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Comparing facility management strategies in public secondary schools in Gauteng: a comparative case study of former Model C schools and previously disadvantaged schools in South Africa

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Researcher: Lungile Nkuta
Topic Comparing facility management strategies in public secondary schools in
School: School of Construction Economics and Management
Faculty Engineering & Built Environment
Student No. 0306050P

Questionnaire

GENERAL INFORMATION

Name of School: _____

Physical Address of School: _____

Education Region _____

Education District or area _____

Grades offered _____

Total number of learners _____

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CROSSING (X)THE RELEVANT BLOCK OR WRITING DOWN YOUR ANSWER IN THE SPACE PROVIDED.

EXAMPLE of how to complete this questionnaire:
Your gender?
If you are female:

Male 1	
Female 2	x

Please tick the relevant box or specify where relevant

1 **SECTION 1 -SCHOOL BACKGOUND**

This section of the questionnaire refers to background or biographical information.
This section will be targeted at the school principal and or head of the School Governing Body(SGB)
Although we are aware of the sensitivity of the questions in this section, the information will allow the researcher to compare groups of respondents. Once again, we assure you that your response will remain anonymous. Your co-operation is appreciated.

1.1 Pre 1994 was the school divided based on race?

Yes	No

1.2 Type of school

Public School - Section 21	Public School - Section 20

1.3 What is the quintile ranking of the school?

Quintile 1	Quintile 2	Quintile 3	Quintile 4	Quintile 5

1.4 How old is the school?

0 -10 years	10 – 20 years	20-50 years	50-100year	Not known

1.5 What is the average school fees per year (in ZAR)?

0-500	500-1000	1000-1500	1500- 2000	>2000

1.6 Who is responsible for the school facilities maintenance budget?

Principal	School Governing Body	Department of Basic Education	External Consulting Company

1.7 What is the annual budget for school maintenance?

_____

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2 SECTION 2 - FACILITIES MANAGEMENT STRUCTURE

This section explores the facilities management structure of the facilities management department in the school or the department responsible for maintaining school facilities

2.1 Is there an office that deals with facilities ?

Yes	No

2.2 Does the facilities management department deal only with maintenance issues or other issues?

Only Maintenance	Maintenance & Other	Other

2.3 If other please specify: _____

2.4 How many maintenance staff are employed by the school?

None	1-4	4-6	6-10	>10

2.5 How many security staff are employed by the school?

None	0-4	4-6	6-10	>10

2.6 Are the cleaning services in-house or outsourced?

In-house	Outsourced

3 SECTION 3 - MANAGEMENT OF SCHOOL FACILITIES MANAGEMENT

This section explores the physical state of school facilities in the school.

3.1 Does the school have a maintenance plan?

Yes	No

3.2 Does the school have an organisational structure that defines the roles and responsibilities of the custodians of school facilities maintenance ?

Yes	No

3.3 Who is responsible for carrying out the facilities maintenance inspections?

Please specify _____

3.4 How are facilities maintenance inspections carried out?

Ad hoc basis	Annually	Never	Other

If other please specify _____

3.5 What items are normally inspected?

Roofs	
Framing	
Floors	
External Walls	
Internal Walls	
Plumbing	
HVAC	
Electric Power	
Electric Lighting	
Other	

If other please specify _____

3.6 Does the school have an asset register?

Yes	No

3.7 Who is the custodian of the asset register?

Please specify: _____

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4 **SECTION 4 - MEETING CURRENT CORE SCHOOL NEEDS**

This section tries to establish if the schools facilities meets the schools needs

4.1 What is the general condition of the school buildings?

Very poor (not suitable for education)	Poor(the structure needs attention	Fair (needs paint& minor repairs	Presently upgraded	New Building

4.3 Indicate the number of classrooms on the school premises _____

4.4 How often are classroom cleaned?

Daily	Once a week	Every fortnight	Monthly	When necessary

4.5 Is there a maintenance plan to cleaning and repairing classrooms?

Yes	No

4.6 How does the maintenance staff get information about work that requires attention?

Please Specify _____

4.7 What is the turn around time for facilities repairs to be resolved?

1-2 Days	5- 10 Days	10-15 days	15-30 Days

4.8 Does the school have toilets on site?

Yes	No

4.9 What type of toilets are available on site?

Flush system to sewer	Flush system to septic tank	Chemical toilet	Pit latrine	Bucket system

4.10 How often are full toilets and/or septic tanks emptied?

Daily	Once a week	Every fortnight	Monthly	When necessary

4.11 Is there a maintenance plan to cleaning and repairing toilets?

Yes	No

4.12 Are the school facilities well maintained? :

All the time	Sometimes	Never

4.13 What type of school grounds are available on site?

Basic field	Soccer fields	Netball ground	Cricket Ground	Multipurpose sports ground

4.13 Who maintains the school grounds?

Grounds men	External Company	Community Parents	Parents

If other please specify: _____

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4.14 How often is the grass trimmed?

Daily	Once a week	Every fortnight	Monthly	When necessary

4.15 Is there a maintenance plan to cleaning and maintaining school grounds?

Yes	No

4.16 Are the school grounds well maintained? :

All the time	Sometimes	Never

4.17 Is there a process of repairing or removing any damage that puts learners at risk?

Yes	No

Please specify: _____

4.18 How often are gutters and storm water drains cleared?

Once a week	Every fortnight	Monthly	Annually	When necessary

4.19 Are basic roof checks and repairs done every year to ensure roofs will not blow off in storms?

Yes	No

4.20 How often is repainting of on all external metal work carried out?

Annually	Every five years	When necessary

Safety

4.21 Does the school have a boundary wall/fence?

Yes	No

4.22 Generally what is the condition of the fence/boundary wall?

Good	Needs Repairs	Bad

5 SECTION 5 - STRATEGIC FACILITIES MANAGEMENT

5.1 How is the SGB's interpretation of their role as outlined by SASA on maintenance clearly?

Poor	Fair	Good	Excellent

5.2 How is the use of repairs and service providers effected for school facilities?

Through the local Public Works cost centre	
School acquires quotes and contracts a service provider to do the work, paid from the school fund;	
Parents, Learners or Community members volunteer to do the work;	
Through the provincial Department service provider contract in place for	

5.3 How often is the routine ranking of the performance of school facilities carried out to measure its facility performance against other schools ?

Every fortnight	Monthly	Annually	Never