

NORTHERN CENTRAL

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ZIMBABWE

MINISTRY OF LOCAL GOVERNMENT,  
PUBLIC WORKS AND NATIONAL HOUSING  
PRIVATE BAG 7706  
CAUSEWAY  
HARARE

5<sup>th</sup> August 2003

**CIRCULAR LETTER NO. 3/2003**

MIN. OF LOCAL GOVERNMENT  
AND NATIONAL HOUSING  
10 SEP 2003  
PO. BOX CY 121, CAUSEWAY  
HARARE

MINISTRY OF EDUCATION  
POLICY REGISTRY  
12 SEP 2003  
PO. BOX CY 121, CAUSEWAY  
ZIMBABWE

**All Heads of Ministries**

**REPAIRS AND MAINTENANCE TO GOVERNMENT BUILDINGS, PLANT AND EQUIPMENT**

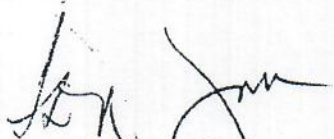
Following the centralization of funds for Maintenance Works in 2003 from line ministries to Ministry of Local Government, Public Works and National Housing, the Secretary for Local Government, Public Works and National Housing has seen it necessary to issue out to line ministries specific operational guidelines pertaining to repairs and maintenance of government buildings, plant and equipment. The overall intention is to enable line ministries to appreciate their responsibilities and those of the Ministry of Local Government, Public Works and National Housing.

You will find attached hereto operational guidelines which elaborate the role and functions of line ministries and that of Local Government, Public Works and National Housing in the provision of maintenance services to government buildings, plant and equipment in line with the new dispensation. These guidelines further provide clarity regarding the following issues:-

1. Classification of maintenance work that can be carried out on government buildings
2. Procedures to be followed by the ministries in maintaining government and leased buildings.

3. Classification of mechanical and electrical maintenance and procedures required in carrying out same.
4. Procedure to be followed in structural repairs and alterations to buildings.

It is my hope that the guidelines will help line ministries in ensuring that the maintenance of government buildings, plant and equipment is undertaken efficiently and effectively at all levels. Further clarification on the subject matter of this circular letter and the guidelines can be sought from the Ministry of Local Government, Public Works and National Housing's Department of Public Works.



Dr. V. Hungwe

**SECRETARY FOR LOCAL GOVERNMENT, PUBLIC WORKS AND NATIONAL HOUSING**

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