

FROM: THE DIRECTOR To: birecmuw W88; 31

: DATE: 26/11/84 glQ/ 1/Zq

P ' 5140/0030 00118141r 151 FOR THE ALLOCATION OF ACCOMMODATION (H105),

- The Housing Committee allocates accommodation to ANC members who are actively committed to the general development of the complex. It to qualify for housing, it is therefore necessary to be a full-time worker and to attend work regularly;

- Mazimbu being an educational complex. teachers will receive priority and get first preference when housing is allocated. - 'c'Volunteers too, who are here to assist in the development of our projects are the second priority.

. ANC comrades who do overtime work 0: have also to do work at home " will also qualify for preferential treatment. '

' - Where. possible, accommodation will be allocated axoaozto the pino-es of work.

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Gccgnpatabittty will always be considered when ivattttueisa shared _ accommodation.

: - As far as possible, different categories of workers will be distributed in 'all residential areas.

1 - Others on a priority list will be comrades specially recommended by the Health Team .

e j; AREA RESIDENTIAL SUHcommTEEs! (11104)

GUIDELINES . ' '

Composition

1. Each Residential area, including the dormitories, will annually elect a sub-committee comprisingx- '

Secretary

Two Residents.

: ' _ .1 Chairperson (Area. Housing Officer)

The Area. Couniasdr will be an ex-officio member.

1 Area Residential Sub-Committees will be set up for Units 1 1 2,

:Unitq 5 1 4, Tabora, Children' a Centre, Double-Up, Copenhagen

' and Kiptown,

2; The Sub-Committees will meet fortnightly. Minutes of meetings i' to be sent to the Housing Officer and Complex Couniasar.

5. Each- Area Chairperson will also attend meetings of the Housing Committee and submit a report on his/her area. .

4. The Sub-Committees will be responsible for the houses in its area. Amongst its tasks will be:- . v

a) To make supe that ho&ses are kept clean and are in good repair

ab),To_ensure thgt occupants keep their surroundinQS'clean and tidy.

c) To check that rubbish is properly disposed of.

d) To monitor the safekeeping of ANC property '

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Iff) Tottry,,by all means - explanatioh education-eto, to see that
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e) To hold hehee inventories twice a year ' 1 u ,
.electricity is not wasted. 1 1 f

n.
The Area Chairperson will be responsible for being in charge of
keys to empty houses. He/she must collect keys when a room or
house is vacated.

It will be the duty of the Area Ghairpereon to properly brief 1
all new occupants about their obligations and responsibilities
and to give than general information about that particuler ree-
idential area.

The Area Chairperson must report the presence of ill newcomers
and visitors to the Housing Officer and to the Director's office.
Ehe- Sub-Cpnmittee is charged with dealing with disputes and prob-
leus of residents and only refer them to the Housing Officer,
Complex Commisser or Director if they are unable t6 solve them.
The SthCohmittee should neke proposals regarding landeeaplng'
and the general improvement of the environment in its area. :

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GUIDELINES FOR RESIDENTS tHZOE1

Health and hxgiene i

- a) Refuse and rubbish to be placed in bins and then transferred
to rubbish holee..
- b) Refuse pits to be burned at the end of each day to avoid fiies,
rate, cockroaches and other vermin.
- c) Nothing other than paper to be put into sanitary bowls - part-
icularly not sanitary towels which should be wrapped in paper
and burned in the rubbish holes. This is to prevent sewerage
blocka3es.
- d) Toilets and duetbins should he cleaned once daily with diein-
fectant to prevent germs.
- e) Vegetables should be washed in outside dhobies before being
taken into homes so that dirt and insects can be left_outside.

2. Ggeral Cleggiiness

3.
a) In the absence of washable paint for the walls t:y to keep the
children from putting smudgy hands on then and try not to Be-
faoe or make unnecessary holes in then.
- b) The grounds around your homes should be kept clean and free ef
litter. '

Environment

- a) Elephant grass breeds mosquitoes. keep it and other weeds down.
- _b) Gardening ienhealthy and pleasurable a make your gardens beaut-
iful. Grow fruit and vegetables and help to become eelfeeuffio-
ient by producing some of your ewn food.

4. Vacating of Rooms or Houses

If leaving Mazimbu to go elsewhere on scholarships or any other dismissions or if for any reason residences are changed - all ANC property i.e. furniture, bedding, mattresses; curtains, utensils etc. which have been issued must remain in the room or house - that is vacated. IT IS FORBIDDEN TO SELL OR GIVE AWAY ANY OF THIS PROPERTY.

HOUSING COMMITTEE ngg (Terms of Reg \$92 343;)

The Housing Committee falls under the Director's Office. It is headed by the Housing Officer who chairs its meetings. The Housing Officer's principal duties are:-

1. To ensure that accommodation is allocated according to guidelines and criteria (see H/OB), i.e.:-

- To ensure that houses are looked after by the occupant and that the ANC property is secure; i.e.:-

- To ensure that maintenance and repair-work is done on houses as to achieve this a maintenance schedule has to be followed. i.e.:-

o To give supervision and monitor the work of the Maintenance Team.

i To liaise closely with the Area Residential Committees which have responsibilities for residential areas set out in document H/O4

. To liaise with the Site Office regarding the handing over of new residences and regarding advice and materials for maintenance and repairs. i.e.:-

- To ensure that occupants in houses live amicably; to at all times be aware of their problems and assist in resolving them, through the Area Residential Committees, Consultative and other political structures, i.e.:-

. To advise residents about the securing of property against thefts and burglaries.

- To report regularly to the Director's Office about progress and problems in the Housing Sector and to submit regular written reports to the Directorate"

- To work closely with the Administrations of the Children's Centre, Youth Centre and Kate Molale Mother's Centre.

- To convene Housing Committee meetings and to ensure that minutes are kept and distributed.

o To ensure that there is no unauthorised use of accommodation.

- To keep inventories of contents of homes and check these 6 monthly in January and July.

- To keep duplicate keys of all residences and ensure that keys of all rooms and houses are returned to the Area Housing Officer.

COMPLEX HOUSING COMMITTEE' H101 ' Y

.TERMSEOF,REFERENCE

. The function of the Committee will be:-

"hg) To Ellddate accommodation to ANC members who are activelytconu-
t itt6d to the general development of the complex.

b) To- be responsible for the maintenance and security of all hous-
es, their contents and surroundings.

c) To provide accommodation for visitors to the complex and to
T

arrange the catering for then.,

Viggigsjggou OF THE COMMITTEE

ha) The Housing Officer (Chairperhon) T ' ' h

b) Chairperson from each of the Residential Committee; 1.9. H
Tabora, Ilala, Units 1 - 4, Copenharen, Double-Up, Kliptown.v'

to) Boarding Masters (or Matrons) for Primary and Secondary
' schools.

d) The Director and Complex Couuiaaar

MEETINGS-

The Committee will meet once per month. .'

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The Housing Officer aha H

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_____T_iFROM: HE DIRECTOR

DATE: 26/11/84.; ' '

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c) To check that'iubbish is properly dispOsed of.

d) To monitor the safekeeping of ANC property

e) To hold house inventories twice a year

33 f) To try, by all means _ explanation education etc, to see that .electricity is not wasted.

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7. The Krea Chairperson must report the presence of \$11 newcomers- and visitors to the Housing Officer and to the_9irector's office. .eed-TheTSub-pompittee is charged with dealing with disputes and prob- lens of residents and only refer them to the Housing Officer, Complex Commissar or Director if they are unable to solve them.

9. The Suh-Cohnittee should make proposals regarding ienuebepingq ' and the general improvement of the environment in its area.

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GUIDELINES FOR RESIDENTS H O

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