



Memorandum

**To: Dr Joe Manyaka
Senior Director (Operations)**

**From: Mr Anton Wehmeyer
Head of Auxiliary Service - APB**

Date: February 2018

Re: MONTHLY REPORT: AUXILIARY, GROUNDS AND GARDENS - APB

1. PURPOSE / OBJECTIVE

- To report on the status of the grounds, gardens and cleaning service at APB.

2. GENERAL

- Many malfunctions for Steiner equipment has been reported and they are busy repairing.
- Projects currently running is Fountain at A block, Irrigation at Rag Farm and Flower Boxes Bunting Road, order numbers was issued.
- The chemical budget is one of the challenges as it has been cut.
- All operations within the **APB Campus Cleaning & Support and Gardens and Grounds**, are on – going, we have a challenge with the cutting of grass with all the rain that we had.
- **Archibus**: 42 requests were attended to - and there is seven outstanding.
- There are five insourced gardeners opposed to the fourteen (14) that the supplier previously had deployed - and this is causing challenges. Saturday work is required in order to stay on schedule. The gardens on the entire campus and amongst all the Residences on the APB Campus just cannot be maintained with this staff compliment. Seven (7) temporary workers have been obtained to assist in the Gardens for a period of six months but a longer-term resolve will have to be pursued.

Bunting Road Campus - Cleaning

- The biggest challenge is washing of windows; we receive a lot of requests and complaints.

- Malfunctions of Steiner equipment have been reported and repairs are ongoing.
- Cleaning in general is going well, except for the windows that need further attention and a lot of absence amongst the cleaners.
- There is a big challenge of late coming, leaving work places early and walking around during working hours.
- With the insourcing project and the withdrawal of UJ cleaning staff, areas are under huge pressure but staff are being re-grouped and re-deployed to address challenges.

5.5 Leave and other days of Absence, amongst all staff members within this domain. (Expressed as number of days.)

| | Leave | Sick Leave | Compassionate / Family Leave |
|------------------|--------------|-------------------|-------------------------------------|
| Cleaning | 38 | 103 | 4 |
| Gardening | 10 | 0 | 1 |
| Movers | 3 | 8 | 0 |
| Totals | 51 | 111 | 5 |
| | | | |

3. GENERAL INCIDENTS REPORT

- 720050232 Sithole, Ms. Makhosazana Joyce she twisted her ankle on the way to work, she is undergoing treatment from Bara
- 720049453 Kwinika, Ms. Nyiko Precious has an operation from Bara but still not back at work.