Section Representatives

Residence Services Coordinator (RSC) = Kay-Lynne Roman (7:30-16:00 Monday-Friday)

* kgordon@sun.ac.za

Maintenance, Safety and Discipline HC = Jessica Ann Canter (has class between 8:00-17:00 and swimming between 18:00-20:00)

* 21965064@sun.ac.za

Description of Section Representatives:

Section Representatives will be elected on a first come first serve basis. One will be elected per section plus one additional Section Representative for the bottom floor (9 in total). These Section Representatives will be in charge of checking the Higher Heath Checks of their section. They will also be responsible for lodging all of the communal maintenance problems in their assigned section (problems in passages, kitchenettes, and bathrooms). This is to prevent several members of a given section reporting on the same communal issue. The 9th Section Representative will be in charge of all the maintenance issues of the first floor. This Section Representative will not have to check any Health Checks.

Roompoints will be awarded to the Section Representatives.

To be completed every day by the Section Representatives:

* Scan through all the Higher Health checks on the drive for your assigned section to make sure that every Health Check uploaded is green.
* If any orange or red Health Checks are found, report them to your section’s HC immediately.

To be completed by Sunday 23:59 by the Section Representatives every week:

* Higher Health Checks:
	+ All members of the Section must have submitted their Health Checks on the Google Drive (one for every day of the week whether or not they are in Huis ten Bosch).
	+ Any member of the section who has failed to do so must be reported to the Safety HC (Jessica Canter) every Sunday night (a complete list).
* Maintenance:
	+ All communal complaints must be submitted via RINAIBRA.
	+ If something is fixed, the Section Representative must report it as fixed.
	+ If something has not been fixed within a week of it being reported, the Section Representative must send the issue to the Maintenance HC every Sunday night (a complete list).

To be completed by Monday 23:59 if possible:

* The Safety HC to send out warnings regarding the Higher Health Checks.
* The Maintenance HC to send the list of maintenance issues to the RSC.
* The Discipline HC to send out all other warnings and fines.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student number), understand the duties and responsibilities assigned to me above and will do my work diligently and professionally. I will be representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (section or floor) for the remainder of 2021.

Signature of Section Representative Date

Signature of Maintenance HC Date

Signature of Safety HC Date