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TO: DIRECTORATE WERS J HD/DW /DIDu/,g. 9.1// 6

FROM: THE DIRECTOR ' 89

DATE: 26/11/84.

CRITERIA FOR THE ALLOCATION OF ACCOMMODATION SHzozl

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

A Mazinbu being an educational complex, teachers will rbceive pri.  
ority and get first preference when housing is allocated. -

J V6lunteere too, who are here to assist in the development of our  
projects are the second priority. v

- 1-.ANC comrades who do overtime work or have also to do work at home  
' ' will also qualify for preferential treatment.

,- Where possible, accommodation will be allocated aloec. to the pine,  
. -es of work. '

. ' ' ' ' ' Dye ,

GLCQDpatability will always be considered when #1. . shared

.aocomnodation. ' -

a As far as possible, different categoriess of workers will be dist.  
ribute6 in all reaie6ntial areas. m .

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

AREA RESIDENTIAL SUB.COMMITTEES SHZOQZ

GUIDELINES

Composition

1. Each Residential area, including the dormitoriee, will annually  
, elect a sub-oomnittee comprising:-

Chairperson (Area Housing Officer)

Secretary .

Two Residents.

The Area Commissar will be an ex-officio member.

Area Residential Sub-Coumittees will be set up for Units 1 & 2.

Unite 5 & 4, Tabora, Children's Centre, Doublqup, Copenhagen '  
and Kliptown.

.2;-The Sub-Committees will meet fortnightly. Minutes of meetings  
' to be sent to the Hbusing Officer and Complex Connissar.\_\_\_\_

,5. Each Area Chairperson will also atten6 meetings of-the Housing  
Committee and submit a report on hie/her area.

4. The Sub-Comuitteea will be responsible for the houeess in its  
area. Amongst its tasks will be:-

a) To make sure that houeess are kept clean an6 are in good repair

"Wab)4Toiensure thit occupants keep their surroundings clean and tidy.

c) To check that rubbish is properly disposed of.

6) To monitor the safekeeping of ANC property

image z -

e". . '

e) To hold house inventories twice a year i

'f) To try; by-ell means --explanation education etc, to see that .electricity is not wasted.

is. The Area dhairpersen will be reeponsihle for being in charge'of keys to ebpty houses. rHe/she must collect keys when a room or house is vacated. ' "

6. It will be the duty of the Area 9hairperson to properly brief all new occupants about their obligations and responsibilities' and to give than general information about that particular reef idential area. ' "

7. The KreayChairpereon must report the presence of hll'newconere' and visitors to the Housing Officer and to the Director's office.

, ,8.1The,sub-Conhittee is charged with dealing with disputes and prob- i 'leue of residents and only refer them to the Housing officer, Complex Commissar or Director if they are unable to solve them.

9. The Subebomhittee should make proposale regarding lendaoaping and the general improvement of the environment in its area.

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#### GUIDELINES FOR RESIDENTS (H1052

1. Health and hxgiene.

a) Refuse and rubbish to be placed in bins and then transferred to rubbish holes.

b) Refuse pits to be burned at the end of each day to avoid flies, rats, cockroaches and other vermin. . v

0) Nothing other than paper to be put into sanitary bowls - particularly not sanitary towels which should be wrapped in paper and burned in the rubbish holes. This is to prevent sewerege blockagee. ' "

d) Toilets and dustbins should be cleaned once daily with disinfectant to prevent germs. \_ . , ' "

e) Vegetabies should be washed in outside dhobbies before being taken into homes so that dirt.and insects can be left outside.i

#### 2. General Cleanliness

e) In the absence of washable paint for the walls try to keep the children from putting enudgy hands on then and try not to de-face or make uneceesary holes in then.

b) The grounds around your hones.ehould be kept oleeh and free of litter. ' "

#### 3. Environment

a) Elephant grass breeds mosquitoes. keep it and other weeds down.

b) Gardening is healthy and pleasurable 9 make your gardens beautiful. Grow fruit and vegetables and help to b66003 aeltesurfio-ient by producing,eoue of your own food.

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#### 4. Vacating of Rooms or Houses

If leaving Mazinbu to go elsewhere on scholarships or any other missions 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. .

\_,, V H , HOUSING COMMITTEE H 2 Terms of Ref See H 01

The Housing Committee falls under the D1 torls Office. It is headed by the Housing Officer who chairs its meetings. The Housing Officer's principle duties are:-

.1; To ensure that accommodation is allocated according to set guidelines and criteria (see H/03).

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- To check regularly that houses are looked after by the oeeupghtha and that ANC property is secure. 'V ' "'thh

' e To ensure that maintenance and repair work is done on houses: to achieve this a maintenance schedule hue to be followed.

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

a To liaise closely with the Area Residential Committees which have responsibilities for residential areas set out in document H/04

. To liaise with the Site Office regarding the handover of new rea-. idenoe and regarding advice and materials for maintenance andh '" repairs. t

- To ensure that occupants in houses live amicably; to at all.tlnep be aware of their problems and assist in resolving them. through the Area Residential Committees, ConniSSariat and other yolitioal structures. 7 ;\_

c 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.

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

- To keep inventoriee 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 Hz01'

TERMS OF REFERENCE

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. The functions of the Committee will be:-

- a) To allocate accommodation to ANC members who are actively involved in the general development of the complex.
- b) To be responsible for the maintenance and security of all houses, their contents and surroundings
- c) To provide accommodation for visitors to the complex and to arrange the catering for them. '

COMPOSITION OF THE COMMITTEE

- a) The Housing Officer (Chairperson) .- . 1
- b) Chairperson from each of the Residential Committees i.e. Tabora, Ilala, Units 1 - 4, Copenhagen, Double-Up, Kiptown.
- c) Boarding Masters (or Metrons) for Primary and Secondary ' schools.
- d) The Director and Complex Councillors

1. Functions

The Committee will meet once per month.

' STRUCTURE

The Housing Office: and Housing Committee fall under the Director's Office. '