

**PART IVA****CHAPTER 2****ACCOMMODATION: CHANCERIES OR OFFICES**

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**PART IVA**

**CHAPTER 2**

**ACCOMMODATION: CHANCERIES OR OFFICES**

**1. CHANCERIES OR OFFICES**

1.1 Policy

The State is responsible for the provision of furnished office accommodation to all South African missions.

1.2 State-owned Chanceries

Approval to purchase Chanceries or Offices at specific Missions rests with the Minister of the Department of Foreign Affairs.

1.3 Norms

The following are the maximum norms, except where indicated otherwise:

OFFICE/ROOM		
SIZE PER SQUARE METER		
	Head of Mission	38m <sup>2</sup>
	Minister	28m <sup>2</sup>
	Head of Section, various divisions of the Department of Foreign Affairs as well as of partner Departments	24m <sup>2</sup>
	Lower ranking Diplomatic or Admini- strative staff	16 to 20m <sup>2</sup>
	Secretaries -	16m <sup>2</sup>

NOTE: Where more than one secretary is accommodated in the same office, the floor space can be enlarged by 8m<sup>2</sup> (maximum) per person

Public Reception Area  
minimum 10m<sup>2</sup>  
10m<sup>2</sup> additional per 100 members of  
the public that visit the mission  
per day.

Communication Centre

Foreign Assistant  
16m<sup>2</sup>  
Secret Registry

P4AC02

	12m <sup>2</sup>	
	Communication Room	
	16m <sup>2</sup>	
	Registries	12m <sup>2</sup>
	Store Room	10m <sup>2</sup>
Locally Recruited Staff		
Administrative Officer, Accountant,		16m <sup>2</sup>
Consular Clerk, Marketing Officer,		
Secretary - Head of Mission		
Journalist/Translator		
	Telephonist/Receptionist	
	12m <sup>2</sup>	
	Secretary (waiting area included)	12m <sup>2</sup>
	(open plan layout, add 8m <sup>2</sup> for	
	every additional secretary)	
	Typist/Clerk	12m <sup>2</sup>
Typist/Clerk		10m
layout add		(open plan
		8m <sup>2</sup> for additional typist/clerk)
	General Registry	
	12m <sup>2</sup>	
	Safe	
		minimum 10m <sup>2</sup>
Reproduction Room:		
	0 - 50 000 copies per month	
	10m <sup>2</sup>	
	50 000 - 100 000 copies per month	14m <sup>2</sup>
	100 000 or more copies per month	
	18m <sup>2</sup>	
	Postal or Distribution Centre/	16m <sup>2</sup>
	Messenger/Chauffeur	
	(add 2,5m <sup>2</sup> for	
	every additional Messenger/	
	Chauffeur)	
	Maintenance Officer/Factotum	
	16m <sup>2</sup>	
Library:		

P4AC02

Per 1 000 volumes  
9m<sup>2</sup>  
Display/Reading Space  
10m<sup>2</sup>  
Librarian  
12m<sup>2</sup>

NOTE: Office space for a librarian can only be created if a post of Librarian exists on the mission's establishment.

Conference Room (seats 10 persons minimum) minimum 18m<sup>2</sup>  
(add 1,8m<sup>2</sup> for each additional person)

Tea room

minimum 12m<sup>2</sup>  
(add 0,5m<sup>2</sup> for each additional staff member)

PABX room

6m<sup>2</sup>

#### 1.4 Guidelines for Identifying and Selecting Chanceries or Offices

A Chancery or Office should be located in a select or prominent business district, suitable area or suburb. In the Middle East a Chancery should preferably be acquired in a so-called compound.

In the selection of suitable accommodation the following factors should be borne in mind:

##### 1.4.1 Location of Building

(a) Where an Official Residence already exists, the Chancery or Office should be situated as conveniently as possible to the Residence, bearing in mind distance and travelling time. The Offices must also be easily accessible to other officials, local staff and visitors, by means of public transport or by private car.

(b) The building should preferably not be located in an isolated area. It should be situated conveniently with regard to banks, government departments, restaurants, and other businesses as well as Public Protection Services.

(c) The building should be located in an area patrolled by the local Diplomatic Protection Service, and/or the local Police Force.

(d) Access routes must be investigated for any restrictions that may hamper access to the building. E.g. continuous traffic jams, one-way streets, restrictions on travelling by car in a certain area or at certain times or inadequate public transport.

(e) If parking is not available on the premises or at street level, secure public parking should be available within walking distance from the Offices. At least two secure parking places must be available for the Official Car and Service Vehicle.

##### 1.4.2 Accessibility of the Offices

(a) The Offices must be easily accessible to Officials, as well as members of the public. Special care must be taken that handicapped persons and the elderly can gain easy access.

(b) If the building where the Offices are situated is shared with other tenants and access is controlled by the building's management, arrangements should be made for Officials to be able to gain entrance to the Offices at any time.

(c) If the building is higher than two storeys, it should be equipped with an elevator.

### 1.4.3 Type of Building

The advantages of a free-standing building used exclusively by the mission, versus Offices in a building shared with other tenants, should be weighed against each other.

#### 1.4.3.1 Free- standing Building

From a security and operations point of view, the use of a free-standing building used exclusively by the mission, holds more advantages. There are normally less restrictions on the mission and its personnel with regard to security arrangements and the refurbishment of the interior.

In most cases a villa or house is rented and adapted to suit the mission's needs.

The following should be kept in mind when considering this option:

(a) If the accommodation consists of a free- standing building, it should be properly walled or fenced in. The fencing must not be lower than 2.4 meters and of sturdy construction. If fencing does not exist or does not comply with the above, approval must be obtained from the landlord/agent and local authorities for the erecting of suitable fencing, prior to the signing of any contracts, bearing in mind the eventual costs thereof.

(b) The construction of the building should be sound with no visible internal or external defects, e.g. cracks in the wall, visible moisture (humid walls) in old buildings.

(c) The structure should lend itself to security measures and improvements.

(d) Existing security measures regarding windows and doors should be investigated. If they do not comply with the specifications in paragraph 4.7, prior approval should be given by the owner for the replacement of the existing burglar proofing and doors. The windows should open and close freely.

(e) The internal construction and layout of the building should be checked to assess it's suitability as office space and whether it complies with the space norms for Offices.

(f) In most cases it will be necessary to make certain changes to suit the mission's needs. The planned changes must be feasible without drastically changing the interior of the building or affecting the structural integrity of the building which in turn may require major works to strengthen the structure. During contract negotiations, approval must be obtained from the owner(s) for the envisaged changes to the building.

(g) The structure of the floors should be strong enough to accommodate the added weight of security improvements, safes etc.

(h) The positioning of the entrance is important. Visitors should gain entrance to the offices via the shortest route possible. It is also important that visitors do not gain access to other areas of the grounds or building other than the main entrance and public reception area. The main entrance should be kept free from congestion at all times. If a high volume of visitors for consular business is expected, a separate consular entrance should be provided. In addition to the main entrance to the building, a separate service entrance should also be created. This exit could also serve as an emergency escape route should the necessity arise.

(i) If the building consists of more than one storey, the internal connections must be such that visitors cannot gain free access to areas other than the public reception areas. The stairs and/or lifts must be within the controlled area of the mission.

(j) The water supply system, i.e. all pipes, reservoirs, geysers, toilets and taps should be in sound working order (especially high calcium areas for clogging).

(k) The floors and wood paneling, should be thoroughly examined and certified free from deterioration and the presence of undermining elements such as dry rot, fungi, termites and woodborer.

(l) It is important to establish when last the air-conditioning and/or heating system were inspected and whether any servicing contracts exists.

(m) The accessibility of sewerage, water, electricity inspection holes or boxes should be established and whether they are suitable.

(n) Feeder points for the electricity/water connections/sewerage system should be close to a street front away from the building and well secured from intruders.

(o) It should be ascertained when the electrical wiring was last inspected and what the maximum load is that it can carry at any one time. Possible changes to the current electrical system and wiring should be investigated. The electrical system and wiring in most houses does not lend it to the heavy duty use as seen in most offices. Sufficient electrical outlets must be provided in all offices without overloading the system.

(p) The garden, if any, should not be too large. One gardener should be able to maintain it.

(q) Where there is a garden it is important that trees or shrubs are not too close to the perimeter fence/wall or to the building.

(r) In the case of free- standing buildings there



should be sufficient space on the property for the parking of vehicles of staff and visitors.

(s) Lock-up garages or other suitable facilities for the Official Vehicles at the mission should be available.

(t) The accommodation available or occupied should preferably be for the sole use of offices.

#### 1.4.3.2 Office Accommodation Shared with Other Tenants

Where office accommodation is shared with other tenants, for instance in a office complex, the following must be kept in mind:

(a) The floor or floors on which the offices will be situated should be situated more than three floors above ground level.

(b) The current lay-out of the floors and the possibility of adapting it to suit the needs of the mission must be assessed. Major internal and structural changes must be avoided as far as possible.

(c) The load bearing weight of the floors must be obtained. Most modern office buildings are designed for carrying lightweight partition walls and furniture and cannot bear the weight of heavy walls used to close in the security area and heavy safes used in that area.

(d) The current placement and routing of lighting and air-conditioning ducts and vents. The possibility of adapting this to fit in with the envisaged changes to the office lay-out. If major changes are to be made to the installations it must be weighed against the cost effectiveness of such changes.

(e) If more than one floor is to be used for offices, an internal connection between the floors, for the exclusive use of the mission's staff, must exist or be incorporated in the design.

(f) It is essential that sufficient toilet facilities are available. Staff members and visitors should have easy access and the facilities must be for the exclusive use of the mission (it may not be shared with other tenants). If this is not possible, such facilities should be created inside the mission.

(g) The position of the entrance is important. Visitors must gain entrance to the offices via the shortest route possible. It is also important that visitors do not gain access freely to areas of the mission other than the main entrance and public reception. The main entrance should be kept free from congestion at all times. If a high volume of visitors for consular business is expected a separate consular entrance should be provided. In addition to the main entrance to the offices, a separate service entrance should also be created. This exit could also serve as an emergency escape route should the necessity arise.

(i) There should be enough elevators to ensure a reliable service at all times.

(j) The structure should lend itself to security measures and improvements.

(k) Where the top floors of a building are considered, it is essential that the roof itself is made of concrete or other substantial material or that it can be closed off in such a manner to make penetration through the roof impossible.

(l) In the case of a communal garage, the existence of more than one entrance will be an advantage.

1.4.3.2.1 If a floor with no improvements or fittings is considered, the following should also be kept in mind:

(a) Position of lifts, entrance doors, stairs and emergency exits. The placement of the elevators will be crucial when planning of the office lay-out is done. In most cases the elevators and internal connections between floors are situated in the middle of the floor and it can happen that after the reception area is decided upon, that the offices are divided in two. This normally necessitates long passages to connect the different sections, or passages have to pass along windowed walls that can be better used as offices. The ideal situation is to have the entrances at the side or in a corner.

(b) Internal structures like roof beams and columns can influence the planning of the office lay-out. The length of the offices provided, vary from between 3 to 7 meters. A column 5 meters from a wall where a office measuring 4 by 4 meters is planned, will mean that a passage will have to be negotiated around the column or that a bigger office be created than necessary or the whole layout changed to fit the offices according to the prescribed norm. Beams that are too low, can prevent the fitting of doors in certain places or prevent air-conditioning ducts from entering a certain area.

(c) The position of windows in exterior walls. Partitions to form offices must be placed so as not to affect the normal operation of windows.

(d) Position of toilet facilities. It is important to have the facilities as close as possible to the service shafts in order to avoid paying for the extension of the water and drainage connections elsewhere on the floor.

(e) Space between floor and ceiling. The space between the floor and ceiling differs

from country to country. It has been experienced that in countries in the Far East the space is much smaller than in Western countries. After the air-conditioning, electricity cables and false ceilings are installed, the space becomes even smaller and thus gives a cramped feeling to the offices.

(f) Internal connections. As described above, special consideration should be given to the connections between different sections of the mission. Long passages should be avoided whenever possible. If more than one floor will be occupied by the mission, internal connections between the floors should be taken into consideration. Under no circumstances may the separate floors be linked through communal passageways or stairs. Internal connections for the exclusive use of mission personnel must exist.

#### 1.4.3.3 Principles in Designing the Office Layout

##### (a) Workflow

The expected flow of work and the interaction between the different sections of the mission must always be kept in mind. Sections that has regular dealings with each other must be placed close to each other, e.g. Consular and Administration. The flow of work within a section must also be studied and individuals that work closely with one another must be grouped together. Registries and storage rooms must be close to the section under which control it falls.

##### (b) Dealing with the Public

Sections that deal regularly with the public and receive visitors often, must be placed close to the main reception area.

##### (c) Optimal Use of Space

In the planning of the office lay-out the available space must be used optimally. The existing lay-out and shape of the building will obviously dictate the planning of the offices. The following must however be kept in mind.

- Passages and connections must be kept to a minimum.
  - Offices must be uniform and square in shape.
  - Optimum use of natural light in offices. The perimeter walls with windows must rather be used for offices for officials than facilities like conference rooms, libraries etc.
  - Communal facilities like the conference room, kitchen, tearoom, stores, registries and photocopy room must be placed in a central position within easy reach of all sections. These rooms which are not used constantly and do not

require natural light must be placed towards the core of the building.

- Open plan areas must be used to accommodate LRP's doing the same type of work in a section.

- Great care must be taken in planning the public reception area. It must be easily accessible for visitors and staff alike. The lay-out must be such that a congestion of people in the area does not take place. Visitors for consular business must be received separately from other visitors to the mission, if at all possible.

(d) Security Area

The security area consists only of the office for the Head of Mission and the office for the Foreign Assistant. The Foreign Assistant's office is divided into a registry, communications centre and office.

The security area must be located away from the main entrance, preferably at the end of a passage. It is not recommended that visitors and staff members pass through or near to the security area to reach other offices.

The privacy of the Head of Mission must be a consideration when planning the lay-out of the offices. An entrance must exist for staff members to gain entrance to the Foreign Assistant's offices without disturbing the Head of Mission. Visitors to the Head of Mission should not use this entrance. A separate entrance for visitors between the office of the Head of Mission and his social secretary must be created. The Head of Mission must be able to gain entrance to the rest of the security area from his office.

(e) Open-plan Areas

The use of open-plan areas does have advantages and should be considered when planning the office lay-out.

In most cases it is cheaper and easier to erect than traditional offices in that less space is required. It improves the flow of work between individuals of a particular section working in such an area.

When planning such areas the following must be kept in mind:

- A pleasant work environment must be created.
  - Officials must have some privacy. Such areas should not be situated in an area where people have to pass through to reach other offices. Passages should pass on the sides of such areas.

- Sufficient light and air must be available. If at all possible, natural light should reach the area to counter the isolated feeling

such areas can create. This can be done through the use of glass panels and skylights in the walls of adjacent offices.

## 1.5 Purchase of a Chancery

1.5.1 Once the Department of Foreign Affairs has confirmed the allocation of funds, the relevant Assets and Lease Management Desk will notify the Mission to proceed with the identification of suitable properties. In practice the mission should obtain purchase options on several properties, which should be at the lowest possible prices. Whenever possible, the options should be valid for a period of approximately two months.

NOTE: The mission should not compromise either itself or the Department in any way, e.g. by signing any document or by making a monetary deposit to secure an option.

### 1.5.1.1 Delegation of Authority:

DFA:	Minister
Mission:	No Authority

### 1.5.2 Full particulars of the following should be obtained:

- (a) Ground plans of the proposed Chancery.
- (b) A city map showing the exact location of all dwellings of all transferred personnel and the proposed Chancery building as well as the distances from the Official Residence.
- (c) Prices of the properties.
- (d) Details pertaining to options in respect of the properties.
- (e) Transfer dues and all other incidental expenditure, such as telephone connections and electricity/gas.

1.5.3 All such information and documentation should at this stage be submitted to the Directorate: Asset and Lease Management.

1.5.4 After evaluation of the information and documentation submitted by the mission, the Department will appoint an investigating team to visit the mission with a view to selecting the most suitable property available. This team will conduct an on-the-spot investigation of the various properties available.

1.5.5 The Mission is required to render the investigating team full cooperation and assistance.

1.5.6 The investigating team will, after inspection of the various properties available, submit a comparative recommendation, based on its findings and evaluations, for consideration by the Departments of Foreign Affairs.

1.5.7 Once a decision has been reached to purchase one of the properties available, the Department will instruct the mission to proceed with the purchase thereof -

- (a) by taking up an option on the relevant property;
- (b) entering into a deed of purchase;
- (c) concluding the transaction with the assistance of a registered legal counsellor;
- (d) arranging for the payment and registration of the property in the name of the Government of the Republic of South Africa and;
- (e) ensuring that there are no restrictive conditions, deviations or encroachments and that the property agrees with the title deed.

1.5.8 In cases where a payment has to be made before the registration, or a building is still in the process of completion, arrangements should be made to secure the purchase of the property by obtaining a bank guarantee or other form of security to cover the deposit or payment.

1.5.9 Where alterations or renovations or security improvements are required, prior approval should be obtained from the Department for the appointment of an architect to do the necessary planning, estimate of cost and programming of services.

1.5.10 In the case of the purchase of an existing property and where the improvements are to be demolished, the mission should obtain all the necessary permits for demolition and erection.

1.5.11 Local authorities should be approached regarding exemptions from the payment of assessment rates and other levies and taxes, where applicable.

1.5.12 Where an existing property is purchased, a complete inventory of all fittings, fixtures and furniture should be compiled and signed by both parties and be carefully checked when possession is taken thereof.

1.5.13 Timeous arrangements should be made to terminate any existing leases to coincide with the date of occupation of a new State-owned residence so as to avoid any fruitless expenditure.

1.5.14 Title deeds as well as translated copies thereof in the English language, where applicable, are to be furnished as soon as possible to the Department for record purposes.

## 1.6 Rented Accommodation

### 1.6.1 Policy

1.6.1.1 If for political and/or economic reasons it is advisable that the Government should not purchase but rather rent a Chancery, full particulars as required in Annexure A should be submitted to the Department for consideration and approval.

1.6.1.2 Every endeavour should be made to obtain the best possible lease agreement from the landlord or lessor and it should also be certified that the proposed accommodation is

considered the best and most economic proposition available and that the rental is considered reasonable.

1.6.1.3 The rental contract or lease agreement must be in the name of the RSA Government and has to contain a diplomatic break clause, limited to a period of three months.

1.6.1.4 Under no circumstances may a new lease, or renewal thereof, or any application for an increase in rental be negotiated and/or accepted without the prior approval of the Department, unless the contract from the outset thereof specifically makes provision for an automatic annual increase by a set percentage, in which case the Department should be advised accordingly when such an increase becomes effective.

1.6.1.4.1 Missions that wish to rent new Chanceries must forward their request to the Geographical desk for consideration and approval. Annexure A must be completed. The mission must also forward a proposed lay out plan with its request for consideration and evaluation.

1.6.1.4.2 Missions that wish to renew existing lease/ rental agreements for Chanceries must forward a request/ motivation for the renewal of the lease to the Assets and Lease Management (ALM) Desk for consideration and approval, at least three months before the contractual date on which the lease agreement has to be signed to be renewed.

1.6.1.4.3 Missions that do not wish to extend/ renew their existing lease agreements beyond the final contractual date iro Chanceries:

In the case where it is the mission's opinion that the contract should not be renewed, the mission should notify the ALM Desk concerned of this intention at least one year in advance (depending on the stipulations of the contract) before:

- (a) the due date to sign a renewal of the existing contract, or
- (b) notice advising the lessor that the mission will not renew the contract as stipulated in the contract.

It must be noted that this is very important, due to the fact that many contracts contain clauses to renew the contract for a further term (automatically), should the lessee not indicate his intention to opt out of the contract in writing at least 12 months before the expiry date.

Due to extremely high costs associated with the relocation of Chanceries, a detailed submission must be forwarded to the Geographical Desk motivating the need for relocation, before the notice to terminate is actually given to the landlord.

Approval to terminate a lease/ rental agreement iro Chanceries may only be granted by the Geographical

Desk at head Office in conjunction with the Chief Director Foreign Service Management.

1.6.1.5 It has been suggested by the Department's Legal Section that it should read as follows:

#### TERMINATION CLAUSE

Both parties shall be entitled to terminate this agreement at any time prior to the expiry of the rental period as contained in clause..... by giving 3 (three) months written notice to each other and the payment of a sum equivalent to 3 (three) months rent in addition to the normal rental payments regarding the 3 (three) months notice period: Provided that if at any time prior to the expiry of the rental period contained in clause..... the Government of South Africa shall cease to have representation in .....(country), the Lessee shall be entitled to terminate this Agreement by giving three months notice.

#### CITING OF LESSEE

The Government of the Republic of South Africa through its (name status of mission.....), as represented by (name Head of Mission), in his/her capacity as .....(diplomatic rank) duly authorised hereto, (hereinafter called the lessee) of the other part.

#### BREAK CLAUSE

It is hereby agreed and declared as follows :

(i) If at any time during the continuance of the term hereby granted the Government of the Republic of South Africa shall cease to have diplomatic representation in ..... or decide to remove its establishment in ....., the Lessee shall be entitled to terminate the lease hereby created on giving the Lessor three months notice in writing to that effect.

(ii) Where the occupant of the property, being a member of the diplomatic mission, is hereby transferred from...by the South African Government, the Lessee may rescind the contract by giving the Lessor three months notice in writing to that effect.

#### 1.6.1.6 Examples of Lease Agreements

See Annexure B1 of Chapter 1 of this Part : Leasing of Premises Instructions and Guidelines.

See Annexure F of this Chapter : Draft Lease- Office Accommodation.

1.6.1.7 Care should also be taken that the mission has the right to terminate the agreement should the Lessor not comply with the terms of the contract. It has been found that in most contracts signed by missions only the Lessor had the right to terminate the agreement on the grounds of non compliance with the terms of the contract by the Lessee.

1.6.1.8 It is imperative that the lease contract be studied and checked by the mission's legal advisors to ensure that all the relevant clauses are contained in the contract and that it complies with local laws and regulations. The said lease contract should then



be submitted to the relevant desk at the Directorate : Assets and Lease Management for final approval. According to Treasury Instructions, all lease contracts should be ratified by the Office of the State Attorney.

1.6.1.9 Where it is the intention to rent an apartment, particulars regarding any condominium fee payable by the lessee as well as the formula on which the calculations are made, should be furnished.

1.6.1.10 When submitting the particulars of a rental contract or lease agreement, care should be taken to stipulate all the financial implications in the event of a dispute. It is also essential to indicate whether the deposit and/or rental is payable in a currency other than that of the host country.

1.6.1.11 Where payment is made in another currency, care should be taken to ensure that the repayment of such a deposit is made in the same currency.

1.6.1.12 The contracts should also include a clause specifically indicating the responsibility of the mission in respect of maintenance requirements, including those applicable at the termination of the contract.

1.6.1.13 A copy of the contract in the language medium of the host country signed by the landlord or lessor and the lessee, the Head of Mission signing on behalf of the Government of the Republic of South Africa, as well as a certified English language translation thereof, should be submitted in duplicate to the Department.

1.6.1.14 A short term lease agreement should also contain a diplomatic break clause referred to in par 1.6.1.3.

1.6.1.15 Rent may be paid in advanced for a period no longer than three years. In such cases the following must be adhered to:

1.6.1.15.1 Authentic proof of ownership of the property must be furnished.

1.6.1.15.2 An arbitration clause must be written into the contract.

1.6.1.15.3 The inclusion of a sub-letting clause to protect the government in cases where representation is withdrawn from that country.

1.6.1.16 The Government of the Republic of South Africa should not be committed in any way during the negotiation process.

1.6.1.17 The same norms and guidelines required for the purchase of a Chancery, are applicable to rented accommodation.

## **2. PARKING FACILITIES**

### 2.1 Policy

2.1.1 It is not the policy of the government or the Department to provide free parking for its employees. During negotiations for office space missions may only make provision for parking spaces for the official vehicles assigned to the mission.

2.1.2 Should the lease agreement include the allocation of a certain number of parking spaces in the building being rented and it is not required to negotiate for these parking spaces separately, the excess parking spaces may be allocated to transferred officials after provision has been made for the official vehicles. When deciding on the allocation of such parking spaces, priority must be given to transferred officials who by virtue of their representational and office duties have to make use of their private vehicles. The Standing Committee at the mission may decide on the allocation of these parking spaces.

2.1.3 Should parking spaces not be available in the same building as the offices, sufficient parking spaces for the official vehicles of the mission may be rented elsewhere for the official vehicles only. These parking facilities must be secure and in close proximity to the mission.

### 2.2 Additional Parking Facilities

Should additional parking spaces be required for transferred officials who by virtue of their representational and office duties have to make use of their private vehicles, a submission for the approval of the additional parking spaces must be submitted to Head Office. All requests for additional parking space must be approved by the Department of State Expenditure. These parking spaces may be rented in the same building as the offices or a public parking facility close to the mission.

2.2.1 When submitting such an application to the Department, the Standing Committee at the mission should indicate that it is satisfied that the duties assigned to a specific post, of which the transferred official is the incumbent, warrants such a facility. The application should be accompanied by a certificate from the Standing Committee to the effect that -

- (a) public transport facilities are either inadequate; or
- (b) it would be impractical to make use of such facility; and
- (c) the Service Vehicle at the mission is not readily available, or is not considered suitable for the purpose.

2.2.2 In cases where the provision of parking spaces is deemed necessary due to the situation in the city where the mission is located, a complete assessment of the security situation as well as the effect thereof on the security of officials must be given.

2.2.3 Under no circumstances may personal reasons for the acquisition of such a facility be considered. An official who simply prefers to make use of his privately-owned vehicle, in stead of suitable public transport, shall not qualify for the renting of such additional parking space. It should also be borne in mind that

journeys undertaken to get an official from his home to his place of work and again from his place of work to his home are not regarded as official. However, trips undertaken during office hours of an official nature can be claimed for in the prescribed manner. The criterion should therefore be the duties attached to a post and not the personal circumstances of the incumbent of the post.

2.2.4 Handicapped persons who are dependent on private transport to travel between their homes and the mission may be provided with a parking space at State expense. No prior Head Office approval is required in such cases.

2.2.5 Where additional parking space is required for a transferred official of a partner Department, the application should be submitted to the relevant Department for approval. The Departments concerned must pay for the rent of the parking space themselves, regardless if the car is an official vehicle or not. The above facility only applies to transferred officials.

2.2.6 Any fruitless expenditure or unjust advantage gained by one official over another, with the allocation of a parking space, will be recovered from the official concerned.

2.2.7 For all officials to whom parking spaces are provided at Chanceries (Transferred as well as Locally Recruited Personnel), the fees prescribed by the Department of State Expenditure and paid by officials in South Africa for official parking, will be collected namely :

(i) Sheltered parking :

Vehicles: R 30-00 per month  
Motorcycles: R 15-00 per month

(ii) Unsheltered parking :

Vehicles: R 6-00 per month  
Motorcycles: R 3-00 per month

(iii) Lock-up Garages

R 40-00 per month

Note : This does not apply to parking spaces rented for officials at their homes or apartments.

2.2.7.1 This includes any specifically allocated parking space for vehicles in the following cases:

- (i) Parking spaces that are referred to in the rental contract of a rented Chancery.
- (ii) Parking spaces at State owned Chanceries.
- (iii) Additional parking that is rented to serve as parking for private vehicles of officials working at the Chancery.

2.2.7.2 This excludes the following parking spaces, even if these spaces are used by transferred officials and locally recruited personnel:

- (i) Parking provided by the local authorities free of charge that

- (ii) Parking provided by the lessor free of charge that is not mentioned in the lease contract.
- (iii) Parking spaces in a compound or open area where no parking spaces are laid out or where no parking spaces are specifically allocated to one person. Therefore anybody may use the space (transferred officials, locally recruited personnel and visitors).

2.2.8 Transferred officials and Locally Recruited Personnel using parking facilities at the chancery must pay the above mentioned tariffs at the mission. The tariffs must be converted into Local Currency using the official exchange rate (the rate used should be indicated on receipts).

All the payments must be collected at the mission and allocated to Revenue: 5060 – 404522 – 4054.

2.2.9 It is the responsibility of the Standing Committee at a mission to immediately inform the Directorate: Asset and Lease Management should any change of circumstances occur which may warrant reconsideration of the facility granted.

2.2.10 Should transferred officials and locally recruited personnel not wish to pay the prescribed fee their parking spaces may be offered to other transferred officials / LRP or be converted into visitor's parking.

### 2.3 INDEMNITY

Missions that provide parking facilities to staff, whether on its premises or not, must request those staff members to sign an indemnity undertaking, whereby the mission is not held liable for any damage to vehicles.

#### 2.3.1 Indemnity undertaking

I, ....., with the rank of ..... at the Mission in ..... and with passport/ identity number ..... hereby declare that I fully understand and accept that my use of the parking area at the Chancery/ Parking area of the Republic of South Africa at ..... (address) for my motor vehicle with registration number ..... shall be at my own risk.

I undertake, on behalf of myself and my executors to indemnify, hold harmless and absolve the Government of the Republic of South Africa through its Department of Foreign Affairs against and from any or all claims whatsoever that may arise in connection with loss or damage to the property or injury to my person in the course of any such use of the said parking area.

2.3.2 It is recommended that Missions put up a sign "PARKING AT OWNERS RISK" in English and the official language of the host country in parking areas.

2.3.3 Staff that refuse to sign the indemnity undertaking must not be allowed to make use of mission parking facilities.

## 3. OCCUPATION OF A CHANCERY OR OFFICE

### 3.1 Policy

3.1.1 A Chancery or Office shall be solely occupied by mission staff, and no part thereof may be sublet for any other purpose whatsoever without the prior approval of the Department and occupation shall be arranged in such a manner that no fruitless expenditure is incurred.

3.1.2 As safe custody of Government property is the personal responsibility of the Head of Mission, he is required to supervise over the property in order to reduce any loss to a minimum. He shall, together with his staff, take all necessary precautions to ensure its safe custody.

3.1.3 The State will be responsible for a Chancery or office and its contents in the event of a mission being closed for whatever reason.

3.1.4 A mission may be closed temporarily or permanently as a result of political upheaval, serious rioting or the severance of diplomatic, consular or other relations with the host country. In such events mission staff might be debarred from occupying a Chancery or Office for reasons of personal safety on instructions from either the Department of Foreign Affairs or the Government authorities of the host country.

### 3.2 Temporary Accommodation

3.2.1 When a Chancery or Office is required to undergo extensive or major renovation or restoration, the mission may in exceptional circumstances, and if approved by the Department, take up suitable temporary accommodation elsewhere, provided the necessary funds are available.

3.2.2 It is often required of a newly established mission to occupy temporary accommodation, i.e. in a hotel suite or small apartment until suitable permanent accommodation is found.

3.2.3 Such occupancy may only take place with the prior approval of the Department and after having submitted a detailed report to the effect that suitable accommodation to house the mission staff is either unobtainable for the foreseeable future and should the temporary accommodation not be taken, it would damage the image of the Republic of South Africa.

## 4. **MINIMUM SECURITY REQUIREMENTS**

NOTE: The specifications may be made available to the architect and/or building contractor.

### 4.1 Introduction

Security measures or physical security involves safety measures implemented or introduced, such as structural changes, in order to protect buildings, security areas, enclosures and premises from unauthorised entry.

Working from the outer perimeter inwards the following minimum security specifications must be met. Any deviation from these specifications needs Head Office approval in writing except where it exceeds the approved specifications.

### 4.2 Enclosure of isolated Missions/Residences of Heads of Mission

- (a) Height : a minimum of 2.4 m
  - (b) Type : vertical angle iron/steel bar fencing or a solid wall
  - (c) Restrictions if steel is preferred : limited to a minimum of 50mm X 50mm X 5mm angle iron
- OR:
- (d) Beware : the enclosure must not present potential intruders with a foothold
  - (e) Decorative edging and spikes : may be added to the top and bottom cross members to enhance the appearance
  - (f) Maintenance : shall be easily maintained, aesthetically acceptable and not deface the building
  - (g) Local regulations : must be taken into account

#### 4.3 Gates in the Enclosure

4.3.1 Gates for pedestrians and vehicles with lock mechanisms that have the same weathering capability as the enclosure must be installed.

##### 4.3.1.1 Pedestrian Gate

(a) The gate must be electronically controlled from the reception area by the receptionist. An automatic gate closer mechanism must be installed. Gates must be fitted with a lock mechanism that has the same weathering capability as the enclosure.

(b) An intercom and where necessary, a closed circuit TV, must be installed in order to screen persons seeking entrance to the mission..

##### 4.3.1.2 Motor Vehicle/Garage Doors

(a) These facilities must be electrically controlled from reception or electronically with the aid of card readers or other remote controlled devices. Gates must be fitted with a lock mechanism that has the same weathering capabilities as the enclosure

(b) Where necessary, a closed circuit television must be installed in order to exercise control..

#### 4.4 Construction of Exterior Boundary Walls

4.4.1 If the boundary wall is an exterior wall, the following minimum specifications will be acceptable:

Concrete : 115mm

Solid brick : 230mm

Glass : is not acceptable on the ground level. If it is unavoidable it will require additional securing especially where sliding doors are involved.

4.4.2 If the boundary wall is an interior wall it shall extend from the floor to the underside of the upper floor to prevent unauthorised penetration through the ceiling space. Depending on the load bearing capacity of the floor, the following minimum specifications listed in priority order will apply:

4.4.2.1 115mm solid brick wall, plastered on both sides and finished of with a high quality white PVA paint.

4.4.2.2 Partition walls strengthened by a 3mm steel gauze plate (expanded metal plate) on the inside of the area being secured. The gauze plate shall be fixed by means of screws to a steel grid measuring a maximum of 500mm x 500mm. The framework must be properly anchored between the floor and the underside of the upper floor, every 500mm above and below. The gauze plate and framework must be concealed between the dry wall partitioning. The space in between must be filled with glass fibre insulation material.

4.4.2.3 Partition walls strengthened by one 1.25mm galvanised steel plate inside and one 1.25mm galvanised steel plate outside the framework, concealed under the dry wall. All further requirements as per paragraph 4.4.2.2.2 shall be adhered to.

#### 4.5 Construction of Interior Walls

All interior walls except the boundaries of the Security and Reception areas may be ordinary partition walls.

#### 4.6 Doors

4.6.1 Standard doors fitted with standard locks may be used in all offices, except the doors in the security area and the doors specified separately below.

4.6.1.1 The doors of the offices of transferred officials and the telephone exchange room must in addition to the standard locks be fitted with a 5 lever security lock for locking up after hours. (A CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110 or similar type).

#### 4.6.2 Emergency/Fire Escape Doors

These doors shall comply with the following minimum specifications and/or local specifications:

4.6.2.1 The door shall be mounted in a doorframe that overlaps the wall in such a way that in order to remove the doorframe, the wall has to be pulled down with it.

4.6.2.2 40mm thick hollow-centre door, covered with 1.25mm steel plate on both sides. Similar or

better strength doors are acceptable. (CHUBB Staff Security Door)

4.6.2.3 Open outwards from the area being protected.

4.6.2.4 Offer free exit in emergencies.

4.6.2.5 Heavy duty hinges and hinge bolts must be fitted to prevent the lock door from being removed if the pins in the hinges are removed. (CHUBB SECURITY HINGE BOLT TYPE WS 12 or similar)

4.6.2.6 The doors must be permanently locked and equipped with a push bar alarm lock that activates an audible alarm if the door is unlocked or opened. Emergency doors may not provide access to the building from outside and must be fitted on the inside with a sliding bolt.

4.6.2.7 Local fire regulations must at all times be taken into consideration.

#### 4.6.3 Service Entrance Doors

The doors must be double doors for carrying in furniture and other large and heavy articles. The doors must comply with the following minimum specifications:

4.6.3.1 The door shall be mounted in a doorframe that overlaps the wall in such a way that that in order to remove the doorframe the wall has to be broken down with the doorframe.

4.6.3.2 The door must be a 40mm thick hollow centre door, covered by a 1.25mm steel plate on both sides. (Chubb staff security door or similar/better strength)

4.6.3.3 Open outwards from the area being protected.

4.6.3.4 Heavy duty hinges and hinge bolts must be fitted to prevent the locked door from being removed if the pins are removed from the hinges.(CHUBB SECURITY HINGE BOLT TYPE WS 12 or similar type)

4.6.3.5 Special care must be taken that a proper locking mechanism for double doors is fitted to these doors, for example a padlock or a 10mm X 30mm steel bar on the inside.

#### 4.6.4 Staff Entrance Door

If a separate staff entrance is installed the following minimum specifications will apply:

4.6.4.1 The door shall be mounted in a doorframe that overlaps the wall in such a way that in order to remove the doorframe, the wall has to be broken down with the doorframe.

4.6.4.2 The door must be a 40mm thick hollow centre door, covered with



1.25mm steel plate on both sides. (CHUBB Staff Security Door or similar or better strength).

4.6.4.3 Open outwards from the area being protected.

4.6.4.4 A automatic door closer must be fitted to the door.

4.6.4.5 Offer free exit at all times.

4.6.4.6 Heavy duty hinges and hinge bolts must be fitted to prevent the locked door from being removed if the pins in the hinges are removed. (CHUBB SECURITY HINGE BOLT TYPE WS 12 or similar)

4.6.4.7 A five lever security lock must be fitted for locking up after hours. (CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110, or similar)

4.6.4.8 Be fitted with a mechanical code latch lock with key override and turning handle on the outside. The inside of the door shall be fitted with a turning handle for free mechanical exit (e.g. "ILCO UNICAN 1021-2B-26D-8X" ), or similar type. **ELECTRONIC CODE LOCKS ARE NOT ACCEPTABLE.** The strike plate supplied with the abovementioned lock is to be replaced with an electrical strike mechanism (e.g. "eff eff 141kL left/right, \*vAC" {normally closed version – unlatches when energised}), or similar type. The mechanism should give an audible and visual indication that the doors are unlocked. The lock must not unlock by means of a single impulse but only when the control button is pressed. Once the button is released the door should lock automatically.

4.6.4.9 A 3mm stainless steel plate measuring 300mm x 300mm must be fitted on the door to cover the electric unlocking mechanism. It must be fitted in such a way that unauthorised access to the unlocking mechanism from the outside is prevented. A strong pull handle must be fitted on the outside of the door and bolted through the stainless steel plate and the door to a similar stainless steel push plate on the inside so that the plate on the outside shall not be removable.

4.6.4.10 A 250mm x 250mm x 12mm laminated glass window must be installed at a height of between 1.4m and 1.65m in the door. The window must be mounted in a 3mm T-iron framework and secured to the door. The construction must be such that the window can only be replaced from inside the secured area. The glass must be mounted in such a way that the glass breaks before the fitting gives way.

4.6.4.11 An intercom system or, preferably, an internal wall telephone for communication with an identification of all officials working inside the security area, is to be fitted next to the security door, as well as a release button to open the security door from within each office in this area.

## 4.7 Windows

4.7.1 All windows on ground level and windows on higher levels that can be reached from adjacent buildings, structures, roofs, balconies etc. must be secured in

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the following manner:

- 4.7.1.1 Burglar bars shall be fixed to the windows on the in- or outside. Aesthetic appearance and the direction in which the window opens must be taken into consideration.
- 4.7.1.2 The construction of the burglar bars must comply with the following specifications: Upper and lower crossbars of 30mm x 10mm flat steel. 10mm Holes are to be drilled on the centre line of the width of the crossbars, 75mm apart. 10mm Vertical steel bars must penetrate the holes in the crossbars to a depth of 6mm and be welded into place. Crossbars may not be spaced further than 900mm apart. If the height of the window exceeds 1 meter an additional drilled crossbar must be welded into the centre.
- 4.7.1.3 The burglar bars must be attached to the wall by means of 8mm expansion- or coach bolts penetrating to a minimum depth of 75mm. The heads of the bolts must be welded onto the crossbars.
  - 4.7.1.4 Windows on ground level must be treated with safety glass protection film.

### 4.8 Ceilings and Roofs

4.8.1 Unauthorised entry through the roof and ceilings should always be guarded against. No special measures are necessary in this regard other than those prescribed for the security areas .

4.8.2 Where false ceilings are installed, individual panels must be easily removable for inspection

4.8.3 If the ceiling is solid their must be inspection hatches.

### 4.9 Power Supply and Lighting

#### 4.9.1 Wall plugs and Lighting

4.9.1.1 Two wall plugs and fluorescent lighting are standard requirements for all offices except security areas.

#### 4.9.2 Emergency Power

4.9.2.1 Emergency power generators must be supplied to isolated missions.

#### 4.9.3 Exterior Lighting

4.9.3.1 Exterior lighting must be attached to the building approximately 3m or higher above ground level in strategic positions.

4.9.3.2 The lights must shine away from the building, but not in such a way that it would disturb the neighbours.

4.9.3.3 The lights must be controlled by means of

a timer, light-sensitive and/or movement sensor with a bridging switch at the reception desk. Aesthetic lighting of building/site can be provided.

#### 4.9.4 Emergency Lighting

4.9.4.1 This has to be provided for the entrance hall, passages and stairwells within the mission.

#### 4.10 Telephone and Computer Services

4.10.1 The telephone exchange must preferably be set up in a separate small room, directly next to the supply duct, with sufficient air circulation.

4.10.2 The door shall be a solid wood door equipped with a 5-lever security lock (e.g. "CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110), or similar type.

4.10.2 The main supply cable from the telephone authorities must be terminated here at a separate distribution point from where the exchange must be connected.

4.10.3 The door to this room must be provided with a 5 lever security lock (CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110 or a similar type.) The key to this room must be placed in the personal care of the Head of Administration.

4.10.4 The telephone and computer cable ducts must preferably be 100mm X 50mm ducts with removable lids for inspection purposes. Computer outlets, accessible from the Communication Centre must be provided in all offices.

#### 4.11 Alarms

4.11.1 The following are allowed :

4.11.1.1 Fire alarm : in accordance with local regulations.

4.11.2 The following are not recommended:

4.11.2.1 Burglar alarm: may not be connected in security area and is not recommended.

4.11.2.2 Panic alarm/button

Alarm attached to local security service: only capable of being activated from the office of the Head of Mission, from the reception/security counter and from the office of the Head of Administration in emergency situations and with respect to acts of aggression

#### 4.12 Air-conditioning Systems

4.12.1 Central air-conditioning ducts shall be placed in passages as far as possible, but care must be taken that no unauthorised penetration of the security area can take place through this installation.

4.12.2 Where ducts exceed 300mm X 300mm, 10 mm steel bars must be installed right through the duct on the interior of the boundary walls in such a manner that the bars cannot be removed, so that access is not possible.

4.12.3 If mounted into a wall or window, the unit must be installed in such a way that it cannot be removed from outside to provide unauthorised access. In security areas, the gap must be secured by means of burglar-proofing as defined in paragraph 4.7.2.

#### 4.13 Reception Area

4.13.1 Access to this area must be through the door in the main entrance. From the reception area, the mission must be entered by means of the access control system. The reception counter, which forms the boundary between the public area and the mission, must be operated behind a locked door and is described as follows:

##### 4.13.1.1 Reception Counter

Must be fitted with two service counters equipped with 100mm deep payroll windows in a built-in work surface 800mm wide across the full length. (CHUBB PAYROLL WINDOW MK II with speech post or a similar type.)

The glass above the service counter must be 12mm laminated glass mounted in a firm framework. The glass may only be replaced from within the security area.

12mm Glass panels must be placed strategically in order to ensure the best possible view of the whole public area. Conversations must preferably be possible without the use of electronic equipment.

##### 4.13.1.2 The Walls

Around the reception, the walls must comply with specifications as discussed in par 4.4.

##### 4.13.1.3 Control Buttons

All control buttons must be fitted into a control panel that is clearly marked.

##### 4.13.1.4 Closed-Circuit Television

This must be fitted in areas that is out of sight of the reception/security counter. These are areas like the vehicle entrances, basements, staff/service entrances, etc.

##### 4.13.1.5 Convex Mirrors

Must be mounted in concealed areas in the reception area.

4.13.1.6 Intercom Systems

Must be installed for controlling remote entrances or gates in order to facilitate identification.

4.13.1.7 Control Switch

Must be controlled from the reception area.

4.13.1.8 Main Entrance Door

(a) The door must be mounted in a doorframe that overlaps the wall in such a way that the wall has to be broken down together with the frame.

(b) It shall be a solid, elegant, larger than normal hardwood or 10mm laminated or armour-plated glass door that opens inwards (or should local fire regulations require it, outwards). Sliding doors are not recommended. Double doors require one half being properly anchored in a fixed position. The door shall be controlled from the reception counter and shall be equipped with:

- (i) a heavy duty door closer to close the door automatically;
- (ii) a five-lever security lock (e.g. "CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110"), or similar type for locking up after hours;
- (iii) a latch lock that can be opened from the outside by means of a key and from the inside by means of a handle that offers free mechanical exit;
- (iv) a push plate/bar for access;
- (v) an electric strike mechanism (e.g. "eff eff 141kL left /right, 8vAC" {normally closed version – unlatches when energised}), or similar type that provides the person outside with an audio indication that the door has been unlocked. However, the lock shall not unlock by means of a single impulse, but only while the control button is being pressed. Once the button is not being pressed, the door shall be locked again;
- (vi) an electromagnet to keep the door open for daily use, but will activation from reception, the door will lock automatically in an emergency;
- (vii) heavy duty hinges shall be used. If the door opens outward, dog bolts are to be fitted;
- (viii) a peephole (e.g. "CHUBB DOOR VIEWER TYPE WS 8") or similar type, with 170 degree vision lens, with a covering plate on the inside shall be fitted (excluding glass doors);
- (ix) an intercom system for communication from outside if the door is closed.

4.13.1.9 Access control area (sluice)

(a) The plus-minus 2 square metres ACCESS CONTROL AREA (SLUICE). The internal area of the sluice must be visible from the reception counter by means of 6mm laminated glass and preferably be adjacent to the reception/security area from where it shall be controlled by means of electrically inter-locked security doors (e.g. "CHUBB STAFF SECURITY DOOR"), or similar type.

(b) Both doors shall be mounted in doorframes that overlap the walls in such a way that

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the walls have to be broken down together with the frame. These doors shall comply with the following minimum specifications:

- (i) be 35mm thick hollow core doors covered by 1.25mm steel plates on both sides, or similar or better strength (e.g. "CHUBB STAFF SECURITY DOOR"), or similar type;
- (ii) open outwards from the area being protected;
- (iii) be fitted with heavy duty door closers to close the doors automatically;
- (iv) be fitted with five-lever security locks (e.g. "CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110"), or similar type for locking up after hours;
- (v) be fitted with mechanical code latch locks with key override and turning handle on the outside. The inside of the door shall be fitted with a turning handle for free mechanical exit (e.g. "ILCO UNICAN 1021-2B-26D-8X" with keys and combinations) or similar type. **ELECTRONIC CODE LOCKS ARE NOT ACCEPTABLE.** The strike plate supplied with the abovementioned lock is to be replaced with an electrical strike mechanism (e.g. "eff eff 141kL left/right, 8vAC {normally closed version – unlatches when energised}), or similar type that provides the person outside with an audio indication that the door has been unlocked. However, the lock shall not unlock by means of a single impulse, but only while the control button is being pressed. Once the button is not being pressed, the door shall be locked again.

(vi) a 3mm thick stainless steel plate 300mm X 300mm, covering the electric strike mechanism in the doorframe shall be attached in such a way that unauthorised access from the outside is prevented. A strong pull handle on the outside shall be bolted on through the plate and through the door to a second 300mm X 300mm thick stainless steel push plate on the inside so that the plate on the outside shall not be removable;

**NB: THE 300MM X 300MM STAINLESS STEEL PLATES SHALL NOT BE IDENTICAL. THE HOLES FOR THE HANDLES SHALL MAKE PROVISION FOR THE COVERING OF THE ELECTRIC STRIKE MECHANISM.**

- (vii) be fitted with heavy duty hinges and hinge bolts (e.g. "CHUBB SECURITY HINGE BOLT TYPE WS 12") or similar type in order to prevent the locked doors from being removed if the pins are removed from the hinges; and
- (viii) between the height of 1.4m and 1.65m, a 250mm X 250mm large and 27mm thick laminated glass window shall be mounted in the doors in 3mm T-iron frameworks. The glass and the frameworks shall only be able to be replaced from inside the secured areas.

### 4.14 Proposed Possible Lay-out

The proposed possible lay-out of the reception area is diagrammatically explained in Annexure B

### 4.15 Identification of Security Areas to be Protected by a Single Security Door

Please refer to Annexure C

4.15.1 The areas are :

- A Foreign Affairs : Office : Head of Mission  
Communication Centre  
Registry
- B Other Departments : Head of Division's Office  
Communication Centre  
Registry  
Additional members' Offices
- C Reception Area of Mission

4.15.2 Norms iro floor space

	FOREIGN AFFAIRS		OTHERS
(i)	Head of Mission	38 sq m	n/a
(ii)	Head of Division	28 sq m	24 sq m
(iii)	Office of Foreign Assistant/Communication Centre/Registry	30 sq m	24 sq m
(iv)	Other tranferred officials		16-20 sq m

4.16 Placing of Security Areas

Please refer to Annexure C

4.16.1 Owing to the possibility of penetration, security areas must, where possible, not be installed on the ground level, next to emergency exits or directly under open roof spaces.

4.16.2 Security areas A and B should not border:

(a) Service shafts such as lifts, power, water and/or air-conditioning units.

(b) Public areas such as toilets, stairs, passages and hallways/lobbies.

(c) Shared accommodation such as adjacent offices outside the control of the mission.

4.16.3 Security area C must be placed as close as possible to the entrance of the mission. (See paragraph 4.15.1).

4.17 Specifications for Security Areas in General

4.17.1. Each security area shall comply with the following specifications:

4.17.1.1 Construction and finishing of

exterior and interior boundary walls of security areas

If the boundary wall is an exterior wall, the following specifications are acceptable :

- (a) Concrete : 115mm
- (b) Solid brick : 230mm
- (c) Glass :  
not acceptable on ground level, requires additional securing, especially where sliding doors are concerned, but still ensures that possible penetration is visible.

If the boundary wall is an interior wall, the following specifications are acceptable :

- (a) It must extend from the floor up to the underside of the upper floor, in other words, past the false ceiling so that unauthorised penetration through the false ceiling is prevented.
- (b) Brick wall : 115mm, plastered on both sides and finished by means of a high quality white PVA/or similar paint.
- (c) Partition walls strengthened by a 3mm steel gauze plate (expanded metal plate) on the inside of the area being secured. The gauze plate shall be fixed by means of screws to a steel grid measuring a maximum of 500mm x 500mm. The framework must be properly anchored between the floor and the underside of the upper floor, every 500mm above and below. The gauze plate and framework must be concealed between the dry wall partitioning. The space in between must be filled with glass fibre insulation material.
- (d) Partition walls strengthened by one 1.25mm galvanised steel plate inside and one 1.25mm galvanised steel plate outside the framework, concealed under the dry wall. All further requirements as per paragraph 4.4.2.2 shall be adhered to.
- (e) The dry wall must be finished by means of a high quality PVA on the inside. No wall paper or other glued material may be utilized (excluding the Head of Mission's office).

4.17.1.2 Small Safes for Keys

- (a) Must be provided for each separate security area.
- (b) Made of 4mm thick steel, with exterior measurements of approximately 200mm X 200mm X 120mm deep, equipped with a three-direction, non-manipulatory combination lock with a million combinations, without a key, must be built into the wall or floor somewhere near but outside the main entrance door to the security area.

4.17.1.3 Access Door to Security Areas

Shall be mounted in a doorframe that overlaps the wall in such a way that the wall has to be broken down together with the frame. This door shall comply with the following specifications :



(a) be a 35mm thick hollow core door covered by 1.25mm steel plate on both sides or similar or better strength (e.g. "CHUBB STAFF SECURITY DOOR"), or similar type;

(b) open outwards from the area being protected;

(c) be fitted with a heavy duty door closer to close automatically;

(d) be fitted with a five-lever security lock (e.g. "CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110"), or similar type, for locking up after hours;

(e) be fitted with a mechanical code latch lock with key override and turning handle on the outside. The inside of the door shall be fitted with a turning handle for free mechanical exit (e.g. "ILCO UNICAN 1021-2B-26D-8X"), or similar type. ELECTRONIC CODE LOCKS ARE NOT ACCEPTABLE. The strike plate supplied with the abovementioned lock is to be replaced with an electrical strike mechanism (e.g. "eff eff 141kL left/right, 8vAC") {normally closed version – unlatches when energised}), or similar type that provides the person outside with an audio indication that the door has been unlocked. However, the lock shall not unlock by means of a single impulse, but only while the control button is being pressed, the door shall be locked again;

(f) a 3mm thick stainless steel plate 300mm X 300mm covering the electric strike mechanism in the doorframe shall be attached in such a way that unauthorised access to the unlocking mechanism from outside is prevented. A strong pull handle on the outside shall be bolted on through the plate and through the door to a second 300mm X 300mm thick stainless steel push plate on the inside so that the plate on the outside shall not be removable;

NB: THE 300MM X 300MM STAINLESS STEEL PLATES SHALL NOT BE IDENTICAL. THE HOLES FOR THE HANDLE SHALL MAKE PROVISION FOR THE COVERING OF THE ELECTRIC STRIKE MECHANISM.

(g) be fitted with heavy duty hinges AND HINGE BOLTS (E.G. "CHUBB SECURITY HINGE BOLT TYPE WS 12"), or similar type, in order to prevent the locked door from being removed if the pins are removed from the hinges;

(h) between a height of 1.4m and 1.65m, a 250mm X 250mm large and 27mm thick laminated glass window shall be mounted in the door in a 3mm T-iron framework. The glass and the framework shall only be able to be replaced from inside the secured area; and

(i) an internal wall telephone is preferred over an intercom system, for communication with all officials working inside the security area. This is to be fitted next to the security door, together with release buttons, in order that the security door can be opened from within each office.

#### 4.18 Other doors

4.18.1 All office doors shall be solid wood doors and in addition to the normal door lock, they shall be equipped with a five-lever security lock (e.g. "CHUNN CASTLE MORTICE DEADLOCK TYPE 3G110"), or similar type for locking up after hours.

#### 4.19 Windows

4.19.1 All windows shall close properly from the inside. If they can be easily opened from the outside, additional locking mechanisms must be installed.

#### 4.20 Floors

4.20.1 Floor coverings may be the official's own choice, except in the Communication Centre.

4.20.2 See par 4.26.1.

#### 4.21 Ceilings/Roofs

4.21.1 Care must always be taken that there can be no unauthorised entry by means of ceilings, etc.

4.21.2 Where the security area is situated on the level directly under the open roof space the whole security area must be covered by 3mm thick plate gauze under the beams before the ceiling is installed. The entrance to the roof space shall be closed off by means of a 4mm thick 20mm X 20mm angle iron gate. The gate must be covered by 3mm thick plate gauze and be provided with a security lock.

4.21.3 Where the closed-off security area is situated between two floors in a building, the underside of the upper floor over the security area shall be smoothly plastered and finished by means of white P.V.A. before the false ceiling is installed. Electronic security is improved in this way.

4.21.4 Where false ceilings are installed in the security areas, each panel shall be easily removable for inspection purposes.

#### 4.22 Electrical Power

4.22.1 There shall be a separate power distribution board in the passage of each security area from where the power is distributed to the security area with the aid of supply ducts.

4.22.2 For inspection purposes, the supply ducts shall be equipped with removable lids. There may not be more than three plugs per circuit breaker. Additional wall plugs will be required for the Communication Centre and a minimum of three wall plugs for other offices in the security areas.

4.22.3 If CLEAN POWER and EMERGENCY POWER are available, it is recommended that use be made thereof.

4.22.4 Standard fluorescent lighting is required.

#### 4.23 Soundproofing

4.23.1 The security areas must be soundproof so that discussions cannot be heard in adjacent rooms.

#### 4.24 Communication Centre

4.24.1 The door must be a record room door (CHUBB PHOENIX RECORD ROOM DOOR with required modifications) that must comply with the following specifications :

- (a) Maximum weight of 250 kg.
- (b) Minimum of 6mm thick torsion-resistant pressed steel plate door, welded to a 5mm thick 30mm X 30mm angle iron framework. This door must be mounted in a 5mm thick 40mm X 40mm angle iron doorframe so that the door can open parallel to the wall on the outside.
- (c) Have a mechanical turning handle as a locking mechanism. The locking mechanism shall have at least 4 X 12 mm hardened steel pins that penetrate the doorframe 10mm deep. The door shall not be removable from the outside if the hinge pins are removed.
- (d) The locking mechanism itself shall be locked by a three-way non-manipulatory combination lock with one million combinations.
- (e) There must also be a 5 lever security lock (CHUBB CASTLE MORTICE DEADLOCK TYPE 3G110 or a similar type) that locks directly into the doorframe.
- (f) The door must preferably be able to be opened from the inside should someone close the door while someone else is inside.
- (g) A standard door must be mounted on the inside of the same frame for use during the day. The door must be equipped with a mechanical code lock and door closer.

#### 4.25 Windows

4.25.1 There should preferably be no windows. If there is a window, and this window is easily accessible from balconies/fire escapes or on ground or first floor, it must be secured as follows :

4.25.1.1 Burglar bars must be fixed to the windows on the inside or outside (taking into account the aesthetic appearance and the manner in which the windows open), and shall comply with the following specifications :

- (a) Upper and lower horizontal crossbars must be 30mm X 10 mm flat steel. 10mm holes must be drilled on the centre line of the width with a spacing of 75mm between the holes. 10mm Vertical steel bars must penetrate 6-mm into the holes in the cross bars and then be welded. The cross bars may not be further apart than 900mm. If the height of the window exceeds 1.0 m, an additional drilled crossbar must be

welded into the centre.

(b) The burglar bars must be firmly attached to the walls by means of 8mm coach screws or expansion bolts to a minimum depth of 75mm. The heads of the expansion bolts used must be welded to the surface

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be secured by means of 0.5mm galvanised steel or aluminium roller blinds that may be locked to the framework by means of sliding bolts. The roller blinds must comply with the attachment specifications of the manufacturer.

(c) The windows must be fitted with broad (100mm) vertical blinds instead of curtains.

(d) If the Communication Centre is located on the Ground or First floor, the glass in the windows on the ground level and the first floor must be replaced by 6mm laminated non-transparent glass if the window faces the street, where possible.

(e) Windows on ground level facing the street must be covered by a plastic safety protective film.

(f) Windows may not be able to be opened.

#### 4.26 Floors

4.26.1 Floor-covering in the Communication Centre must be non-static.

#### 4.27 Power Supply

4.27.1 Fifteen wall plugs ( 3 per circuit breaker ) must be fitted on the walls as indicated in the Communication Centre for Foreign Affairs. Other Departments require only twelve wall plugs.

#### 4.28 Air-conditioning

4.28.1 An additional separate fresh air, air-conditioner must be provided for the Communication Centre if the central air-conditioning unit is switched off after hours or over the weekend. The heat emission of equipment in use will be 4 kilowatts.

#### 4.29 Accessories

4.29.1 A SERVICE COUNTER, 600mm wide X 1.0m high, with storage space below it, shall be built into the communication centre, adjoining lockable pigeon holes for the mail of officials and shall be mounted in fixed partitioning which reaches up to the ceiling. This counter is to be fitted with 6mm glass, also reaching to the ceiling and have an opening large enough to be able to pass through parcels, tea/coffee cup and saucer, etc., between the top of the counter

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and the bottom end of said glass panel. A small bell may be mounted onto the counter, whereby officials can draw the attention of the Foreign Assistant in the event she's elsewhere out of sight.

4.29.2 A WORK SURFACE, 800mm wide, shall cover the full length of two adjacent walls (9 linear metres) at a height of 750mm, with a carrying capacity of 75kg. Space shall be provided for the safe, which shall fit in under the work surface, where the floor can carry its weight. Sufficient storage space and leg room shall be provided where the workstations are to be placed.

4.29.3 A 2.5kg DRY POWDER FIRE EXTINGUISHER must be placed in the Communication centre.

4.29.4 STORAGE SPACE, for example shelves or special cabinets for files, must be provided according to needs.

4.30 Possible lay-outs of Communication Centre

Please refer to Annexure D

4.31 Official Residences

4.31.1 The same specifications as for offices apply regarding the fences and burglar bars. However, local security conditions must be the guideline.

4.31.2 Burglar alarms and "emergency alarms" may be installed if the situation warrants it.

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