Building – Drawing Process/Procedure

Micsam Mgt

Design Review Committee (2 Excom Members + Scrutiny Architect)

Estate Manager

Client Architect

Owner / Client

Building Contractor

6 Month

Approve with Red Stamp

Response within 10 Days

Compliant to Design Guidelines?

No

Request Amendments based on Design Guidelines

Approval of Working Drawings with Green Stamp

Yes

Yes

1 Copy for Scrutiny Architect
1 Copy for Building Committee
1 Copy for Micsam File

Revise Plans

Submission of Plans (Form 1) in 3 fold

FORM 1

Submit Working Drawings for Approval (Form 2) in 6 fold

FORM 2

5 Copies to Client for Municipal Approval
1 Copy on File as reference at Micsam (without Municipal Approval)

Submit Revised Working Drawings for Approval in 6 fold

Get Municipality Approval
Send 1 Copy to Micsam

Produce Working Drawings

1 Copy for Scrutiny Architect
1 Copy for Building Committee on File at Micsam
1 Copy for Micsam on File (with Mun.Approval)
1 Copy for Micsam File (reference with no Mun.Approval - control)
1 Copy Estate Manager
1 Copy Municipality

Site Survey

Complete Contractor Manual and Pay Building Deposit

FORM 3

Fill in Contractor's Obligation Agreement

Fill in Contractor's Obligation Agreement

Estate Manager to check Micsam File:

- All Drawings received and approved
- Read all Correspondence
- Ensure all Forms are completed comprehensively
- Ensure the Building Site is safe
- Ensure 'Search & Rescue' of plants is considered before excavation
- Schedule fortnightly meetings with Contractor at Estate Manager Office with Minutes of Meeting documented and filed at Micsam
- Ensure weekly progress report is supported with weekly photo's of site
- Record sporadic changes to site and document problem areas/issues
- Agree corrective actions in writing with Contractor and timeline to complete

Quality Control – ensure all is in place

Site Handover to Builder

Boskloof Safety/ Eco/Building Induction and Site Procedure

Start Excavation

Site Inspection (2 per week) with Checklist of Standards (Building Guidelines)

Fortnightly Inspection by Architect

Variations due to Site Complications?

No

Complete Issue Log for Site and plan corrective actions

Yes

Variations due non-compliance to Design Guidelines?

No

Yes

Continue Building

Scrutiny Fee

Yes

Request Landscaping Plans

Complete Variation Form

FORM 4

Get Sign off from Landscaping Architect

Submit Landscaping Plans (8 weeks before planned completion)

Complete New Home

Boskloof Estate Final Inspection

Return Owner their Building Deposit

Yes

Sign Off?

No

Yes

Complete Punch List

Max. 6 Month

Final Inspection Successful?

No

Get MOC (Municipal Occupation Certificate)

Pay Non-Completion Levies