



**POLICY ON THE MINIMUM NORMS AND
STANDARDS FOR STUDENT HOUSING AT COLLEGES
AND UNIVERSITIES IN ZIMBABWE**



ZIMBABWE COUNCIL FOR HIGHER EDUCATION

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1. Africa University
2. Arrupe Jesuit University in Zimbabwe
3. Bindura University of Science Education
4. Catholic University in Zimbabwe
5. Chinhoyi University of Technology
6. Great Zimbabwe University
7. Gwanda State University
8. Harare Institute of Technology
9. Lupane State University
10. Manicaland University of Science and Technology
11. Marondera University of Agricultural Sciences and Technology
12. Midlands State University
13. National University of Science and Technology
14. Reformed Church University in Zimbabwe
15. Solusi University
16. University of Zimbabwe
17. Women's University in Africa
18. Zimbabwe Ezekiel Guti University
19. Zimbabwe Open University

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POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT COLLEGES AND UNIVERSITIES IN ZIMBABWE

1. INTRODUCTION

Institutional audits by ZIMCHE have confirmed, with serious concern, that most colleges and universities in Zimbabwe have inadequate, and in some cases, inappropriate student accommodation. Where student residences are available, ZIMCHE has observed that some of them are old, poorly maintained, poorly distributed, and their designs rather deficient for the modern student. Invariably, students that fail to secure on-campus accommodation also face serious challenges; which include over-crowding at off-campus privately owned boarding houses, over-charging by landlords, poor transport services between campuses and boarding houses, lack of psychosocial support, and environments that are generally not conducive for academic work and social growth. Arrangements at some off-campus facilities have also exposed students to nefarious social vices, robbery and harassment.

The shortage of accommodation at institutions of higher learning has marred student experiences, academic performance and stand antithetical to the vision and values of ZIMCHE and the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development.

It is the Ministry and ZIMCHE's philosophy that student accommodation be broader than the mere provisioning of beds; rather, it has to foster the establishment of robust living and social communities that optimise student development and success. This philosophy is premised on the broader aim of inculcating in students the spirit of social responsibility, community consciousness and balanced development of all human potentialities. Student spaces, in and around student residences, are expected to facilitate nurturing of students into full grown, mature and responsible global citizens; that is, a well-rounded student life that encourages a positive attitude towards studies and extra curricula activities. Institutional ecosystems, including student residences on- and off-campus, shall be intentionally and strategically structured to maximise optimum student development; i.e., engendering social, moral,

spiritual, physical and intellectual growth of students. Life skills such as ICT proficiency, communication skills, emotional intelligence, business networking skills, problem solving, interpersonal skills, critical thinking, creativity, innovation, conflict management, leadership skills and entrepreneurial skills development, among other critical skills, shall be integral aspects of student development and support in all student spaces. Student diet, student health, aesthetical values and etiquette shall also be at the core of higher education planning and service provision.

In the past there has been no national policy or guideline to provide minimum standards for the housing of students in Zimbabwean colleges and universities.

The *Policy on the Minimum Norms and Standards for Student Housing at Colleges and Universities in Zimbabwe* (hereinafter referred to as the Policy) has been developed in response to the above-mentioned observations by the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development and ZIMCHE.

The aim of the Policy is to guide and regulate the provision of on- and off-campus student housing at Zimbabwean colleges and universities. The norms and standards shall be applied at all higher and tertiary education institutions across the sector.

The application of these minimum norms and standards shall ensure that students are provided with adequate, fit-for-purpose accommodation of reasonable quality, and enjoy learning and living environments that promote academic success, social growth and professional development.

This Policy shall be implemented when planning specifications for the building of new student housing and where practical, the refurbishment and renovation of existing student housing.

Student housing shall provide for universal access to all students including those with disabilities.

This Policy does not absolve or release any student housing provider from any local authority and statutory legislations which applies to any aspect of building construction.

2. GENERAL ABBREVIATIONS AND DEFINITIONS

In this policy, words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders, and vice versa and any word or expression to which a meaning has been assigned in the Higher Education Act bears the meaning so assigned, unless the context indicates otherwise:

“accessible” means public places shall be accessible to individuals with disabilities through architectural design (such as ramps, wheelchair-wide doorways) and/or the use of assistive technologies;

"appointed date" refers to the date on which this policy document was promulgated in Zimbabwe.

“audits” means a random sampling of facilities;

“college” means any higher and tertiary education institution that is not necessarily a university; and is established, or deemed to be established, or declared as a training institution under the Zimbabwe Council for Higher Education Act of Zimbabwe, or any amendment thereof;

“governing authority” means the institution’s ultimate policy and decision-making body;

“Government” means to the Government of the Republic of Zimbabwe;

"Ministry" means to the Ministry of Higher Education, Innovation, Science and Technology Development;

“off-campus privately owned housing” means privately owned housing units. This shall vary from large blocks of rooms similar to residence halls, to multiple bedroom houses that house only students, through to individual rooms in houses occupied by the homeowner. This

includes a housing facility leased by the university or college directly with a landlord or indirectly through an accredited leasing agent;

“on-campus accommodation” means units for accommodation on the premises of the university or college, which shall vary from large blocks of rooms like residence halls, to multiple bedroom houses that house students;

“paraplegic” means complete paralysis of the lower half of the body including both legs, usually caused by damage to the spinal cord;

“Principal” refers to the head/chief executive or accounting officer of a higher and tertiary education institution which is not a university;

“residence hall” means a block with large numbers of individual or twin rooms, with shared bathrooms on each floor, and where in self-catering residences there are usually shared kitchen facilities;

“security perimeter” means any boundary fence, perimeter wall, durawall, hedge or some such physical feature used to mark the boundary of the institution, as well as to provide security for students within institutional premises;

“the institution” means the particular higher and tertiary education in Zimbabwe as affected by these minimum norms and standards;

“universal design” means architectural design of a device, physical plant or workplace environment which is intended to be used by all, i.e. does not represent an impediment for persons with disabilities;

“university” means any higher education institution that is established, deemed to be established, or declared as a university under the Zimbabwe Council for Higher Education Act of Zimbabwe, or any amendment thereof;

“Vice-Chancellor or Rector” means the head or chief executive officer of a university; and

“ZIMCHE” refers to the Zimbabwe Council for Higher Education;

3. APPLICATION

The Policy shall apply to all State and private colleges and universities in Zimbabwe. In addition, these norms and standards shall apply to all privately-owned accommodation which shall be accredited by the office responsible for student accommodation in all higher and tertiary education institutions. These minimum norms and standards shall be incorporated into the wider policy framework of each higher and tertiary education institution in Zimbabwe.

4. PHYSICAL STRUCTURE

All existing residence buildings at all higher and tertiary education institutions, state and private, shall be refurbished and retrofitted, and room occupancy ratios appropriately adjusted in compliance with these norms and standards not more than sixty (60) months after the appointed date.

4.1. Sites of Residences



The location of student accommodation shall be deliberately planned in a manner that promotes access, success and safety of students. In order to guarantee access, safety and success, the following minimum norms shall be adhered to by all tertiary and higher education institutions:

- a. the accommodation facility shall offer security to the residents in order to enable them to pursue their academic, social, cultural and sporting activities without exposing them to dangers and any other criminal activities,
- b. All institutional accommodation shall not be more than 10 kilometres from the campus,
- c. Private accommodation shall not be more than 20 kilometres from the campus, and
- d. All off-campus student accommodation shall be serviced by a safe, reliable and efficient transport system.

4.2. Design of Student Residence

The following minimum design standards shall be adhered to:

- a. all residences shall accommodate not more than 2 students per room,
- b. All multi storey student residences shall have not less than two (2) disabled/special needs students rooms, per every 1000 of students population, (whichever is greater) reserved at the ground floor,
- c. single occupancy rooms shall not be smaller than 8m², and double rooms shall not be smaller than 14m²,
- d. No new dormitory/hall type of accommodation shall be permitted,
- e. the following minimum social spaces shall be provided:
 - common rooms
 - television rooms
 - computer rooms
 - game rooms
 - meeting/seminar rooms
 - meditation or prayer rooms
 - outside study shades



- f. residences shall be either self-catering or non-self-catering.
For non-self-catering residences, institutions shall provide meals.
For self-catering residences, the following minimum food preparation standards shall be provided in separate kitchen(s):

- appropriate and adequate food storage, cooking utensils and kitchen space,
- safe and reliable food preparation equipment, i.e., electric and/or gas stove(s) – at least 1 four plate stove (with oven) per 8 students,
- proper and adequate food refrigeration facilities – a minimum of a 320 litre capacity fridge / freezer combination is the minimum requirement per 8 students,

- dish washing sink– 1 per 15 students,
- adequate lockable cupboards – 1 per student,
- microwave oven – 1 per 15 students,
- adequate countertop space – enough for 25% of the capacity of the student residents for simultaneous usage,
- kitchen linen drying facilities,
- dish washing, where affordable,
- steam extractor, where necessary, and
- 3-bin waste disposal system – at least 3 x 40litre bins for 15 students.

Nonetheless, institutions shall provide students a combination of both self-catering and non-self-catering facilities.

- g. internet facilities shall be guaranteed and availed at all residences, be they institutional or privately owned.
- h. all student residences shall be inclusive, and shall provide the following:
 - ramps for easy access into residences,
 - ablution facilities that accommodate physically challenged students on wheelchairs and clutches,
 - notices in Braille and large font at all strategic places,
 - guiding facilities for the visually impaired (including wall rails and warning bells),
 - properly paved and surfaced roads to allow free movement of students on wheelchairs and those with visual impairment,
 - adequate parking space (compliant with the Regional Town and Country Planning Act), including bays specifically designated for persons with disability, ambulance services, fire-fighting vehicles, delivery vehicles, buses, etc., and
 - incinerators for used sanitary wear in all female student residences.

5. HEALTH AND SAFETY

All student residences shall comply with public health and safety regulatory standards. Additional requirements pertinent to the provision of student housing are listed below. Certificates of compliance and records of inspection of properties shall be obtained from the relevant authority on an annual basis and shall be displayed at strategic places or produced whenever ZIMCHE and the Ministry visit the institution. These shall include documents and records of the following services:

- a) fire safety, prevention and detection mechanisms and procedures,
- b) electricity, gas and solar installations,
- c) security staff, mechanisms and procedures,
- d) security system for entry in the residence yard or premises, the building and individual rooms and other recreational and student spaces in the residence,
- e) electronic (swipe or biometric) access points,
- f) hygiene services routines, including food preparation facilities, communal self-catering facilities and areas, ablution facilities and water reticulation flushing regimes,
- g) chemicals and products used in cleaning catering and ablution facilities,
- h) designs and fittings on shower doors or curtains, ensuring safety and privacy,
- i) occupational health and safety regulations, and evacuation diagram(s) which shall be displayed on notice boards and/or corridors,
- j) clearly marked emergency exits and fire assembly points, and records of bi-annual student fire drills,



- k) emergency exits that are user friendly and convenient to students with disabilities,
- l) evidence of liaison with local enforcement agencies dealing with the safety of students,
- m) installation of voice indicators in lifts or elevators in multi-storey residential buildings,
- n) robust waste management systems, including efficient and effective sanitary wear disposal facilities for female residencies,
- o) redundant water supply systems i.e. Local authority supply, as well as borehole supply and storage system,
- p) solar water heating system, to save electricity, in accordance to *SI 2019 - 235 Electricity (Solar Water Heating) Regulations, 2019*,
- q) solar power systems, to provide adequate to operate off-the-grid lighting, Wi-Fi, Laptop Computer, and mobile phones, and
- r) evidence of property and tenant insurance in all properties.

6. FURNISHINGS AND FITTINGS

Furnishings and fittings for each room or space in student residences are contained in the room specification manual (see annexure A). An efficient maintenance procedure shall be in place in each institution to ensure that all units within residences are functional.

7. CONSTRUCTION, REPAIRS AND MAINTENANCE

All construction, repairs and maintenance of student residences shall be carried out in accordance with regulatory statutes for construction, repairs and maintenance of buildings.

At all times, students' residences shall:

- a. be kept clean inside, outside and all surroundings, and
- b. have all repair work carried out expeditiously.

NB: No construction work of a student residence shall be carried out before consulting ZIMCHE and the receipt of Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development approval.

8. STUDENT WELL BEING AND SUPPORT

Student residences shall provide adequate access to medical and psychological services that cater for the well-being of students during the day and after hours, for both on and off-campus accommodation. All residences shall have a First Aid kit and enough instruction for use to cater for cases that might require immediate attention before professional care is rendered.

9. STUDENT HOUSING GOVERNANCE AND MANAGEMENT

9.1 Governance of Student Housing

Each higher and tertiary institution shall create a residences committee to govern residence life on its behalf. The committee shall be composed of equal numbers of the institution staff and residential students and shall be chaired by a senior official of the institution. The committee shall meet quarterly or whenever deemed necessary and its minutes shall be presented to the institution's governing authority.

9.2 Warden/Residence Manager and other employees

Each student residence shall be manned by appropriately qualified and experienced Warden or Residence Manager, who shall be assisted by student Sub-wardens and Residence Janitors. A recommended ratio of Warden to resident student of not more than 1:200 shall be maintained in all residences. A ratio of student Sub-warden to resident student of not more than 1:50 shall always be maintained for on-campus residences, and 15 minutes walkable distance/per suburb, (whichever one is greater) for off-campus residences.

Residence notices shall provide information on staff and students responsible for management of student residences. The Warden or Residence Manager shall produce Annual Reports on residences to the institution's administration.

9.3 Professional Development of Student Residence Staff

Staff manning student residences shall regularly undergo staff development programmes to keep them abreast with changing demands of their duties.

9.4 Register of Student Accommodation Providers

All higher and tertiary education institutions shall create and maintain an updated Register of student residences available to the public any given time. The information shall include location, rental fees, catering service options available, residence management structure in place and complaints procedures. Provision of student accommodation, outside the provisions of this policy is illegal.

9.5 Student Discipline

All higher and tertiary education institutions shall put in place code of behaviour for all students in all residences, both institutional and privately owned. There shall be clear disciplinary measures to be taken against offenders, including platforms and procedures for student appeal.

9.6 Residence Admissions and Allocations Policies

All institutions shall come up with clear, transparent and fair admissions and allocations policies in all students residences. However, these policies shall have a bias towards the disadvantaged and the vulnerable groups which include students with disabilities and female students.

10. ORIENTATION OF NEW RESIDENCE STUDENTS

All higher and tertiary education institutions shall institute an intensive orientation programme for all new resident students in the first week of their arrival. This orientation shall be accompanied by a detail orientation manual which resident students shall refer to when need arise.

Institutions are also encouraged to share their orientation manuals with the ZIMCHE to keep the regulatory body informed on systems and mechanisms for student support and development at all institutions.

11. MANAGEMENT OF RESIDENCE FINANCES

Higher and tertiary education institutions shall create Residence Accounts which are separate from their Main Accounts. This shall promote accountability in

Institutional and Privately-owned residences. Running student housing funds separately shall help avert the temptation of diverting funds to other commitments in the institution.

The Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development and the ZIMCHE may undertake annual site visits to inspect student residences to satisfy themselves that their management is in line with their expectations.

12. COMPLIANCE WITH MINIMUM NORMS AND STANDARDS

The Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development is the custodian of this Policy, and shall provide consultative, facilitative and supportive services to higher and tertiary institutions in assisting them to attain their student residence targets and goals. This task shall be executed in conjunction with ZIMCHE.

13. IMPLEMENTATION OF MINIMUM NORMS AND STANDARDS

13.1 Date of effect of minimum norms and standards policy

Implementation of these minimum norms and standards is expected to commence immediately and shall be completed within a reasonable time, preferably within five years from the appointed date. 

Higher and tertiary education institutions shall engage private providers of student residences to implement the same within reasonable time depending on their circumstances.

13.2 All Providers to be registered

All providers of student accommodation shall be required to apply and register with the institution to which they wish to provide accommodation. Provision of accommodation to students, outside the provisions of this policy is illegal.

13.3 Provision of students accommodation by unregistered providers

A provider, who continues to provide students accommodation, after the appointed date, outside the provisions of this policy shall be guilty of an offence and liable to a fine not exceeding *level 7 of Section 27 of the Finance Act, 2019 (No. 1 of 2019)* or to imprisonment for a period not exceeding two years or to both such fine and such imprisonment.

13.4 Existing structures to be exempt

In existing structures, the minimum norms and standards shall not affect room sizes, notwithstanding the provisions of *Section 13.3* of this Policy document, in order not to affect the stability of such buildings.

13.5 Non-compliant structures to be upgraded

Existing and or new, non-compliant structures shall be upgraded and retrofitted with services such as wall & floor finishes, furniture & fittings, lighting and electrical installations, auxiliary solar power system, solar geyser, fire-fighting equipment, data connectivity during their phased maintenance. Providers shall comply with the new room occupancy ratios as outlined by *Section 4.2a, b, c* of this Policy document.

13.6 Provider to submit upgrading plan, and Inspection

A provider shall be required to, within 6 months after the appointed date, submit to the Warden or Residence Manager, a sixty (60) months compliance plan for the retrofitting of their buildings and periodic inspections by the Warden or Residence Manager of the institution.

13.7 Failure to upgrade or retrofit non-compliant students accommodation

Failure by a provider to submit a sixty (60) months compliance plan, or to upgrade existing student accommodation, by way of retrofitting it with the minimum amenities, shall result in a provider being struck off the Register of student accommodation providers.

13.8 All new structures shall be required to comply

All new structures, or conversions, intended for student accommodation shall be required to comply with these minimum norms and standards before they shall be registered. All work, on both old and new structures, must be done by registered professionals from the Built Environment, and must comply with construction regulatory frameworks and by-laws of Zimbabwe.

ANNEXURE A: MINIMUM NORMS AND STANDARDS (ROOM SPECIFICATION DATA)

1. Single student room
2. Double student room
3. Principal Common Room
4. Minor Common Room
5. Student Study Area
6. Passages
7. Utility Area
8. Foyer
9. Guest Toilet
10. Kitchenettes
11. Ablutions
12. Laundry
13. Cleaner's Store
14. Box rooms
15. Linen Room
16. Water heating room
17. Hub/IT room
18. Grounds
19. Warden/Residence Manager's House/Flat
20. Warden/Residence Manager's Office
21. General



1. Single student room

- A. Room Use: Study Bedroom
- B. Area: 8m²
- C. Finishings:
- i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
- i. Fitted/installed by contractor
 - CBD joinery
 - Curtain rail (double track)
 - Towel rail
 - Mirror
 - ii. Furniture & Fittings
 - Bed
 - Mattress
 - Study desk/table
 - Desk chair
 - Book shelf
 - Curtains
 - Study lamp (low energy)
 - Pin board (mounted)
 - Wastepaper bin
 - Bedside table
- E. Services
- i. Mechanical
 - Wall mounted heater
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - ii. Electrical
 - Lighting: 100 lux
 - 15 Amp socket (x2)
 - iii. Communication
 - Network: fibre-optic and/or wireless
- F. Notes
- i. If self-catering is allowed, a separate Cabinet shall be provided for storage of 2 small pots and 1 pan.
 - ii. Cupboards: Built-in cupboards with sufficient hanging

space and shelf space. A separate built-in cupboard for groceries is to be provided if self-catering facilities are available.

- iii. Windows: Bedroom windows on ground floor and other vulnerable windows shall be fitted with burglar bars.
- iv. Door and floor space dimensions for rooms for students of wheelchair shall provide sufficient space for navigation, including by motorised wheelchairs.

2. Double student room

- A. Room Use: Study Bedroom
- B. Area: 14m²
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - CBD joinery
 - Curtain rail (double track)
 - Towel rail (x2)
 - Mirror (x2)
 - Privacy partition/curtain
 - ii. Furniture & Fittings
 - Single Bed (x2), not bunk beds
 - Mattress (x2)
 - Study table (x2)
 - Desk Chair (x2)
 - Book shelf (x2)
 - Curtains
 - Study lamp (low energy) (x2)
 - Pin board (mounted) (x2)
 - Wastepaper bin (x2)
 - Bedside table (x2)
- E. Services
 - i. Mechanical
 - Wall mounted heater (x2)
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage

- ii. Electrical
 - Lighting: 100 lux (x2)
 - 15 Amp socket (x4)
- iii. Communication
 - Network: fibre-optic (x2) and/or wireless

F. Notes

- i. If self-catering is allowed, a separate Cabinet shall be provided for storage of 2 small pots and 1 pan.
- ii. Cupboards: Built-in cupboards with sufficient hanging space and shelf space. A separate built-in cupboard is to be provided if self-catering is available.
- iii. Windows: Bedroom windows on ground floor and other vulnerable windows shall be fitted with burglar bars.

3. Common Room (Principal)

- A. Room Use: Recreation/meeting
- B. Area: refer to section 4.2(d) of this Policy
- C. Finishings:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/terrazzo
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

i. Fitted/installed by contractor

- TV shelf/bracket
- Curtain track (double)
- AV equipment cupboard (theft proofed)

ii. Furniture & Fittings

- Tub/easy chairs (1/2 bed capacity) and sofas/couches
- Plastic stacking chairs (1/4 bed capacity)
- Curtains
- Rubbish bin (large)
- DVD player
- TV (theft-proof bracket)
- Drinking water filter

E. Services

i. Mechanical

- Wall mounted heater (x2)
- Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage

- Smoke detector
- ii. Electrical
 - Lighting: 200 lux (x2)
 - 15 Amp socket (x4)
 - Outdoor lighting
- iii. Communication
 - Network: fibre-optic (x2) and/or wireless

F. Notes

- i. Windows: Windows on ground floor and other vulnerable windows shall be fitted with burglar bars.
- ii. Reserved seating or sections shall be created for students on wheelchair, ensuring strategic positioning for unhindered viewing or participation during social function.

4. Common Room (Minor)

- A. Room Use: Recreation/meeting
- B. Area: at least 9m²
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - TV shelf/bracket
 - Curtain track (double)
 - AV equipment cupboard (theft proofed)
 - ii. Furniture & Fittings
 - Tub/easy chairs (1/4 bed capacity)
 - Curtains
 - Rubbish bin (large)
 - DVD player
 - TV (theft-proof bracket)
 - Pool table(s)
 - Dart(s) board
 - Chess set(s)
 - Table tennis
 - Mini tuck-shop
 - Drinking water filter
- E. Services

i. Mechanical

- Wall mounted heater (x2)
- Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
- Smoke Detectors

ii. Electrical

- Lighting: 200 lux (x2)
- 15 Amp socket (x4)
- Outdoor lighting

iii. Communication

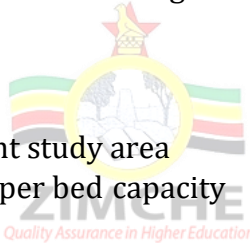
- Network: fibre-optic (x2) and/or wireless

F. Notes

- Windows: Windows on ground floor and other vulnerable windows shall be fitted with burglar bars.
- Additional security: This smaller common room shall be made secure (security gates & burglar guards) so that it shall be used as a storage/box room during vacations.

5. Student Study Area

- A. Room Use: Student study area
- B. Area: 0,1m² per bed capacity
- C. Finishings:
- Walls: Plaster, painted
 - Floors: Durable lino/tiles/terrazzo
 - Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
- Fitted/installed by contractor
 - Curtain track (double)
 - Whiteboard
 - Furniture & Fittings
 - Study tables
 - Desk chairs
- E. Services
- Mechanical
 - Wall mounted heater
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Smoke detector



- ii. Electrical
 - Lighting: 500 lux
 - 15 Amp socket (x4)
- iii. Communication
 - Network: fibre-optic (x2) and/or wireless

6. Passages

- A. Use: Passage
- B. Area: As per design
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Statutory fire equipment & signage (exit & fire)
 - ii. Furniture & Fittings
 - Notice boards (where applicable)
- E. Services
 - i. Mechanical
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - ii. Electrical
 - Lighting: 100 lux
 - 15 Amp socket (x2)
 - iii. Communication
 - Intercom system linked to front entrance
- F. Notes
 - i. Passage lights on time-delay motion sensor switch.
 - ii. Free mobility for students on wheelchairs and rails for visually impaired students.

7. Utility Area

- A. Room Use: General Utility Area
- B. Area: As per design
- C. Finishings:
- i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
- i. Fitted/installed by contractor
 - CBD joinery
 - ii. Furniture & Fittings
 - Waste bins (x3)
 - Fridge (1 per floor)
 - Vacuum cleaner
 - Broom
 - Dustpan & hand brush
- E. Services
- i. Mechanical
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Smoke detector
 - ii. Electrical
 - General
 - 15 Amp socket

8. Foyer

- A. Room Use: Entrance
- B. Area: As per design
- C. Finishings:
- i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
- i. Fitted/installed by contractor
 - Recessed floor mats

- Statutory fire equipment & signage (exit & fire)
- ii. Furniture & Fittings
- Notice boards (where applicable)
 - Rubbish bin
 - Table
- E. Services
- i. Mechanical/Security
- Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Smoke detector
 - Solar Water Geyser
 - CCTV
 - Biometric access control
 - Door alarm
 - Fire alarm control box
- ii. Electrical
- Lighting: 200 lux
 - 15 Amp socket
- iii. Communication
- Intercom system linked to each passage
- F. Notes
- i. Biometric access control system, magnetic locks and door alarm to be integrated in door design/installation. Access control to be easily accessible to wheelchairs.



9. Guest toilet

- A. Use: Passage
- B. Area: 2 ASM
- C. Finishings:
- i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
- i. Fitted/installed by contractor
- Statutory fire equipment & signage (exit & fire)
- ii. Furniture & Fittings
- Notice boards (where applicable)

E. Services

i. Mechanical

- Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
- Smoke detector
- Solar Water Geyser

ii. Electrical

- Lighting: 100 lux
- 15 Amp socket (x2)

iii. Communication

- Intercom system linked to front entrance

F. Notes

- Passage flights on time-delay motion sensor switch
- Universal access shall be guaranteed

10. Kitchenettes in non-self-catering student housing

NB: These specifications are for kitchenettes in residences where catering is provided to the student residents and shall not be used for self-catering residences.

A. Use: Kitchen

B. Area: 8.2 ASM

C. Finishings:

- Walls: Plaster, painted
- Floors: Durable lino/tiles/Terrazzo
- Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

i. Fitted/installed by contractor

- Single bowl sink with drain
- Hardwearing Counter top with 2 door cupboard beneath
- Towel rail
- Fire extinguisher

ii. Furniture & Fittings

- Fridge 325l
- Microwave 26l
- Flip top bin large
- Urn 20l

E. Services

i. Mechanical

- Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
- Smoke detector

ii. Electrical

- Lighting: 200 lux
- 15 Amp socket (x2)

F. Notes

- Lights on time-delay motion sensor switch
- Hatch to large common room

11. Ablutions

- A. Use: Ablution facilities
 B. Area: Size driven by ratios below

C. Finishings:

- Walls: Tiles to ceiling
- Floors: Non-slip tiles
- Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

i. Fitted/installed by contractor

- Shower rail
- Wash basin
- Shower cubicle
- Robe hook per cubicle & soap dish
- Mirror 300x400
- Soap dish

2/shower
 1/4 students
 1/7 students
 1/cubicle
 1/wash basin

ii. Furniture & Fittings

- Shower curtains 2/cubicle

E. Services

i. Mechanical

- Mechanical extract
- Solar Water Geyser

ii. Electrical

- Lighting: 200 lux
- 15 Amp socket

F. Notes

- i. Lights on time-delay motion sensor switch
- ii. Fall from door to showers
- iii. Ablution per passage
- iv. Paraplegic toilet/shower in ablution at entry wing
- v. Shower cubicle to have dry/wet zone

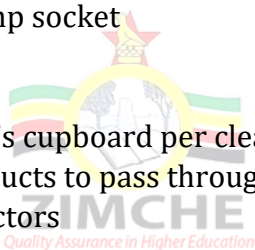
12. Laundry

- A. Room Use: Laundry 1/40 students
- B. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- C. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Double trough
 - Fixed ironing board
 - Shelving 300x1500
 - ii. Furniture & Fittings
 - Industrial tumble dryer 1/25 students
 - Industrial washing machine 1/25 students
 - Clothes horse
- D. Services
 - i. Mechanical
 - Mechanical extractor
 - Water Storage Tank
 - Solar Water Geyser
 - ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket (x2 double)
- E. Notes
 - i. Lights on time-delay motion sensor switch
 - ii. Floor tiles laid to fall with floor drain
 - iii. Dryer Direct Expel through outer wall
 - iv. Preferably one laundry per floor
 - v. Window on external wall preferable

- vi. Sufficient power points for washing machines, tumble dryers & student iron
- vii. Smoke detectors

13. Cleaner/Janitor 's store

- A. Room Use: Cleaner's store
- B. Area: 2 ASM
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Shelves 300x1000 (x3)
- E. Services
 - i. Electrical
 - Lighting: 160 lux
 - 15 Amp socket
- F. Notes
 - i. One cleaner's cupboard per cleaner
 - ii. No service ducts to pass through room
 - iii. Smoke detectors



14. Box room

- A. Room Use: Storage
- B. Area: ASM 0.15 m²/student
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Slatted shelving (3rows)
 - Security gate
 - ii. Furniture & Fittings
 - Notice boards (where applicable)
- E. Services

- i. Mechanical
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Solar Water Geyser
- ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket

F. Notes

- i. Small common room doubles as a box room during vacations.
- ii. Solid door and smoke detectors
- iii. 1 trunk per student
- iv. Ventilation louvres
- v. Air bricks
- vi. Burglar bars on window;

15. Linen room (if applicable)

A. Room Use: Linen storage

B. Area: ASM 0.15m²/student

C. Finishings:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - Slatted shelving

E. Services

- i. Mechanical
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Smoke detector
- ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket

F. Notes

- i. Adequate space for laundry collection & distribution
- ii. Adequate ventilation
- iii. Ventilation louver

- iv. Air bricks
- v. Stable door with service flap

16. Water heating room

- A. Room Use: Water heating
- B. Area: ASM 0.12m²/student
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Screed
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Preferably heat pumps with boiler backup.
- E. Services
 - i. Mechanical
 - Adequate water supply
 - Fire extinguisher
 - Solar Water Heater Geyser array
 - Borehole water auxiliary system
 - ii. Electrical
 - Lighting: 200 lux
 - 15 Amp socket (x2)
- F. Notes
 - i. Low energy heating units to be explored

17. Hub/IT room

- A. Room Use: IT equipment space
- B. Area: ASM 0.03m²/student
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Equipment as per IT & S Division specifications
- E. Services

- i. Mechanical
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Smoke detector
- ii. Electrical
 - Lighting: 250 lux
 - 15 Amp socket (x3)

F. Notes

- i. Adequate ventilation – riser duct to roof space
- ii. Reinforced louvre in door

18. Grounds

- A. Use: Recreation & access
- B. Area: Reasonable space for social and recreation purposes
- C. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - ii. Furniture & Fittings

D. Services

- i. Mechanical
 - Garden tap
 - Fire Hydrants
 - Borehole
- ii. Electrical
 - Security and accent lighting
 - 15 Amp socket (x2)
 - Solar powered Street Lamps, & Garden lighting



E. Notes

- i. Soft landscaping shall include a flat lawned area sufficient for a volleyball court
- ii. Hard Landscaping shall include a flat paved area sufficient for a basketball court
- iii. Parking provision – 1bay/20 students
- iv. Service vehicles access to front door shall be no greater than 20m

19. Warden/residence manager's flat

- A. Facility Use: Accommodation for Warden/Res Manager and family
- B. Area: 2/3 bedroomed flat which includes lounge/dining room, kitchen, bathroom and guest bathroom/toilet.
- C. Finishings:

- i. Walls: Plaster, painted
- ii. Floors: Durable lino/tiles/terrazzo
- iii. Ceiling: Plastered concrete or ceiling board

D. Fittings, furniture & equipment

- i. Fitted/installed by contractor
 - Determined by each institution
- ii. Furniture & Fittings
 - Determined by each institution

E. Services

- i. Mechanical
 - Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
 - Solar Water Geyser
 - 5kva Solar electrical Power System
 - Lighting: min 100 lux per room
 - Sufficient 15 Amp sockets per room
- ii. Communication
 - External line telephone
 - Wireless and/or fibre optic network access

F. Notes

- i. Separate 200l geyser (NOT supplied from residence)
- ii. Lock up garage adjacent to flat
- iii. Small enclosed garden where possible with drying yard & clothes-line

20. Warden/Residence Manager's office

- A. Room Use: Study/office
- B. Area: Sufficient to interview 2/3 students simultaneously
- C. Finishings:
 - i. Walls: Plaster, painted
 - ii. Floors: Durable lino/tiles/terrazzo
 - iii. Ceiling: Plastered concrete or ceiling board
- D. Fittings, furniture & equipment
 - i. Fitted/installed by contractor
 - Door bell
 - Double curtain rail
 - ii. Furniture & Fittings
 - Curtains/blinds

- Office desk
- Office chair
- Filing cabinet
- Visitors chairs (x2)
- Wall safe
- First Aid box
- Door pin board
- Wall pin board
- Bookcase (3 tier)

E. Services

i. Mechanical

- Fire fighting: Fire Alarm & Smoke detectors, Hose reel & extinguisher in passage
- Smoke detector

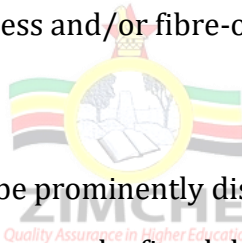
ii. Electrical

- Lighting: 200 lux
- 15 Amp socket (x2)

iii. Communication

- Telephone extension
- Wireless and/or fibre-optic network connection

21. General



- a. Residence name to be prominently displayed at front entrance
- b. Statutory safety signage to be fitted throughout
- c. One fridge per floor, but not less than one fridge/30 students (catering provided)
- d. Front entrance and facilities to be wheelchair accessible
- e. Adequate fire alarm system to be fitted
- f. Fire safety doors to be fitted to all fire escapes
- g. Rain water tanks shall be provided in easily accessible places.
- h. Natural lighting and natural ventilation of spaces to be preferred ahead of mechanical systems;
- i. Eco-friendly building mechanical (HVAC) systems are recommended;
- j. All existing structures to be retrofitted with solar water geysers & with solar power systems;
- k. All incandescent light bulbs are prohibited, in favour of low wattage LED lighting systems

1. Drinking water fountains at strategic points

