

5/10/005/0017/8 25/11/88

Minutes of Maintenance Meeting

Date: 25th November 1988

Venue: Maintenance Office

Time: 08.55hr

Present: Project Manager, Jabu, Prince, Ben, Hans-Petter, Lalama, Mafu, Mompoti, Windy

Agenda:

1. Electrician's maintenance section to be envisaged under Somafco and Mazimbu Maintenance Dept.
 - a). Head of team/section
 - b). Team composition
 - c). Workshop proposed-big room in Maintenance building.
2. Maintenance Painters
 - a). Head/supervisor
3. Maintenance Programme and Organisation Chart
4. Lost keys
 - a). Who should authorise cutting of new keys
 - b). Small workshop needed for that (i.e. point above)
 - c). Secure Kaya's office
5. Propose formation of housing committee to inspect and run inventory of houses, every second or third month.
6. Propose Site to co-operate when requested of material, equipment and workforce.
7. Fire fighting team and equipment.

The meeting was opened and chaired by Jabu. The agenda was read to the meeting as it stood.

It was pointed out by the Project Manager in the meeting that, the Mtce. Department has been set-up to take charge of all maintenance work to be done in Mazimbu as a whole. Two Electrical Department sections are to be set-up during this meeting; and the two sections are the Electrical Installation for the site and the Electrical Maintenance for maintaining e.g. roads, mowing and others.

The Maintenance Dept. is there to see to the proper finish-up of all the buildings after handover by the Site.

Hans-Petter is here to assist Jabu and Prince to set-up a proper and organised Maintenance Dept.

The Project Manager proposed the following on the first item on the agenda:-

- i). Ben should remain as the head of Electrical Installation and work closely together with Mafu from the Site.

- ii) Lulama to head the Electrical Maintenance and in this section more people to be recruited.

The proposed workshop (big room) to be used as store room for all other items used by the Maintenance, with refrigerators and stoves exclusive, these will continue to be stored at the presently used place.

Subcontracting of fundis for the Maintenance Dept. may also be used to ensure proper, complete and perfectly done jobs, this may also be done for the maintenance of fridges and stoves.

Maintenance Painters

At the present moment there are only six painters i.e. four permanent and two casuals.

A supervisor is needed for the present number of painters before an increase is made to add more painters. A programme has been drawn for the general painting of Mazimbu residences, and this needs proper supervision to see to it that work is done properly. The name of Mzee Lipindi was suggested for taking up this task. After having a supervisor instead of hiring more labour, subcontracts in this case may be used.

It was also pointed out that oil paint/egg shell has been ordered to minimise the use of having to paint repeatedly due to the type of paint used, emulsion paint, which is not easy to clean in case it has been in contact with dirt.

Maintenance Programme

A Maintenance programme has been started which covers the whole of Mazimbu. This programme specifies time schedule; helps to know how much and what material has been used and where.

Lost Keys

It has been agreed that only the Housing Officer authorises cutting and duplicating of keys (this will be accompanied by a written letter to the Mtce. Dept.).

An individual who loses a key has to pay 200/- to be able to obtain another key from the Housing Office.

The former telephone exchange room is to be used as a workshop for the key cutting machine in the near future.

A proper cupboard for keeping all equipment to be used in the key cutting workshop, to be ordered.

Housing Committee

A proposed housing committee to be formed via the ZPC, so as to be able to discuss policy questions of how to organise and form the committee; and this will include the Housing Office and the Maintenance Dept.

The Maintenance Dept. and Housing Office to work together in drawing-up an inventory and have history file for all the individual houses of Mazimbu. It was suggested that this could start at the beginning of next year, and at the end of the year, draw a balance chart of how much material has been used.

Site

The Site Office is to co-operate with the Maintenance Dept. in case any material or manpower are needed.

If the Maintenance Dept. needs material, a requisition is to be written to the Main Store, unless otherwise, the Project Manager is to be informed and this will be worked out.

Orders are to be placed once in a month at the Carpentry Factory for any furniture. (A meeting is to be held on 1st December at 09.00hr, at Dakawa with the Factory Management on this issue, the Mtce. Dept. is invited.)

Fire Fighting

A fire fighting team is to be formed and the head of Maintenance Dept. should discuss this with Mzee Lipindi. The discussion should include ordering of material for fire fighting.

Meeting ended at 10.08hr

CDE. MOMPATI MOEKETSI

HOUSING OFFICE