Lighting/ bulkhead & other	R 7 909,95	R 8 321,26	R 8 853,82	R 9 402,76	R 9 966,93	R 10 515,11	R 11 040,86	R 11 592,91	R 12 172,55	R 12 781,18
17	Fire / Hydrant/ standard 80mm	R 879,51	R 930,52	R 995,65	R 1 063,36	R 1 133,54	R 1 202,68	R 1 270,03	R 1 341,16	R 1 416,26	R 1 495,57
18	Fire/ Hose reel/ 30 meter	R 7 379,07	R 7 807,06	R 8 353,55	R 8 921,59	R 9 510,42	R 10 090,55	R 10 655,62	R 11 252,34	R 11 882,47	R 12 547,89
19	Fire / Extinguisher/ 9Kg	R 173,99	R 184,09	R 196,97	R 210,37	R 224,25	R 237,93	R 251,25	R 265,32	R 280,18	R 295,87
20	Signage/ signboards/ standard H&S	R 6 013,70	R 6 338,44	R 6 756,78	R 7 189,21	R 7 634,95	R 8 070,14	R 8 489,78	R 8 931,25	R 9 395,68	R 9 884,25
21	Carports/ Steel Frame/ IBR	R 128 315,23	R 38 421,51	R 41 111,02	R 43 906,57	R 46 804,40	R 175 465,40	R 52 440,40	R 55 377,06	R 58 478,18	R 61 752,96
22	Driveway/ Paving/ Bevel	R 17 016,85	R 18 174,00	R 19 627,92	R 21 158,90	R 22 766,97	R 24 383,43	R 25 992,74	R 27 708,26	R 29 537,00	R 31 486,44
23	Security/ Main Gate/ Steel 6meter	R 4 088,92	R 2 743,72	R 2 946,76	R 3 158,92	R 3 380,05	R 5 697,25	R 3 815,73	R 4 044,68	R 4 287,36	R 4 544,60
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R 5 003,48	R 5 378,74	R 5 846,69	R 6 343,66	R 6 870,18	R 7 406,06	R 7 946,70	R 8 526,81	R 9 149,27	R 9 817,16
25	Security/ Boomed gate/ Manual	R 512,55	R 544,32	R 584,60	R 626,69	R 670,56	R 714,15	R 757,00	R 802,42	R 850,56	R 901,60
26	Perimeter fence/ Precast wall/ Concrete 6ft	R 15 068,64	R 16 002,90	R 17 187,11	R 18 424,58	R 19 714,31	R 20 995,74	R 22 255,48	R 23 590,81	R 25 006,26	R 26 506,63
27	Security/ Intercom/ Standard GSM	R 4 514,29	R 4 852,86	R 5 275,06	R 5 723,44	R 6 198,48	R 6 681,96	R 7 169,75	R 7 693,14	R 8 254,74	R 8 857,33
28	Security/ Electric fence/ Energizer 6-9 Joule	R 3 482,05	R 3 743,20	R 4 068,86	R 4 414,71	R 4 781,13	R 5 154,06	R 5 530,31	R 5 934,02	R 6 367,20	R 6 832,01
29	Security/ Electric fence/ Up to 6 strands	R 18 663,34	R 20 063,09	R 21 808,58	R 23 662,31	R 25 626,28	R 27 625,13	R 29 641,76	R 31 805,61	R 34 127,42	R 36 618,72
30	Swimming pool/ Concrete/ Large	R 26 617,45	R 28 533,91	R 30 930,76	R 33 467,08	R 36 144,44	R 38 855,28	R 41 575,15	R 44 485,41	R 47 599,39	R 50 931,34
31	Equipment/ Garden/ Lawnmowers & other	R 8 656,69	R 9 106,84	R 9 689,68	R 10 290,44	R 10 907,86	R 11 507,79	R 12 083,18	R 12 687,34	R 13 321,71	R 13 987,80
32	Garden/ Tree/ Tree felling	R 16 212,14	R 17 055,17	R 18 146,70	R 19 271,79	R 20 428,10	R 21 551,65	R 22 629,23	R 23 760,69	R 24 948,73	R 26 196,16
33	Recreational facilities / Jungle Gym/ timber	R 38 253,36	R 2 690,49	R 2 870,75	R 3 057,35	R 8 052,86	R 3 438,46	R 3 620,70	R 3 812,59	R 9 947,66	R 4 227,44
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R 3 325,00	R 3 497,90	R 3 721,77	R 3 952,52	R 4 189,67	R 4 420,10	R 4 641,10	R 4 873,16	R 5 116,82	R 5 372,66
35	General/ Building/ various	R 36 836,72	R 38 752,23	R 41 232,37	R 43 788,78	R 46 416,10	R 48 968,99	R 51 417,44	R 53 988,31	R 56 687,72	R 59 522,11
36	Risk assessment/ Physical/ Walkthrough	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
TOTALS		R 1 966 360,15	R 1 014 972,07	R 615 812,46	Click Here to Request a Quote		R 1 021 141,12	R 792 291,43	R 3 313 892,15	R 893 577,13	R 893 193,57

MAINTENANCE PLAN:

SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

Inspection = Suggested physical inspection and cleaning by the general worker. **Provision** = Provision for long term replacement / Repair.



2024

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER			
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	13 899
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 102 000	R -	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 40 600	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 262
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	21 757
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	4 421
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 69 500	Maintena	R 69 500	Maintena	R 69 500	Maintena	R 69 500	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 221 667	Maintena	R 221 667	Maintena	R 221 667	Maintena	R 221 667	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 45 027	Maintena	R 45 027	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 28 734	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	6 876
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	16 739
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 168
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 316
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 47 232	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	11 808
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 49 920	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	9 984
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 7 910	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 430	R -	R -	R -	R -	R -	R -	Provision	R	450
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 3 639	R -	R -	R -	R -	R -	R -	Provision	R	3 740
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 139	R -	R -	R -	R -	R -	R -	Provision	R	35
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 6 014	R -	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 92 000	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	36 315
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 017
23	Security/ Main Gate/ Steel 6meter	R -	R -	Maintena	R 1 505	R -	R -	R -	R -	R -	R -	Repair	R 1 635	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	948
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 015	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 989
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	513
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	15 069
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 1 881	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 633
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 1 865	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 617
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 9 332	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 9 332	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 10 507	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	16 111
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 3 206	R -	R -	R -	R -	R -	Provision	R	5 451
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	16 212
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Replace	R 38 253	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 325
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 36 837	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspection	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -
		R -	R -	R -	R -	1 505	R -	R -	R -	9 332	R -	R -	R -	R -	403 388	R -	294 373	R -	336 193	R -	345 525	R -	216 654	R -
		R 1 966 360																						

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SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2025



	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	14 663
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 108 324	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 552
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	22 954
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	4 664
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	Maintena	R 235 410	Maintena	R 235 410	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	7 233
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 610
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 303
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	Provision	R	1 397
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 50 633	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	12 658
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 52 516	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	10 503
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 8 321	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 455	R -	R -	R -	R -	R -	Provision	R	476
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 3 850	R -	R -	R -	R -	R -	Provision	R	3 957
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 147	R -	R -	R -	R -	R -	Provision	R	37
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 6 338	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	38 422
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 174
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 1 737	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 007
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 166	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 213
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	544
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	16 003
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 022	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 831
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 005	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 738
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 10 032	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 10 032	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 11 263	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 271
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 3 373	R -	R -	R -	R -	R -	Provision	R	5 734
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 055
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 690
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 498
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 38 752	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -					R -	R -	Inspector	R -	R -	R -	R -	R -	R -
	R	-	R	235 410	R	235 410	R	-	R	10 032	R				119 114	R	3 373	R	-	R	10 032	R	232 187
																						R	1 014 972

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SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2026

	2026																							
	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	15 646
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 116 340	R -	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 924
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	24 492
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	4 977
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 32 163	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	7 696
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 737
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 473
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 501
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 54 886	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	13 721
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 55 877	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	11 175
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 8 854	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 487	R -	R -	R -	R -	R -	R -	Provision	R	509
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 120	R -	R -	R -	R -	R -	R -	Provision	R	4 234
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 157	R -	R -	R -	R -	R -	R -	Provision	R	40
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 6 757	R -	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	41 111
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	19 628
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 1 865	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 082
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 354	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 492
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	585
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 187
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 198	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 077
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 180	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 889
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 10 904	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 10 904	R -	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 12 210	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 721
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 3 589	R -	R -	R -	R -	R -	R -	Provision	R	6 101
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 147
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 871
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 722
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 41 232	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	R -	R -
	R	-	R	-	R	-	R	-	R	10 904	R	32 163	R	181 656	R	127 860	R	3 589	R	-	R	10 904	R	248 736
																							R	615 812

MAINTENANCE PLAN:

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

Inspection = Suggested physical inspection and cleaning by the general worker. **Provision** = Provision for long term replacement / Repair.

SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2027

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	16 663
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 124 716	R -	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	6 309
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	26 084
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	5 301
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 54 207	Repair	R 54 207	R -	R -	R -	R -	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	8 173
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	19 898
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 651
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 609
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 59 386	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	14 847
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 59 341	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	11 868
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 9 403	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 520	R -	R -	R -	R -	R -	R -	Provision	R	544
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 400	R -	R -	R -	R -	R -	R -	Provision	R	4 522
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 168	R -	R -	R -	R -	R -	R -	Provision	R	42
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 7 189	R -	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	43 907
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	21 159
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 1 999	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 160
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 554	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 789
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	627
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 425
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 385	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 339
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 365	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 050
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 11 831	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 11 831	R -	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 13 211	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	20 256
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 3 811	R -	R -	R -	R -	R -	Provision	R	6 479
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	19 272
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 057
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 953
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 43 789	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	R -	R -
	R	-	R	-	R	-	R	-	R	11 831	R	-	R	194 434	R	191 200	R	58 018	R	-	R	11 831	R	265 981
																							R	733 295

MAINTENANCE PLAN:

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

Inspection = Suggested physical inspection and cleaning by the general worker. **Provision** = Provision for long term replacement / Repair.

SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2028

	2028																							
	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 712
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 133 447	R -	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	6 706
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	27 727
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	5 634
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 13 777	Repair	R 13 777	R -	R -	R -	R -	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 36 207	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	8 664
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	21 092
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 837
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 721
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 64 137	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	16 034
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 62 902	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	12 580
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 9 967	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 554	R -	R -	R -	R -	R -	R -	Provision	R	580
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 690	R -	R -	R -	R -	R -	R -	Provision	R	4 820
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 179	R -	R -	R -	R -	R -	R -	Provision	R	45
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 7 635	R -	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	46 804
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	22 767
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 139	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 241
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 767	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 104
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	671
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	19 714
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 583	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 616
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 561	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 220
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 12 813	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 12 813	R -	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 14 268	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	21 877
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 040	R -	R -	R -	R -	R -	Provision	R	6 868
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	20 428
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 803	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 250
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 190
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 46 416	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	R -	R -
R		-	R	-	R	-	R	-	R	12 813	R	41 009	R	207 739	R	160 282	R	17 817	R	-	R	12 813	R	283 902
		R 736 376																						

MAINTENANCE PLAN:

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

Inspection = Suggested physical inspection and cleaning by the general worker. **Provision** = Provision for long term replacement / Repair.

SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2029

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 740
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 142 121	R -	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 57 368	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	7 095
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	Provision	R	29 335
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	Provision	R	5 961
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 62 737	Maintena	R 62 737	R -	R -	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	9 140
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	22 252
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 021
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 833
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 68 948	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	17 237
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 66 361	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	13 272
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 10 515	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 588	R -	R -	R -	R -	R -	R -	Provision	R	615
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 976	R -	R -	R -	R -	R -	R -	Provision	R	5 114
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 190	R -	R -	R -	R -	R -	R -	Provision	R	48
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 8 070	R -	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	Maintena	R 125 806	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	49 659
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	24 383
23	Security/ Main Gate/ Steel 6meter	R -	R -	Maintena	R 2 098	R -	R -	R -	R -	R -	Repair	R 2 278	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 321
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 982	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 424
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	714
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	20 996
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 784	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 898
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 761	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 393
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 13 813	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 13 813	R -	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 15 338	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	23 518
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 262	R -	R -	R -	R -	R -	R -	Provision	R	7 246
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	21 552
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 438
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 420
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 48 969	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	R -	R -
	R	-	R	-	R	127 903	R	-	R	13 813	R	57 368	R	220 937	R	155 945	R	66 999	R	62 737	R	13 813	R	301 626
																							R	1 021 141

MAINTENANCE PLAN:

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

Inspection = Suggested physical inspection and cleaning by the general worker. **Provision** = Provision for long term replacement / Repair.

SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2030

Description key: Repair = Indication of unscheduled repair work throughout the year. Maintenance = Planned preventative maintenance work. Replace = Actual scheduled replacement of item / part of item. Inspection = Suggested physical inspection and cleaning by the general worker. Provision = Provision for long term replacement / Repair.		2030																							
		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	19 733	
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 150 648	R -	R -	R -	R -	R -	R -	R -	R -	R -	
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
4	Roofing/ Fascia/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	7 471	
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	30 890	
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	6 277	
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 40 108	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	9 597
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	23 365
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 202
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 943
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 73 774	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	18 444
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 69 679	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	13 936
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 11 041	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 621	R -	R -	R -	R -	R -	R -	R -	Provision	R	649
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 5 255	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 401
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 201	R -	R -	R -	R -	R -	R -	R -	Provision	R	51
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 8 490	R -	R -	R -	R -	R -	R -	R -	R -	R -	
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	52 440
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	25 993
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 415	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 401
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 200	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 747
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	757
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	22 255
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 987	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 182
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 963	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 568
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 14 821	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 14 821	R -	R -	R -	
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 16 411	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	25 164
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 475	R -	R -	R -	R -	R -	R -	Provision	R	7 608
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	22 629
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 621
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 641
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 51 417	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	
R		-	R	-	R	-	R	-	R	14 821	R	40 108	R	233 888	R	165 214	R	4 475	R	-	R	14 821	R	318 965	
		R																							792 291

MAINTENANCE PLAN:

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

Inspection = Suggested physical inspection and cleaning by the general worker. **Provision** = Provision for long term replacement / Repair.

SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2031

Description key: Repair = Indication of unscheduled repair work throughout the year. Maintenance = Planned preventative maintenance work. Replace = Actual scheduled replacement of item / part of item. Inspection = Suggested physical inspection and cleaning by the general worker. Provision = Provision for long term replacement / Repair.		2031																							
		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	20 779	
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 159 687	R -	R -	R -	R -	R -	R -	R -	R -	R -	
3	Roof maintenance/ Treatment or painting of exposed rafters	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
4	Roofing/ Fascia/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	7 867	
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	32 527	
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	6 610	
7	Windows/ Steel/ Medium	R -	Maintena	R 108 807	Maintena	R 108 807	Maintena	R 108 807	Maintena	R 108 807	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
8	Paint/ Plastered surfaces/ exterior	R -	Maintena	R 347 032	Maintena	R 347 032	Maintena	R 347 032	Maintena	R 347 032	Maintena	R 347 032	Maintena	R 347 032	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	10 077	
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	24 533	
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 394	
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 060	
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 78 938	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	19 735	
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 73 163	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	14 633	
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 11 593	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 655	R -	R -	R -	R -	R -	R -	Provision	R	686	
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 5 549	R -	R -	R -	R -	R -	R -	Provision	R	5 703	
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 212	R -	R -	R -	R -	R -	R -	Provision	R	53	
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 8 931	R -	R -	R -	R -	R -	R -	R -	R -	R -	
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	55 377	
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	27 708	
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 560	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 485	
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 434	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 093	
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	802	
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	23 591	
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 205	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 488	
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 179	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 755	
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 15 903	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 15 903	R -	R -	
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 17 560	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	26 925	
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 699	R -	R -	R -	R -	R -	Provision	R	7 988	
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	23 761	
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 813	
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 873	
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 53 988	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	R -	R -	R -	
		R -	R	455 838	R	455 838	R	455 838	R	471 741	R	347 032	R	594 652	R	175 035	R	4 699	R	-	R	15 903	R	337 316	
		R 3 313 892																							

MAINTENANCE PLAN:

Description key:

Repair = Indication of unscheduled repair work throughout the year. **Maintenance** = Planned preventative maintenance work. **Replace** = Actual scheduled replacement of item / part of item.

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SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2022

	2022																							
	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost
1	Roofing/ Tiles/ Marley	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	21 880
2	Roof maintenance/ Ridge Caps, Rake verge & Gully/ tiles	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 169 268	R -	R -	R -	R -	R -	R -	R -	R -	R -
3	Roof maintenance/ Treatment or painting of exposed rafters.	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
4	Roofing/ Fascial/ 225mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	8 284
5	Roofing/ Gutter/ Chromadek seamless	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	34 251
6	Roofing/ Gutter downpipe/ Chromadek	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	Provision	R	6 960
7	Windows/ Steel/ Medium	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
8	Paint/ Plastered surfaces/ exterior	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
9	Paint/ metal components/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
10	Door/ Wood/ Standard	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 44 219	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	10 581
11	Floor covering/ Tiling/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	25 760
12	Building/ Structural/ Minor repairs	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	3 598
13	storm water/ Grid & Pit/ Steel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Inspection	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 183
14	Plumbing/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 84 464	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	21 116
15	Electrical/ Ongoing R & M/ standard	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 76 821	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	15 364
16	Electrical/ Lighting/ bulkhead & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 12 173	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
17	Fire / Hydrant/ standard 80mm	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 692	R -	R -	R -	R -	R -	R -	Provision	R	724
18	Fire/ Hose reel/ 30 meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 5 860	R -	R -	R -	R -	R -	R -	Provision	R	6 023
19	Fire / Extinguisher/ 9Kg	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 224	R -	R -	R -	R -	R -	R -	Provision	R	56
20	Signage/ signboards/ standard H&S	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 9 396	R -	R -	R -	R -	R -	R -	R -	R -	R -
21	Carports/ Steel Frame/ IBR	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	58 478
22	Driveway/ Paving/ Bevel	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	29 537
23	Security/ Main Gate/ Steel 6meter	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 2 714	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	1 574
24	Security/ Sliding Gate Motor/ Centurion D10 or similar	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 684	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 465
25	Security/ Boomed gate/ Manual	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	851
26	Perimeter fence/ Precast wall/ Concrete 6ft	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	25 006
27	Security/ Intercom/ Standard GSM	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 439	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 815
28	Security/ Electric fence/ Energizer 6-9 Joule	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 3 411	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	2 956
29	Security/ Electric fence/ Up to 6 strands	R -	R -	R -	R -	R -	R -	Repair	R 17 064	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 17 064	R -	R -	R -
30	Swimming pool/ Concrete/ Large	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Repair	R 18 789	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	28 810
31	Equipment/ Garden/ Lawnmowers & other	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 4 934	R -	R -	R -	R -	R -	Provision	R	8 388
32	Garden/ Tree/ Tree felling	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	24 949
33	Recreational facilities / Jungle Gym/ timber	R -	R -	R -	R -	R -	R -	R -	R -	Maintena	R 5 933	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	4 015
34	Electrical/ Luxpower Inverter system/ 5kWh battery	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R	5 117
35	General/ Building/ various	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	Provision	R 56 688	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
36	Risk assessment/ Physical/ Walkthrough	Inspector	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	Inspector	R -	R -	R -	R -	R -	R -	R -
	R	-	R	-	R	-	R	-	R	17 064	R	50 152	R	262 183	R	185 439	R	4 934	R	-	R	17 064	R	356 741
																							R	893 577

MAINTENANCE PLAN:

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SCHEDULED MAINTENANCE, REPAIR & REPLACEMENT ACTIVITIES

2023

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		
Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	Action	Estimate Cost	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 23 040	
	R -		R -		R -		R -		R -		R -		R -	Maintena	R 179 424		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 8 723	
	R -		R -		R -		R -		R -		R -		R -		R -	Inspector	R -		R -		R -	Provision	R 36 067	
	R -		R -		R -		R -		R -		R -		R -		R -	Inspector	R -		R -		R -	Provision	R 7 329	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 11 110	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 27 048	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 3 814	
	R -		R -		R -		R -		R -		R -		R -	Inspector	R -		R -		R -		R -	Provision	R 2 314	
	R -		R -		R -		R -		R -		R -	Repair	R 90 376		R -		R -		R -		R -	Provision	R 22 594	
	R -		R -		R -		R -		R -		R -	Repair	R 80 663		R -		R -		R -		R -	Provision	R 16 133	
	R -		R -		R -		R -		R -		R -	Provision	R 12 781		R -		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -	Maintena	R 731		R -		R -		R -	Provision	R 765	
	R -		R -		R -		R -		R -		R -		R -	Maintena	R 6 188		R -		R -		R -	Provision	R 6 360	
	R -		R -		R -		R -		R -		R -		R -	Maintena	R 236		R -		R -		R -	Provision	R 60	
	R -		R -		R -		R -		R -		R -		R -	Provision	R 9 884		R -		R -		R -		R -	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 61 753	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 31 486	
	R -		R -		R -		R -		R -		R -	Repair	R 2 876		R -		R -		R -		R -	Provision	R 1 668	
	R -		R -		R -		R -		R -		R -	Repair	R 3 953		R -		R -		R -		R -	Provision	R 5 864	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 902	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 26 507	
	R -		R -		R -		R -		R -		R -	Repair	R 3 691		R -		R -		R -		R -	Provision	R 5 167	
	R -		R -		R -		R -		R -		R -	Repair	R 3 660		R -		R -		R -		R -	Provision	R 3 172	
	R -		R -		R -		R -	Repair	R 18 309		R -		R -		R -		R -		R -	Repair	R 18 309		R -	
	R -		R -		R -		R -		R -		R -	Repair	R 20 104		R -		R -		R -		R -	Provision	R 30 827	
	R -		R -		R -		R -		R -		R -		R -		R -	Maintena	R 5 181		R -		R -	Provision	R 8 807	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 26 196	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 4 227	
	R -		R -		R -		R -		R -		R -		R -		R -		R -		R -		R -	Provision	R 5 373	
	R -		R -		R -		R -		R -		R -	Provision	R 59 522		R -		R -		R -		R -		R -	
Inspector	R -		R -		R -	Inspector	R -		R -		R -	Inspector	R -		R -		R -	Inspector	R -		R -		R -	
R -		R -		R -		R -		R 18 309		R -		R 277 627		R 196 464		R 5 181		R -		R 18 309		R 377 304		
																							R 893 194	

BUDGET ROLLUP DATA



Financial Year - Provision per Category - (Maintenance, Repair as well as Long Term Replacement provision)

FINANCIAL YEAR 1

	1-Jul-23	to	30-Jun-24	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
A ROOF STRUCTURE	R			40 600	R 147 340	R 156 157	R 167 378	R 179 072	R 248 595	R 203 252	R 215 019	R 227 470	R 240 643
B BUILDINGS	R			28 734	R 1 788 161	R 98 061	R 70 138	R 219 132	R 106 562	R 248 965	R 2 257 966	R 483 244	R 96 627
C PLUMBING	R			-	R 60 356	R 64 688	R 70 108	R 75 842	R 81 893	R 88 018	R 94 161	R 100 732	R 107 763
D ELECTRICAL	R			-	R 71 139	R 74 838	R 79 628	R 84 565	R 89 639	R 94 569	R 99 297	R 104 262	R 109 475
E FIRE	R			-	R 8 433	R 8 922	R 9 546	R 10 195	R 10 868	R 11 531	R 12 177	R 12 859	R 13 579
F SECURITY	R			10 837	R 50 528	R 54 202	R 58 645	R 63 336	R 70 338	R 73 185	R 78 199	R 83 558	R 89 288
G RECREATIONAL & GARDEN	R			38 253	R 51 486	R 57 386	R 61 638	R 70 890	R 70 730	R 75 353	R 79 908	R 90 679	R 89 884
H DRIVEWAY	R			-	R 17 017	R 18 174	R 19 628	R 21 159	R 22 767	R 24 383	R 25 993	R 27 708	R 29 537
I OTHER	R			-	R 134 329	R 44 760	R 47 868	R 51 096	R 180 245	R 57 730	R 60 930	R 64 308	R 67 874
Year	R			118 425	R 2 328 787	R 577 188	R 584 576	R 775 286	R 881 637	R 876 986	R 2 923 650	R 1 194 820	R 844 671
Compounded	R			118 425	R 2 447 212	R 3 024 400	R 3 608 976	R 4 384 262	R 5 265 899	R 6 142 885	R 9 066 535	R 10 261 356	R 11 106 026

Annual - Compounded Long Term provision per Category

	1 Jan 2024	to	31 Dec 2024	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
A ROOF STRUCTURE	R			45 340	R 93 173	R 144 211	R 198 566	R 256 346	R 317 478	R 381 849	R 449 632	R 521 007	R 596 165
B BUILDINGS	R			62 620	R 128 518	R 198 656	R 273 167	R 352 176	R 435 559	R 523 141	R 615 134	R 711 760	R 813 254
C PLUMBING	R			13 124	R 27 179	R 42 401	R 58 856	R 76 612	R 95 682	R 116 068	R 137 862	R 161 162	R 186 070
D ELECTRICAL	R			21 219	R 43 541	R 67 292	R 92 516	R 119 253	R 147 460	R 177 078	R 208 177	R 240 830	R 275 117
E FIRE	R			4 225	R 8 695	R 13 477	R 18 585	R 24 030	R 29 807	R 35 908	R 42 350	R 49 153	R 56 337
F SECURITY	R			23 768	R 49 104	R 76 416	R 105 805	R 137 369	R 171 115	R 207 025	R 245 239	R 285 906	R 329 185
G RECREATIONAL & GARDEN	R			37 773	R 80 523	R 126 363	R 175 428	R 227 850	R 283 604	R 342 626	R 405 113	R 471 274	R 541 332
H DRIVEWAY	R			17 017	R 35 191	R 54 819	R 75 978	R 98 745	R 123 128	R 149 121	R 176 829	R 206 366	R 237 853
I OTHER	R			42 329	R 87 089	R 134 957	R 186 052	R 240 492	R 298 221	R 359 152	R 423 460	R 491 334	R 562 971
Year	R			267 414	R 285 598	R 305 579	R 326 361	R 347 920	R 369 181	R 389 913	R 411 829	R 434 997	R 459 491
Compounded	R			267 414	R 553 012	R 858 592	R 1 184 953	R 1 532 873	R 1 902 054	R 2 291 967	R 2 703 795	R 3 138 792	R 3 598 284

Annual - Compounded Maintenance & Repair provision per Category

	1 Jan 2024	to	31 Dec 2024	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
A ROOF STRUCTURE	R			142 600	R 250 924	R 367 264	R 491 980	R 625 427	R 824 916	R 975 564	R 1 135 250	R 1 304 518	R 1 483 942
B BUILDINGS	R			1 283 455	R 1 754 275	R 1 786 438	R 1 894 852	R 1 958 612	R 2 084 086	R 2 124 194	R 4 641 610	R 4 685 829	R 4 685 829
C PLUMBING	R			47 232	R 97 865	R 152 751	R 212 137	R 276 274	R 345 222	R 418 996	R 497 934	R 582 398	R 672 775
D ELECTRICAL	R			49 920	R 102 436	R 158 313	R 217 654	R 280 556	R 346 917	R 416 596	R 489 760	R 566 581	R 647 244
E FIRE	R			4 208	R 8 660	R 13 423	R 18 511	R 23 934	R 29 688	R 35 764	R 42 181	R 48 957	R 56 112
F SECURITY	R			27 565	R 55 558	R 85 964	R 118 929	R 154 606	R 195 134	R 236 341	R 280 525	R 327 900	R 378 699
G RECREATIONAL & GARDEN	R			51 966	R 66 603	R 82 401	R 99 423	R 122 533	R 142 133	R 163 020	R 185 279	R 214 935	R 240 220
H DRIVEWAY	R			-	R -	R -	R -	R -	R -	R -	R -	R -	R -
I OTHER	R			92 000	R 92 000	R 92 000	R 92 000	R 92 000	R 217 806	R 217 806	R 217 806	R 217 806	R 217 806
Year	R			1 698 946	R 729 374	R 310 233	R 406 922	R 388 456	R 651 960	R 402 379	R 2 902 064	R 458 580	R 433 702
Compounded	R			1 698 946	R 2 428 320	R 2 738 553	R 3 333 942	R 4 185 902	R 4 588 281	R 7 490 345	R 7 948 925	R 8 382 627	

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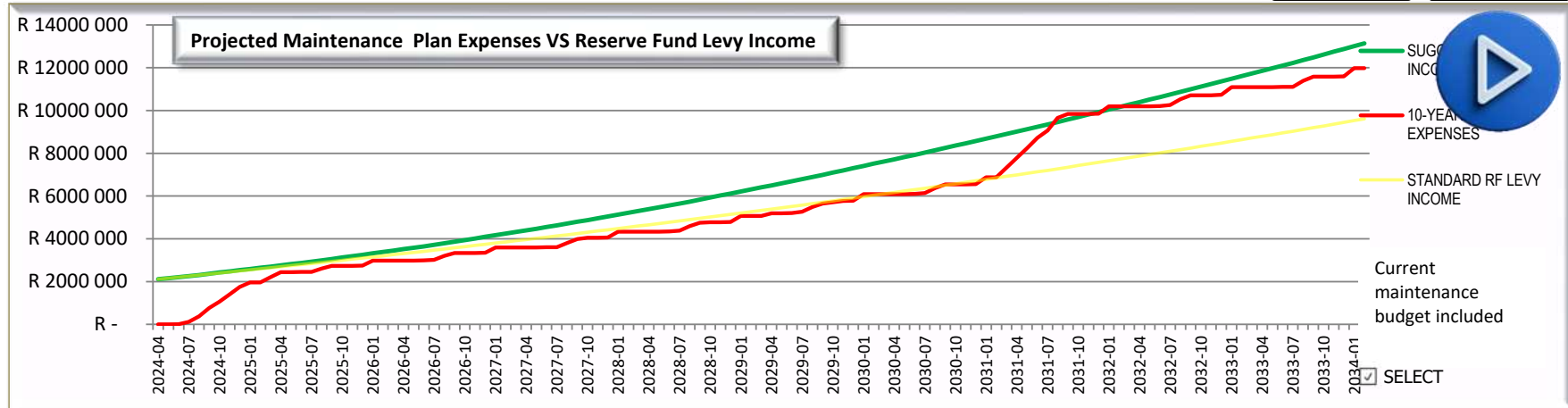
DASHBOARD

Sample

PERIOD

2024/04/01

2033/12/01



10,00%	9,00%	9,00%	8,00%	8,00%	7,00%	6,00%	6,00%	6,00%	6,00%
21,35%	16,5%	15,8%	12,1%	11,9%	8,9%	6,0%	6,0%	6,0%	6,0%
2024/07/01	2025/07/01	2026/07/01	2027/07/01	2028/07/01	2029/07/01	2030/07/01	2031/07/01	2032/07/01	2033/07/01

DASHBOARD START DATE:

OPENING BALANCE IN THE RESERVE FUND ACCOUNT:

ADMIN BUDGET INCREASE:

ADDITIONAL CONTRIBUTION > 0,06%:

Suggested annual Reserve Levy according to this plan

	2024-07	2025-07	2026-07	2027-07	2028-07	2029-07	2030-07	2031-07	2032-07	2033-07
Reserve	R 675 068	R 786 116	R 910 087	R 1 020 389	R 1 141 918	R 1 243 092	R 1 317 677	R 1 396 738	R 1 480 542	R 1 569 375
	10,00%	9,00%	9,00%	8,00%	8,00%	7,00%	6,00%	6,00%	6,00%	6,00%

Estimate ratio between Admin levy and Reserve levy

	2024-07	2025-07	2026-07	2027-07	2028-07	2029-07	2030-07	2031-07	2032-07	2033-07
Admin	71%	69%	67%	66%	65%	64%	64%	64%	64%	64%
Reserve	29%	31%	33%	34%	35%	36%	36%	36%	36%	36%

Projected Reserve Fund Shortfall according to this plan

	2024/07/01	2025/07/01	2026/07/01	2027/07/01	2028/07/01	2029/07/01	2030/07/01	2031/07/01	2032/07/01	2033/07/01
								R -196 966		

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RESERVE FUND COMPLIANCE CHECK

Sample

Section 3(1)(b) of the Sectional Titles Schemes Management Act (STSMA) stipulates: A body corporate must perform functions that include— “to establish and maintain a reserve fund in such manner as to ensure that the fund is sufficient to recover the cost of future maintenance and repair of common property but not less than such amounts as may be prescribed by the Minister.”

Previous year's levy contributions - (2022/2023)					
Admin Fund		Reserve Fund		Total Levy	
Admin Fund per annum (last year)	R 1 673 459	Reserve Fund per annum (last year)	R 411 015	Total levy (last year)	R 2 084 474
Average monthly levy- Admin Fund - per unit (last year)	R 1 116	Average monthly Reserve Fund per unit (last year)	R 274	Average monthly levy (last year)	R 1 390
Admin Fund per month (last year)	R 139 455	Reserve Fund per month (last year)	R 34 251	Balance of Admin + Reserve (last year)	R 173 706
This years' levy contributions - (2023/2024)					
Admin Fund		Reserve Fund		Total Levy	
Admin Fund per annum (This year) (A)	R 1 723 660	Reserve Fund per annum (This year)	R 411 015	Total annual levy	R 2 134 675
Average monthly levy- Admin Fund - per unit	R 1 149	Average monthly Reserve Fund per unit	R 274	Total average monthly levy p/unit	R 1 423,12
Total monthly Admin Fund levy	R 143 638	Total monthly Reserve Fund portion	R 34 251	Total monthly levy	R 177 890
		Starting balance in the Reserve Fund for this new year (E)	R 2 112 900		

Suggested levy contributions for the following financial year - (2024/2025)					
Admin Fund		Reserve Fund		New Total Levy	
Admin Fund levy (before split)	R 1 827 080	Reserve Fund contribution (standard) (C)	R 435 676	New suggested Administrative Levy	R 1 673 080
Reduce this amount from the existing maintenance budget and allocated as part of the Reserve Fund levy. (See schedule 8 for detail at the last page) (D)	R 154 000	Additional Reserve Fund contribution	R 85 392	New suggested Reserve Fund Levy	R 675 068
Admin Fund levy (after implementation of split)	R 1 673 080	Allocated from Admin Fund maintenance portion. (D)	R 154 000		
		Total Reserve Fund contribution per annum (E)	R 675 068	New suggested total annual levy	R 2 348 147

Reserve Fund compliance check - Ref Sec 2(8) of the Act

Is the Balance in the Reserve Fund (B) less than 25% of total contributions of the current years' Administrative Fund (A)?	NO	If "Yes" - Min new contribution to be at least - 15% of new Admin levy	R 250 962	25% of Administrative Fund contributions for previous year.	R 430 915
Is the balance in the Reserve Fund (A or B) more than 100% of total contributions of the Administrative Fund?	YES	If "Yes" - No minimum contribution is prescribed	R -	Total contributions to the Administrative Fund for previous year.	R 1 673 459
Is the Balance in the Reserve Fund (A or B) more than 25% but less than 100% of the Administrative Fund?	NO	If "Yes" - contributions to be at least the amount budgeted for Repairs, Maintenance and Replacements for the new financial year.	R 1 966 360	Expenses budgeted for Maintenance, Repairs & Replacements according to the LTMP for the new year.	R 1 966 360

Administrative fund

The Administrative Fund referred to in section 3(1)(a) of the STSM Act must be used to fund the operating expenses of the body corporate for a particular financial year.

any other amounts determined by the body corporate, and all other body corporate income must be paid into the Administrative Fund.

Reserve Fund

The Reserve Fund maintained in terms of section 3(1)(b) of the STSM Act must be used for the implementation of the maintenance, repair and replacement plan of the body corporate referred to in rule 22. This includes:

any part of the annual levies designated as being for the purpose of reserves or the maintenance, repair and replacement plan

any amounts received under an insurance policy in respect of damage or destruction of property for which the body corporate is responsible

any interest earned on the investment of the money in the reserve fund

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APPROVAL OF NEW LEVY BY THE BODY CORPORATE

We, the undersigned trustees of the body corporate hereby approve the following adjustments to the levy contributions:

New total monthly levy contribution of R _____ consisting of a total Administrative Fund contribution of R _____ per month and a Reserve Fund contribution of R _____. The new contribution will be effective as from _____ (date).

Chairman

(name)

(date)

Member

(name)

(date)

Member

(name)

(date)

LEVY PREDICTIONS											
Sample Body Corporate											
Section number	Residential floor size	Garage floor size	P/Q	Historic Levy	Historic Levy	Previous year's Levy (2022/2023)	This year's levy (2023/2024)	Suggested levy (2024/2025)	Change	New monthly Levy	
										Reserve Fund	Admin Fund
1	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
2	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
3	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
4	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
5	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
6	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
7	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
8	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
9	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
10	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
11	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
12	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
13	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
14	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
15	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
16	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
17	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
18	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
19	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
20	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
21	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
22	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
23	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
24	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
25	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
26	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
27	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
28	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
29	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
30	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
31	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
32	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
33	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
34	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
35	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
36	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
37	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
38	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
39	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
40	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
41	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
42	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
43	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
44	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
45	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
46	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
47	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
48	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
49	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
50	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
51	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
52	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
53	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
54	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
55	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84

LEVY PREDICTIONS

Sample Body Corporate											
Section number	Residential floor size	Garage floor size	P/Q	Historic Levy	Historic Levy	Previous year's Levy (2022/2023)	This year's levy (2023/2024)	Suggested levy (2024/2025)	Change	New monthly Levy	
										Reserve Fund	Admin Fund
56	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
57	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
58	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
59	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
60	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
61	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
62	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
63	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
64	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
65	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
66	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
67	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
68	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
69	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
70	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
71	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
72	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
73	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
74	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
75	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
76	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
77	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
78	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
79	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
80	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
81	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
82	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
83	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
84	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
85	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
86	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
87	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
88	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
89	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
90	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
91	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
92	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
93	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
94	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
95	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
96	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
97	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
98	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
99	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
100	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
101	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
102	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
103	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
104	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
105	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
106	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
107	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
108	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
109	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
110	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
111	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84

LEVY PREDICTIONS

Sample Body Corporate

Section number	Residential floor size	Garage floor size	P/Q	Historic Levy	Historic Levy	Previous year's Levy (2022/2023)	This year's levy (2023/2024)	Suggested levy (2024/2025)	Change	New monthly Levy	
										Reserve Fund	Admin Fund
112	65		0,7229%	R -	R -	R 1 255,66	R 1 285,90	R 1 414	R 129	R 406,65	R 1 007,84
113	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
114	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
115	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
116	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
117	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
118	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
119	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
120	75		0,8341%	R -	R -	R 1 448,84	R 1 483,73	R 1 632	R 148	R 469,21	R 1 162,89
121	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
122	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
123	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
124	55		0,6117%	R -	R -	R 1 062,48	R 1 088,07	R 1 197	R 109	R 344,09	R 852,79
125	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
126	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
127	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
128	82		0,9119%	R -	R -	R 1 584,06	R 1 622,21	R 1 784	R 162	R 513,01	R 1 271,43
	8992		100,00%			R 173 706	R 177 890	R 195 679	R 17 789	R 56 256	R 139 423
Percentage increase							2,41	10,00	%	29%	71%

MAINTENANCE BUDGET SPLIT SUGGESTION:

If a new budget is not available, these suggestions are based on an average year-on-year budget increase of:

6%

% to be
approved by
Trustees

Adjustments

New suggested Budget - after split

(Affected Ledger accounts as per budget)

Maintenance expenditure

Cleaning Materials
- R&M - Electrical
- R&M - Fire Equipment Service
- R&M - Garden
- R&M - Gates/Intercom/Fences
- R&M - Light Bulbs
- R&M - Pest Control
- R&M - Plumbing
- R&M - Pool
- R&M - Repairs
- R&M - Security
- R&M - Windows

**Admin Budget
Per Year
Current budget
(2023/2024)**

207 400

Cleaning Materials	12 000
- R&M - Electrical	24 000
- R&M - Fire Equipment Service	4 000
- R&M - Garden	16 800
- R&M - Gates/Intercom/Fences	12 000
- R&M - Light Bulbs	24 000
- R&M - Pest Control	10 200
- R&M - Plumbing	48 000
- R&M - Pool	14 400
- R&M - Repairs	24 000
- R&M - Security	12 000
- R&M - Windows	6 000

A

**Admin budget
Per Year
(Projected)
(2024/2025)**

207 400

Cleaning Materials	12 000
- R&M - Electrical	24 000
- R&M - Fire Equipment Service	4 000
- R&M - Garden	16 800
- R&M - Gates/Intercom/Fences	12 000
- R&M - Light Bulbs	24 000
- R&M - Pest Control	10 200
- R&M - Plumbing	48 000
- R&M - Pool	14 400
- R&M - Repairs	24 000
- R&M - Security	12 000
- R&M - Windows	6 000

B

**Suggested split from Admin
Fund to New Reserve Fund
Budget.**

0%

100%

100%

0%

100%

100%

0%

100%

0%

100%

100%

100%

0%

C

**Admin budget
(After adjustments)
(2024/2025)**

53 400

Cleaning Materials	12 000
- R&M - Electrical	-
- R&M - Fire Equipment Service	-
- R&M - Garden	16 800
- R&M - Gates/Intercom/Fences	-
- R&M - Light Bulbs	-
- R&M - Pest Control	10 200
- R&M - Plumbing	-
- R&M - Pool	14 400
- R&M - Repairs	-
- R&M - Security	-
- R&M - Windows	-

D

**Reserve Fund Budget
contribution
(2024/2025)**

154 000

Cleaning Materials	-
- R&M - Electrical	24 000
- R&M - Fire Equipment Service	4 000
- R&M - Garden	-
- R&M - Gates/Intercom/Fences	12 000
- R&M - Light Bulbs	24 000
- R&M - Pest Control	-
- R&M - Plumbing	48 000
- R&M - Pool	-
- R&M - Repairs	24 000
- R&M - Security	12 000
- R&M - Windows	6 000

E

R	207 400 (B)	=	(D+E) R	207 400
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A This is the Previous years' annual budget.

B This is the current / new years' annual budget.

C This is the suggested percentage of the maintenance in the Admin budget, to be reduced and allocated as part of the Reserve Fund.

D This is the suggested amount to remain in the Admin budget after the split.

E This is the suggested amount to be allocated as part of the Reserve Fund levy, in order to reduce duplications in the budget and to improve the affordability of the Reserve Fund levy.