



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

ANNEXURE B1

STANDARD CLEANING SERVICES ACTIVITIES

STANDARD CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
A. KITCHEN	
<ul style="list-style-type: none">De-cobweb and dust, run a duster around all edges of the ceiling and down the corners of the room, all the light fixtures, under tables, around pictures on the walls, windowsills, and any other place that there may be spider webs and dust.	Daily
<ul style="list-style-type: none">Clean outside and inside of refrigerator , including handles, shelves and drawers	Daily
<ul style="list-style-type: none">Defrost and clean the refrigerator	Monthly / As and when necessary
<ul style="list-style-type: none">Spot clean wall, door frames, paying special attention to the walls around the zinc	Three Times a day.
<ul style="list-style-type: none">Dust the cabinet front and knobs, with special to the grime that collects on and around the cabinet handles and knobs	Three Times a day
<ul style="list-style-type: none">Clean all countertops and surfaces	Three Times a day
<ul style="list-style-type: none">Polish all countertops and surfaces	Daily
<ul style="list-style-type: none">Clean the inside and outside of microwave oven door and handle.	Daily
<ul style="list-style-type: none">Spot check and clean stains and finger prints from all windows and glass	Daily
<ul style="list-style-type: none">Empty the trash and rinse/wipe down the trash container, replace liner	Three Times a day
<ul style="list-style-type: none">Collect dirty dishes and lunch boxes from workstations/central place, wash and return to central place.	Three Times a day

<ul style="list-style-type: none"> Collect dirty dishes from meeting rooms/boardrooms, wash and return to stores. 	As and when required.
<ul style="list-style-type: none"> Clean light switches 	Daily
<ul style="list-style-type: none"> Sweep and mop floor 	Three Times a day
<ul style="list-style-type: none"> Wax / Polish floor 	Daily
B. BATHROOMS	
<ul style="list-style-type: none"> Clean toilet seat including all interior and exterior surfaces, base, floor and wall area. 	Four Times a day.
<ul style="list-style-type: none"> Clean basins 	Four Times a day.
<ul style="list-style-type: none"> Clean all mirrors 	Four Times a day.
<ul style="list-style-type: none"> De-cobweb and dust, run a duster around all edges of the ceiling and down the corners of the room, all the light fixtures, under zinc, windowsills, and any other place that there may be spider webs and dust. 	Daily
<ul style="list-style-type: none"> Clean and mop the floor 	Four Times a day.
<ul style="list-style-type: none"> Run duster over trim 	Daily
<ul style="list-style-type: none"> Spot clean doors with special attention around the doorknobs 	Four Times a day.
<ul style="list-style-type: none"> Clean light switches 	Daily
<ul style="list-style-type: none"> Empty waste basket and replace liner 	Four Times a day.
<ul style="list-style-type: none"> Dust blinds 	Weekly
NB. Service provider shall be held accountable for the blind damage by the cleaner	
C. STAIRWAYS	
<ul style="list-style-type: none"> Vacuum steps, using broom or crevice tools along all edges and corners 	Daily
<ul style="list-style-type: none"> Dust and Sanitize handrails and fittings 	Daily
<ul style="list-style-type: none"> De-cobweb and dust, run a duster around all edges of the ceiling and down the corners of the stairs, all the light fixtures, and any other place where there may be spider webs and dust. 	Daily
D. WAITING ROOM	
<ul style="list-style-type: none"> De-cobweb and dust, run a duster around all edges of the ceiling 	Daily



and down the corners of the room, all the light fixtures, under tables, around pictures on the walls, windowsills, and any other place where there may be spider webs and dust.	
• Mop floor	Four Times a day.
• Dust TV and audio equipment	Daily
• Spot clean all windows	Weekly
• Vacuum couches and chairs	Weekly
• Dust and polish telephone bases and handles	Four times a day.
• Dust all furniture with special attention to armrests and top backs of chairs	Four times a day.
• Polish all furniture with special attention to armrests and top backs of chairs	Daily
• Dust blinds	Weekly
• NB. Service provider shall be held accountable for the blind damage by the cleaner	
• Sweep and tidy front/back outdoor entrance	Four times a day.
• Dust flower vases and flowers	Daily
E. EMERGENCY STAIRS	
• Vacuum steps, using broom or crevice tools along all edges and corners	Once a week.
F. OFFICES	
• Empty the trash and rinse/wipe down the trash container, replace liner	Three times a day.
• De-cobweb and dust, run a duster around all edges of the ceiling and down the corners of the room, all the light fixtures, under tables, around pictures on the walls, windowsills, and any other place that there may be spider webs and dust.	Daily
• Vacuum floor	Weekly
• Mop floor	Three times a day.
• Vacuum underneath edges of furniture	Weekly
• Dust TV and audio equipment (NB-may need special cleaning instructions)	Daily
• Clean mirrors and glass	Daily and when necessary
• Spot clean all windows	Daily and when

	necessary
• Vacuum couches and chairs	Weekly
• Dust and clean telephone/computers bases and handles	Three times a day.
• Dust and polish all furniture with special attention to armrests and top backs of chairs	Daily
• Dust blinds • NB. Service provider shall be held accountable for the blind damage by the cleaner	Daily
G. REFUSE AREA	
• Sweep and keep the refuse area tidy	Daily
• Remove all waste to a specified areas	Daily/As per the municipality waste removal schedule.
• Replace refuse bags	Daily and when required
• Remove all waste papers	Daily
H. PARKING and WALKWAYS /BUIDLING SURROUNDINGS	
• Sweep the area	Daily
• Pick up litters and remove to agreed area	Daily/As and when necessary.
I. STOREROOM	
• Dust all areas	Twice monthly /and when required
• Dust and Sanitize handrail, door handles, and fittings (office doors, emergency doors etc)	Twice monthly /and when required
J. BOARDROOMS	
• Collect cutlery from stores to the boardroom before meetings.	As when required
K. WATER COOLERS	
• Clean and re-fill water coolers	Twice a week and when necessary
L. ENTRANCE	
• Sweep entrance	Four Times a day.

• Clean step and doormats	Daily
M. LIFT AND FOYER	
• Clean lifts floors	Four Times a day.
• Polish lifts floors	Daily
• Clean lift mirrors and walls	Daily
• Glass doors and door knobs at the entrances must be cleaned and dust all accessible ledges to height of 2m	Daily
• Clean direction and signage boards (move generic)	Weekly
N. QUARTELY ACTIVITIES	
• Wash windows inside	Quarterly
• Wash windows outside (height not exceeding 3 meters from accessible floor)	Quarterly
• Deep Clean fabric chairs and couches (number may increase or decrease)	Quarterly (only on weekends)
• Deep Clean carpets	Quarterly (only on weekends)
• Strip and buff tiles	Quarterly (only on weekends)
• Pest control	Quarterly (only on weekends)
• Deep cleaning of toilet	Quarterly (only on weekends)
O. DECONTAMINATION ACTIVITIES.	
• Disinfection/Sanitation of Offices and Vehicles	As and when required.
P. SERVER ROOM	
• Clean the room and cabinets.	On request
Q. EXCLUDED AREAS	
• Electrical and mechanical plants cabinets	
R. CONDITIONS ON SERVICE TIME	
DAILY CLEANING – Monday to Friday 06h30 to 15h00	
NB: NIGHT CLEANING IS NOT ALLOWED	





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SOUTH AFRICAN SOCIAL SECURITY AGENCY

ANNEXURE B2

SANITATION ACTIVITIES

SANITATION ACTIVITIES	FREQUENCY
A. SANITARY DISPOSAL	
<ul style="list-style-type: none">Remove Sanitary waste and dispose to (approved site)	Weekly
<ul style="list-style-type: none">Wipe disposal bin with disinfectant and replace liner	Weekly
B. SANITARY BAGS	
<ul style="list-style-type: none">Supply and replace sanitary bags	Weekly
C. SEAT WIPES	
<ul style="list-style-type: none">Replenish Seat sanitizer dispenser	As and when required.
D. HAND WASH LIQUID SOAP	
<ul style="list-style-type: none">Replenish liquid Hand wash	As and when required.
E. PAPER TOWEL	
<ul style="list-style-type: none">Replenish Paper towels	As and when required.
F. AUTOMATIC AIR FRESHNER	
<ul style="list-style-type: none">Replenish Air freshener.	As and when required.
G. TOILET PAPER	
<ul style="list-style-type: none">Replenish Toilet papers.	Daily / As and when required.
H. WALL MOUNTED PAPER TOWEL BIN	
<ul style="list-style-type: none">Empty the waste bin and remove waste from site	Daily
I. AUTOSANITISOR	
<ul style="list-style-type: none">Replenish Auto sanitizer	As and when required.
J. NB.	
<ul style="list-style-type: none">Extra box of batteries must be kept in the storeroom for emergenciesPaper towels must be manufactured from a soft, good quality paper tissue (SABS approved).	

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|---|--|
| <ul style="list-style-type: none">• Hand wash liquid soap must be drip free and not harsh/irritable to the skin (non-ammoniated).• Air freshener must spray at intervals of 5 minutes. | |
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ANNEXURE B3

OFFICE BASIC INFORMATION AND FLOOR DESCRIPTION DISTRICT THREE – NKANGALA

NKANGALA DISTRICT OFFICE, WITBANK

OFFICE NAME		NKANGALA DISTRICT: ATHLONE STREET, MANN BUILDING, WITBANK					
FLOOR		Floor Plan 670					
NUMBER OF OFFICIALS		23		NUMBER OF CLIENTS PER MONTH		0	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
2	19	2		2	1	1	2
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
2	1	1	2	3	0	3	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
139	540m ²	130m ²		405m ²	110	0	0

DELMAS SERVICE OFFICE, DELMAS

OFFICE NAME		DELMAS SERVICE OFFICE: BOTLENG THUSONG CENTRE					
FLOOR		Floor Plan 87m ²					
NUMBER OF OFFICIALS		6		NUMBER OF CLIENTS PER MONTH		250	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	3	0		0	1	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
1	0	0	1	1	0	0	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
15	0	0	105	0	0	8m ²	0

DR J S MOROKA LOCAL OFFICE, SIYABUSWA

OFFICE NAME		Dr JS MOROKA: OLD PARLIAMENT BUILDING, SIYABUSWA					
FLOOR		Floor Plan 842					
NUMBER OF OFFICIALS		14		NUMBER OF CLIENTS PER MONTH		1000	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	9	4		1	2	0	2
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
3	1	2	4	4	0	3	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
53	42	800m ²	0	131m ²	0	0	250m ²

ANNEXURE B3

OFFICE BASIC INFORMATION AND FLOOR DESCRIPTION DISTRICT THREE – NKANGALA

EMAKHAZENI LOCAL OFFICE, BELFAST

OFFICE NAME		EMAKHAZENI: 26 SCHEEPERS STREET, BELFAST					
FLOOR		Floor Plan 160m ²					
NUMBER OF OFFICIALS		8		NUMBER OF CLIENTS PER MONTH		300	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	7	1		1	1	0	1
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
4	1	1	3	4	0	2	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
21	134m ²	26m ²	0	365m ²	0	0	195m ²

EMALAHLENI LOCAL OFFICE, WITBANK

OFFICE NAME		EMALAHLENI: ATHLONE STREET, MANN BUILDING, WITBANK					
FLOOR		Floor Plan 984 m ²					
NUMBER OF OFFICIALS		19		NUMBER OF CLIENTS PER MONTH		2500	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
2	17	1		0	1	1	3
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
6	1	2	3	5	0	4	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
67	374m ²	610m ²	0	0	0	0	0

VERENA SERVICE OFFICE, VERENA

OFFICE NAME		VERENA SERVICE OFFICE: VERENA THUSONG CENTRE					
FLOOR		Floor Plan 76					
NUMBER OF OFFICIALS		6		NUMBER OF CLIENTS PER MONTH		300	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	2	1		0	1	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
1	0	0	1	0	0	0	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
11	0	76m ²	0	18m ²	0	0	0

ANNEXURE B3

OFFICE BASIC INFORMATION AND FLOOR DESCRIPTION DISTRICT THREE – NKANGALA

THEMBISILE SERVICE OFFICE, KWAMHLANGA

OFFICE NAME		THEMBISILE HANI: GOVERNMENT COMPLEX, KWAMHLANGA					
FLOOR		Floor Plan 363					
NUMBER OF OFFICIALS		7		NUMBER OF CLIENTS PER MONTH		700	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	15	1		0	2	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
2	1	1	2	2	0	2	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
28	217m ²	0	146m ²	30m ²	0	0	0

THEMBISILE LOCAL OFFICE: TWEEFONTEIN H

OFFICE NAME		TWEEFONTEIN H					
FLOOR		Floor Plan 165 M ²					
NUMBER OF OFFICIALS		9		NUMBER OF CLIENTS PER MONTH		400	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	4	1		0	1	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
1	1	0	1	1	0	1	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
27	0	165m ²	0	18m ²	0	0	0

STEVE TSHWETE LOCAL OFFICE, MIDDELBURG

OFFICE NAME		"SASSA BLOCK A AND B", 37 Dr BEYERS NAUDE, MIDDELBURG					
FLOOR		Floor Plan 237m ²					
NUMBER OF OFFICIALS		11		NUMBER OF CLIENTS PER MONTH		500	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	5	1		1	2	0	1
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
3	0	0	1	3	0	2	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
36	109m ²	128m ²		53m ²	0	0	46

ANNEXURE B3

OFFICE BASIC INFORMATION AND FLOOR DESCRIPTION DISTRICT THREE – NKANGALA

MHLUZI SERVICE OFFICE, MIDDELBURG

OFFICE NAME		"SASSA MHLUZI OFFICE EXTENSION 7, MIDDLEBURG					
FLOOR		Floor Plan 246.35m ²					
NUMBER OF OFFICIALS		4		NUMBER OF CLIENTS PER MONTH		300	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	2	1		1	2	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
2	0	0	1	2	0	1	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
28	0	0	246.35M ²	45m ²	0	0	0

MBIBANE SERVICE OFFICE, (VAALBANK)

OFFICE NAME		MBIBANE SERVICE OFFICE: MBIBANE MAGISTRATE OFFICES, MBIBANE					
FLOOR		Floor Plan 207m ²					
NUMBER OF OFFICIALS		6		NUMBER OF CLIENTS PER MONTH		200	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
0	3	1		0	0	0	1
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
1	0	2	1	2	0	2	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
18	52m ²	0	155	0	0	0	0

MKOBOLA SERVICE OFFICE, (KWAGGAFONTEIN)

OFFICE NAME		MKOBOLA SERVICE OFFICE: MKOBOLA MAGISTRATE OFFICES, KWAGGAFONTEIN					
FLOOR		Floor Plan 211m ²					
NUMBER OF OFFICIALS		10		NUMBER OF CLIENTS PER MONTH		600	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	2	2		0	1	0	1
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
1	0	1	2	2	0	1	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
43	77m ²	134m ²	0	0	0	0	0

ANNEXURE B3

OFFICE BASIC INFORMATION AND FLOOR DESCRIPTION DISTRICT THREE – NKANGALA

MMAMETLHAKE SERVICE OFFICE, MMAMETLHAKE

OFFICE NAME		MMAMETLHAKE SERVICE OFFICE: PENSIONS OFFICE, MMAMETLHAKE, MORETELE					
FLOOR		Floor Plan 146m ²					
NUMBER OF OFFICIALS		5		NUMBER OF CLIENTS PER MONTH		300	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	2	2		1	1	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
3	0	2	2	3	0	2	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
24	0	146m ²	0	0	0	0	782m ²

MARAPYANE SERVICE OFFICE, MARAPYANE

OFFICE NAME		MARAPYANE SERVICE OFFICE: MARAPYANE THUSONG CENTRE					
FLOOR		Floor Plan 52m ²					
NUMBER OF OFFICIALS		5		NUMBER OF CLIENTS PER MONTH		400	
Rooms/Offices							
Kitchen	Cellular Offices	Open Plan: Workstations		Board Room	Reception Area	Printing/ Copier Room	Store room
1	3	1		1	1	0	0
Bathrooms							
Male				Female			
Toilets	Disabled Toilets	Urinals	Hand Wash Basins	Toilets	Disabled Toilets	Hand Wash Basins	
2	0	1	2	2	0	2	
Chairs and Floor Cover Area							
Number of Chairs	Carpet (m²)	Ceramic Tiles (m²)	Vinyl (m²)	Outside Paving (m²)	Cement Floor Basement Parking (m²)	Cement Floor Storerooms (m²)	Yard (Gardening) (m²)
9	0	52m ²	0	0	0	0	0

DISTRICT THREE SUMMARY

OFFICE	SQUARE METRES CLEANING SERVICE	NUMBER OF STAFF	NUMBER OF BENEFICIARIES	Vehicles		
				Light Delivery Vehicle	Sedan	Trucks
Nkangala District Office	670	23	0	1	5	1
Delmas Service Office	87	06	250	0	2	0
Dr J S Moroka (Siyabuswa) Local Office	842	14	1000	1	2	0
Emakhazeni Local Office	160	08	300	1	2	0
Emalahleni Local Office	984	19	2500	2	2	0
Verena Service Office	76	06	300	1	1	0
Thembisile (KwaMhlanga) Service Office	363	07	700	2	2	0
Thembisile Hani Local Office (Tweefontein H)	165	09	400	0	0	0
Steve Tshwete Local Office	237	11	500	2	2	0
Mhluzi Service Office	246	04	300	0	0	0

ANNEXURE B3

OFFICE BASIC INFORMATION AND FLOOR DESCRIPTION DISTRICT THREE – NKANGALA

Mbibane Service Office	207	06	200	1	1	0
Mkobola Service Office	211	10	600	1	1	0
Mamethake Service Office	146	05	300	1	0	0
Marapyane Service Office	52	05	400	0	1	0
Total	4446	133	7750	13	21	1

