



## **FACULTY ART DESIGN AND ARCHITECTURE**

**2015 December**

### **Supplementary Assessment**

DEPARTMENT OF ARCHITECTURE

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<b><u>MODULE NAME</u></b>	:	OFFICE PRACTICE 4
<b><u>MODULE CODE</u></b>	:	ATO42-1
<b><u>DATE</u></b>	:	
<b><u>DURATION</u></b>	:	3 HOURS
<b><u>TIME</u></b>	:	
<b><u>TOTAL MARKS</u></b>	:	100

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<b><u>ASSESSOR(S)</u></b>	:	PROF C VOSLOO
<b><u>MODERATOR(S)</u></b>	:	MR. K HINDE
<b><u>NUMBER OF PAGES</u></b>	:	3

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#### **INSTRUCTIONS TO CANDIDATES:**

- Question papers must be handed in.
- This is an open book assessment.
- The JBCC200 edition 4.0 will be used as the basis for assessment. This is the edition included in your prescribed book. Should you use a more recent version in answering, please state that at the beginning of your paper.
- Read the questions carefully and answer only what is asked.
- Number your answers clearly.
- Write neatly and legibly.
- Structure your answers by using appropriate headings and sub-headings.
- The general University of Johannesburg policies, procedures and rules pertaining to written assessments apply to this assessment.

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**QUESTION ONE**

Do you agree with the following statements?

Motivate your answer.

- a) In terms of the JBCC the Principal Agent is another name for the Architect. (5)
- b) The Principal Agent works for the employer and hence should always follow his/her instructions. (5)
- c) Mediation is a suitable alternative for arbitration. (5)
- d) The contractor can work according to his own pace. (5)
- e) Preliminaries are steps that must be followed before the building contract can be signed. (5)

**[25]**

**QUESTION 2:**

A newly established firm of Architects is approached by Mr Moneybags, an astute businessman to design a new game lodge in a remote part of Botswana. As an astute businessman, Moneybags is very aware of the need to keep the cost of his new venture as low as possible and insists that the Architects reduce their fee. He mentions a reduction of as much as 35%.

- 2.1 Suggest an appropriate response from the firm (which is very keen to get the appointment but cannot afford to lose any money. (15)
- 2.2 What sort of management systems would you recommend they adopt to ensure that the job runs profitably? (10)

**[25]**

**QUESTION 3**

You are administering the completion of a project where the JBCC Principal Building Agreement (Series 2000, Edition 4.0) is the contract being used.

The process has been complicated by your client's insistence to use the lowest tenderer, even though this company don't have the resources or experience for a project of this nature. The quality of work is at issue.

- 3.1 What is your responsibility during the execution of the project? (5)
- 3.2 Suggest 5 practical steps that can be taken to ensure that you comply with this obligation. (10)

At a site meeting that takes place one week before the completion date, with “lots” of work still outstanding, the contractor assures you that the work will be completed in time and advises that he will ask you to conduct your inspection for practical completion in 3 days time.

3.3 How will you respond? Suggest a practical way of dealing with this situation. (10)

[25]

#### **QUESTION 4**

Your firm has just completed the design of a R140m Hotel to be constructed on a ‘fast track’ basis in order to be ready for the 2011 Summer season. Your clients are a group of Guest House owners who wish to branch out.

Advise your client on the tender process to be followed (they have no experience in these matters) and explain how the process will unfold.

[25]

**TOTAL:** [100]