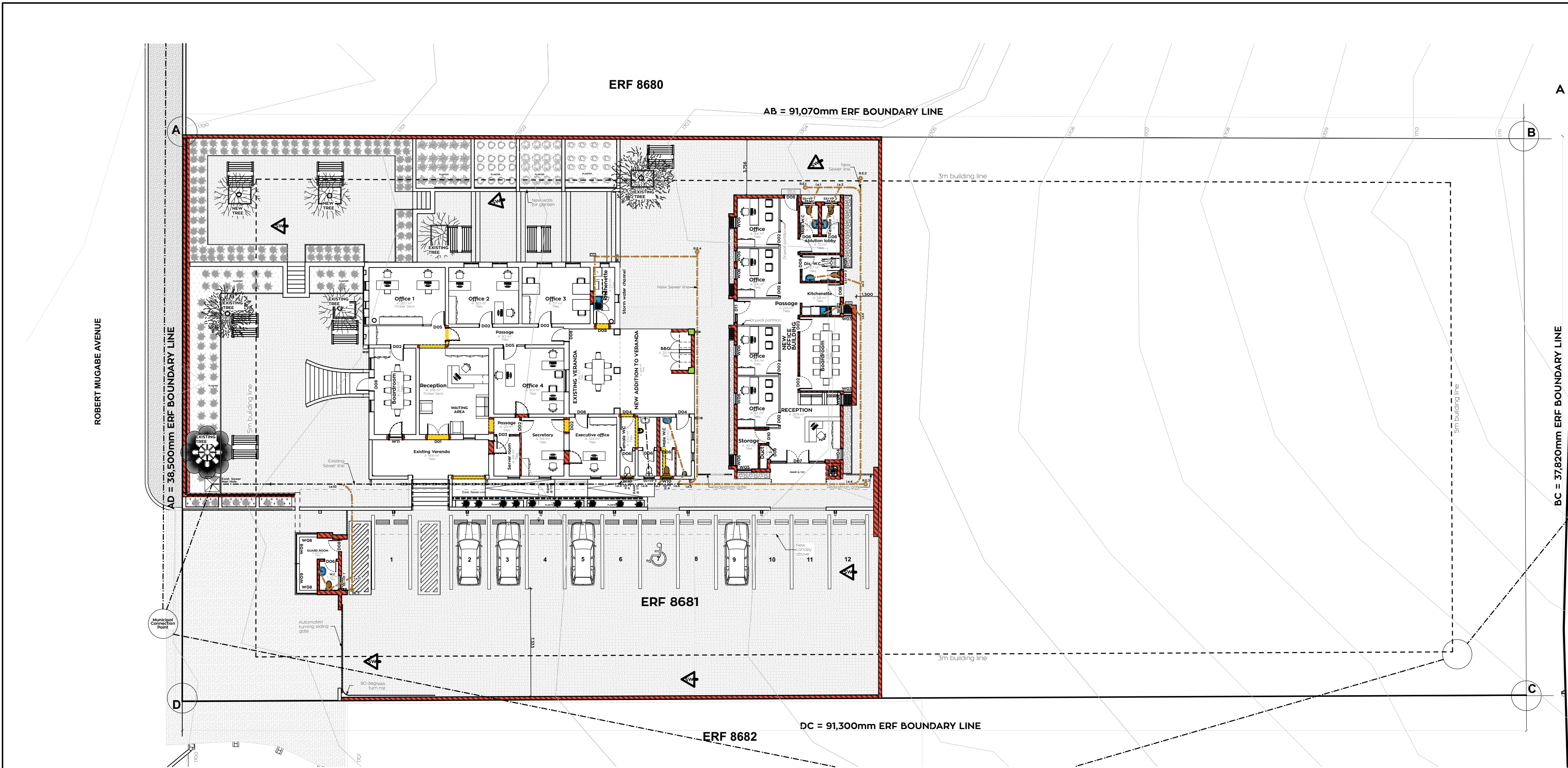
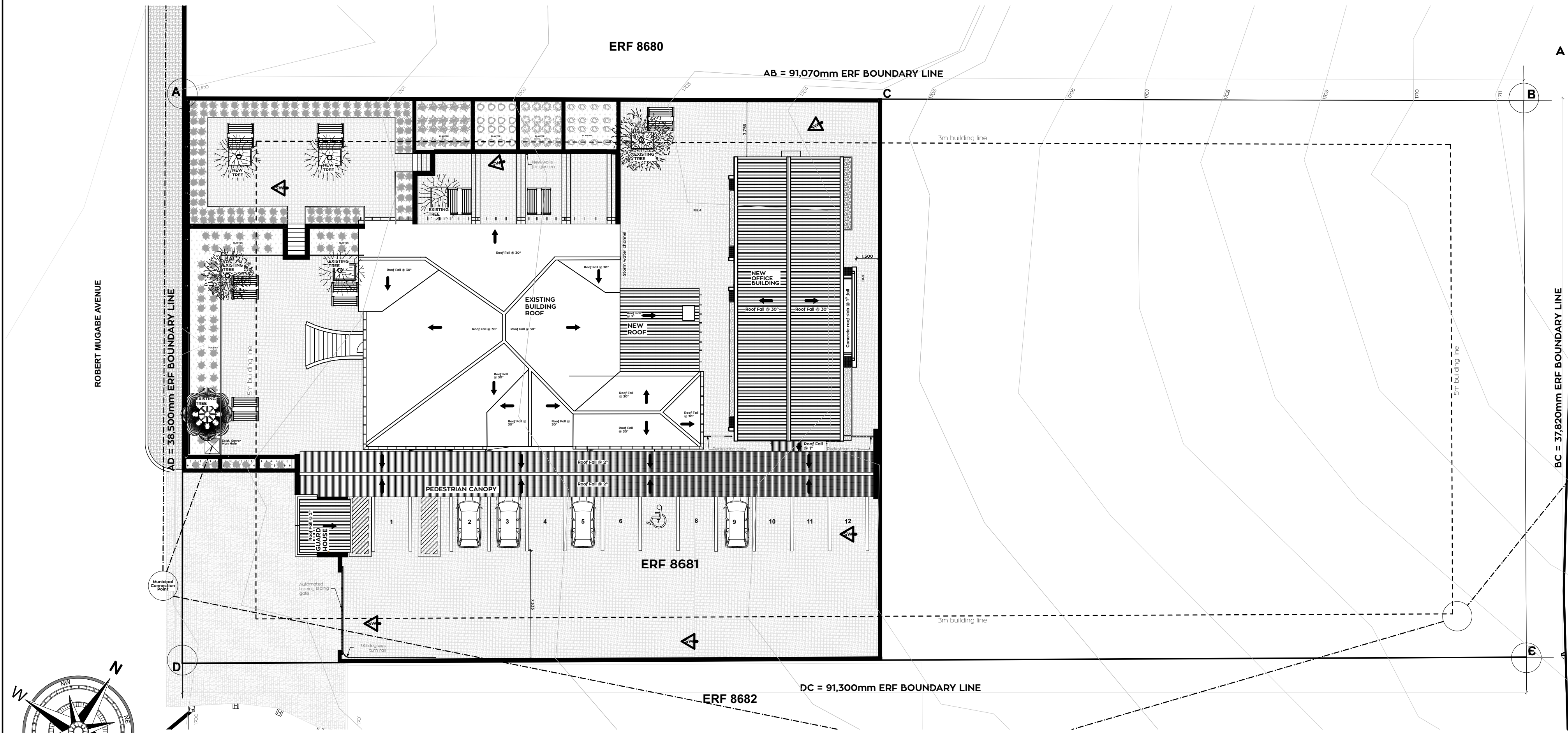
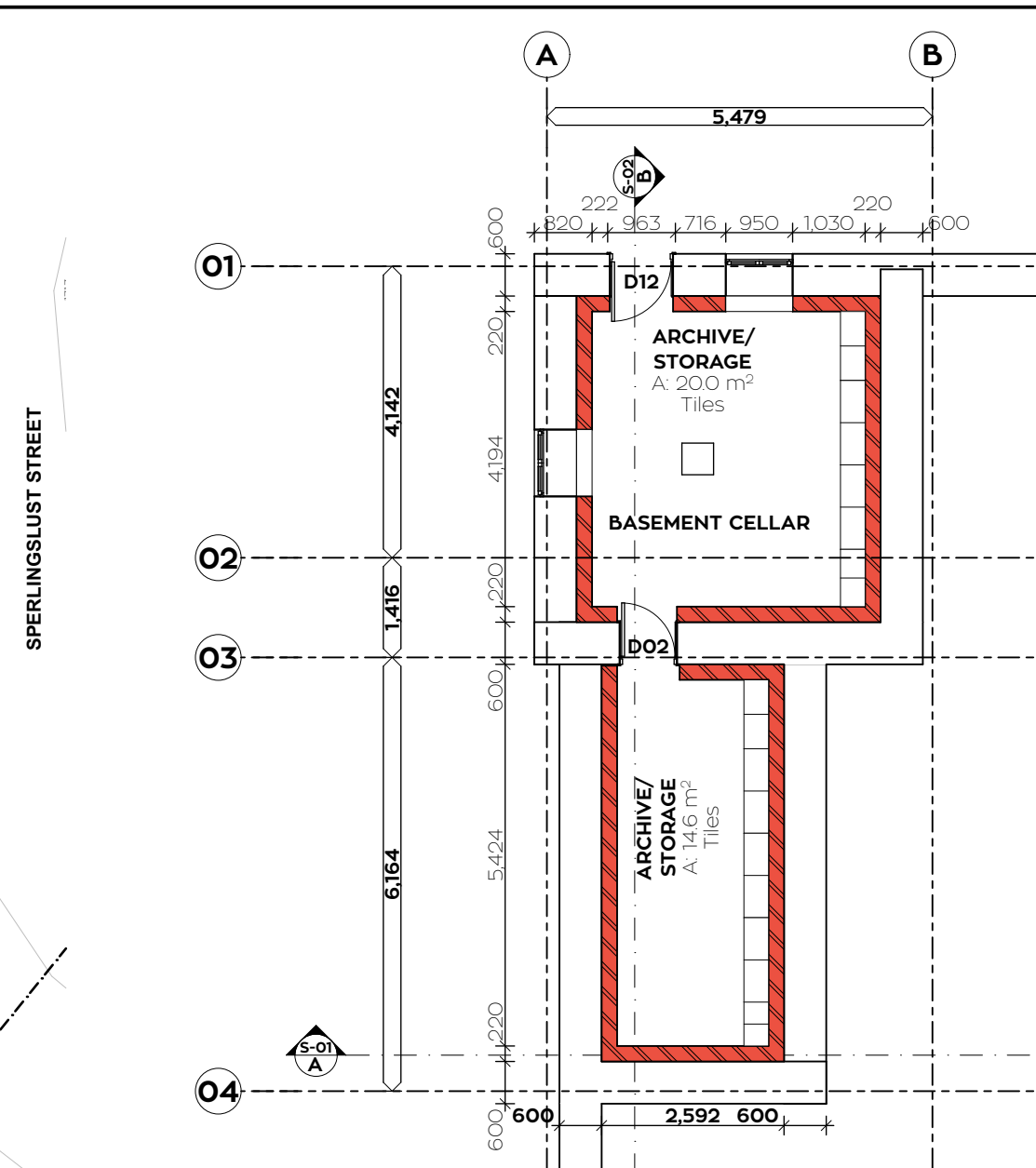




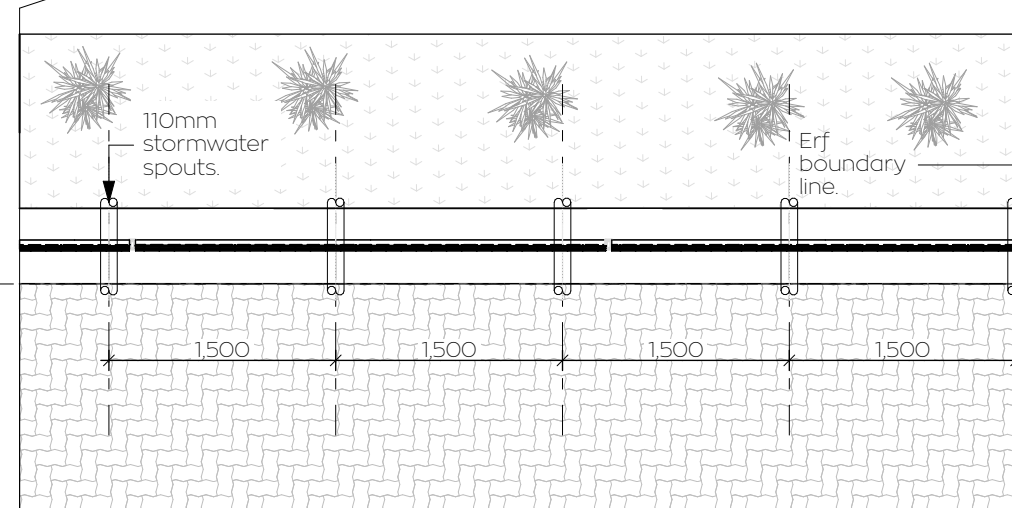
SITE PLAN LAYOUT
SCALE 1:100



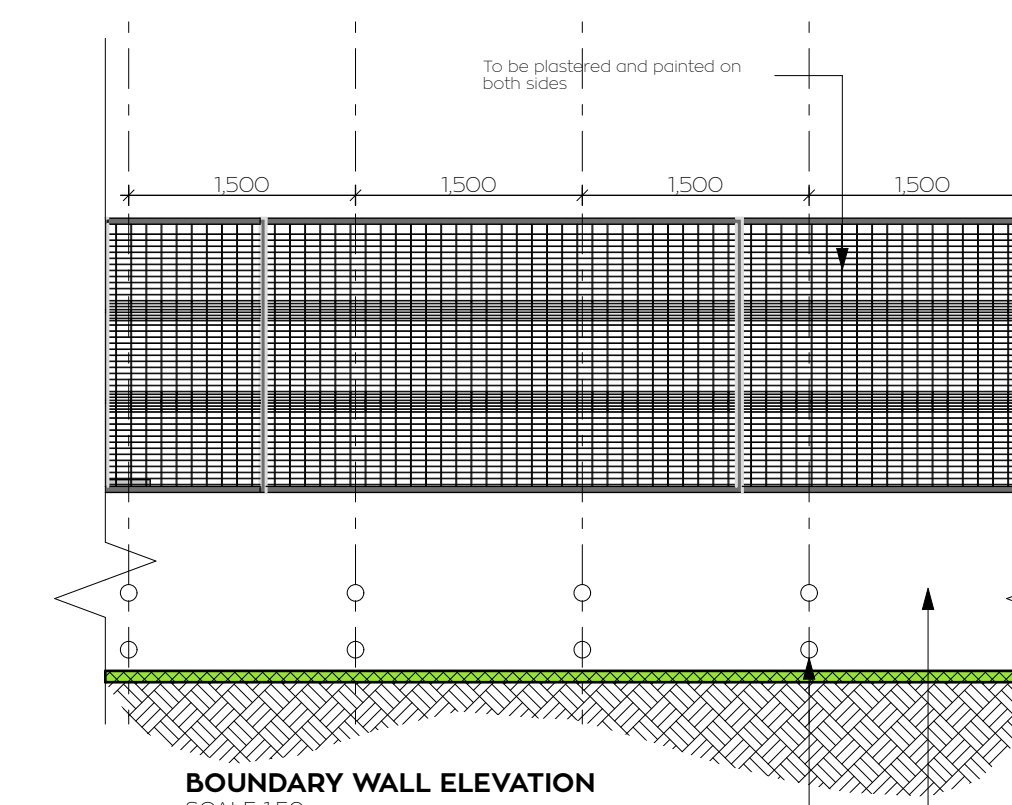
SITE ROOF PLAN LAYOUT
SCALE 1:100



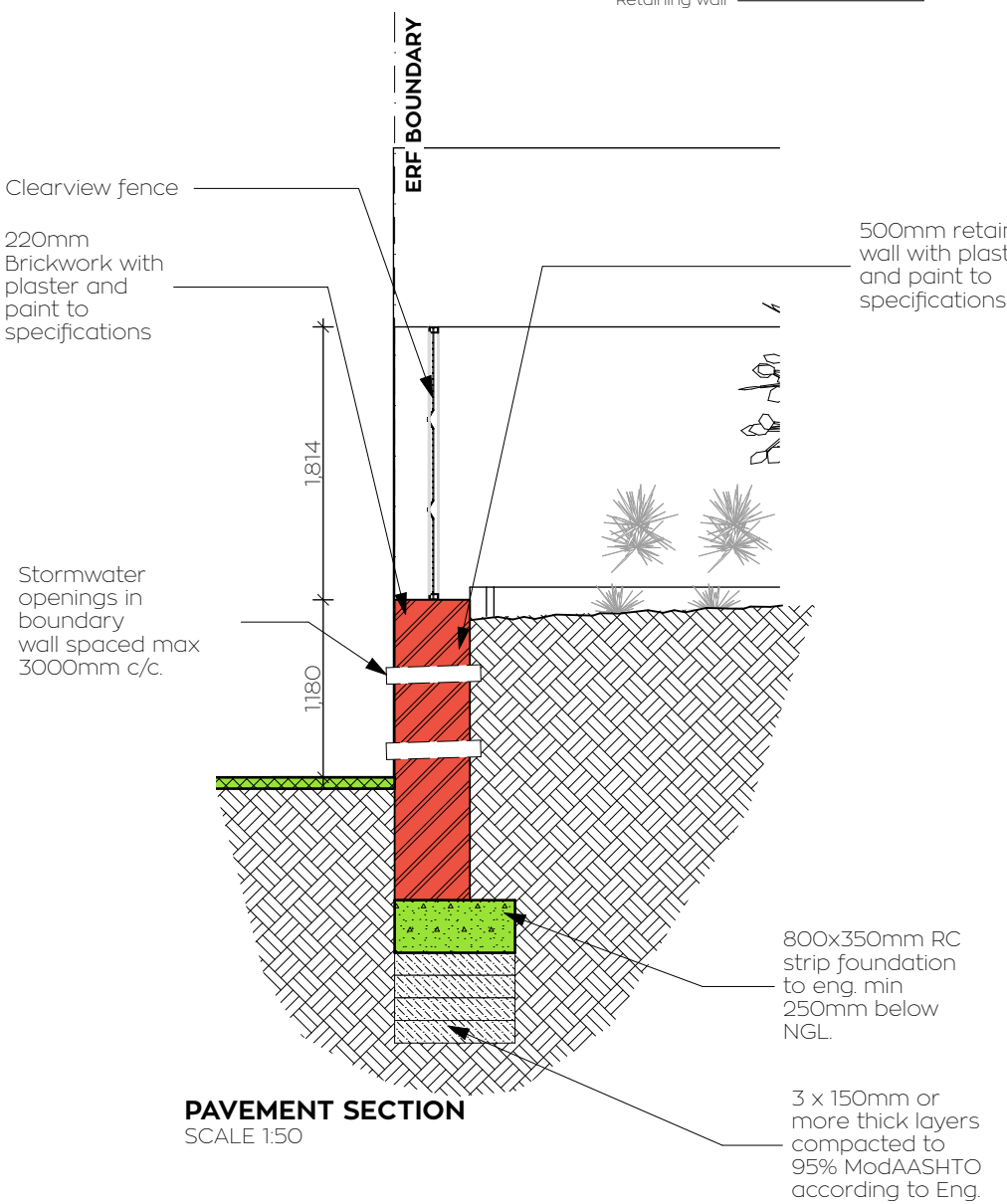
LOWER GROUND BASEMENT CELLAR ARCHIVE
FLOOR PLAN
SCALE 1:100



BOUNDARY WALL PLAN
SCALE 1:50



BOUNDARY WALL ELEVATION
SCALE 1:50



PAVEMENT SECTION
SCALE 1:50

NOTES:
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ARCHITECT:
MARLEY TJITJO
ARCHITECTS
NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:
DAVID NEL
QUANTITY SURVEYORS
DAVID NEL
+264 61 127 3224
+264 61 264 701
+264 61 264 719
david@dnq.co.na
P.O. Box 48111, Aussempfanz, Windhoek
104 401, Gosh Road, Hartebeestfontein, Jan Jonker Street

CONSULTING ENGINEERS:
DENCHI
consulting engineers
PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m ²
EXISTING BUILDING AREA	305.8 m ²
NEW OFFICE BUILDING AREA	141.3 m ²
GUARD HOUSE AREA	13.5 m ²
PEDESTRIAN CANOPY AREA	118.8 m ²

TOTAL:	579.4 m ²
COVERAGE: (579.4/3479)x100	16.65%

PARKING ALLOTMENT
• EXISTING BUILDING OFFICE AREA: 146.7m²
• NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:
• 19 PARKING BAYS
ACHIEVED PARKING BAYS:
• 12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:
bipa BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation
PO Box 185 Windhoek | 172 Jan Jonker Road Aussempfanz | Windhoek | Tel: +264 61 299 4400

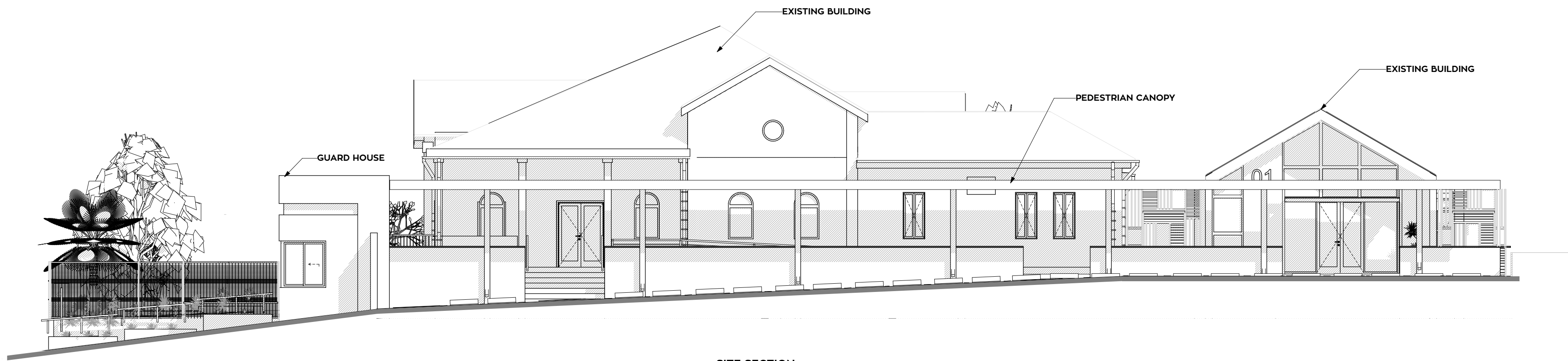
PROJECT:
PROPOSED NEW BIPA OFFICE DEVELOPMENT
ON ERF 8681, WINDHOEK

DRAWING TITLE:
WORKING DRAWINGS:
Site Plan, Boundary wall elevation, Plan & Section and Basement Cellar Floor Plan

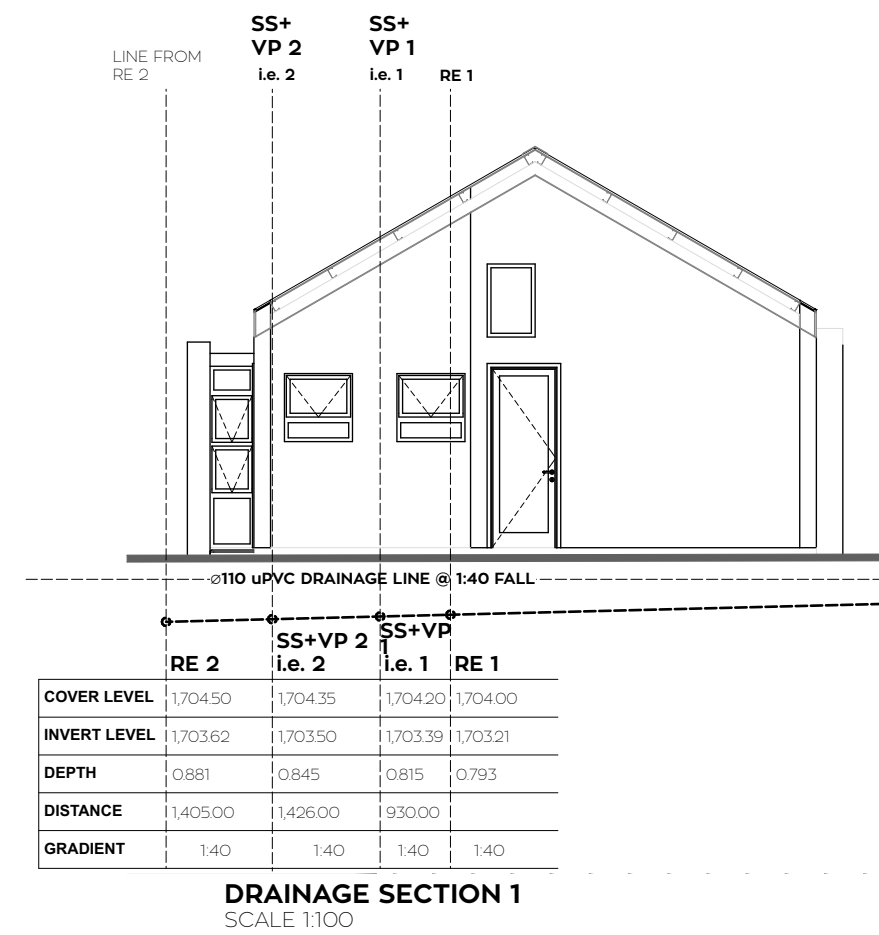
DRAWING STATUS:

FILE PATH:
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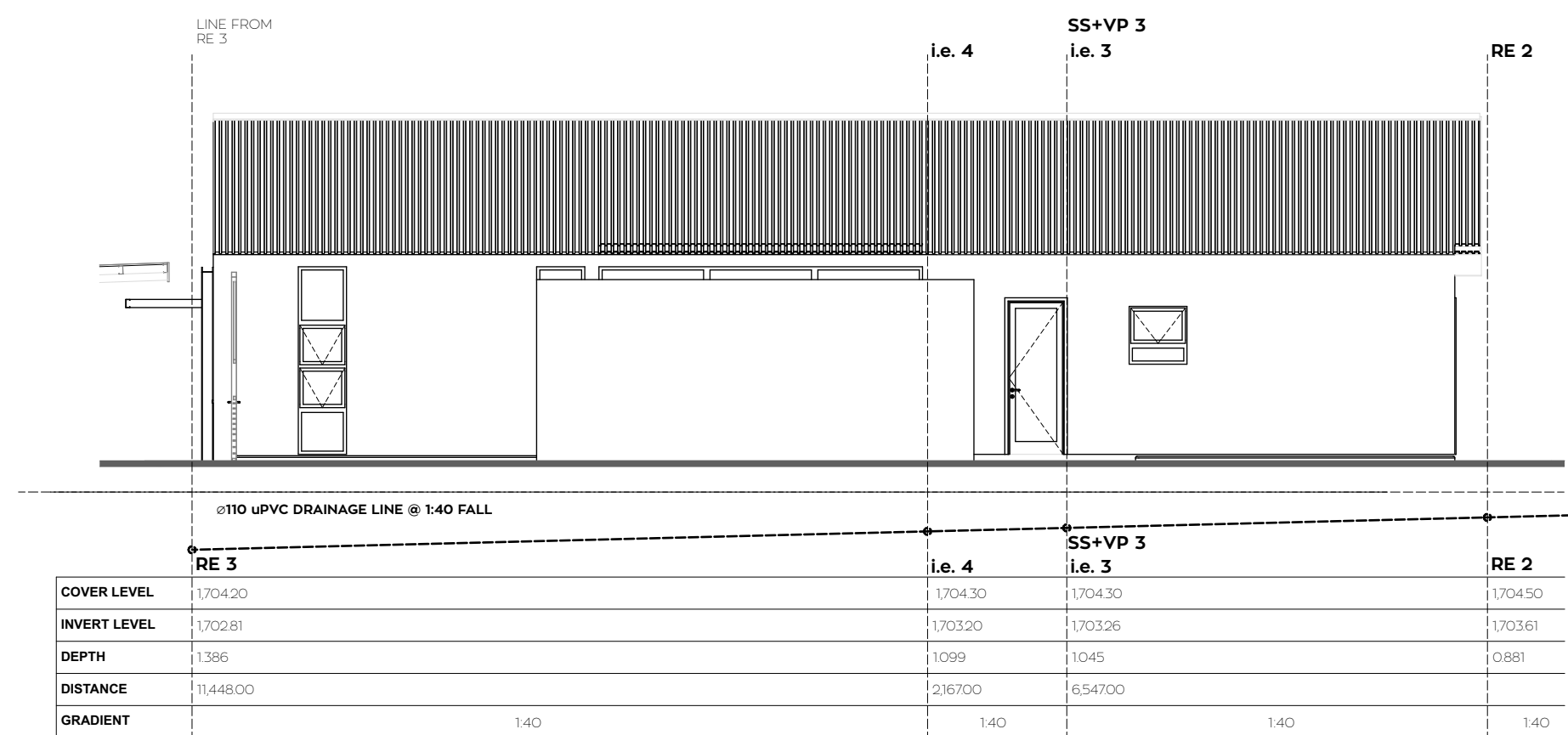
SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	DRAWING NUMBER: A.04 - A.04.1
DRAWING NUMBER: A.04 - A.04.1	REV.



SITE SECTION
SCALE 1:100



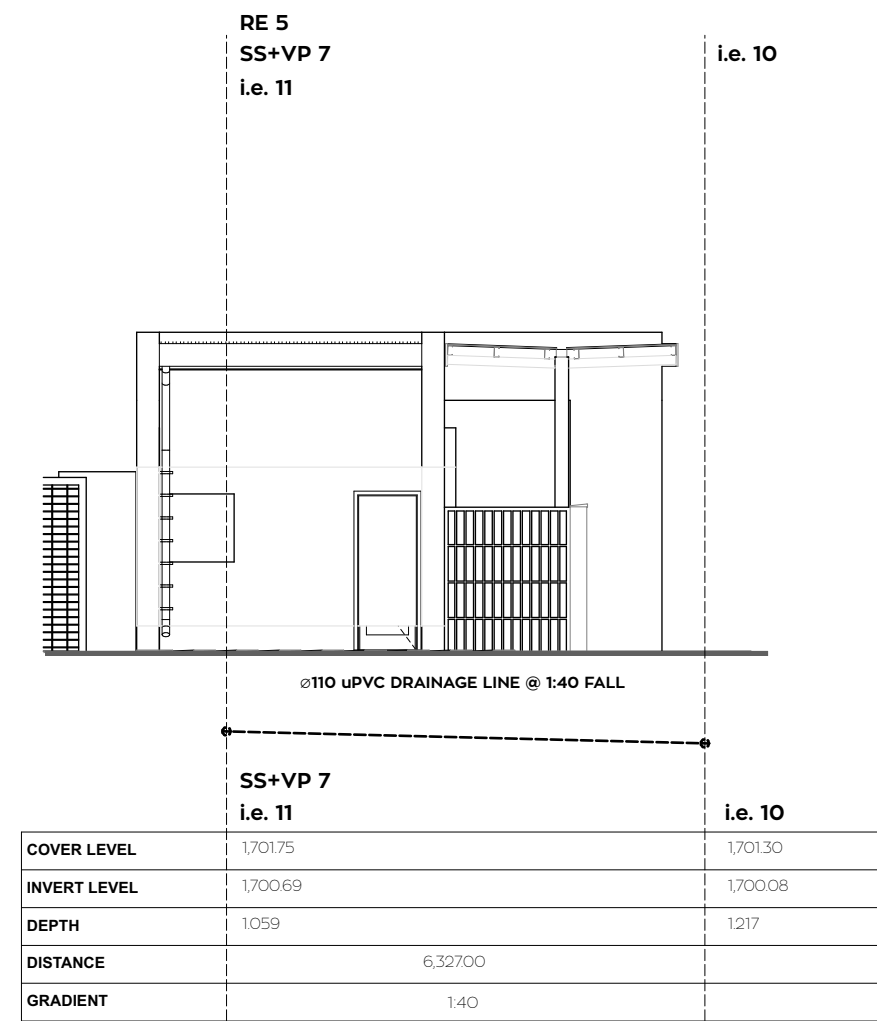
DRAINAGE SECTION 1
SCALE 1:100



DRAINAGE SECTION 2
SCALE 1:100



DRAINAGE SECTION 3
SCALE 1:100



DRAINAGE SECTION 4
SCALE 1:100



DRAINAGE SECTION 5
SCALE 1:100

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street |
Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL

+264 61 122 8224

+264 61 264 701

+264 61 264 701

dwid@dnq.co.na

P.O. Box 48111, Aussempplatz, Windhoek

104 401, Gully Road, Hartebeest, Jan Jonker Street

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
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EXISTING BUILDING AREA	305.8 m²
NEW OFFICE BUILDING AREA	141.3 m²
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TOTAL:	579.4 m²
COVERAGE: (579.4/3479)x 100	16.65%

PARKING ALLOTMENT

*EXISTING BUILDING OFFICE AREA: 146.7m²

*NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

*9 PARKING BAYS

ACHIEVED PARKING BAYS:

*12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



BIPA
BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussempplatz
| Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT**

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:

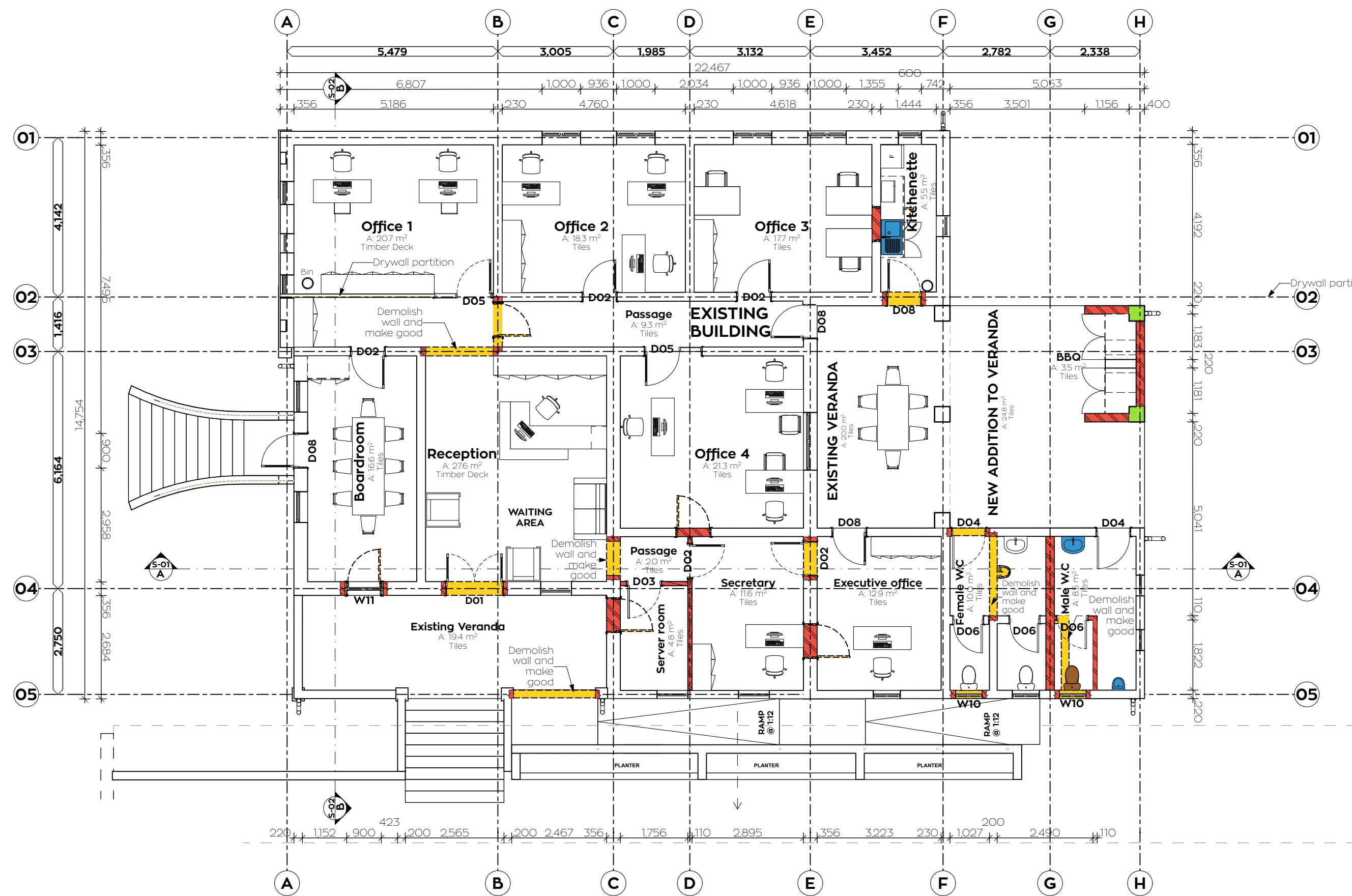
LONGITUDINAL SITE
ELEVATION AND DRAINAGE
SECTIONS

DRAWING STATUS:

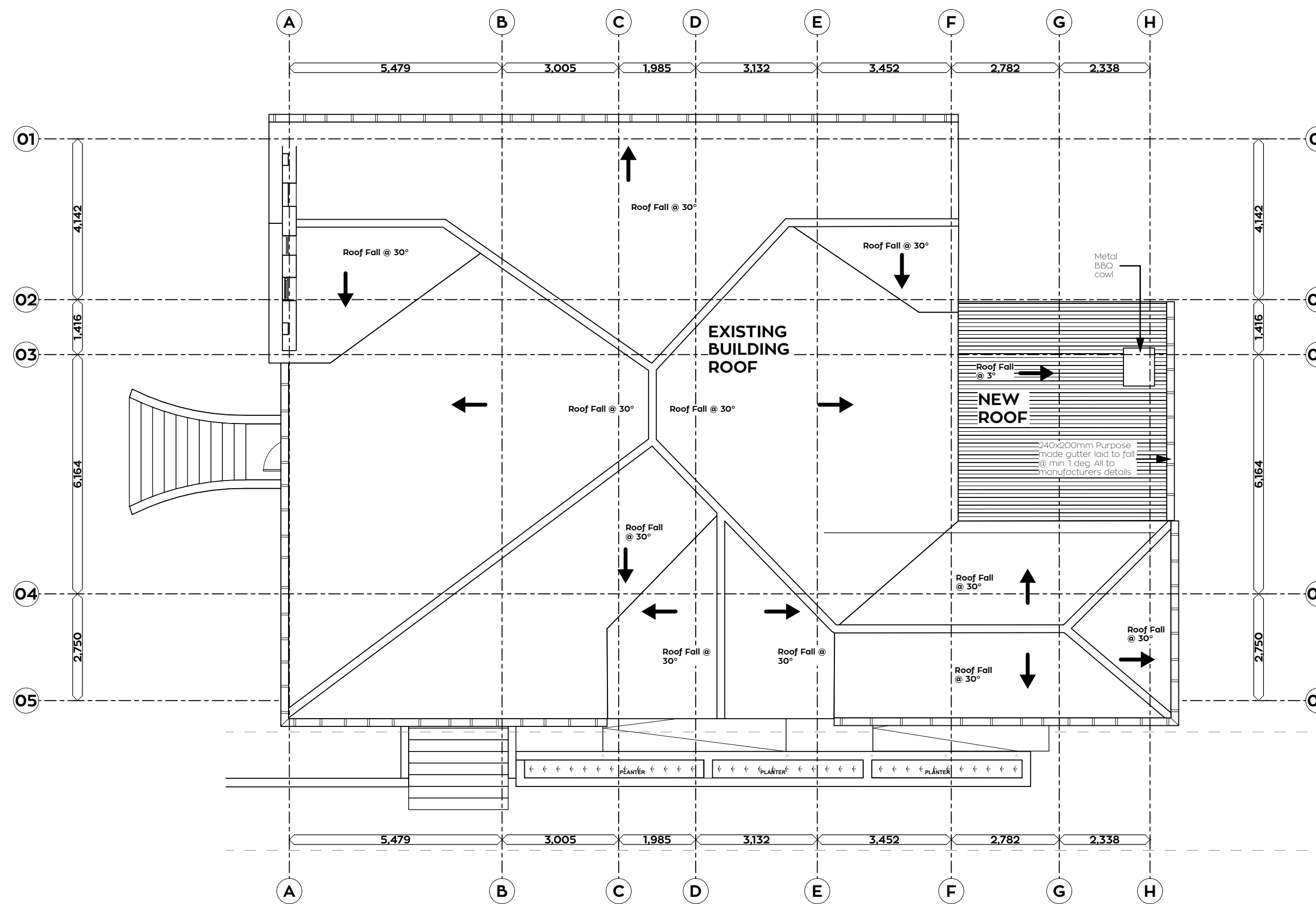
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OFFICES P50a.in

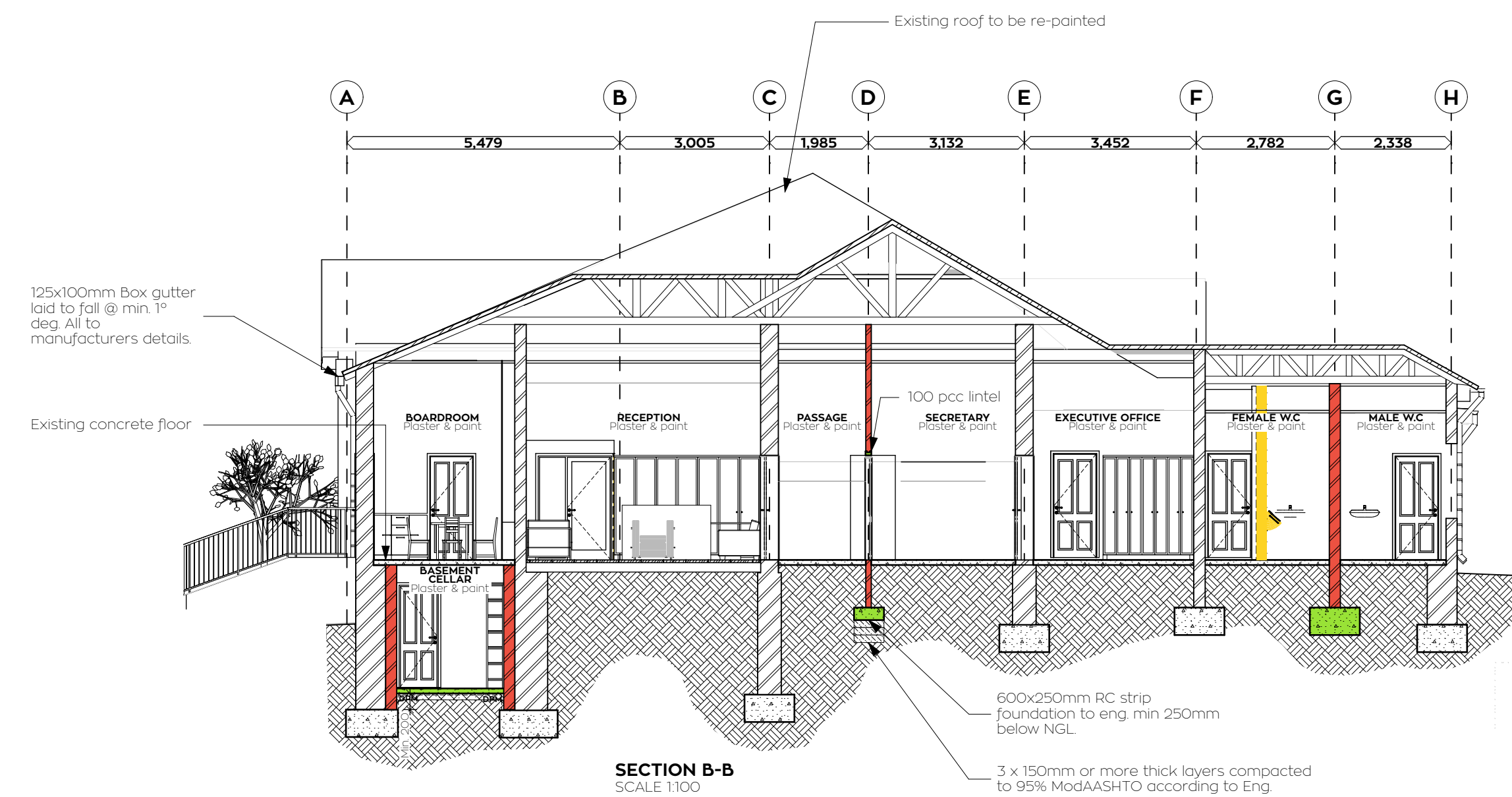
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DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A042	REV.



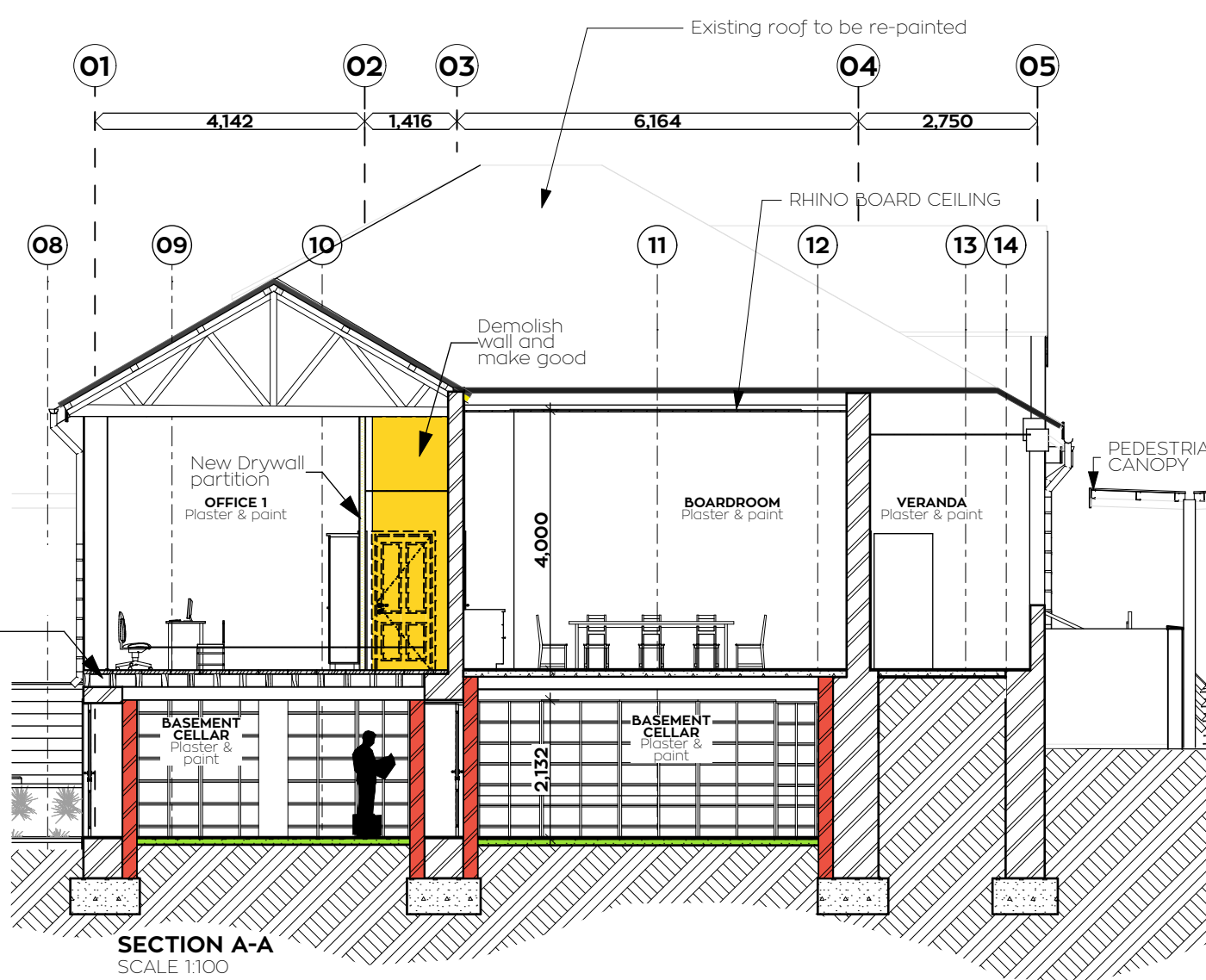
GROUND FLOOR PLAN
SCALE 1:100



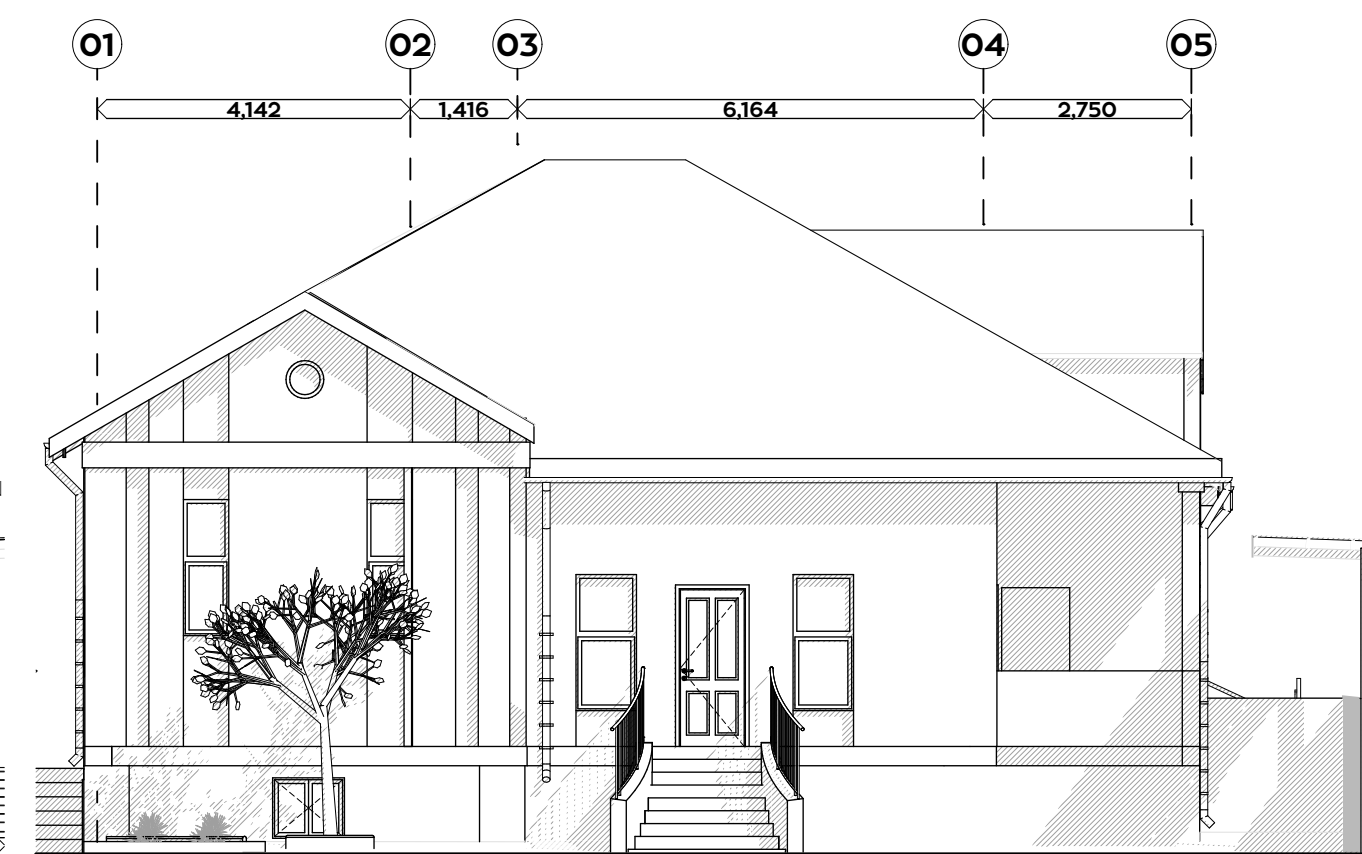
ROOF PLAN EXISTING BUILDING
SCALE 1:100



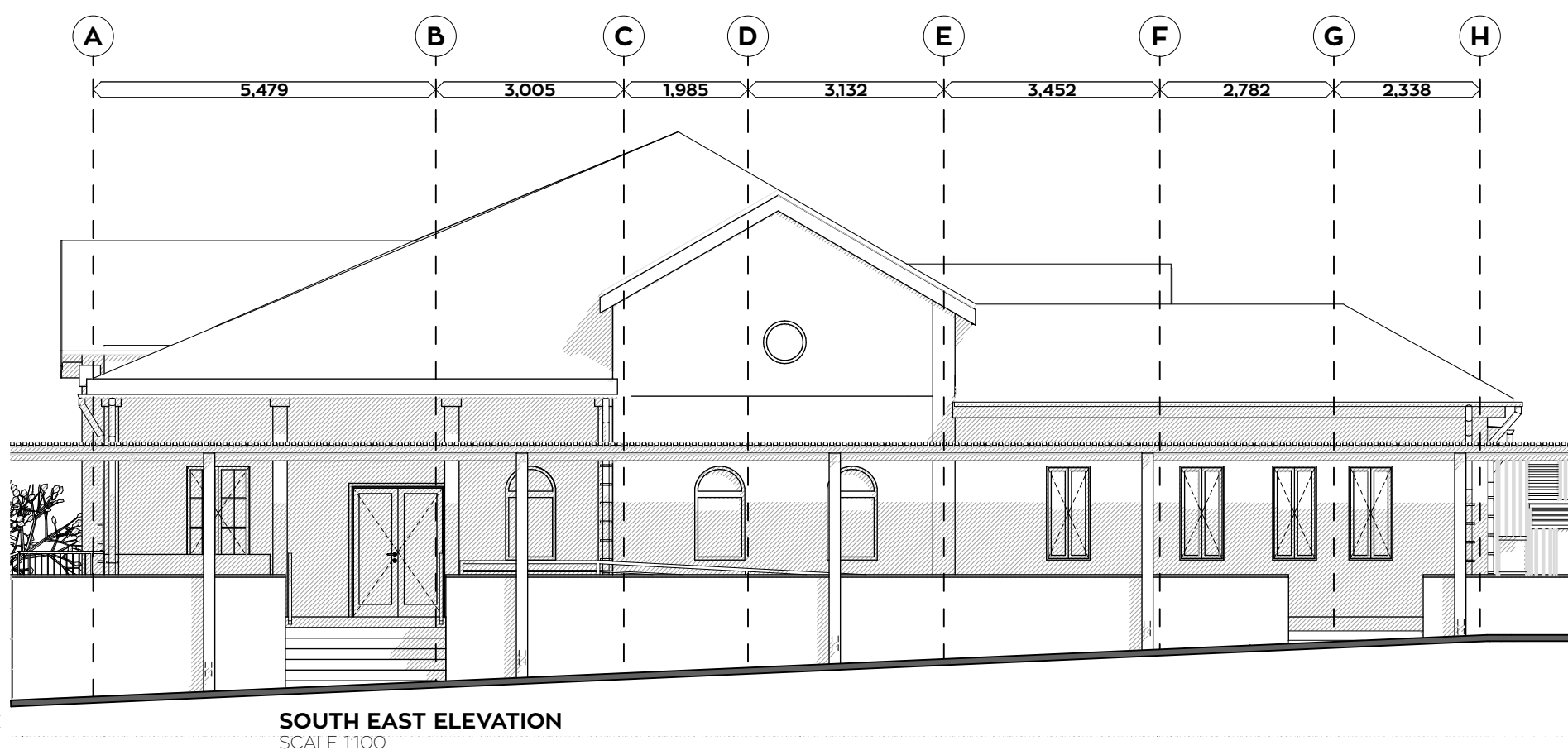
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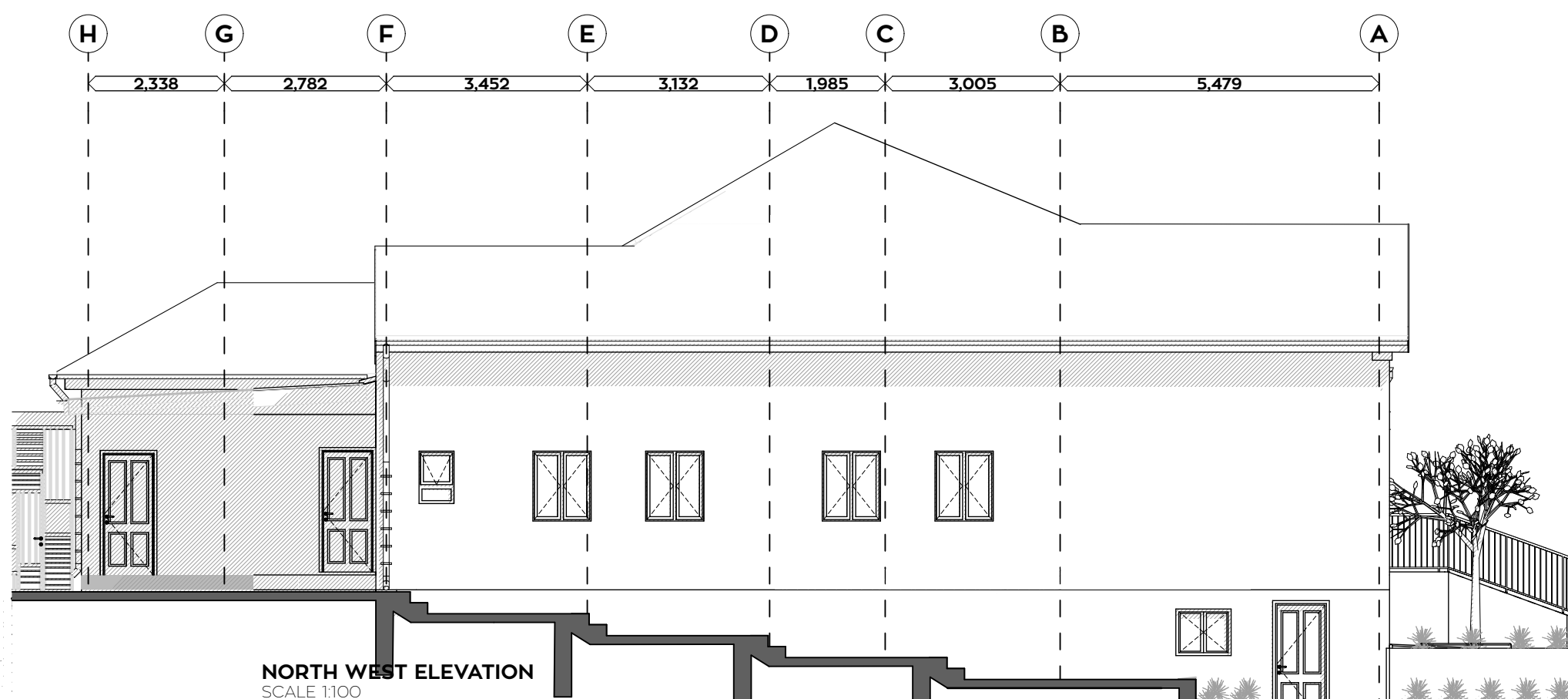
SECTION A-A
SCALE 1:100



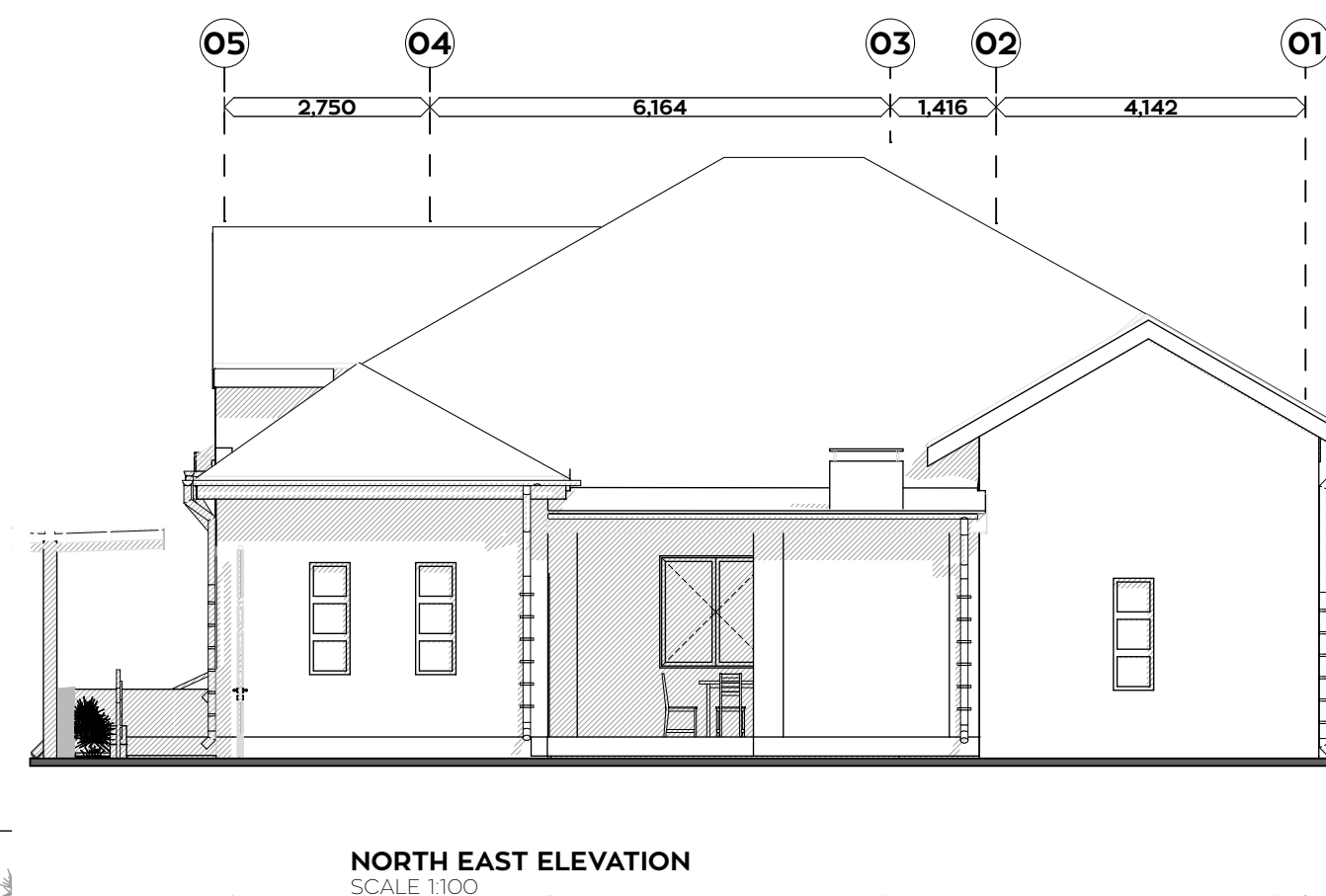
SOUTH WEST ELEVATION
SCALE 1:100



SOUTH EAST ELEVATION
SCALE 1:100



NORTH WEST ELEVATION
SCALE 1:100



NORTH EAST ELEVATION
SCALE 1:100

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ARCHITECT:
MARLEY TJITJO
ARCHITECTS
NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:
DAWID NEL
QUANTITY SURVEYORS
DAWID NEL
+264 61 122 9224
+264 61 264 701
+264 61 264 709
dnel@dwidnel.com
P.O. Box 40111, Aussenplanplatz, Windhoek
104 401, Gosh Road, Hartebeesthoek, Jan Jonker Street

CONSULTING ENGINEERS:
DENCHI
consulting engineers
PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
EXISTING BUILDING AREA	305.8 m²
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PEDESTRIAN CANOPY AREA	118.8 m²

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REQUIRED PARKING BAYS:
• 9 PARKING BAYS
ACHIEVED PARKING BAYS:
• 12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:
bipa BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation
PO Box 185 Windhoek | 172 Jan Jonker Road Aussenplanplatz
| Windhoek | Tel: +264 61 299 4400

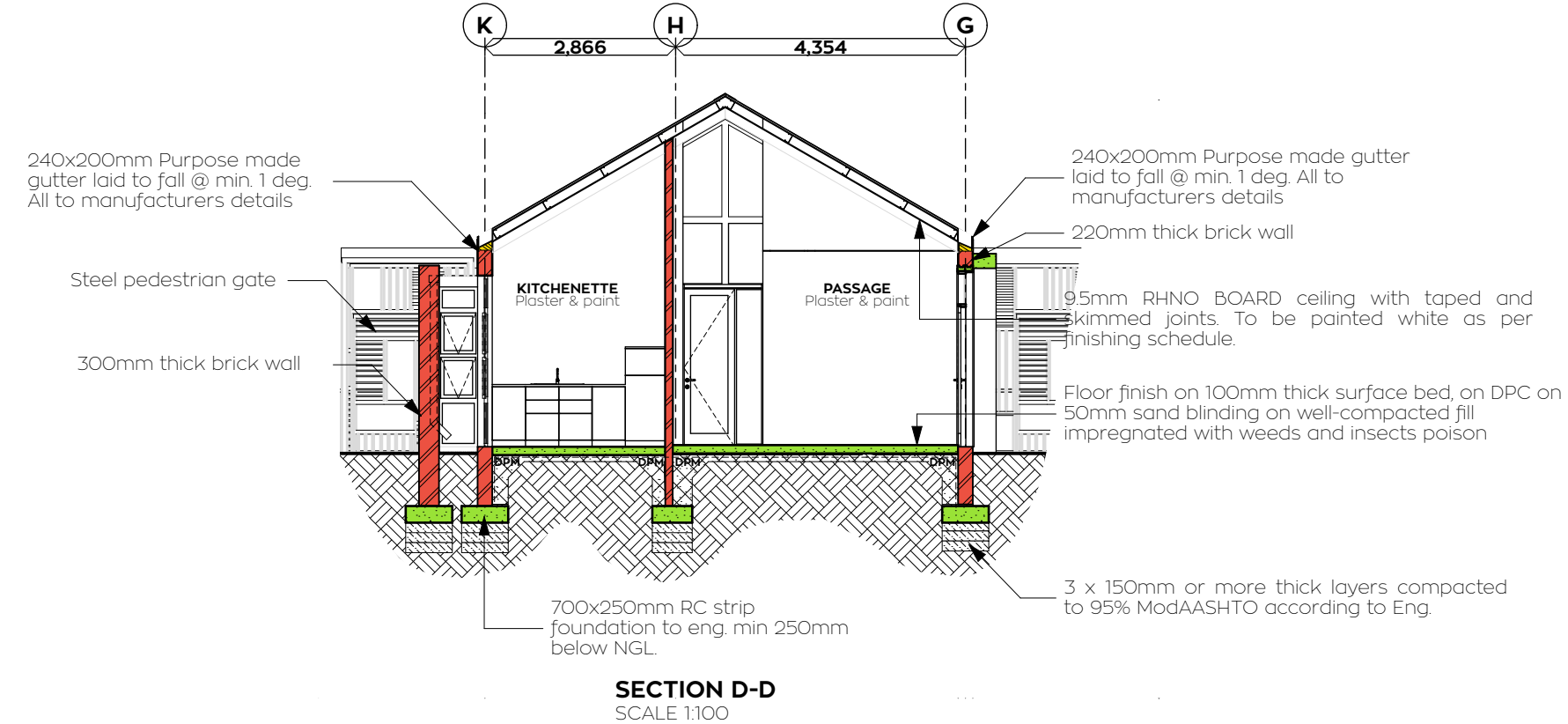
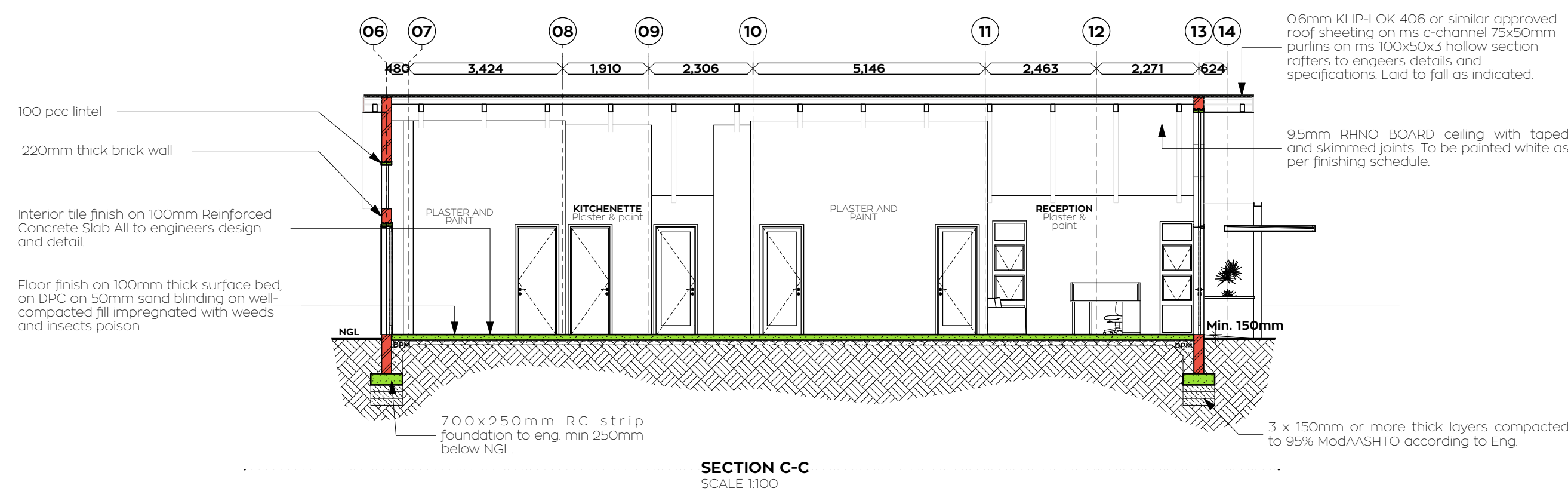
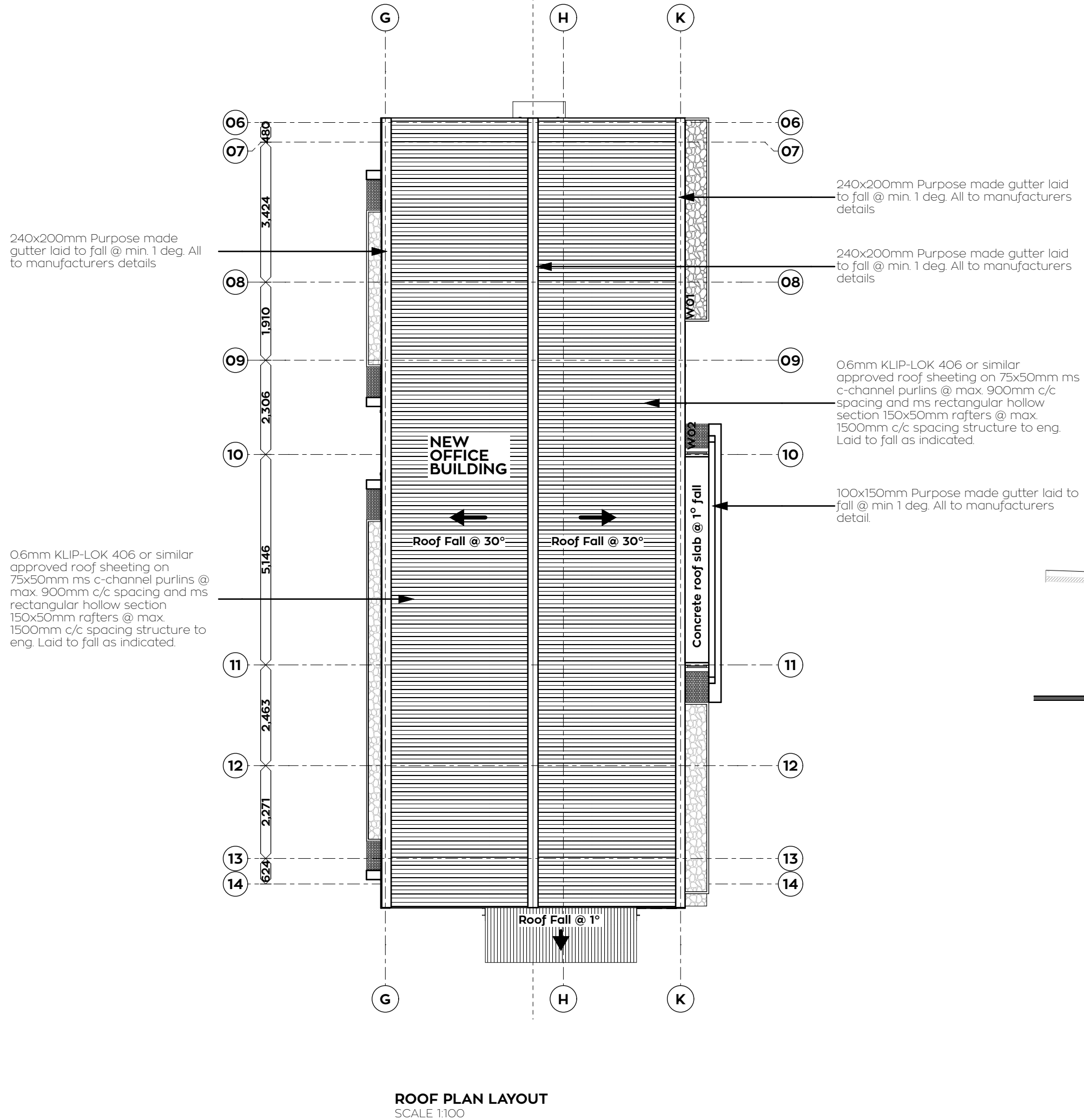
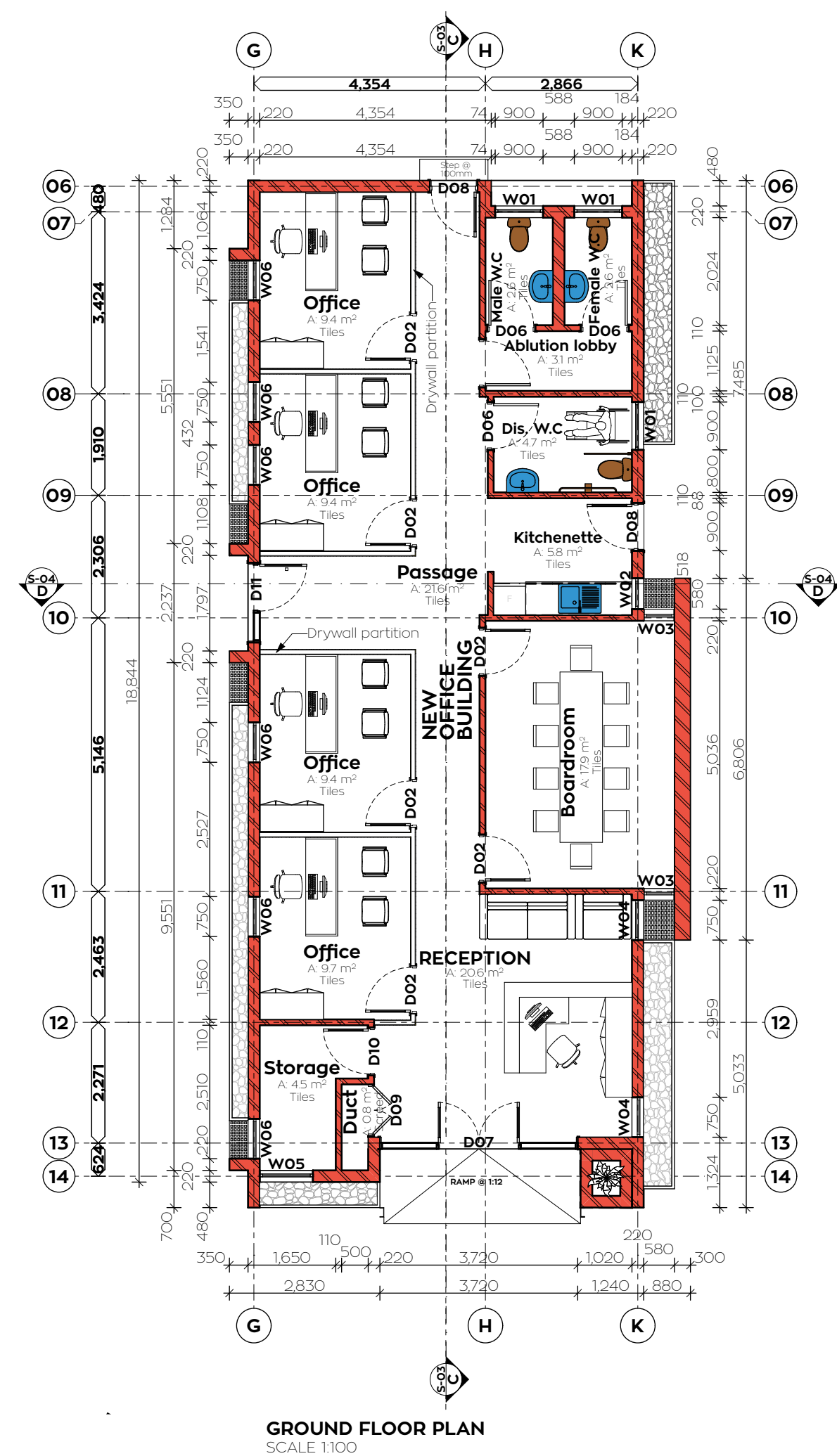
PROJECT:
**PROPOSED NEW BIPA
OFFICE DEVELOPMENT
ON ERF 8681, WINDHOEK**

DRAWING TITLE:
WORKING DRAWINGS:
Existing Building Floor Plan,
Roof plan, Elevations &
Section

DRAWING STATUS:

FILE PATH:
Volumes\PROJECTS\2 Institutional\5-2025 Projects\15-2025-0009 BIPA
OFFICES\3 Drawings\3.1 Council and Approval Drawings\000 ARCH\BIPA
OFFICES P50.dgn

SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A043	REV.



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ARCHITECT:
MARLEY TJITJO ARCHITECTS
NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605
QUANTITY SURVEYOR:
DAVID NEL
DAVID NEL QUANTITY SURVEYORS
DAVID NEL
+264 61 127 9224
+264 61 264 701
+264 61 264 709
davidnel@bipa.com.na
P.O. Box 48111, Aussempplatz, Windhoek
104 401, South Street, Harare, Zimbabwe

CONSULTING ENGINEERS:
DENCHI consulting engineers
PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:		
Description	Date	No
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•NEW BUILDING OFFICE AREA: 76.4m ²		
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•9 PARKING BAYS		
ACHIEVED PARKING BAYS:		
•12 PARKING BAYS		
HATCHED FIELDS INDICATE PREVIOUS REVISIONS		

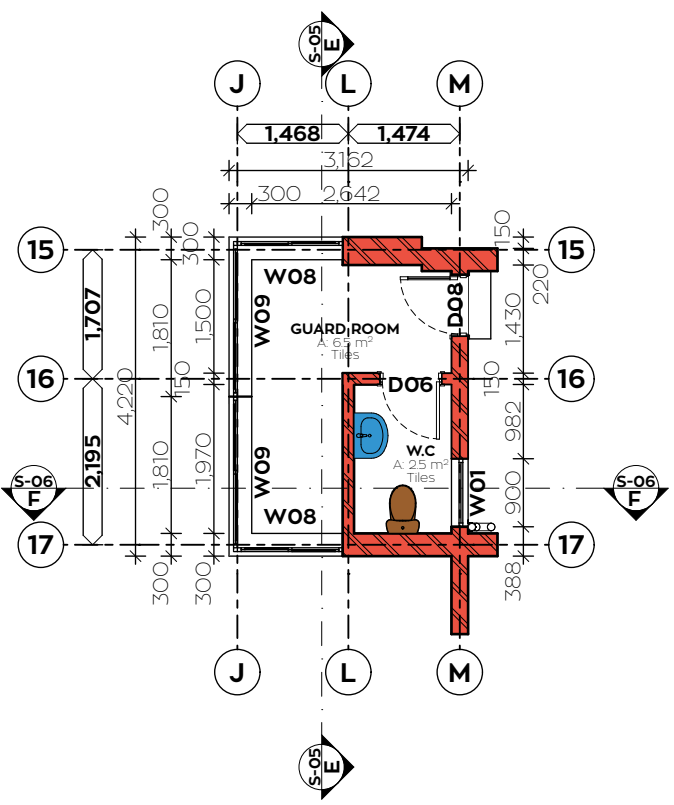
CLIENT:
bipa BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation
PO Box 185 Windhoek | 172 Jan Jonker Road Aussempplatz | Windhoek | Tel: +264 61 299 4400

PROJECT:
PROPOSED NEW BIPA OFFICE DEVELOPMENT
ON ERF 8681, WINDHOEK

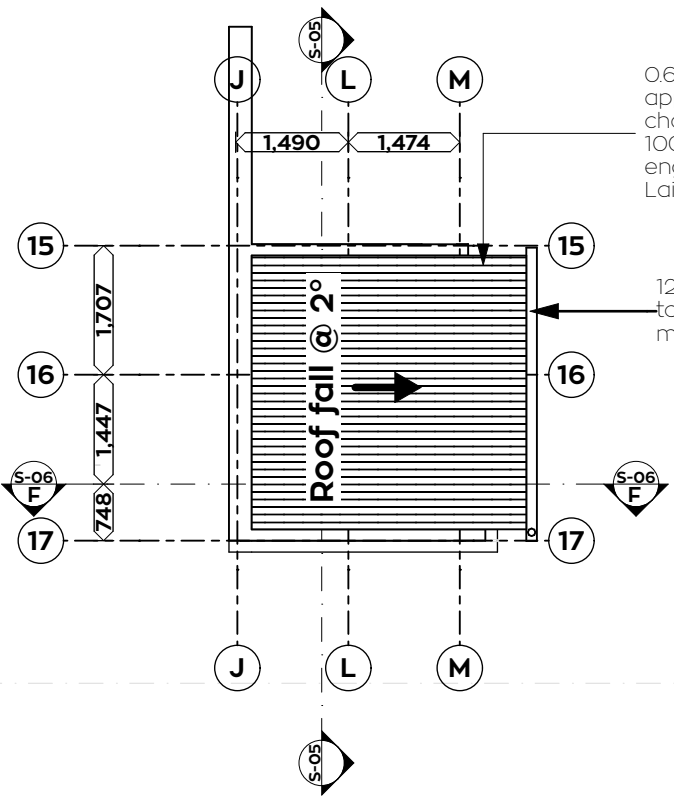
DRAWING TITLE:
WORKING DRAWINGS:
New Office Building, Floor Plan, Roof Plan Elevation & Section

DRAWING STATUS:
FILE PATH:
/Volumes/PROJECTS/2 Institutional/5-2025 Projects/15-2025-0009 BIPA OFFICES/3 Drawings/3.1 Council and Approval Drawings/000 A04-A04.bipa OFFICES P50.dgn

SCALE @ A1:	DATE OF PRINT:
As Indicated	21/04/2026
DRAWN BY:	CHECKED BY:
McClay Thikusho	Marley Tjitjo
PROJECT NUMBER:	
15-2025-0009	
DRAWING NUMBER:	REV.
A04 - A04.4	



GUARD HOUSE FLOOR PLAN LAYOUT
SCALE 1:100



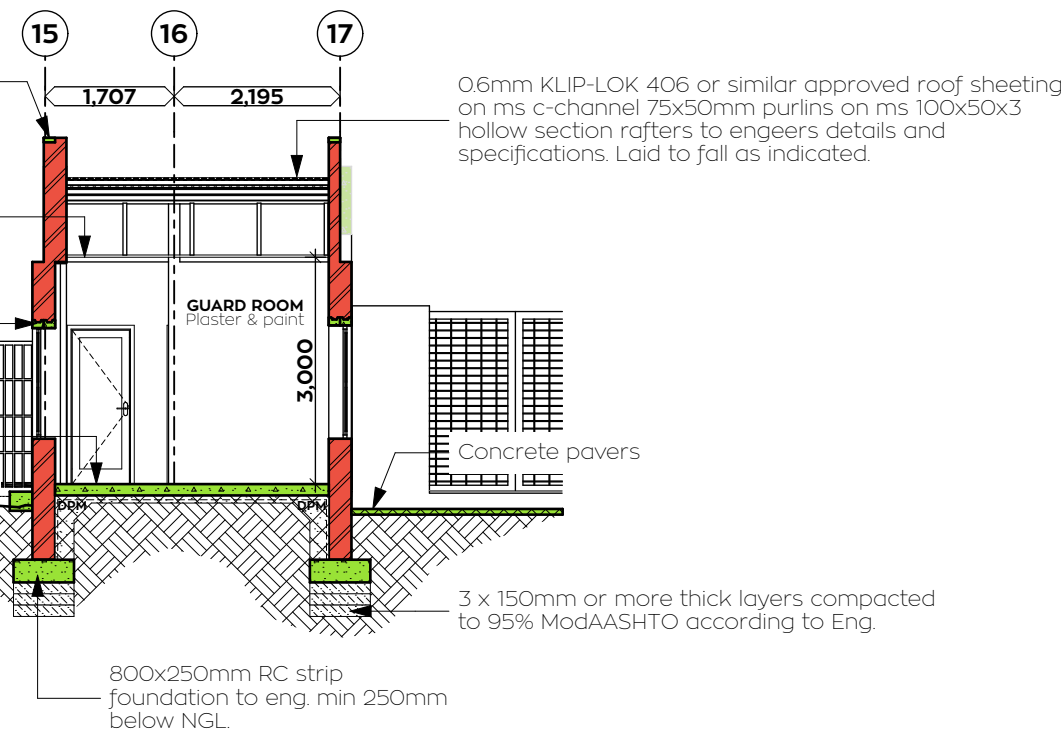
GUARD HOUSE ROOF LAYOUT
SCALE 1:100

9.5mm RHINO BOARD ceiling with taped and skimmed joints. To be painted white as per finishing schedule.

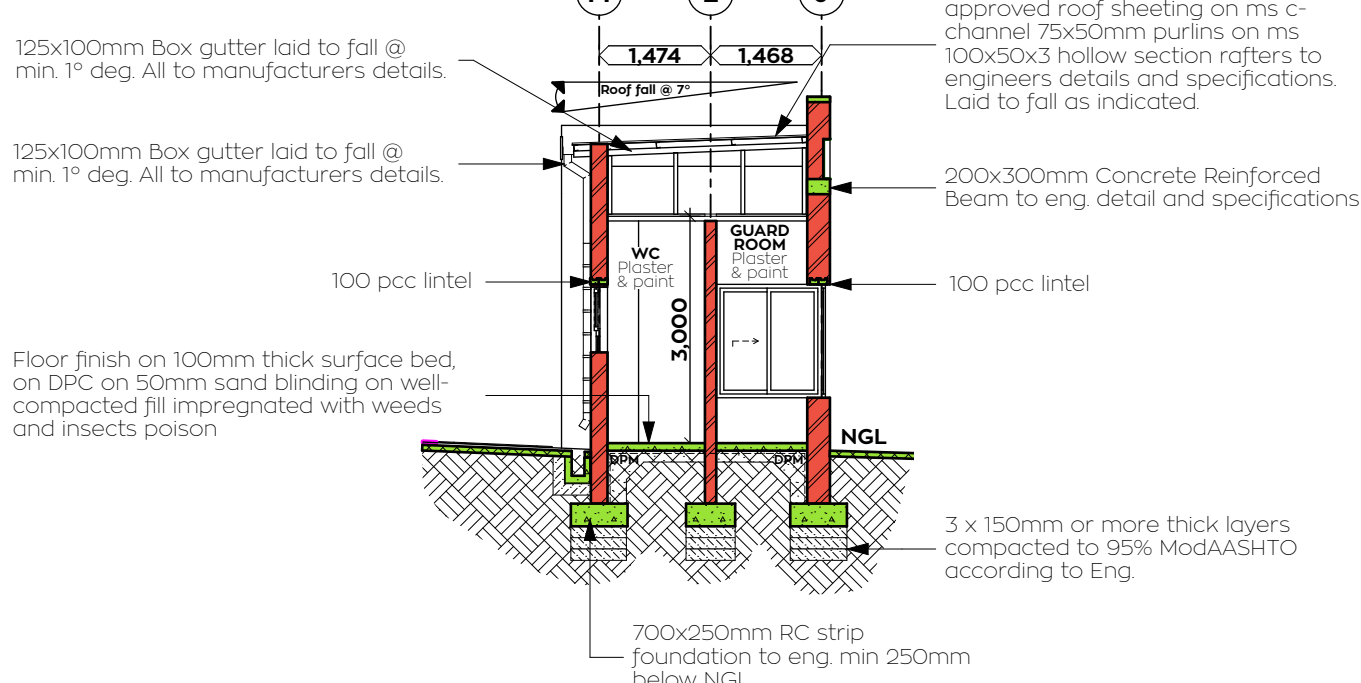
Floor finish on 100mm thick surface bed, on DPC on 50mm sand blinding on well-compacted fill impregnated with weeds and insects poison

Concrete coping

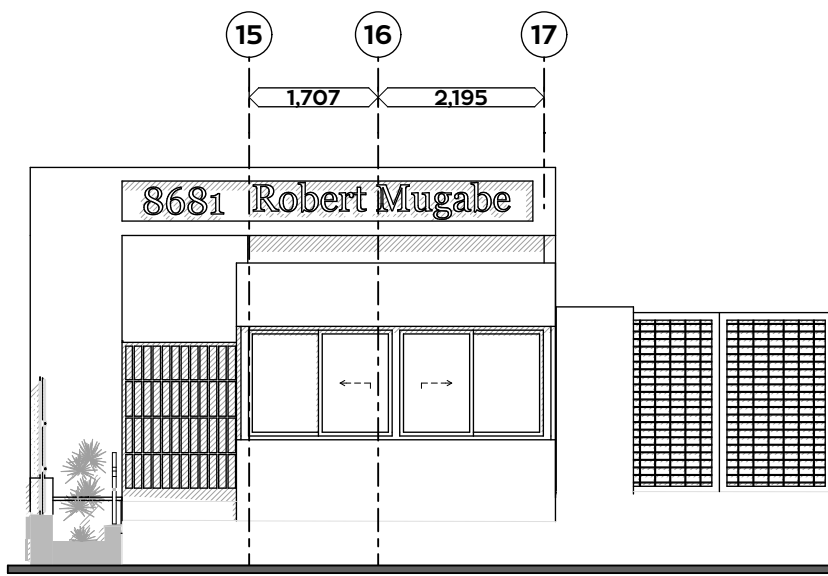
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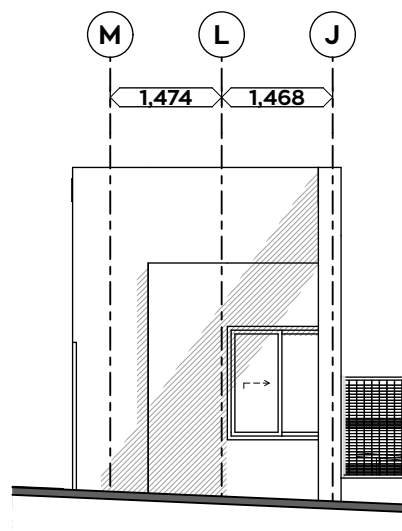
SECTION E-E (GUARD HOUSE)
SCALE 1:100



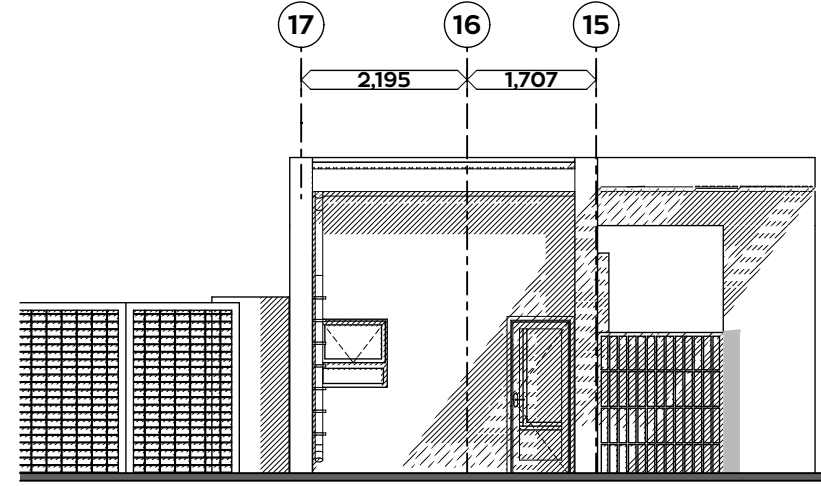
SECTION F-F (GUARD HOUSE)
SCALE 1:100



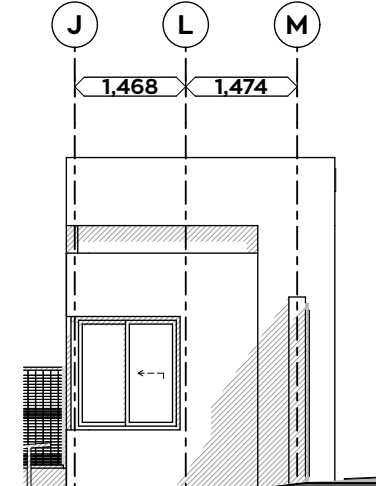
SOUTH WEST ELEVATION
SCALE 1:100



NORTH WEST ELEVATION
SCALE 1:100



NORTH EAST ELEVATION
SCALE 1:100



SOUTH EAST ELEVATION
SCALE 1:100

DOOR SCHEDULE	
DOOR NUMBER	D08
WALL OPENING x H Size	900x2100
View from Opening Side	
DOOR LOCATION	External Aluminium Doors
DOOR LEAF	Black powder-coated door with SOLARVUE GREY safety glass leaves. All to SANS standards and architect's approval.
DOOR FRAME	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and striker plate as per manufacturer and approved by the architect.
DOOR HANDLE	TH120NS SS cylinder lever handle on narrow stile rose with narrow stile cylinder escutcheons
DOOR CYLINDER AND LOCK	D07635SS narrow stile heavy duty swivel sash lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed).
DOOR STOP	DDS-NP-01B floor-mounted door stop.
DOOR CLOSER	N/A
DOOR FURNITURE	N/A

GUARD HOUSE DOOR SCHEDULE

WINDOW SCHEDULE			
WINDOW NUMBER	W01	W08	W09
WINDOW W x H Size	900x900	1393x1500	2000x1500
View from Opening Side			
WINDOW DESCRIPTION	WC window	Guard house side Windows	Guard house Windows to Robert Mugabe street
WINDOW FRAME	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval.	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval.	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval.
WINDOW GLAZING	SOLARVUE GREY safety glazing all in accordance with SANS standards.	SOLARVUE GREY safety glazing all in accordance with SANS standards.	SOLARVUE GREY safety glazing all in accordance with SANS standards.
WINDOW SILL	Plastered to fall	Plastered to fall	Plastered to fall
WINDOW FURNITURE	As supplied by manufacturer and approved by the architect.	As supplied by manufacturer and approved by the architect.	As supplied by manufacturer and approved by the architect.

GUARD HOUSE WINDOW SCHEDULE

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL

+264 61 122 8224

+264 61 264 701

+264 61 264 719

quant@dnq.co.na

P.O. Box 40111, Aussempplatz, Windhoek

104 401, Gosh Road, Hartebeest, Jan Jonker Street

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m ²
EXISTING BUILDING AREA	305.8 m ²
NEW OFFICE BUILDING AREA	141.3 m ²
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TOTAL:	579.4 m ²
COVERAGE: (579.4/3479)x 100	16.65%

PARKING ALLOTMENT

*EXISTING BUILDING OFFICE AREA: 146.7m²

*NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

*9 PARKING BAYS

ACHIEVED PARKING BAYS:

*12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussempplatz | Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT
ON ERF 8681, WINDHOEK**

DRAWING TITLE:

WORKING DRAWINGS:

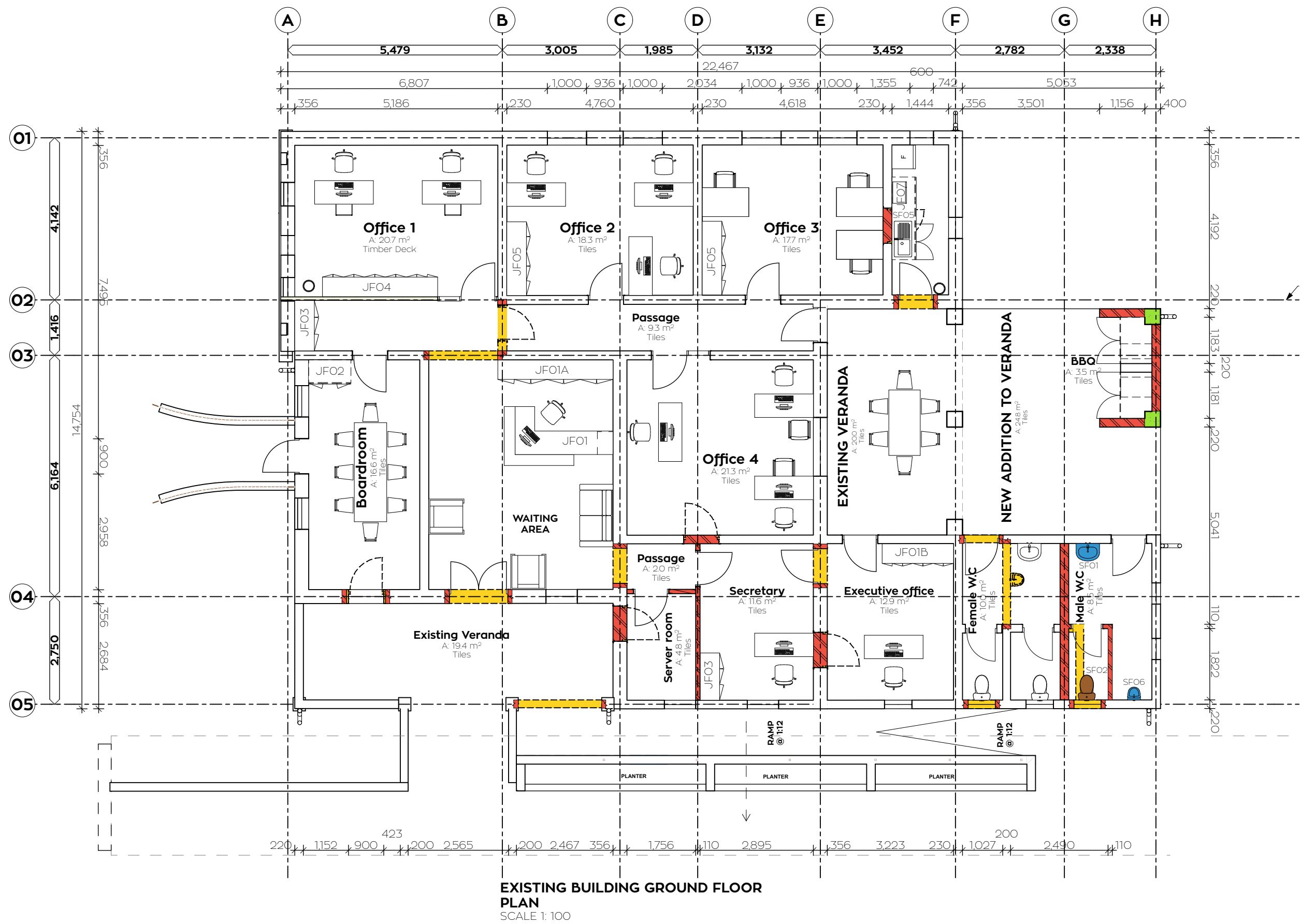
Guard House Floor Plan,
Roof Plan, Elevations &
Sections, and Door and
Window schedule

DRAWING STATUS:

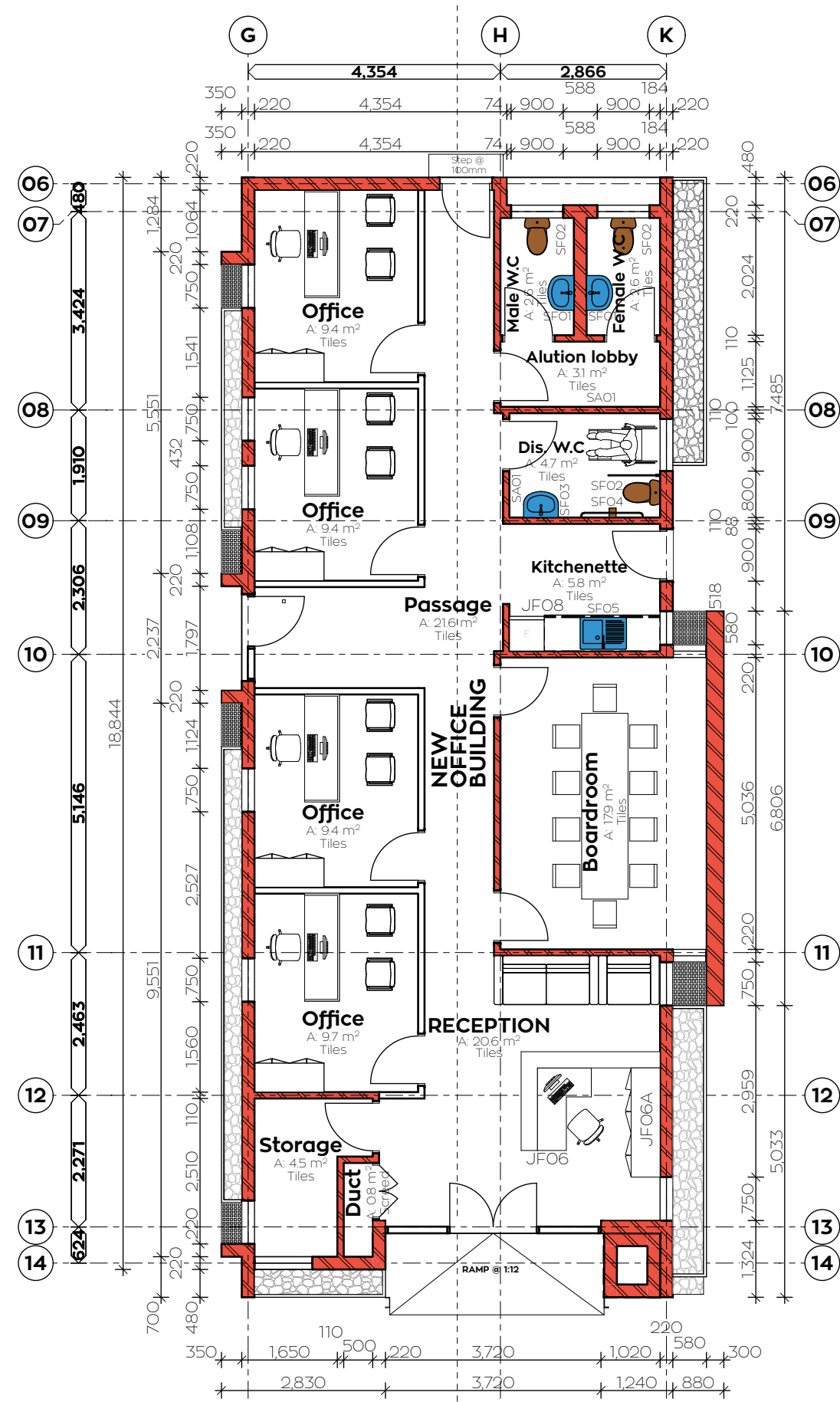
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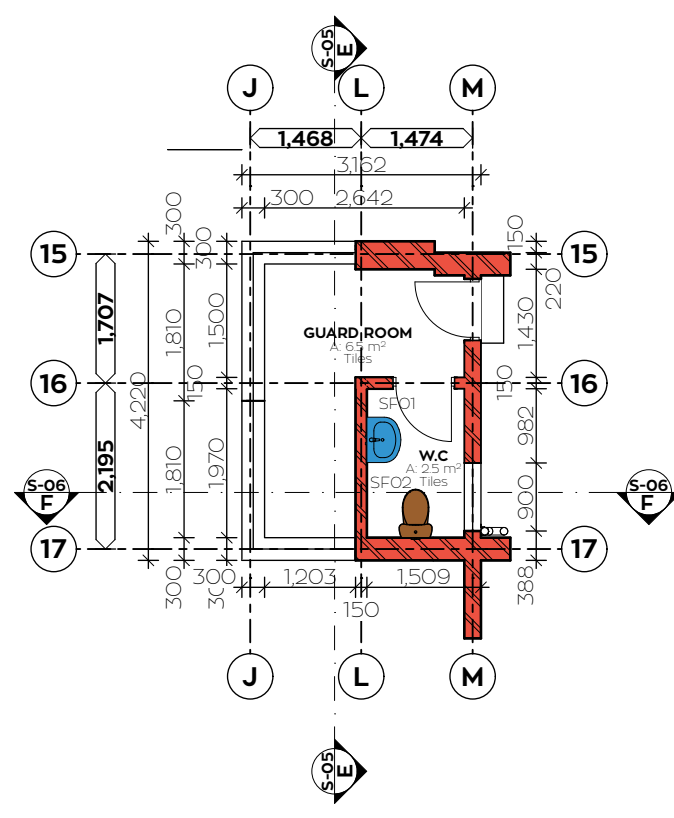
SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A045	REV.



EXISTING BUILDING GROUND FLOOR PLAN
SCALE 1:100



NEW BUILDING GROUND FLOOR PLAN
SCALE 1:100



GUARD HOUSE GROUND FLOOR PLAN
SCALE 1:100

SF NO.	ITEM	DESCRIPTION	PICTURE
SF 01	BASIN & ACCESSORIES	BASIN VAAL Hibiscus wall-mounted basin with one tap hole. Dimensions = 510mm x 405mm x 130mm. Colour = White.	
		TRAP VIEGA standard PVC bottle trap Model 5725 for 32mm x 1 1/4" outlet connector. Colour = White.	
		BASIN MIXER COBRA Taryn single lever basin mixer. Colour = Chrome.	
		STOP VALVE SCHLOESSER universal angle valve for sinks - 15mm x 10mm. Colour = Chrome.	
		TAURUS Serra Fil soap dispenser. Colour = Stainless Steel.	
		Standard mirror	
SA 01	ACCESSORIES	TAURUS Serra Reflex towel dispenser. Colour = Stainless Steel.	
		TAURUS Serra Matic paper bin. Colour = Stainless Steel.	
SF 02	WC & ACCESSORIES	WC VAAL Elegancia close couple toilet pan and cistern. Dimensions = 834mm x 684mm x 358mm. Colour = White.	
		FLUSH VALVE VAAL Selection universal DTF fitting. Colour = White & Red.	
		STOP VALVE SCHLOESSER universal angle valve for sinks - 15mm x 15mm. Colour = Chrome.	
		SEAT VAAL Elegancia double flap seat. Colour = White.	
		PAPER HOLDER VAAL Selection toilet paper holder, 204mm x 162mm x 88mm. Colour = White.	

SANITARY SCHEDULE
SCALE NTS

SF NO.	ITEM	DESCRIPTION	PICTURE
SF 03	BASIN & ACCESSORIES	BASIN VAAL Hibiscus wall-mounted basin with one tap hole. Dimensions = 510mm x 405mm x 130mm. Colour = White.	
		TRAP VIEGA standard PVC bottle trap Model 5725 for 32mm x 1 1/4" outlet connector. Colour = White.	
		BASIN MIXER COBRA Medical Pillar Tap 15mm pillar tap with blue indic and elbow action lever. All in accordance with SANS 2282:2009 Type2 (BS 5412). Colour = Chrome.	
		STOP VALVE SCHLOESSER universal angle valve for sinks - 15mm x 10mm. Colour = Chrome.	
		SOAP DISPENSER TAURUS Serra Fil soap dispenser. Colour = Stainless Steel.	
SF 04	GRAB BAILS	STRAIGHT FRANKE CNTX450 Grade 304 18/10 32mm diameter straight grab rail with FRANKIE fine grip. Dimensions = 450mm x 95mm. To be plugged and screwed to the wall with stainless steel screws. Install x2 units. Colour = Stainless Steel.	
		ANGLED FRANKE CNTX700A Grade 304 18/10 32mm diameter angled grab rail with FRANKIE fine grip. Dimensions = 256mm x 618mm x 95mm. To be plugged and screwed to the wall with stainless steel screws. Install x1 unit. Colour = Stainless Steel.	
SF 05	LAUNDRY SINK & ACCESSORIES	SINK FRANKE Nouveau single bowl drop-in sink complete with waste fitting. Dimensions = 800mm x 460mm x 149mm. Colour = Stainless Steel.	
		TRAP FRANKE Spazi F/I single bowl trap set.	
		BASIN MIXER COBRA Metsi one-hole sink mixer with aerated swivel outlet and mounting kit. Colour = Chrome.	
		STOP VALVE SCHLOESSER universal angle valve for sinks - 15mm x 10mm. Colour = Chrome.	
SF 06	URINAL & ACCESSORIES	URINAL VAAL Flatback TI wall-hung urinal supplied with 38mm chrome-plated grating, chrome plated top inlet spreader, and two hanger brackets. Installed at 1200mm AFFL. Colour = White.	

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL
QUANTITY SURVEYORS
+264 61 122 3224
+264 61 264 701
+264 61 264 719
dnel@dnqs.com
P.O. Box 40111, Aussenplanitz, Windhoek
Mob: 995 400, Gosh, Breda, Houtveld, Jan Jonker Street

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
EXISTING BUILDING AREA	305.8 m²
NEW OFFICE BUILDING AREA	141.3 m²
GUARD HOUSE AREA	13.5 m²
PEDESTRIAN CANOPY AREA	118.8 m²

TOTAL:	579.4 m²
COVERAGE: (579.4/3479)x 100	16.65%

PARKING ALLOTMENT

• EXISTING BUILDING OFFICE AREA: 146.7m²
• NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING DAYS:

• 9 PARKING DAYS

ACHIEVED PARKING DAYS:

• 12 PARKING DAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



BIPA BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussenplanitz | Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT**

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:
Sanitary Schedules

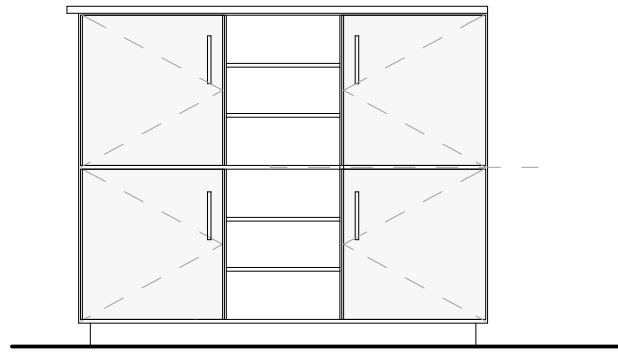
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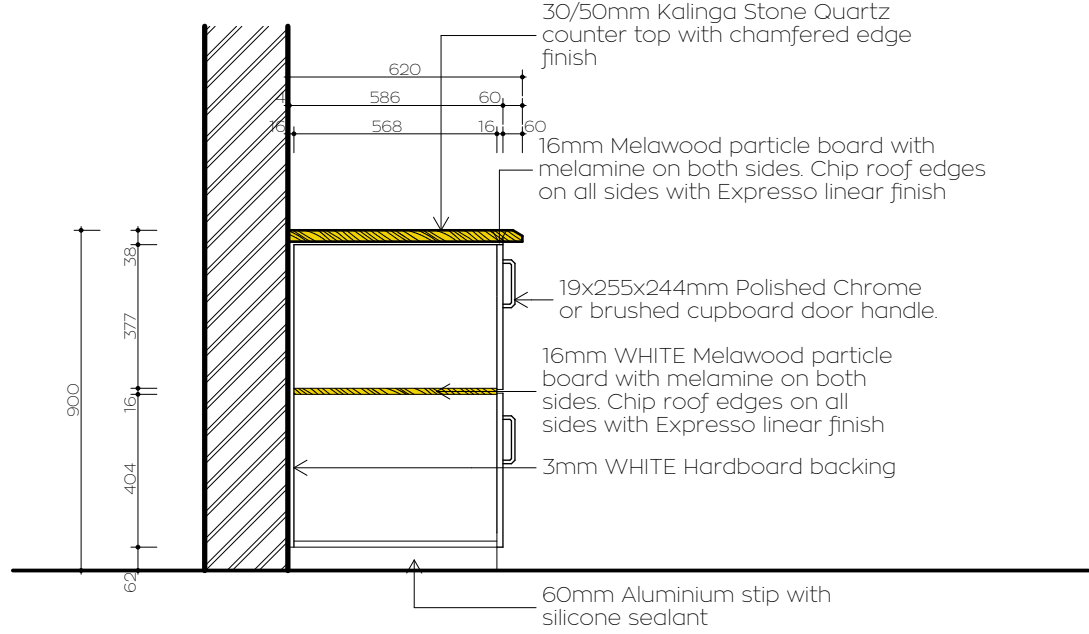
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SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
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PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A046	REV.

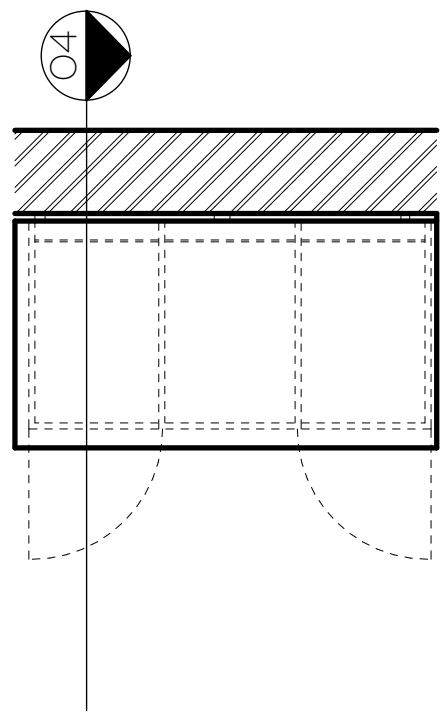
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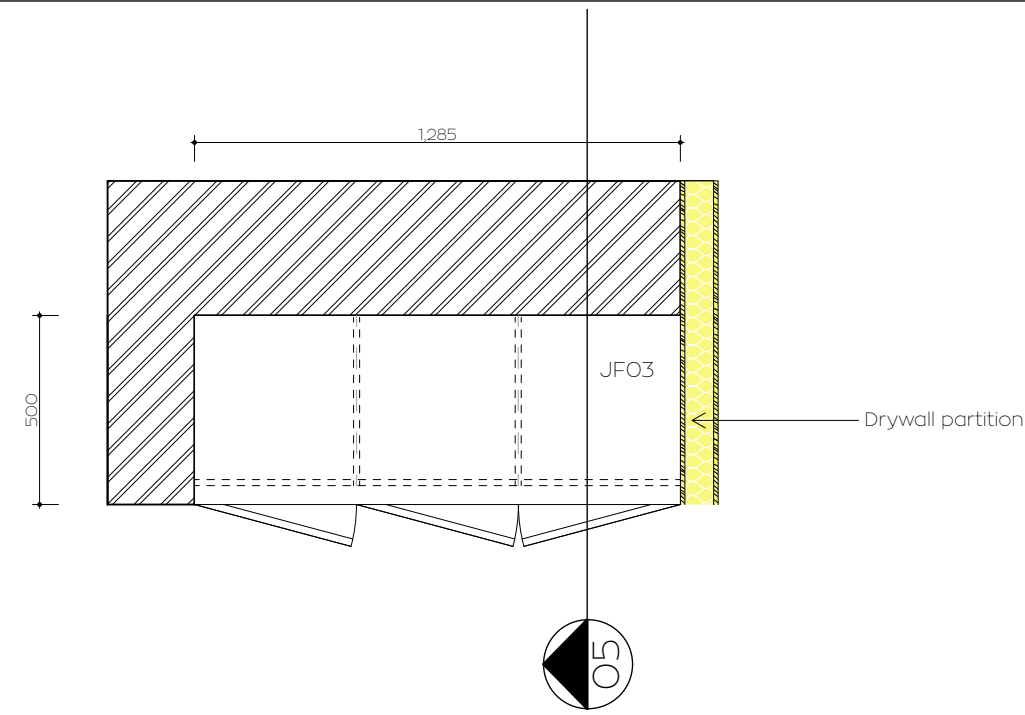
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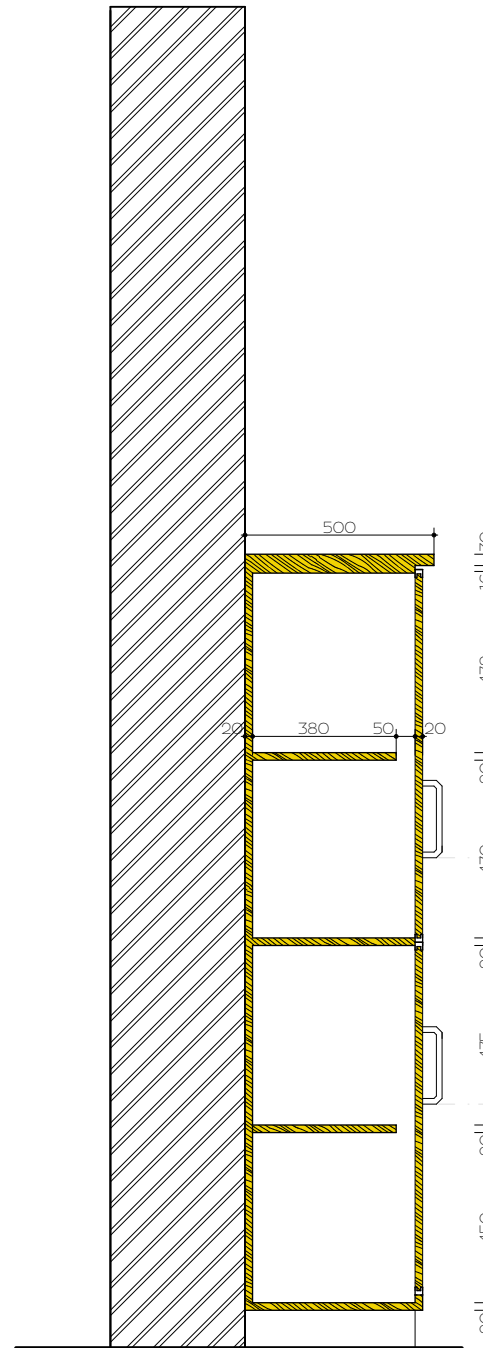
BOARDROOM ROOM CUPBOARD FLOOR LAYOUT
SCALE 1:20



STORAGE CABINETS IN PASSAGE WAY FLOOR LAYOUT
SCALE 1:20



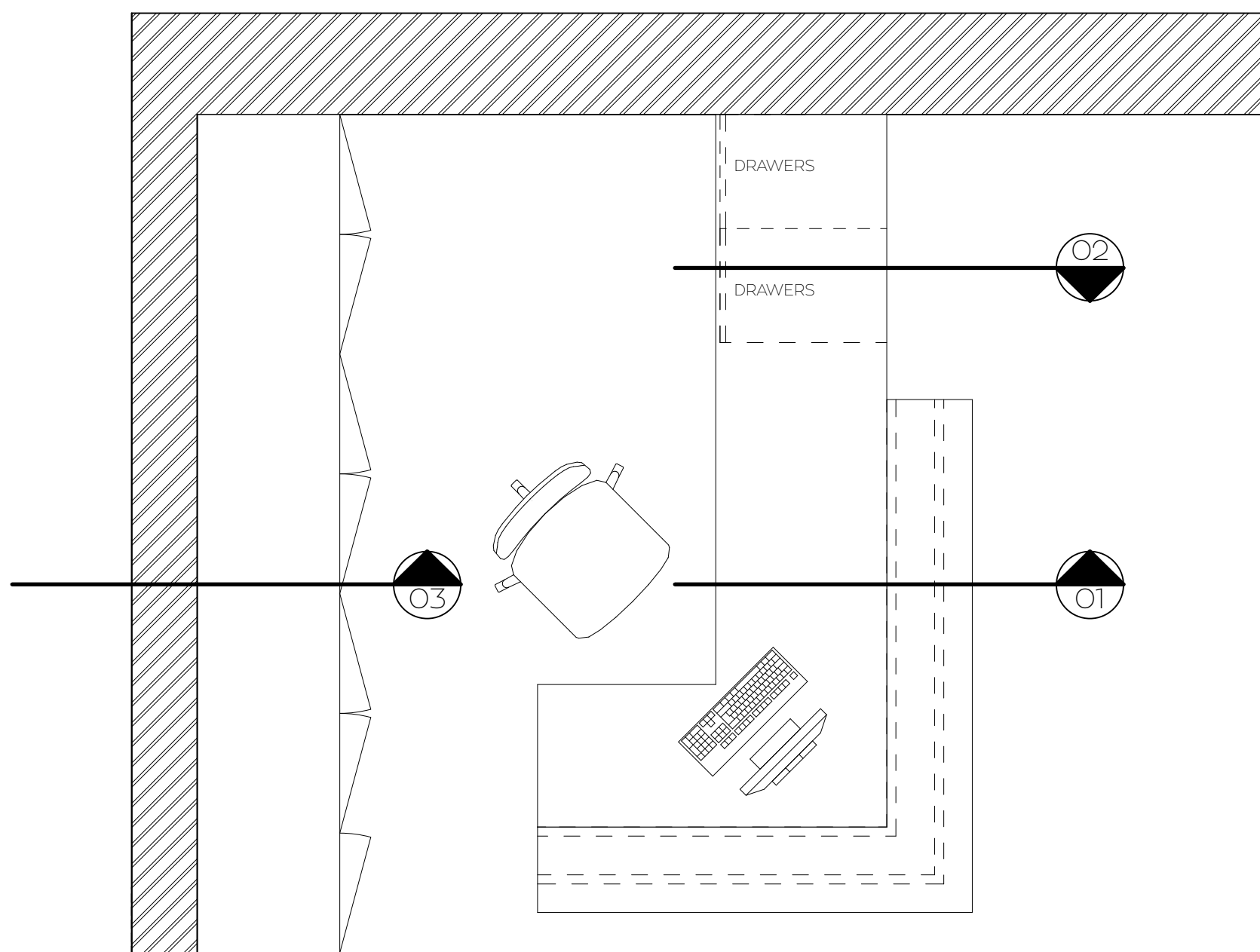
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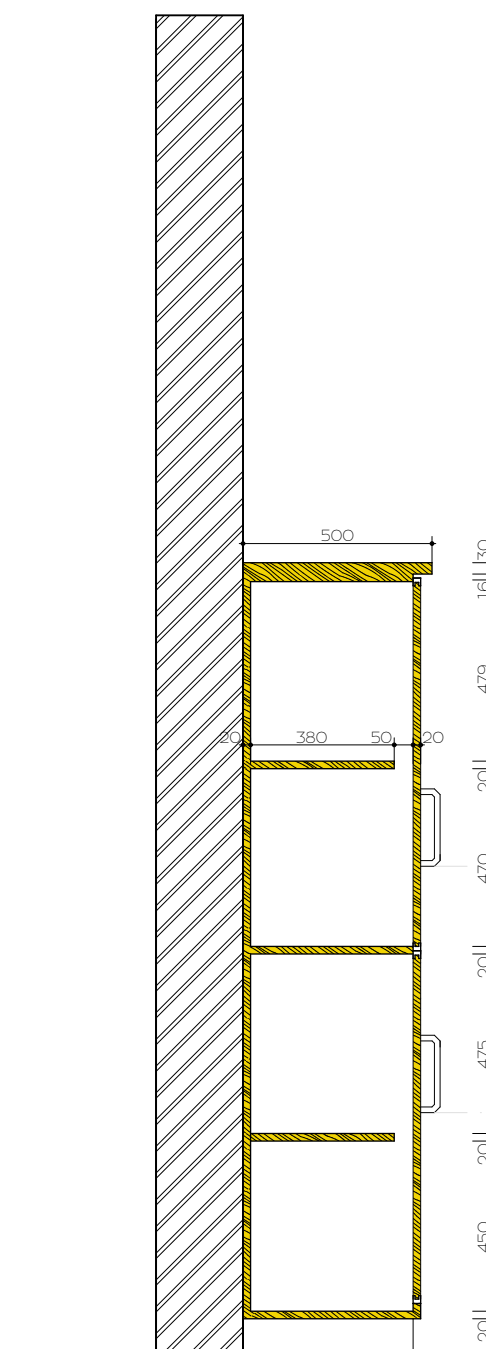
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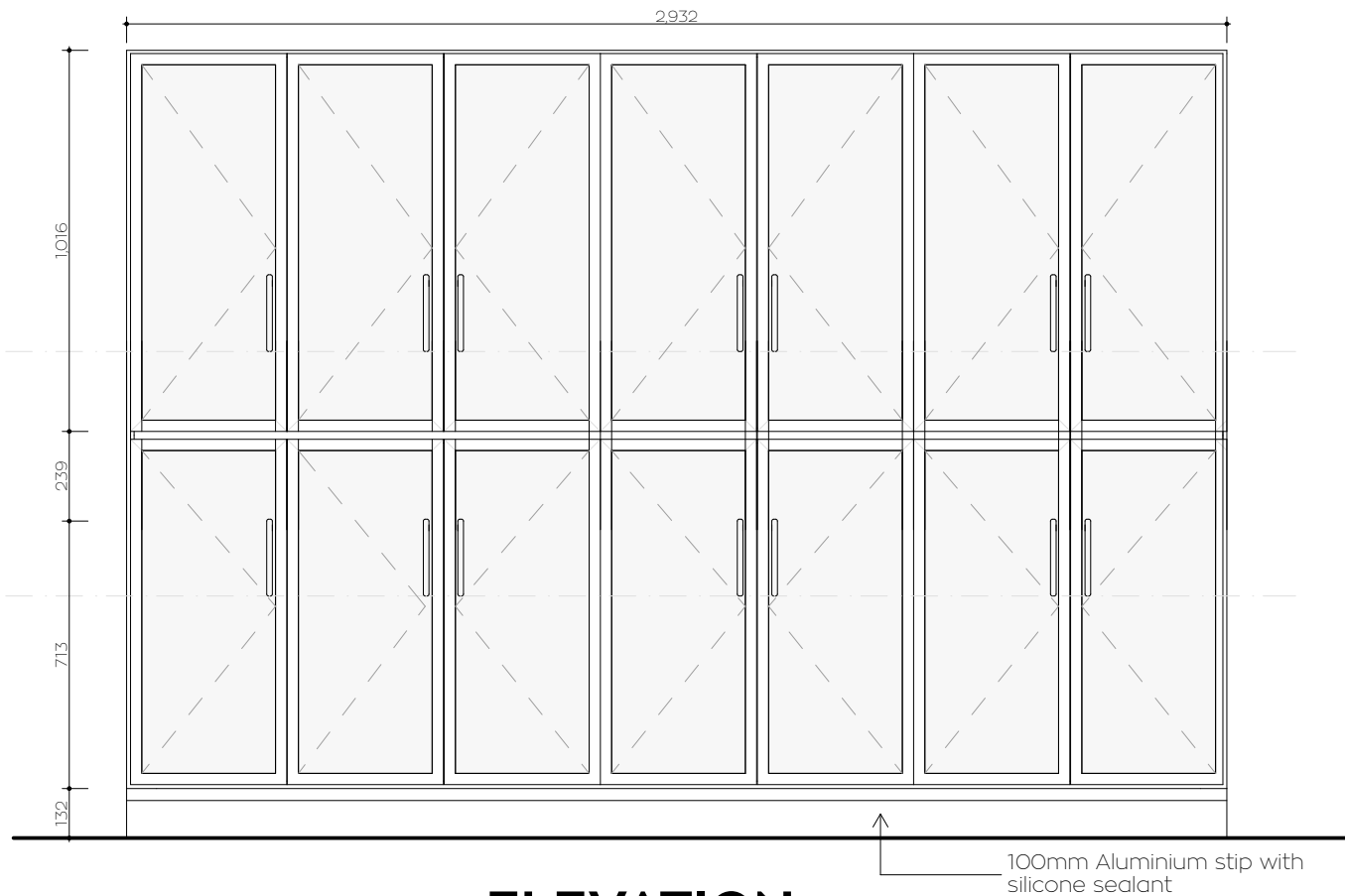
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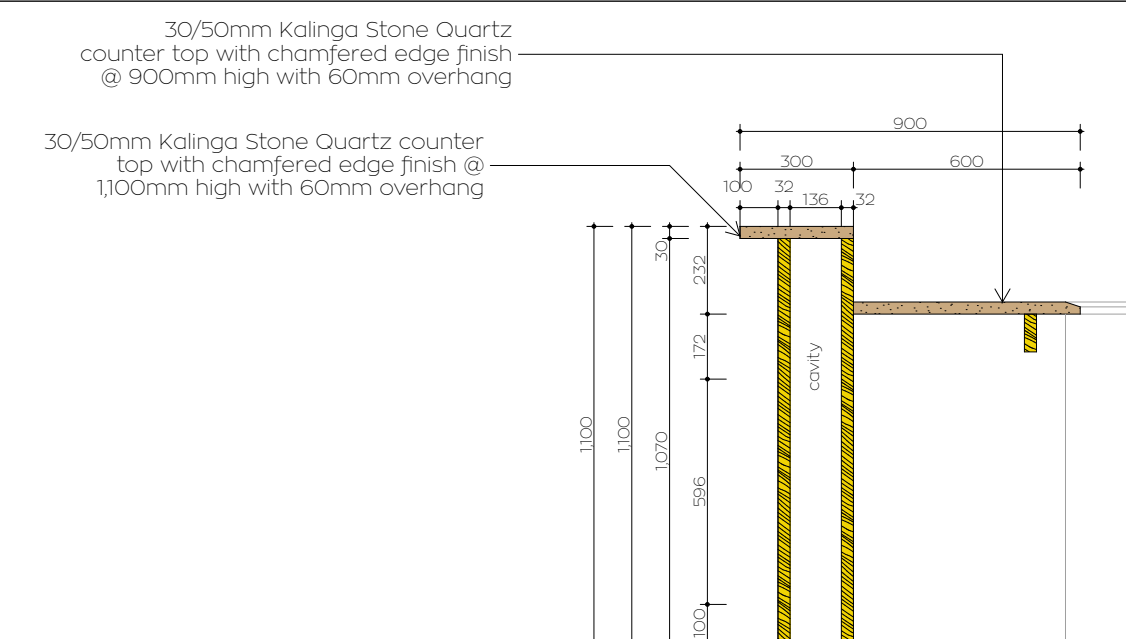
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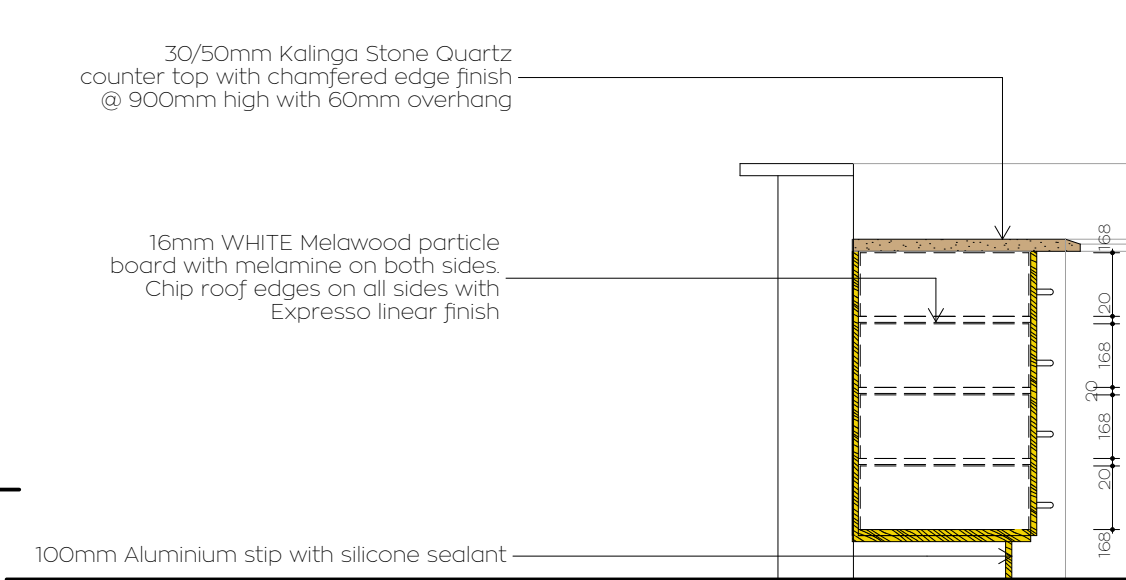
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SECTION 01
SCALE 1:20



SECTION 02
SCALE 1:20



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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street |
Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL
+264 61 127 9224
+264 61 244 701
+264 61 244 701
dnel@dnq.co.na
P.O. Box 48111, Aussempplatz, Windhoek
008 405, South Street, Harare, Zimbabwe

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
EXISTING BUILDING AREA	305.8 m²
NEW OFFICE BUILDING AREA	141.3 m²
GUARD HOUSE AREA	13.5 m²
PEDESTRIAN CANOPY AREA	118.8 m²

TOTAL:	579.4 m²
COVERAGE: (579.4/3479)x100	16.65%

PARKING ALLOTMENT

• EXISTING BUILDING OFFICE AREA: 146.7m²
• NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

• 9 PARKING BAYS

ACHIEVED PARKING BAYS:

• 12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussempplatz
| Windhoek | Tel: +264 61 299 4400

PROJECT:

PROPOSED NEW BIPA
OFFICE DEVELOPMENT

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:
JOINERY FITTING/FINISHES 1

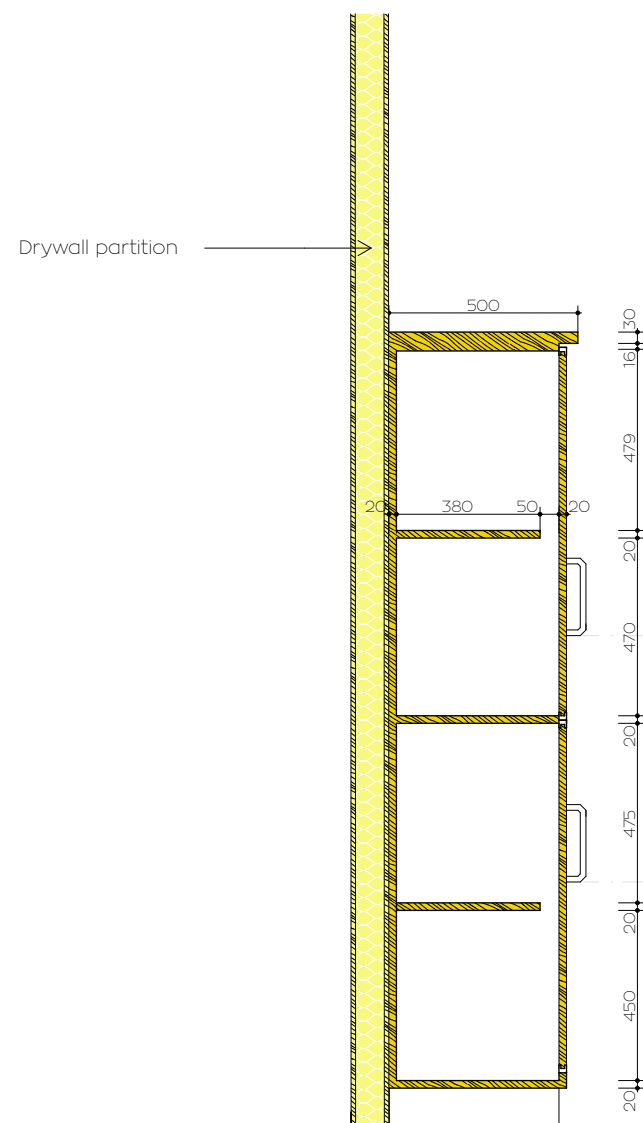
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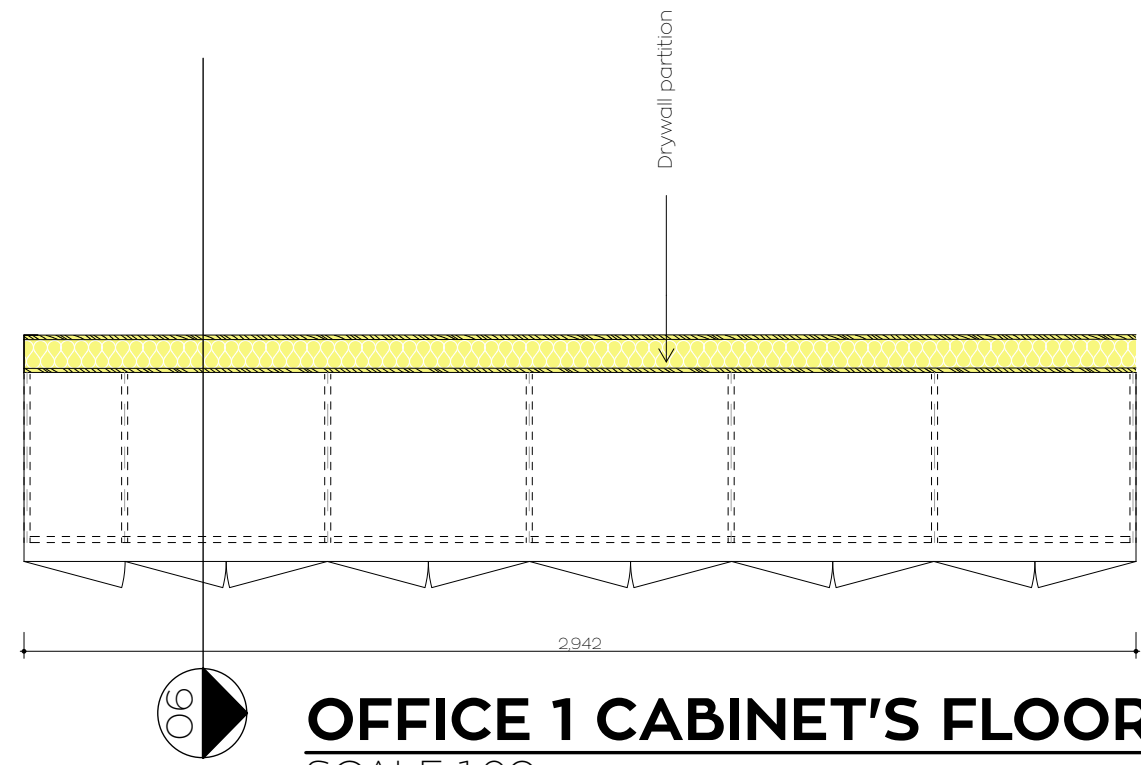
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OFFICES/3 Drawings/31 Council and Approval Drawings/003 A04-HCA-BIPA
OFFICES P502in

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PROJECT NUMBER: IS-2025-0009	
DRAWING NUMBER: A04 - A04.7	REV.

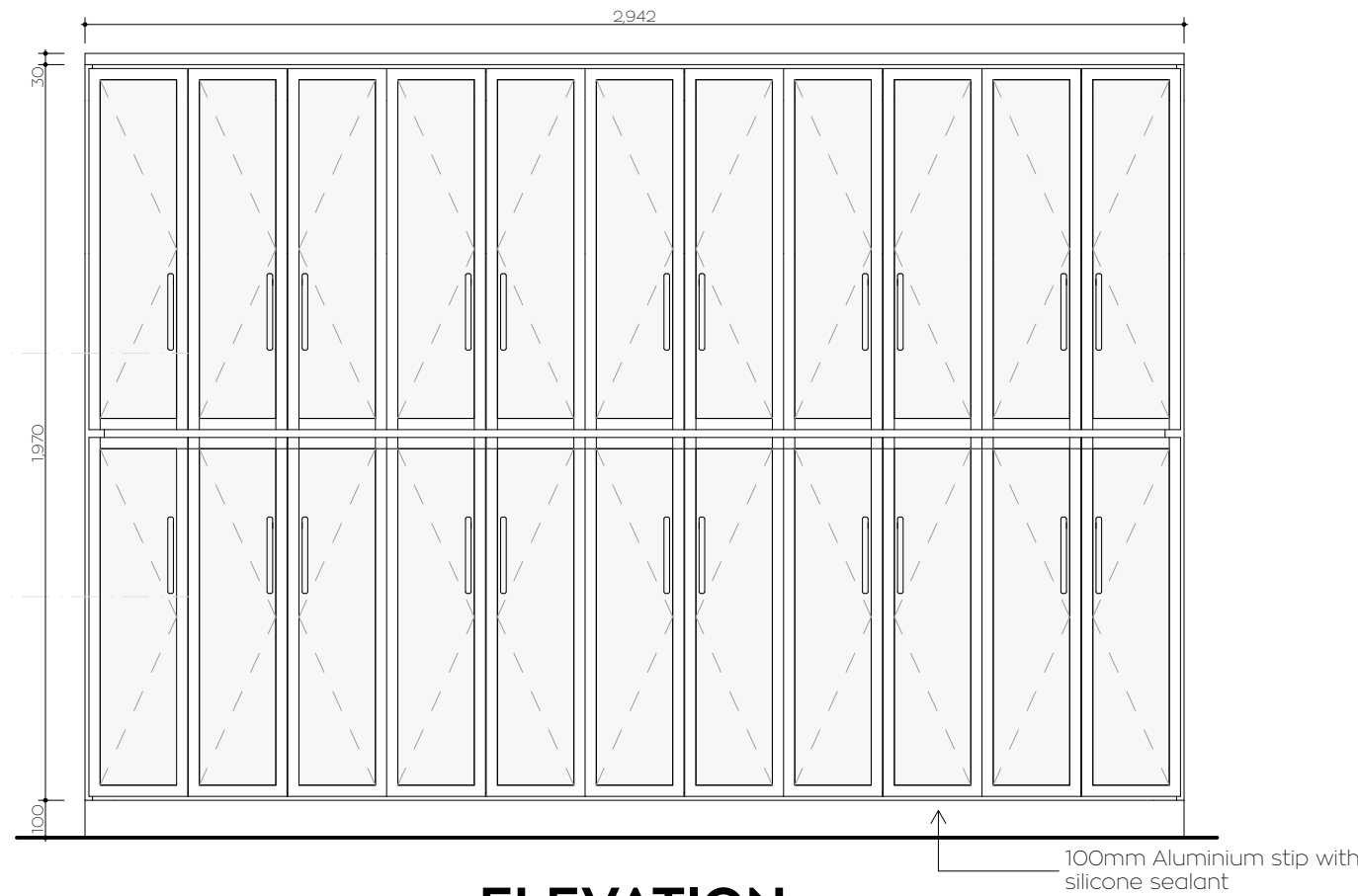
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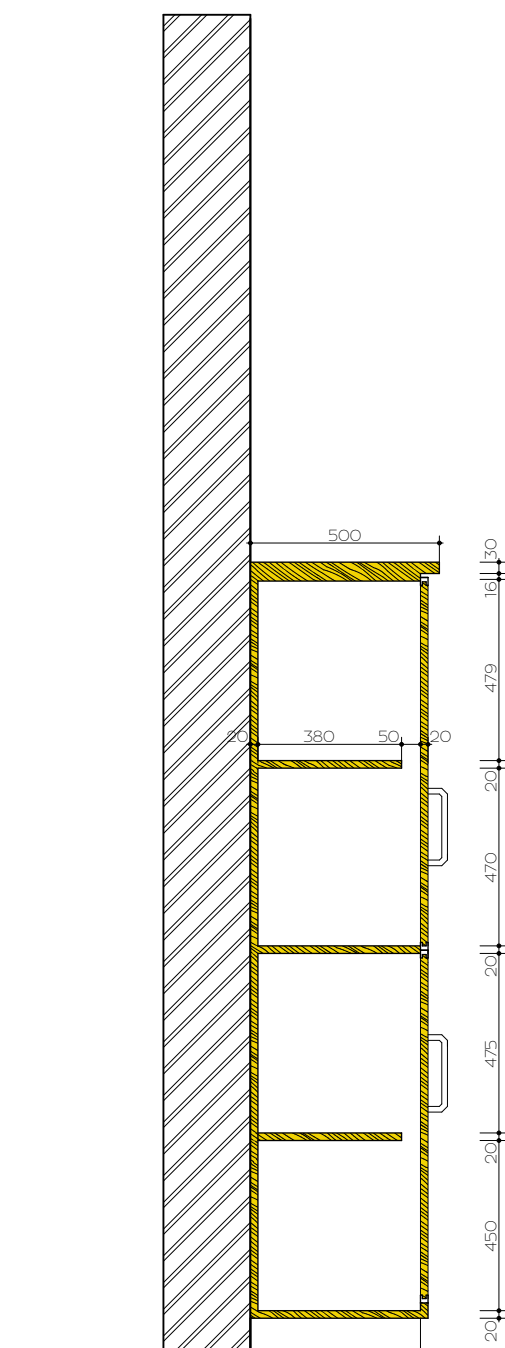
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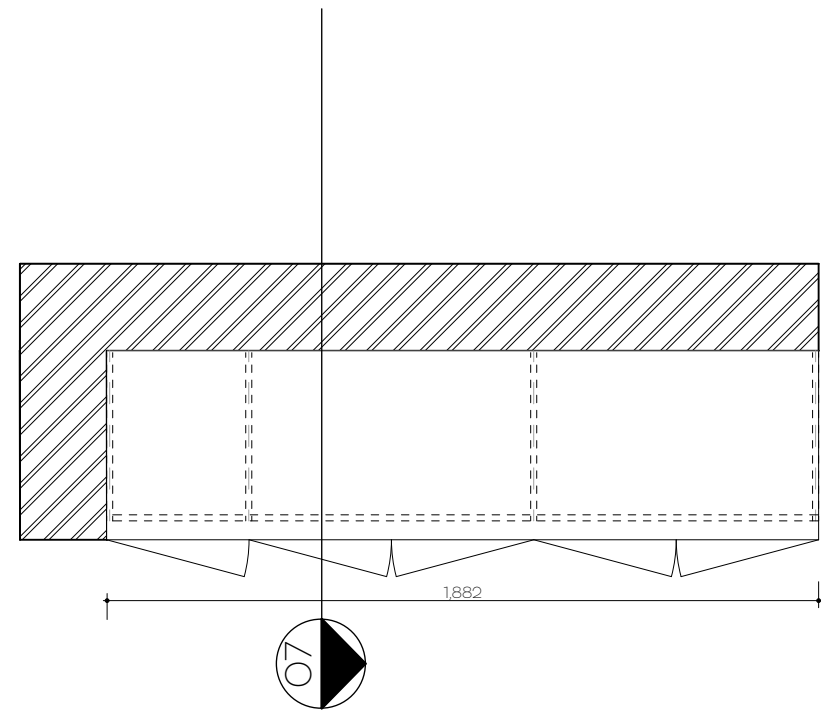
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SCALE 1:20



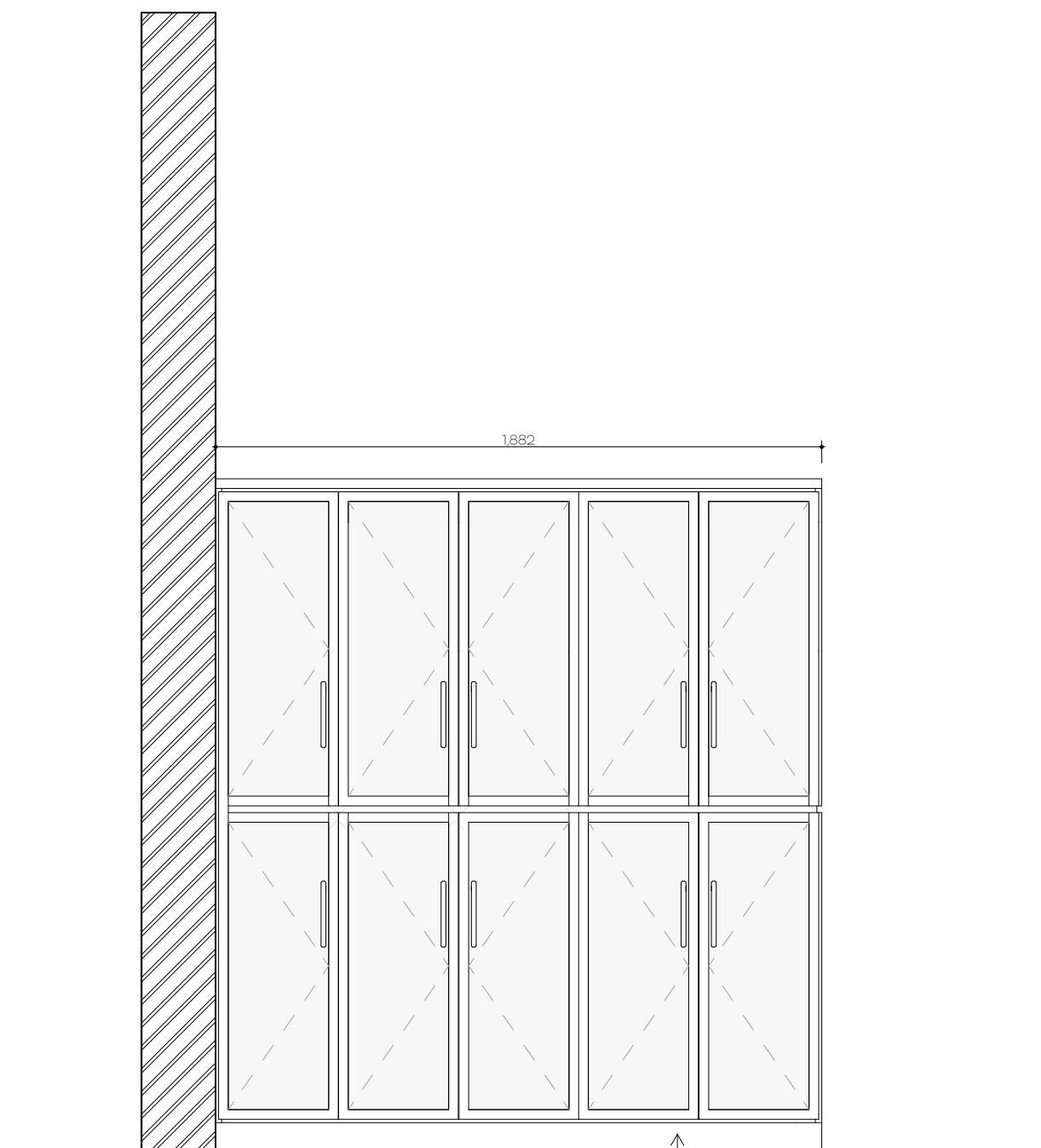
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SECTION 07
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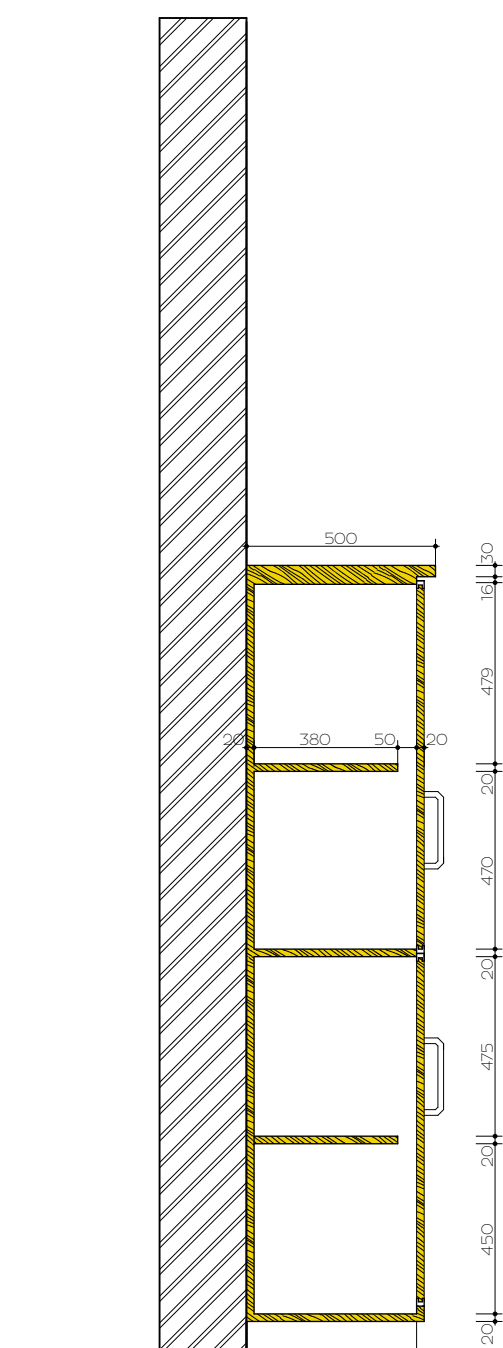
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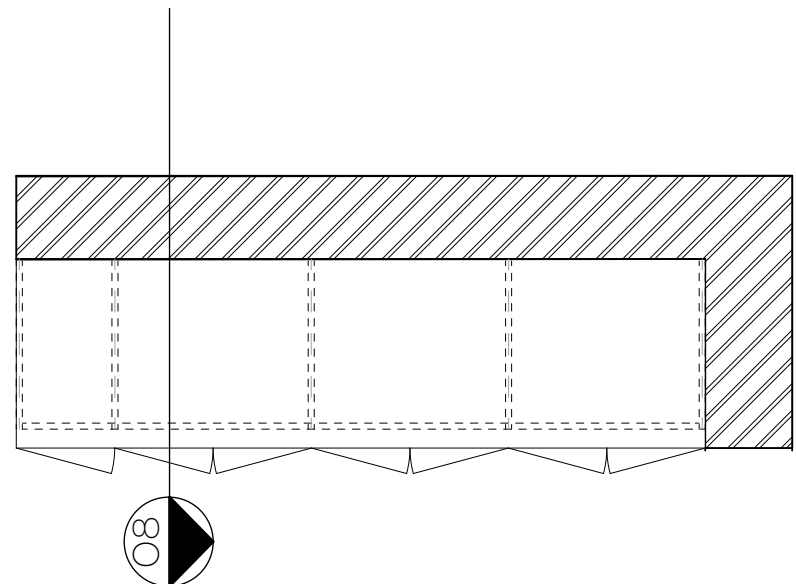
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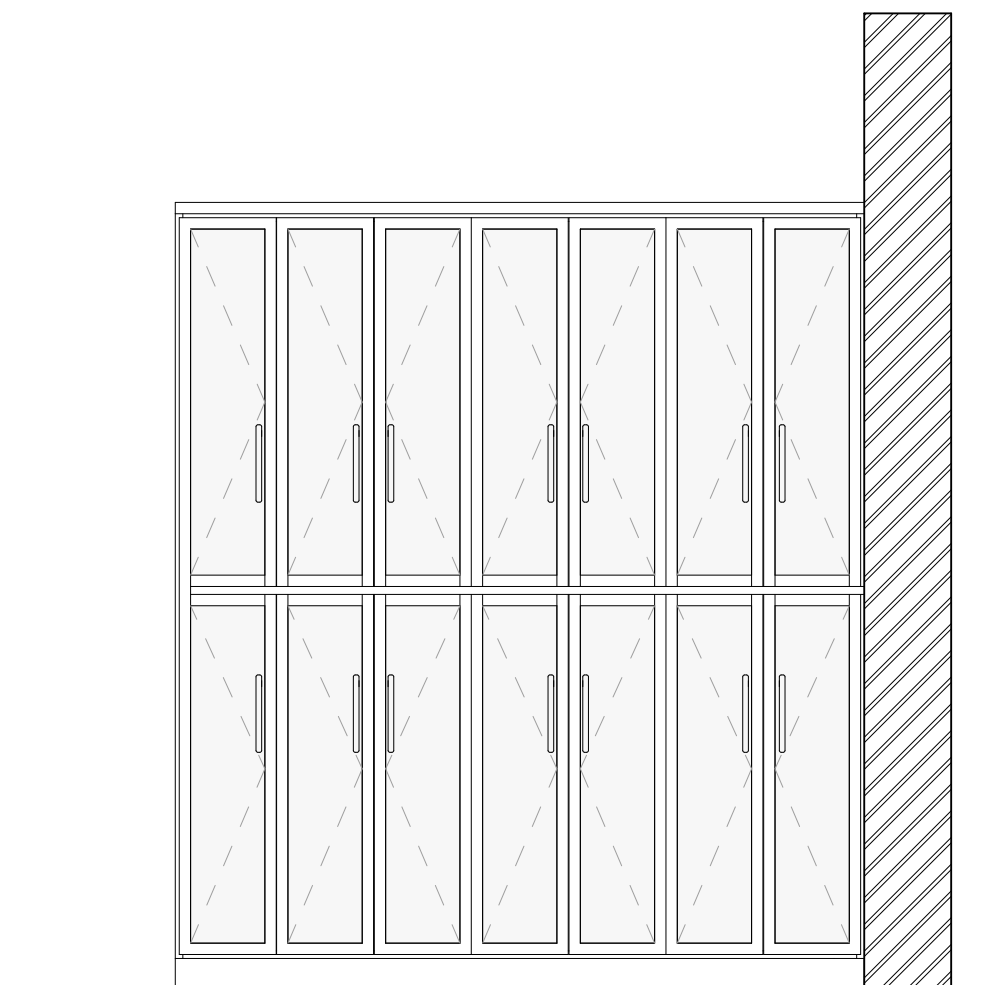
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SECTION 08
SCALE 1:20



EXECUTIVE OFFICE CABINET'S FLOOR LAYOUT
SCALE 1:20



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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street |
Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL
QUANTITY SURVEYORS
+264 61 127 8224
+264 61 264 701
+264 61 264 719
dnel@dnqs.com
P.O. Box 48111, Aussenplanplatz, Windhoek
168 401, Gosh Road, Harare, Zimbabwe

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
EXISTING BUILDING AREA	305.8 m²
NEW OFFICE BUILDING AREA	141.3 m²
GUARD HOUSE AREA	13.5 m²
PEDESTRIAN CANOPY AREA	118.8 m²

TOTAL:	579.4 m²
COVERAGE: (579.4/3479)x 100	16.65%

PARKING ALLOTMENT

- EXISTING BUILDING OFFICE AREA: 146.7m²
- NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

• 19 PARKING BAYS

ACHIEVED PARKING BAYS:

• 12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussenplanplatz
| Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT**

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:

JOINERY FITTING/FINISHES 2

DRAWING STATUS:

FILE PATH:

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OFFICES\2 Drawings\31 Council and Approval Drawings\000 ABC\HCAD\BIPA
OFFICES P50.dgn

SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: IS-2025-0009	
DRAWING NUMBER: A04 - A04.8	REV.

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BUILDING REGULATIONS.



NAMI House | 4 Prof. Mburumba Kerina Street |
Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605



DAWID NEL
 +264 81 122 3224
 +264 81 244 701
 +264 81 244 779
 dawidnel@dnps.com.na
 P.O. Box 40113, Aussenpostplatz, Windhoek
 Unit 403, South Block, Moamas Mall, Jan Jonker St



Description	Date	No

ERF AREA:	3,479 m ²
-----------	----------------------

TOTAL:	579.4 m ²
COVERAGE: (579.4/3479)x 100	16.65%

►EXISTING BUILDING OFFICE AREA: 146.7m²
►NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:
 ▶ 9 PARKING BAYS

ACHIEVED PARKING BAYS:
+30 PARKING BAYS

12 PARKING DAYS

CLIENT

CLIENT

100

100



BIPA
BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
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PO Box 185 Windhoek | 172 Jan Jonker Road Ausspanplatz
Windhoek | Tel: +264 61 299 4400

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT**

ON ERF 8681, WINDHOEK

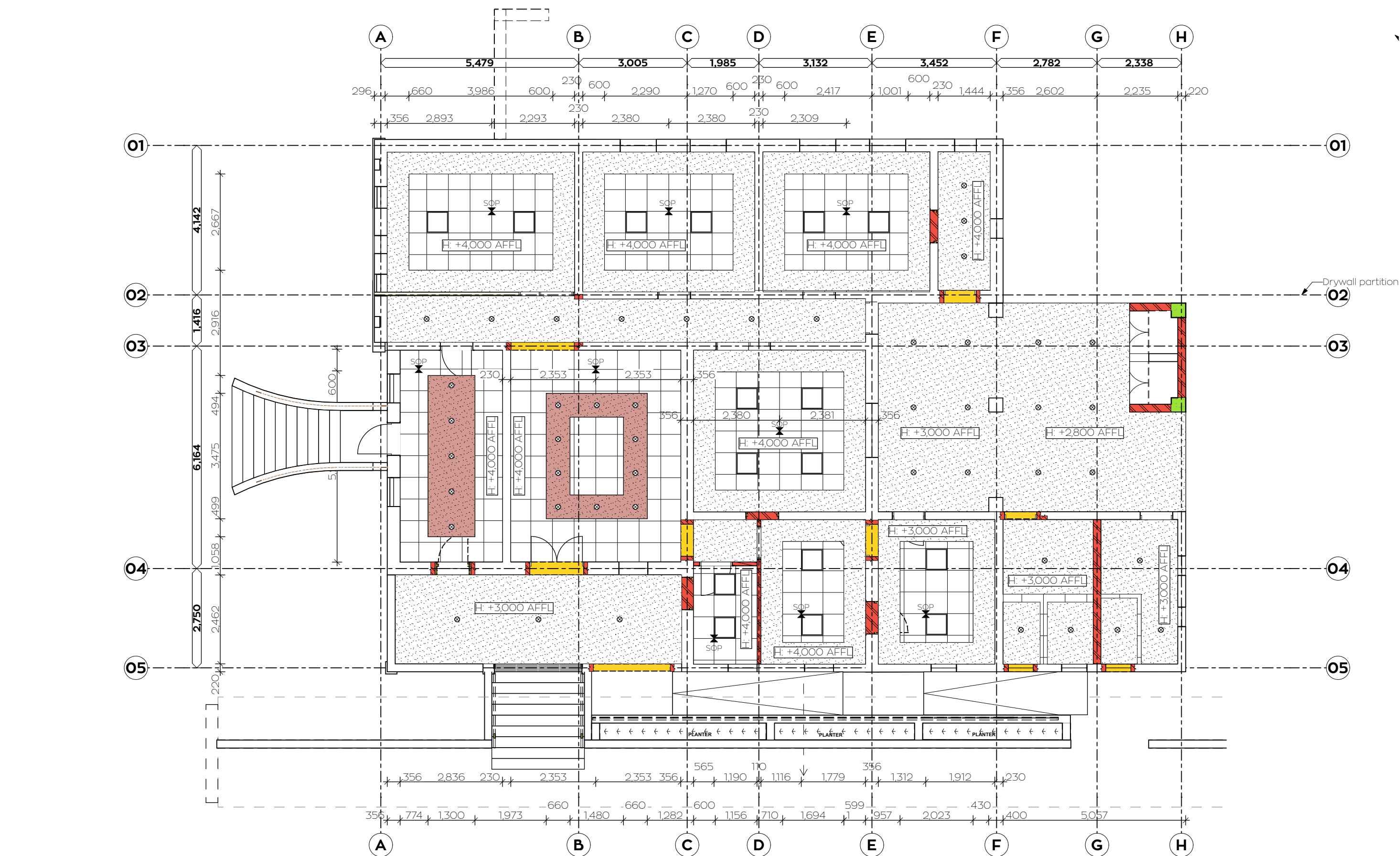
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JOINERY FITTING/FINISHES 4

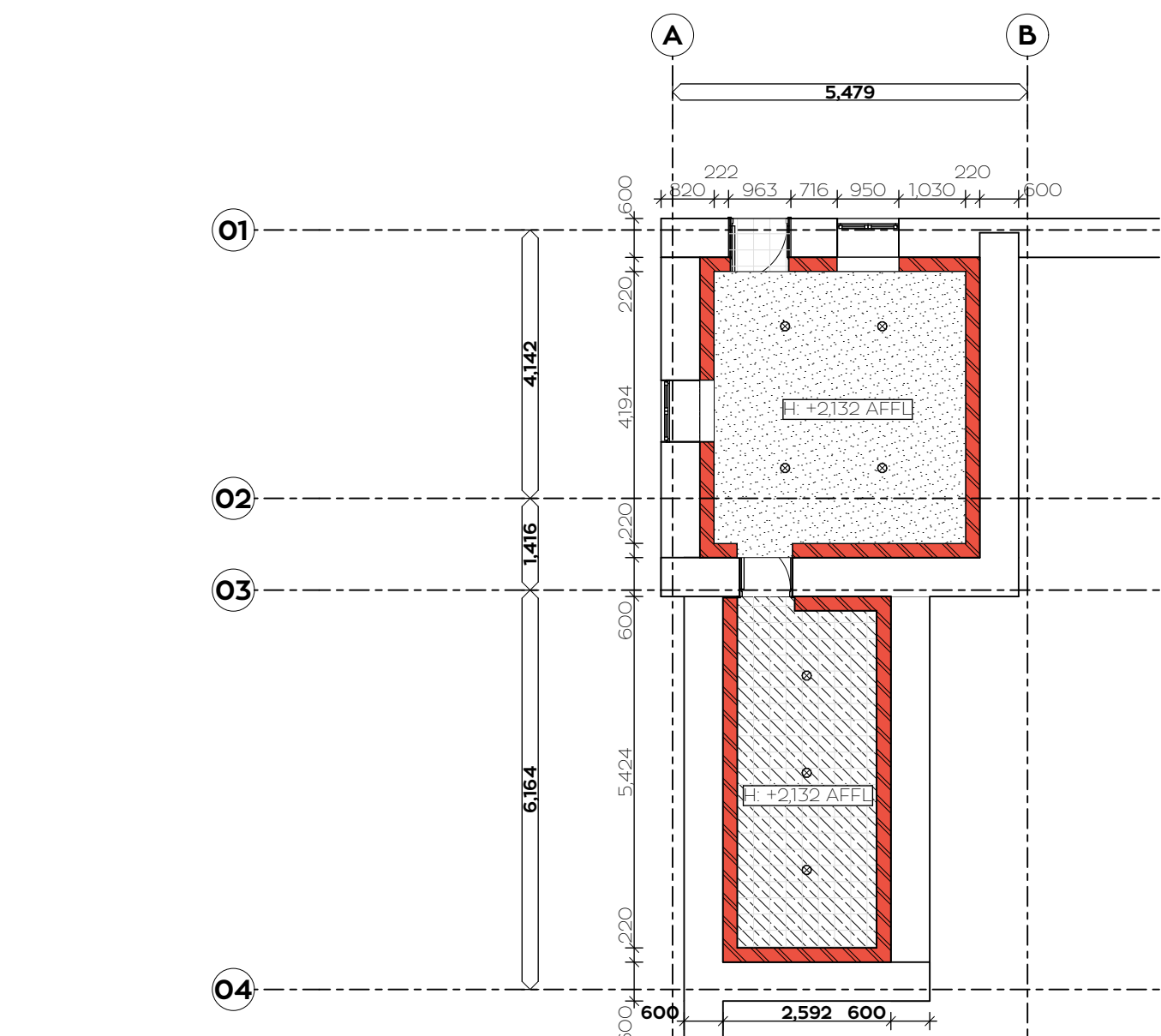
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OFFICES P50.pn

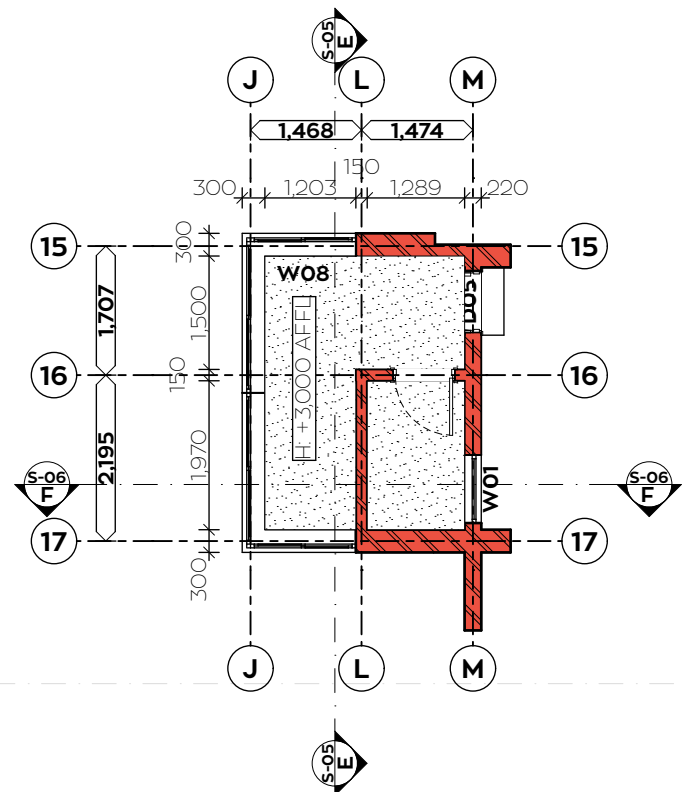
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DRAWING NUMBER: A.O4 - A.O4.10			REV.



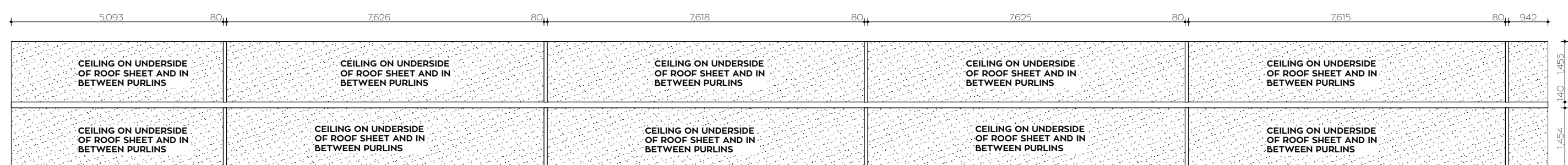
EXISTING BUILDING GROUND FLOOR CEILING LAYOUT
SCALE 1:100



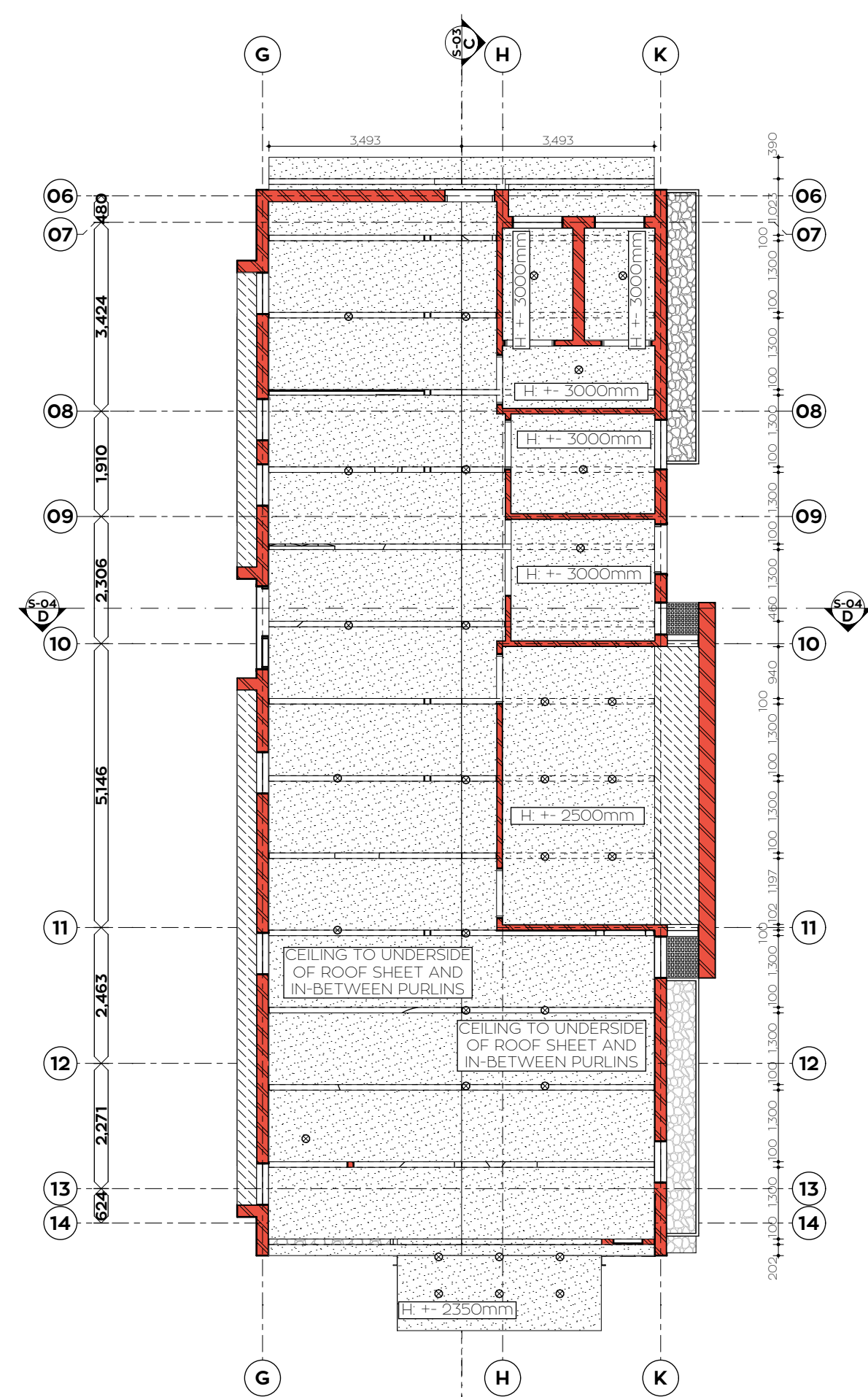
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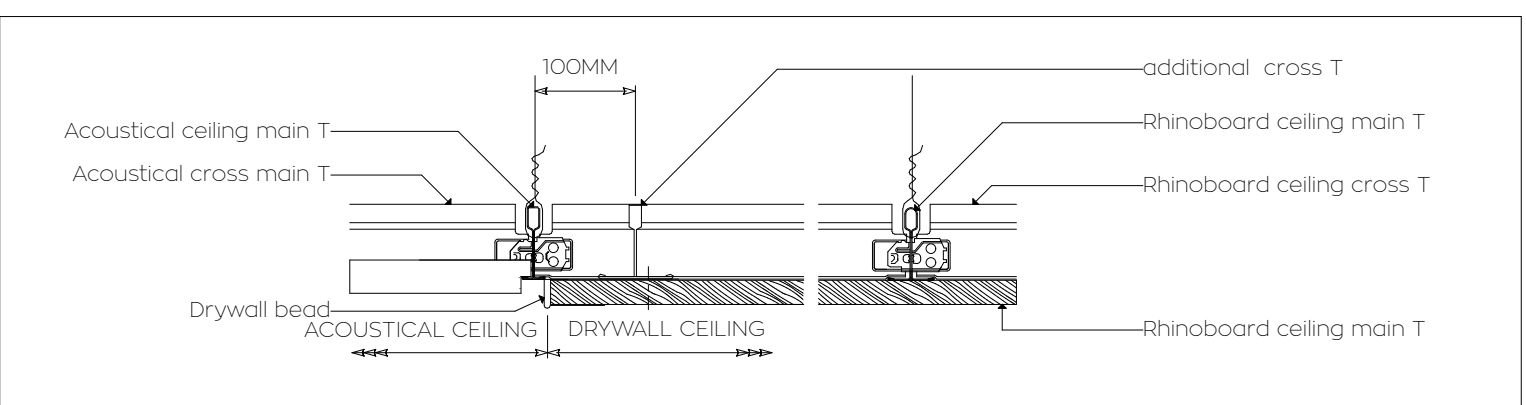
GUARD HOUSE CEILING LAYOUT
SCALE 1:100



PEDESTRIAN CANOPY CEILING
SCALE 1:100



NEW BUILDING CEILING LAYOUT
SCALE 1:100



CEILING TRANSITION DETAIL
SCALE 1:5

SYMBOL	DESCRIPTION
	95mm RHINOBOARD ceiling with taped and skimmed joints on DONN MS suspended ceiling grid, spacing and fixing to manufacturer's specifications and details. Finished to Finishing Schedule.
	Bulkhead dropped by 300mm from ceiling level made from 95mm RHINOBOARD ceiling with taped and skimmed joints on DONN MS suspended ceiling grid, spacing and fixing to manufacturer's specifications and details. Finished to Finishing Schedule.
	GYPROC GYPTONE acoustic drop in panels. Dimensions of 600x600mm. Panels to be of the GYPTONE POINT II type, or similar approved, and installed on a recessed T-15 grid (Edge F15) in strict accordance with manufacturer's specifications and details.
	Painted concrete soffit to be painted with two coats of NEO DUR PVA, or similar approved product. Colour to architect. Refer to Finishing Schedule for application method. All in accordance with the manufacturer's specifications.
	Setting out point

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL

+264 61 127 8224
+264 61 264 701
+264 61 264 719
dnel@dnq.co.na
P.O. Box 48111, Aussempplatz, Windhoek
104 401, Gosh Road, Hartebeesthoek, Jan Jonker Street

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

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PARKING ALLOTMENT

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*NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

*9 PARKING BAYS

ACHIEVED PARKING BAYS:

*12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussempplatz | Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT**

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:
CEILING LAYOUT

DRAWING STATUS:

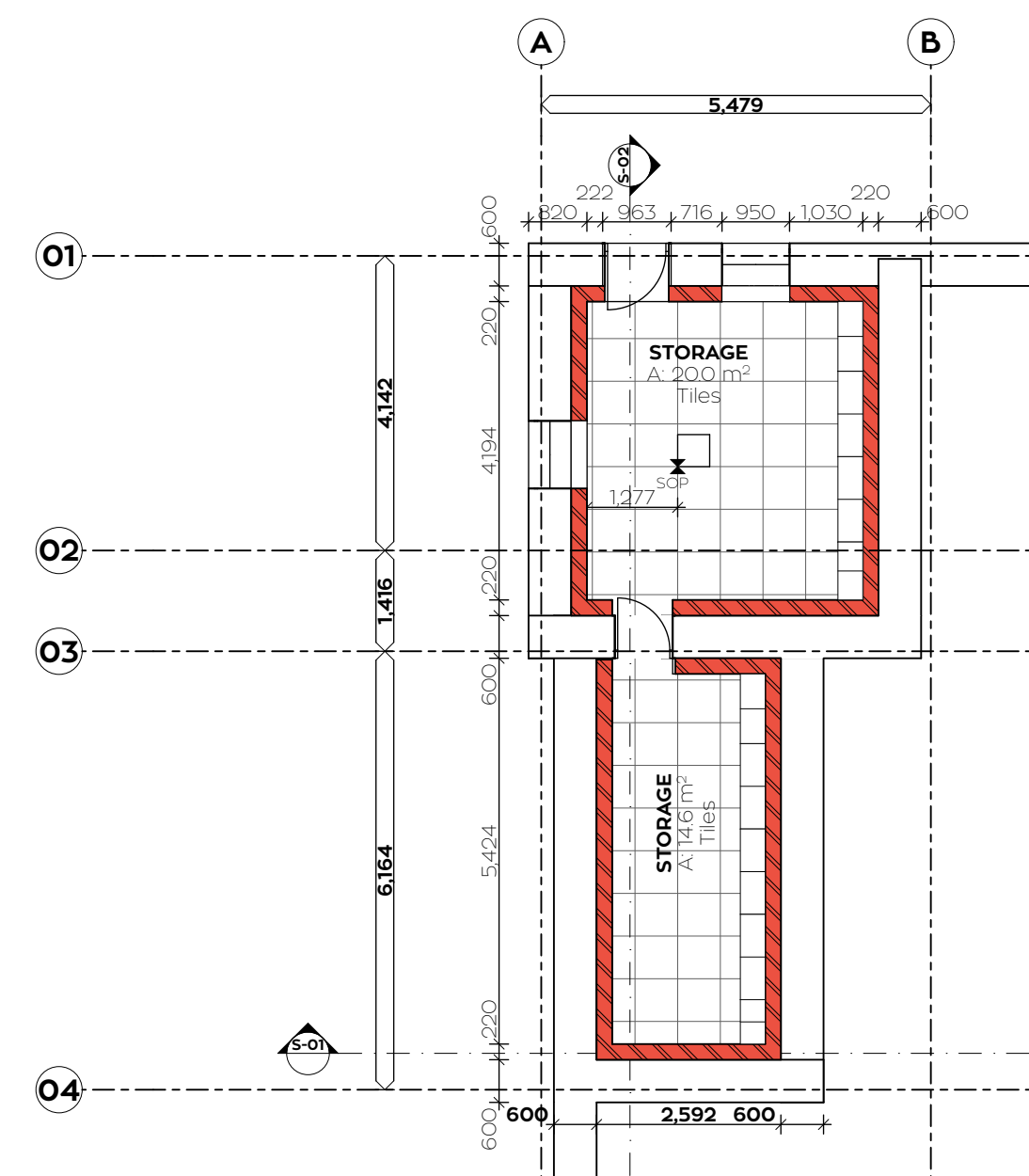
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Volume/PROJECTS/2 Institutional/5-2025 Projects/15-2025-0009 BIPA OFFICE/2.3 Drawings/3.1 Council and Approval Drawings/000 ARCH/000 BIPA OFFICES P502in

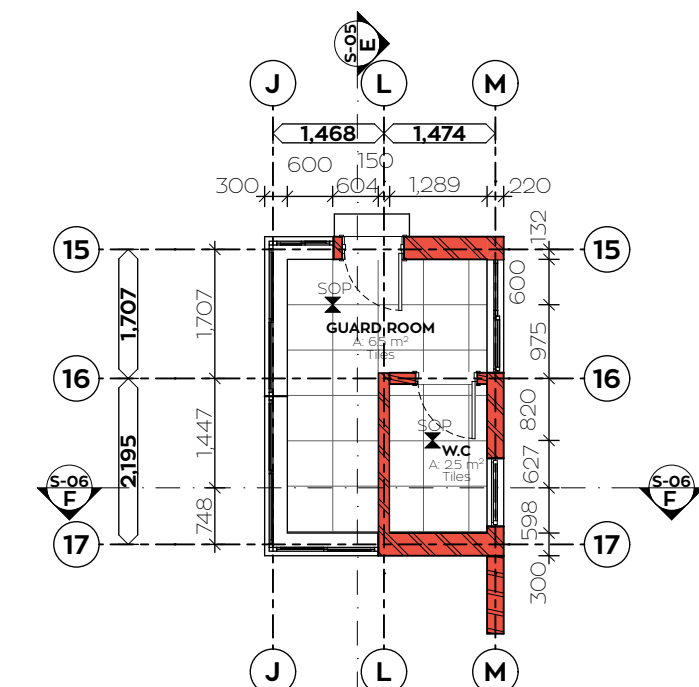
SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikushe	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A0411	REV.



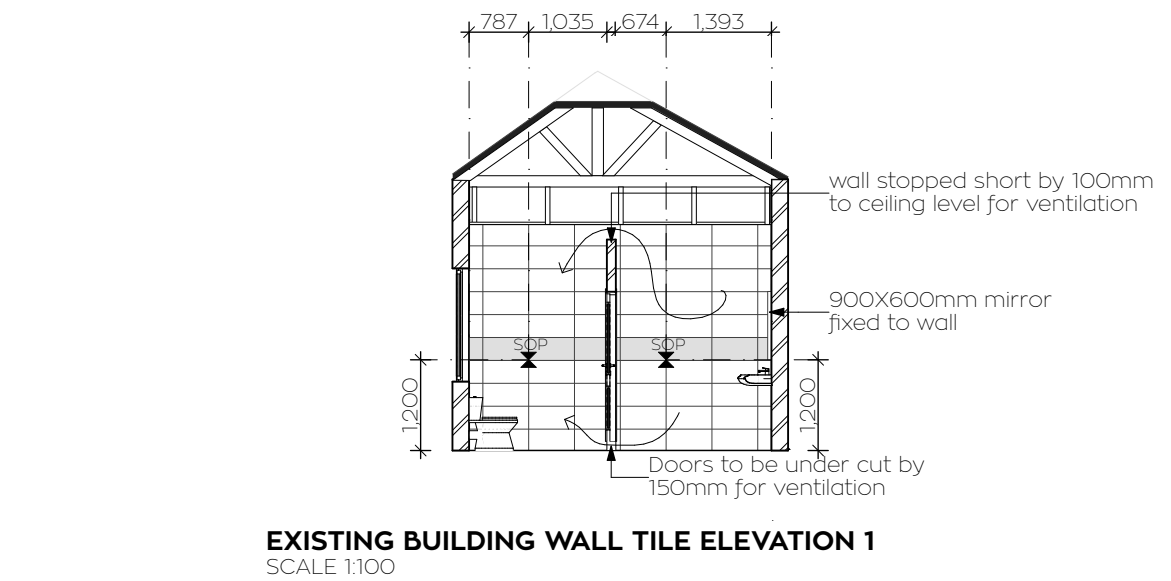
EXISTING BUILDING GROUND FLOOR TILING LAYOUT
SCALE 1:100



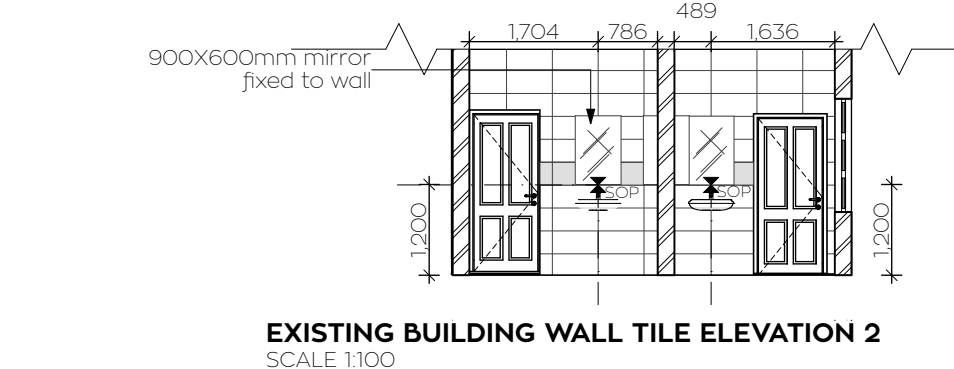
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SCALE 1:100



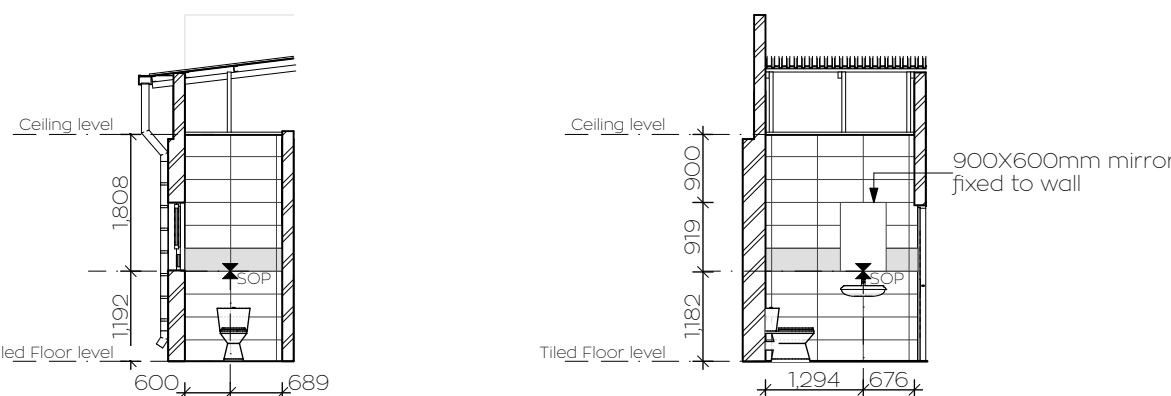
GUARD HOUSE FLOOR TILING LAYOUT
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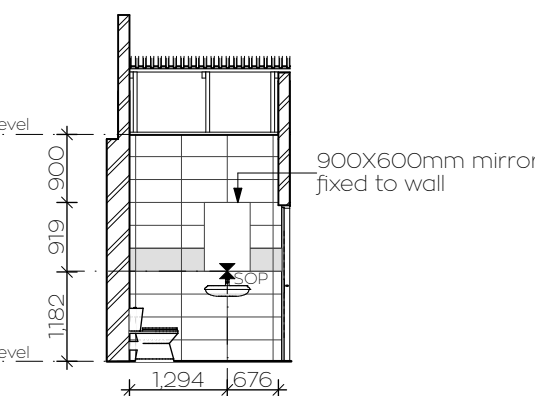
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SCALE 1:100



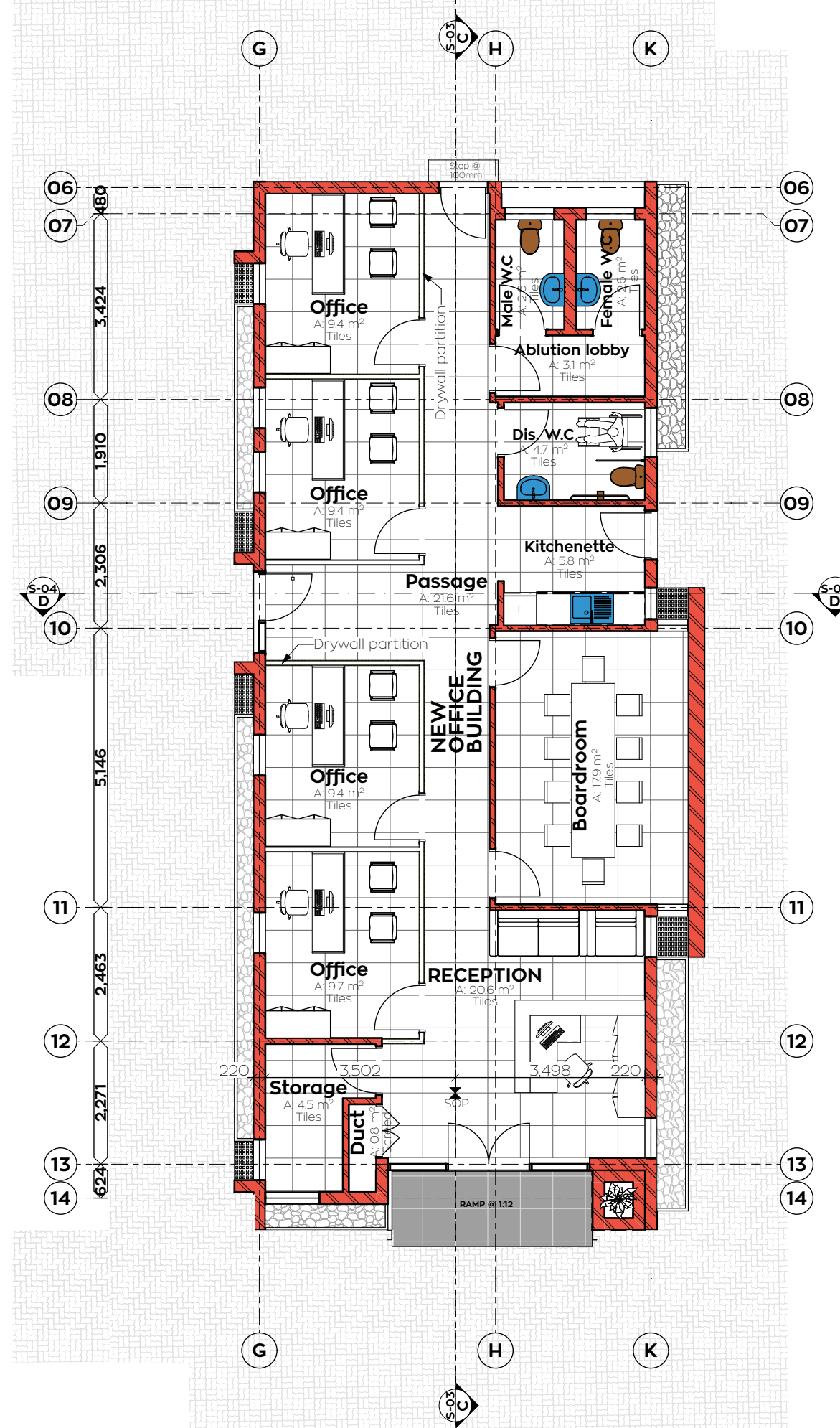
EXISTING BUILDING WALL TILE ELEVATION 2
SCALE 1:100



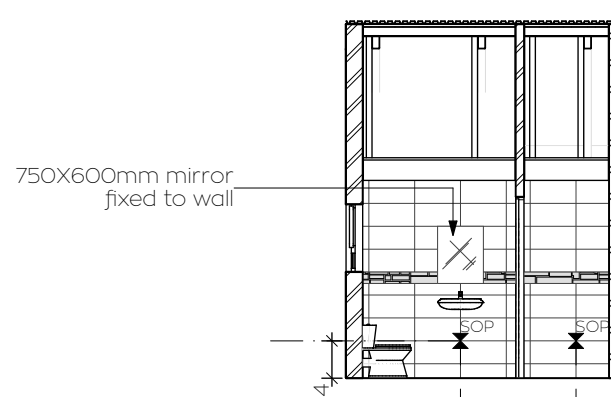
GUARD WALL TILE ELEVATION 1
SCALE 1:100



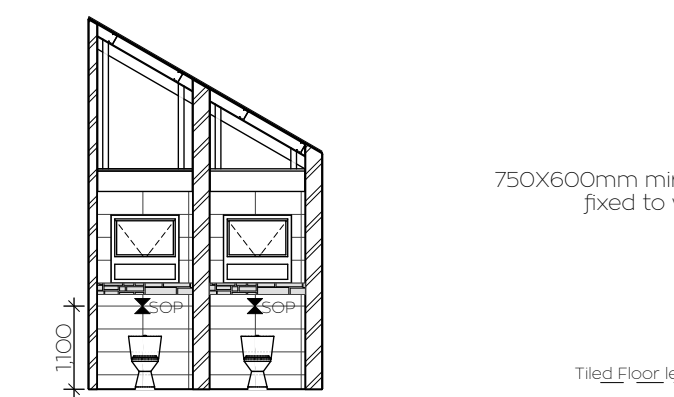
GUARD WALL TILE ELEVATION 2
SCALE 1:100



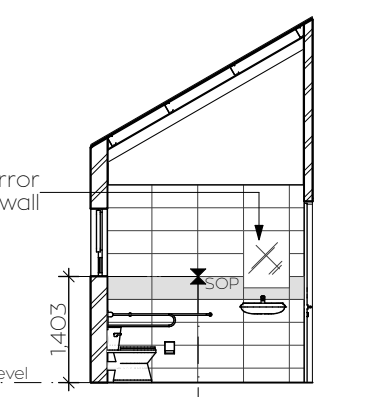
NEW OFFICE BUILDING GROUND FLOOR TILING LAYOUT
SCALE 1:100



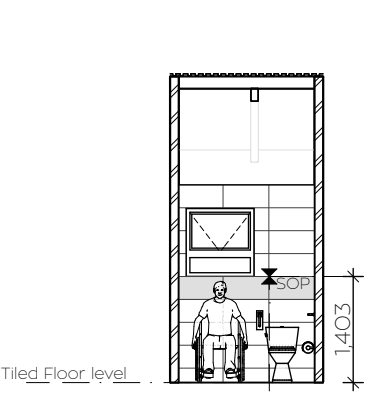
NEW BUILDING WALL TILE ELEVATION 1
SCALE 1:100



NEW BUILDING WALL TILE ELEVATION 2
SCALE 1:100



NEW BUILDING WALL TILE ELEVATION 3
SCALE 1:100



NEW BUILDING WALL TILE ELEVATION 4
SCALE 1:100

FLOOR TILE

SYMBOL	DESCRIPTION
	600 x 600 PORCELAIN FLOOR TILES (NON-SLIP) 600 x 600 x 10mm FULL BODY PORCELAIN TILES, LAID TO A TRUE AND EVEN SURFACE, WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT(GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE SURFACE IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURE'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.
	600 x 600 EXTERIOR FLOOR TILES (NON-SLIP) 600 x 600 x 10mm FULL BODY PORCELAIN TILES, LAID TO A TRUE AND EVEN SURFACE, WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT(GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE SURFACE IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURE'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.
	TIMBER DECK FLOOR Refurbished existing timber floor, finished with sanded and varnished surface, providing a smooth, durable and uniform appearance, to Architect's approval.
	PAVERS 60mm THICK, 25MPa, NATURAL DARK GREY PAVING, LAID TO A TRUE AND EVEN SURFACE ON 50mm SAND BLINDING ON WELL COMPACTED FILL TO ENGINEERS SPECIFICATIONS IN LAYERS NOT EXCEEDING 150mm, TOP LAYER OF COMPACTED FILL MUST BE TREATED WITH INSECTS AND WEEDS POISON TO ENGINEERS APPROVAL.
	PAVERS 80mm THICK, 35MPa, NATURAL GREY PAVING, LAID TO A TRUE AND EVEN SURFACE ON 50mm SAND BLINDING ON WELL COMPACTED FILL TO ENGINEERS SPECIFICATIONS IN LAYERS NOT EXCEEDING 150mm, TOP LAYER OF COMPACTED FILL MUST BE TREATED WITH INSECTS AND WEEDS POISON TO ENGINEERS APPROVAL.

WALL TILE

SYMBOL	DESCRIPTION
	600 x 300 PORCELAIN FLOOR TILES (NON-SLIP) 600 x 300 x 10mm FULL BODY PORCELAIN TILES, LAID TO A TRUE AND EVEN SURFACE, WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT(GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE SURFACE IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURE'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.
	600 x 300 PORCELAIN FLOOR TILES 600 x 300 x 10mm FULL BODY PORCELAIN TILES, LAID TO A TRUE AND EVEN SURFACE, WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT(GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE SURFACE IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURE'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.
	300 x 300 MARBLE / GLASS MOSAIC BATHROOM TILES 100 x 300 x 10mm TILES PLACED ON WALL, LAID TO A TRUE AND EVEN SURFACE, WITH APPROVED ADHESIVE WITH 2mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT(GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE SURFACE IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURE'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.
	SETTING OUT POINT

NOTES:

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street |
Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL
QUANTITY SURVEYORS
+264 61 127 8224
+264 61 264 701
+264 61 264 719
dnel@dnq.co.na
P.O. Box 48111, Aussenplanitz, Windhoek
104 401, Duth Street, Harare, Zimbabwe

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m ²
EXISTING BUILDING AREA	305.8 m ²
NEW OFFICE BUILDING AREA	141.3 m ²
GUARD HOUSE AREA	13.5 m ²
PEDESTRIAN CANOPY AREA	118.8 m ²

TOTAL: 579.4 m²
COVERAGE: (579.4/3479)x 100 16.65%

PARKING ALLOTMENT

EXISTING BUILDING OFFICE AREA: 146.7m²

NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

19 PARKING BAYS

ACHIEVED PARKING BAYS:

12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



BIPA
BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussenplanitz
| Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT
ON ERF 8681, WINDHOEK**

DRAWING TITLE:

WORKING DRAWINGS:
Tiling Layout

DRAWING STATUS:

FILE PATH:

Volume\PROJECTS\2 Institutional\5-2025 Projects\15-2025-0009 BIPA
OFFICES\3 Drawings\31 Council and Approval Drawings\000 ARCH\BIPA
OFFICES P50a01

SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A0412	REV.

Finishing SCHEDULE	FLOORS										SKIRTINGS	WALLS										CEILINGS									
	300 x 300 CERAMIC FLOOR TILES 300 x 300 x 8mm CERAMIC TILES LAID TO A TRUE AND EVEN SURFACE. WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT/COLOUR TO ARCHITECT'S APPROVAL. ENSURE THAT THE WALL IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURER'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.											300 x 600 WALL TILES (AS INDICATED ON ELEVATIONS) 300 x 600 x 8mm CERAMIC TILES LAID TO A TRUE AND EVEN SURFACE. WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT (GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE WALL IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURER'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.										JOINTED CEILINGS 95mm RHINO BOARD WITH 48mm FBATAPE FIXED OVER BOARD. JOINTS AND THE JOINTS AND SCREWS FINISHED WITH A MINIMUM OF 30mm COAT RHINOULTE PLASTER THROWELLED TO A SMOOTH POLISHED FINISH SAND DOWN TILL SMOOTH AND EVEN WITH RHINO BOARD. PAINT: PREPARE AND APPLY ONE COAT 'NEO BONDING LIQUID' OR SIMILAR APPROVED PRODUCT ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER AND APPLY TWO COATS 'NEO AURORA WHITE PVA' OR SIMILAR APPROVED PAINT. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.									
	600 x 600 PORCELAIN FLOOR TILES 600 x 600 x 10mm FULL BODY PORCELAIN TILES LAID TO A TRUE AND EVEN SURFACE. WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT/COLOUR TO ARCHITECT'S APPROVAL. ENSURE THAT THE WALL IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURER'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.											SMOOTH PLASTER & PAINT MAKE SURE PLASTER IS WELL CURED DRY AND CLEAN PREPARE AND APPLY ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER STOP WITH 'NEO REPAIR PASTE' OR 'NEO GROUT' TO COVER THE REPAIR PASTE, SAND WELL AND REMOVE ANY DUST PRIME THE SURFACE WITH 'NEO BONDING LIQUID' OR SIMILAR APPROVED PRODUCT ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER AND APPLY TWO COATS 'NEO AURORA WHITE PVA' OR SIMILAR APPROVED PAINT. ARCHITECT'S APPROVAL COLOUR ON SITE SAMPLE TO BE APPROVED BY ARCHITECT.										SMOOTH WATER RESISTANT SKIMMED CEILINGS 125mm RHINO BOARD WATER RESISTANT CEILING WITH 48mm FBATAPE FIXED OVER BOARD. JOINTS AND THE JOINTS AND SCREWS FINISHED WITH A MINIMUM OF 30mm COAT RHINOULTE PLASTER THROWELLED TO A SMOOTH POLISHED FINISH SAND DOWN TILL SMOOTH AND EVEN WITH RHINO BOARD. PAINT: PREPARE AND APPLY ONE COAT 'NEO BONDING LIQUID' OR SIMILAR APPROVED PRODUCT ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER AND APPLY TWO COATS 'NEO AURORA WHITE PVA' OR SIMILAR APPROVED PAINT. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.									
	300 x 300 CERAMIC FLOOR TILES (NON-SLIP) 300 x 300 x 8mm CERAMIC TILES LAID TO A TRUE AND EVEN SURFACE. WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT (GROUT COLOUR TO ARCHITECT'S APPROVAL) ENSURE THAT THE WALL IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURER'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.											DRAGGED PLASTER & PAINT MAKE SURE PLASTER IS WELL CURED DRY AND CLEAN PREPARE AND APPLY ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER STOP WITH 'NEO REPAIR PASTE' OR 'NEO GROUT' TO COVER THE REPAIR PASTE, SAND WELL AND REMOVE ANY DUST PRIME THE SURFACE WITH 'NEO BONDING LIQUID' OR SIMILAR APPROVED PRODUCT ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER AND APPLY TWO COATS 'NEO AURORA WHITE PVA' OR SIMILAR APPROVED PAINT. ARCHITECT'S APPROVAL COLOUR ON SITE SAMPLE TO BE APPROVED BY ARCHITECT.										SMOOTH FIRE RATED SKIMMED CEILINGS INSTALL 2 LAYERS OF 15mm THICK GYPROC FIRESTOP 60mm FIRE RATED CEILING BOARDS WITH 48mm FBATAPE FIXED OVER BOARD. JOINTS AND THE JOINTS AND SCREWS FINISHED WITH A MINIMUM OF 30mm COAT RHINOULTE PLASTER THROWELLED TO A SMOOTH POLISHED FINISH SAND DOWN TILL SMOOTH AND EVEN WITH RHINO BOARD. PAINT: PREPARE AND APPLY ONE COAT 'NEO BONDING LIQUID' OR SIMILAR APPROVED PRODUCT ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER AND APPLY TWO COATS 'NEO AURORA WHITE PVA' OR SIMILAR APPROVED PAINT. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.									
	600 x 600 PORCELAIN FLOOR TILES (NON-SLIP) 600 x 600 x 10mm FULL BODY PORCELAIN TILES LAID TO A TRUE AND EVEN SURFACE. WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT/COLOUR TO ARCHITECT'S APPROVAL. ENSURE THAT THE WALL IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURER'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.											DRY-PAKED STONE WALL 200mm THICK NATURAL STONE DRY-PAKED NEATLY AGAINST 220mm THICK BRICK WALL. BRICK WALL TO BE PLASTERED ON BOTH SIDES. REFER TO ARCHITECT'S DETAILS. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.										DROP IN PANELS GYPROC GYPTONE ACOUSTIC DROP IN PANELS. DIMENSIONS OF PANELS = 600x600mm. PANELS TO BE OF THE GYPTONE POINT 11 TYPE (EDGE E15) OR SIMILAR APPROVED, AND INSTALLED ON A RECESSED 15mm GROUT WITH WHITE CLIP-ONS, IN STRICT ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS AND DETAILS. COLOUR = WHITE. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.									
	PAVERS 60mm THICK 25MPa NATURAL GREY PAVING, LAID TO A TRUE AND EVEN SURFACE ON 50mm SAND BUILDING ON WELL COMPACTED FILL. TO ENG. SPECIFICATIONS IN LAYERS NOT EXCEEDING 150mm TOP LAYER. COMPACTED FILL MUST BE TREATED WITH INSECTICIDES AND WEEDS POISON TO ENGINEERS APPROVAL.											PAINTED CONCRETE SOFFITS ENSURE THE SURFACE IS DRY AND CLEAN FROM FORMWORK OIL AND DIRT. REPAIR ANY HOLES OR CRACKS WITH 'NEO REPAIR PASTE' OR 'NEO GROUT' TO COVER THE REPAIR PASTE, SAND WELL AND REMOVE ANY DUST PRIME THE SURFACE WITH 'NEO BONDING LIQUID' OR SIMILAR APPROVED PRODUCT ONE COAT 'NEO ACRYLIC WALL PRIMER' OR SIMILAR APPROVED ACRYLIC PLASTER PRIMER AND APPLY TWO COATS 'NEO AURORA WHITE PVA' OR SIMILAR APPROVED PAINT. ALLOW AT LEAST 4 HOURS DRYING TIME. APPLY A SECOND THIN COAT 'NEO PLAST' WITH A TEXTURED ROLLER. COLOUR = AURORA WHITE. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.										EXPPOSED CONCRETE SOFFITS SURFACE TO BE CLEAN OF ALL SHARP FORMWORK EDGES AND FORMWORK OIL. ALL FORMWORK HOLES TO BE FILLED WITH REPAIR MORTAR TO MATCH MIX OF CONCRETE WITHOUT THE COARSE AGGREGATE. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.									
	PAVERS 600 x 600 x 10mm FULL BODY PORCELAIN TILES LAID TO A TRUE AND EVEN SURFACE. WITH APPROVED ADHESIVE WITH 3mm CONTINUOUS JOINTS IN BOTH DIRECTIONS TO MATCH FLOOR JOINTS, WITH APPROVED GROUT/COLOUR TO ARCHITECT'S APPROVAL. ENSURE THAT THE WALL IS SMOOTH AND FREE OF DUST ALL LAID TO MANUFACTURER'S SPECIFICATIONS AND ARCHITECT'S APPROVAL.											CHROME/DECK CORRUGATED SHEETING 06mm THICK CORRUGATED ROOF SHEETING FIXED TO UNDERSIDE OF MS ROOF STRUCTURE TO DETAIL COLOUR TO ARCHITECT. SAMPLE TO BE PROVIDED FOR ARCHITECT'S APPROVAL.										DONN PLASTER TRIM CORNICE FIXED IN STRICT ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. SEE ARCHITECT'S DETAILS FOR FIXING METHOD. SAMPLE TO BE APPROVED BY ARCHITECT.									

NEW OFFICE BUILDING

AREA NAME																											
OFFICE 1																											
OFFICE 2																											
OFFICE 3																											
OFFICE 4																											
STORAGE																											
DUCT																											
RECEPTION																											
BOARDROOM																											
KITCHENETTE																											
DISABILITY WC																											
ABLUTION LOBBY																											
MALE WC																											
FEMALE WC																											

Finishing SCHEDULE	DOORS		STEEL GATES		WINDOWS		SILLS		SCREENS		ROOFS		MISC.									
	MEDIUM DUTY SEMI-SOLID TIMBER DOORS TIMBER DOORS TO BE PAINTED MAKE SURE THE WOOD IS DRY AND SMOOTH. SAND IF WOOD SURFACE IS ROUGH. REMOVE ALL SANDING DUST BY WIPING WITH DAMP CLOTH. APPLY ONE COAT OF NEO PINK WITH A DAMP CLOTH. APPLY TWO FINAL COATS OF NEO EGG-SHELL. SEMI-MATT PAINT COLOUR TO ARCHITECT. SAMPLES TO BE APPROVED BY ARCHITECT BEFORE REPLICATION.		FIRE-RATED TIMBER DOORS TIMBER DOORS TO BE PAINTED MAKE SURE THE WOOD IS DRY AND SMOOTH. SAND IF WOOD SURFACE IS ROUGH. REMOVE ALL SANDING DUST BY WIPING WITH DAMP CLOTH. APPLY ONE COAT OF NEO PINK WITH A DAMP CLOTH. APPLY TWO FINAL COATS OF NEO EGG-SHELL. SEMI-MATT PAINT COLOUR TO ARCHITECT. SAMPLES TO BE APPROVED BY ARCHITECT BEFORE REPLICATION.		RECORD ROOM DOORS MANUFACTURER'S STOCK SIZE DOOR CLOSEST TO 880X1930 (WxH) SABS RECORD ROOM DOOR 'TALCON SAFES NAMIBIA RECORD ROOM DOOR' OR EQUAL AND APPROVED.		ALUMINIUM DOORS PURPOSE-MADE BLACK POWDER COATED ALUMINIUM DOOR TO SCHEDULE.		ALUMINIUM DOORS PURPOSE-MADE BLACK POWDER COATED ALUMINIUM WINDOW FRAMES TO WINDOW SCHEDULE. ALL TO ALUMINUM STANDARDS.		SMOOTH STEEL - FLOATED SURFACE AS PER ELEVATIONS. MAKE SURE PLASTER IS SOLID AND DRY. REPAIR ANY HOLES OR CRACKS WITH NEO REPAIR PASTE, OR SIMILAR APPROVED PRODUCT. APPLY ONE COAT OF NEO BONDING LIQUID TO COVER THE REPAIR PASTE. SAND WELL AND REMOVE ANY DUST BY WIPING WITH A DAMP CLOTH. PRIME THE SURFACE WITH NEO ACRYLIC WALL PRIMER. APPLY ONE GENEROUS COAT OF NEO DUP ACRYLIC PAINT AND ALLOW AT LEAST 4 HOURS DRYING TIME. APPLY A SECOND COAT 'NEO DUP COLOUR TO ARCHITECT.		SMOOTH STEEL - FLOATED SURFACE AS PER ELEVATIONS. MAKE SURE PLASTER IS SOLID AND DRY. REPAIR ANY HOLES OR CRACKS WITH NEO REPAIR PASTE, OR SIMILAR APPROVED PRODUCT. APPLY ONE COAT OF NEO BONDING LIQUID TO COVER THE REPAIR PASTE. SAND WELL AND REMOVE ANY DUST BY WIPING WITH A DAMP CLOTH. PRIME THE SURFACE WITH NEO ACRYLIC WALL PRIMER. APPLY ONE GENEROUS COAT OF NEO DUP ACRYLIC PAINT AND ALLOW AT LEAST 4 HOURS DRYING TIME. APPLY A SECOND COAT 'NEO DUP COLOUR TO ARCHITECT.		FIBREGLASS GRATING 38mm THICK INDUSTRIAL GRADE CORROSION & FIRE RESISTANT ISOPHTHALIC POLYESTER REIN. PANELS. COLOUR - GREY.		CONCRETE THICK MIN 300mm THICK RC ROOF SLABS TO ENGINEER'S SPECIFICATION AND DESIGN. PENETRON ADMIX TO BE ADDED IN 100% FINE SAND. REIN. MANUFACTURER'S SPECIFICATION. TOP AND BOTTOM SCREDS TO BE 100mm THICK. UNIFORM UNDERCOAT OR SIMILAR APPROVED PRODUCT. APPLY ONE COAT 'NEO UNIVERSAL UNDERCOAT' OR SIMILAR APPROVED PRODUCT. TWO COATS OF 'NEO DUP (SABS 1586-1) SEMI-MATT ACRYLIC EMULSION PRODUCT. CODE: EP00. COLOUR: MATT BLACK.		ISALATION FR405 INSULATION INSTALLED IN STRICT ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. FIX STRAINER WIRES FROM RIDGE TO EAVE PURLINS AT 275mm CENTRES. LAE THE INSULATION OVER THE STRAINER WIRES FROM RIDGE TO EAVE. SECURE ISALATION TO LEG FACE OF TOP PURLIN PULL TAUT DOWN TO EAVE AND FIX TO EAVE PURLIN. ENSURE THERE IS NO OVERLAP OR AT LEAST 150mm AT EACH JOINT TO ENSURE THAT THE STRAINER WIRES SUPPORT EACH LAP.		CONCRETE THICK MIN 300mm THICK RC ROOF SLABS TO ENGINEER'S SPECIFICATION AND DESIGN. PENETRON ADMIX TO BE ADDED IN 100% FINE SAND. REIN. MANUFACTURER'S SPECIFICATION. TOP AND BOTTOM SCREDS TO BE 100mm THICK. UNIFORM UNDERCOAT OR SIMILAR APPROVED PRODUCT. APPLY ONE COAT 'NEO UNIVERSAL UNDERCOAT' OR SIMILAR APPROVED PRODUCT. TWO COATS OF 'NEO DUP (SABS 1586-1) SEMI-MATT ACRYLIC EMULSION PRODUCT. CODE: EP00. COLOUR: MATT BLACK.	
	Kiln kiln 40% or smiler, galvannead roof sheeting on 75x50mm rns, c-channel purlins @ max. 900mm c/c, spacing and rna rectangular hollow section 150x80mm rafters @ max. 800mm c/c, spacing structure to eng. Load to full as indicated.																					

[illegible]

NOTES:

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ANY DISCREPANCIES AND/OR QUERIES MUST BE REPORTED TO THE ARCHITECT IMMEDIATELY. ALL BUILDING WORK MUST CONFORM TO NATIONAL BUILDING REGULATIONS.

ARCHITECT:



MARLEY TJITJO

ARCHITECTS

NAMI House | 4 Pfor. Mburumba Kerina Street | Windhoek

Tel +264 61 220 604 Fax +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL

QUANTITY SURVEYORS

DAWID NEL

+264 61 122 3234

+264 61 244 791

+264 61 244 779

dwidnel@gmail.com.na

P.O. Box 41173, Amangweni, Windhoek

Unit 423, South Block, Mwanza Mall, Jan Jonker Street

CONSULTING ENGINEERS:



DENCHI

consulting engineers

PO Box 80352 Windhoek | 3 Schuster Street | Windhoek

TELEVISION: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m ²
EXISTING BUILDING AREA	3058 m ²
NEW OFFICE BUILDING AREA	1413 m ²
GUARD HOUSE AREA	135 m ²
PEDESTRIAN CANOPY AREA	1188 m ²
TOTAL:	5794 m ²
COVERAGE: (5794/3479)x 100	16.65%

PARKING ALLOTMENT

•EXISTING BUILDING OFFICE AREA: 1467m²

•NEW BUILDING OFFICE AREA: 764m²

REQUIRED PARKING BAYS:

•9 PARKING BAYS

ACHIEVED PARKING BAYS:

•12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY

Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Ausspanplatz | Windhoek | Tel +264 61 299 4400

PROJECT:

PROPOSED NEW BIPA
OFFICE DEVELOPMENT

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:

FINISHING SCHEDULE
(GUARD HOUSE)

DRAWING STATUS:

FILE PATH:

/Volumes/PROJECTS/0 - Institutional/5-2025 Projects /5-2025-0009 BIPA OFFICES/5 Drawings/33 Council and Approval Drawings/000 ARCH/CAD/BIPA OFFICES P500m

SCALE @ A:

As Indicated

DATE OF PRINT:

21/04/2026

DRAWN BY:

McClay Thikusho

CHECKED BY:

Marley Tjitjo

PROJECT NUMBER:

IS-2025-0009

DRAWING NUMBER:

A.04 - A.04.15

REV.

0.6mm KLIP-LOK 406 or similar approved roof sheeting on 75x50mm ms c-channel purlins @ max. 900mm c/c spacing and ms rectangular hollow section 150x50mm rafters @ max. 1500mm c/c spacing structure to eng. Laid to fall as indicated.

Timber wall plates on sides

Timber wall plate

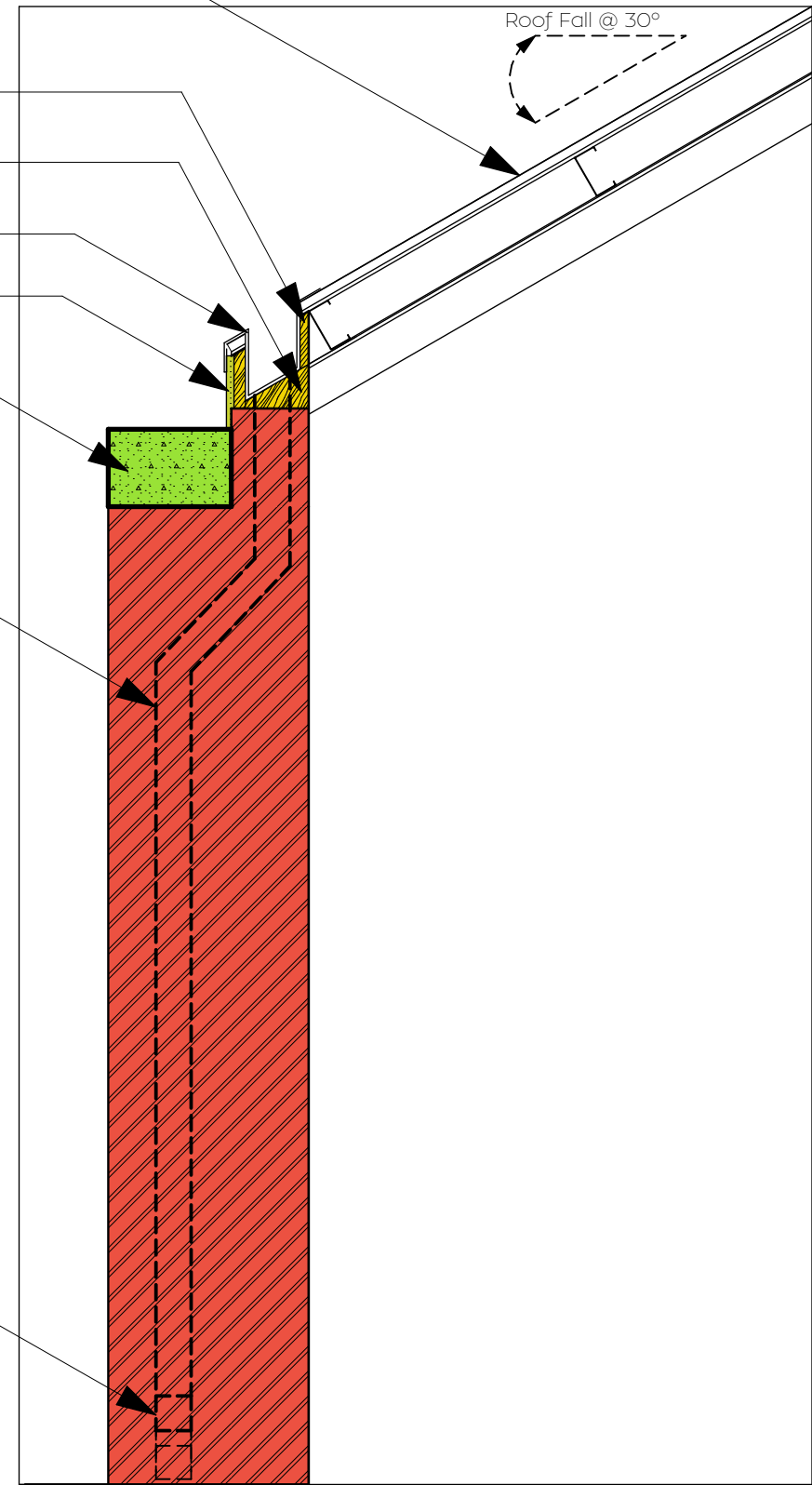
240x200mm Purpose made gutter laid to fall @ min. 1 deg. All to manufacturers details

300x30mm Fascia board

350X220mm concrete beam

Downpipe concealed in wall

Rainwater downpipe spout extending through the wall to discharge into the stormwater drain.



GUTTER DETAIL
SCALE 1:100

0.6mm KLIP-LOK 406 or similar approved roof sheeting on ms c-channel 75x50mm purlins on ms 100x50x3 hollow section rafters to engineers details and specifications. Laid to fall as indicated.

Fascia board 300x30mm

9.5mm RHINO BOARD ceiling with taped and skimmed joints. To be painted white as per finishing schedule.

150x100mm Purpose made gutter laid to fall @ min. 1 deg. All to manufacturers details

180x80mm Purpose made gutter laid to fall @ min. 1 deg. All to manufacturers details

100 Ø Spouts openings

Steel stormwater RECTAGRID 30x45mm

Road Kerb stone 300x60x90x900mm

INTERLOCK PAVERS

Stormwater channel 300x250mm

50 Ø Spouts openings

0.6mm KLIP-LOK 406 or similar approved roof sheeting on ms c-channel 75x50mm purlins on ms 100x50x3 hollow section rafters to engineers details and specifications. Laid to fall as indicated.

9.5mm RHINO BOARD ceiling with taped and skimmed joints. To be painted white as per finishing schedule.

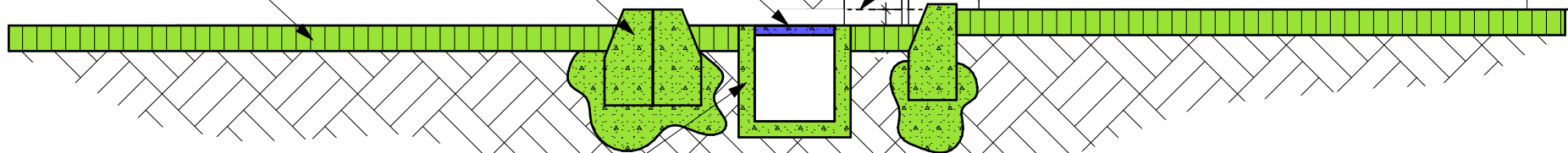
Roof Fall @ 2°

Down lights

Roof Fall @ 1°

Roof Fall @ 1°

Ground Level difference



PEDESTRIAN CANOPY DETAIL
SCALE 1:100

NOTES:

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street |
Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL

+264 61 127 8224

+264 61 264 701

+264 61 264 719

dw@deln.co.na

P.O. Box 40111, Aussempfah, Windhoek

100-001, Gosh Road, Harare, Zimbabwe

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
-----------	----------

EXISTING BUILDING AREA	305.8 m²
NEW OFFICE BUILDING AREA	141.3 m²
GUARD HOUSE AREA	13.5 m²
PEDESTRIAN CANOPY AREA	118.8 m²

TOTAL:	579.4 m²
COVERAGE: (579.4/3479)x 100	16.65%

PARKING ALLOTMENT

• EXISTING BUILDING OFFICE AREA: 146.7m²

• NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

• 9 PARKING BAYS

ACHIEVED PARKING BAYS:

• 12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS

CLIENT:



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussempfah
| Windhoek | Tel: +264 61 299 4400

PROJECT:

**PROPOSED NEW BIPA
OFFICE DEVELOPMENT**

ON ERF 8681, WINDHOEK

DRAWING TITLE:

**WORKING DRAWINGS:
DETAILS**

DRAWING STATUS:

FILE PATH:

\\Volumes\PROJECTS\2 Institutional\IS-2025 Projects\IS-2025-0009 BIPA
OFFICES\3 Drawings\3.1 Council and Approval Drawings\000 ABC\HCABIPA
OFFICES P50.dgn

SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: IS-2025-0009	
DRAWING NUMBER: A.04 - A.04.16	REV.

WINDOW SCHEDULE											
WINDOW NUMBER	W01	W02	W03	W04	W05	W06	W07	W08	W09	W10	W11
WINDOW W x H Size	900x900	580x2,570	580x2,400	750x2,920	1,000x1,192	750x2,680	1,679x350	1,393x1,500	2,000x1,500	700x1,500	1,000x1,500
View from Opening Side											
WINDOW DESCRIPTION	WC window	Kitchenette window	Boardroom windows	Reception windows		Store Rm. + Office windows	Boardroom windows	Guard house side Windows	Guard house Windows to Robert Mugabe street	WC Window (Existing building)	Boardroom Window (Existing Building)
WINDOW FRAME	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	Purpose-made black powder-coated CLIP 44, or similar approved aluminium window frame, complete with all necessary fittings as per manufacturer and to architect's approval	A timber window frame, structural frame made from natural wood, designed to support and enclose window glazing. It offers durability, good thermal insulation and a warm, natural aesthetic suitable for various architectural styles.	A timber window frame, structural frame made from natural wood, designed to support and enclose window glazing. It offers durability, good thermal insulation and a warm, natural aesthetic suitable for various architectural styles.
WINDOW GLAZING	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	SOLARVUE GREY safety glazing all in accordance with SANS standards	Window glazing refers to the glass installed within a window frame, designed to allow light in while providing insulation, weather protection, and sound reduction. It can be single, double, or triple glazed depending on performance requirements.	Window glazing refers to the glass installed within a window frame, designed to allow light in while providing insulation, weather protection, and sound reduction. It can be single, double, or triple glazed depending on performance requirements.
WINDOW SILL	Plastered to fall.	Plastered to fall	Plastered to fall	Plastered to fall	Plastered to fall	Plastered to fall	Plastered to fall	Plastered to fall	Plastered to fall	A window sill designed to support the window and direct rainwater away from the wall.	A window sill designed to support the window and direct rainwater away from the wall.
WINDOW FURNITURE	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect	As supplied by manufacturer and approved by the architect

WINDOW SCHEDULE

DOOR SCHEDULE												
DOOR NUMBER	D01	D02	D03	D04	D05	D06	D07	D08	D09	D10	D11	D12
WALL OPENING x H Size	1500x2100	900x2100	900x2100	900x2100	1500x2100	800x1978	3,720x2,400	900x2100	972x2,400	900x2,400	1500x2,639	900x2100
View from Opening Side												
DOOR LOCATION		Internal doors	Server Room	Ablution block external doors	Office door	Ablution facilities	New office building Door	External Aluminium Doors	Service Ducts	Store Rm. door	New Building External Door	Basement Cellar External door
DOOR LEAF	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Rebate steel door frame, well filled with mortar, 16 steel gauge, 15 pairs hinges, two at top, one at bottom, integrated with frame.	Rebate steel door frame, well filled with mortar, 16 steel gauge, 15 pairs hinges, two at top, one at bottom, integrated with frame.	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Medium duty (SEMI-SOLID) hardboard. Leaf size = 900 x 2100. Leaf to be painted as per finishing schedule.	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Medium duty (SEMI-SOLID) hardboard. Leaf size = 813 x 2032mm. Leaf to be painted as per Finishing Schedule.	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Black powder-coated door with SOLARVUE GREY safety glass leaves and SOLARVUE GREY safety glass top light and side lights. All to SANS standards and architect's approval.	Fire resistant selfclosing Medium duty (SEMI-SOLID) hardboard. Leaf size = 900 x 2100. Leaf to be painted as per finishing schedule.
DOOR FRAME	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Double rebate steel door frame, well filled with mortar, 16 steel gauge, DBB-SS-009 ball bearing hinges, 2 at top, one at bottom. Factory finished in one coat red oxide paint. 12mm stainless steel striker plate approved by architect, painted white.	Double rebate steel door frame, well filled with mortar, 16 steel gauge, DBB-SS-009 ball bearing hinges, 2 at top, one at bottom. Factory finished in one coat red oxide paint. 12mm stainless steel striker plate approved by architect, painted white.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Double rebate steel door frame, well filled with mortar, 16 steel gauge, DBB-SS-009 ball bearing hinges, 2 at top, one at bottom. Factory finished in one coat red oxide paint. 12mm stainless steel striker plate approved by architect, painted white.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Purpose-made CLIP 44, or similar approved black powder-coated aluminium door frame, complete with hinges and flush bolts as per manufacturer and approved by the architect.	Double rebate steel door frame, well filled with mortar, 16 steel gauge, DBB-SS-009 ball bearing hinges, 2 at top, one at bottom. Factory finished in one coat red oxide paint. 12mm stainless steel striker plate approved by architect, painted white.
DOOR HANDLE	DPH208BTB 420x30mm semi C shaped tubular pull handle. Back-to-back fixing set included.	DPH208BTB 420x30mm semi C shaped tubular pull handle. Back-to-back fixing set included.	DPF301C BTB straight tubular pull handle. Back-to-back fixing set included.	DPF301C BTB straight tubular pull handle. Back-to-back fixing set included.	DPH208BTB 420x30mm semi C shaped tubular pull handle. Back-to-back fixing set included.	DPF301C BTB straight tubular pull handle. Back-to-back fixing set included.	DPH208BTB 420x30mm semi C shaped tubular pull handle. Back-to-back fixing set included.	TH120NS SS cylinder lever handle on narrow stile rose with narrow stile cylinder escutcheons.	DPF301C BTB straight tubular pull handle. Back-to-back fixing set included.	TH120NS SS cylinder lever handle on narrow stile rose with narrow stile cylinder escutcheons.	DPH208BTB 420x30mm semi C shaped tubular pull handle. Back-to-back fixing set included.	DPF301C BTB straight tubular pull handle. Back-to-back fixing set included.
DOOR CYLINDER AND LOCK	D07735SS narrow stile heavy duty swivel dead lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed), DCE-105SS narrow stile cylinder escutcheon (pair).	D07735SS narrow stile heavy duty swivel dead lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed), DCE-105SS narrow stile cylinder escutcheon (pair).	D036S SS cylinder sash lock, DSC104301MK 43mm five pin Euro profile single cylinder escutcheon (pair).	D036S SS cylinder sash lock, DSC104301MK 43mm five pin Euro profile single cylinder escutcheon (pair).	D07735SS narrow stile heavy duty swivel dead lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed), DCE-105SS narrow stile cylinder escutcheon (pair).	D036S SS cylinder sash lock, DSC104301MK 43mm five pin Euro profile single cylinder escutcheon (pair).	D07735SS narrow stile heavy duty swivel dead lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed), DCE-105SS narrow stile cylinder escutcheon (pair).	D07635SS narrow stile heavy duty swivel sash lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed).	D07735SS narrow stile heavy duty swivel dead lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed), DCE-105SS narrow stile cylinder escutcheon (pair).	D07635SS narrow stile heavy duty swivel sash lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed).	D07735SS narrow stile heavy duty swivel dead lock, DDC106601MK 66mm five pin Euro profile double cylinder (master keyed), DCE-105SS narrow stile cylinder escutcheon (pair).	D036S SS cylinder sash lock, DSC104301MK 43mm five pin Euro profile single cylinder escutcheon (pair).
DOOR STOP	DDH-SS-020 wall buffer (one for each leaf).	DDH-SS-020 wall buffer (one for each leaf).	DD5-NP-018 floor-Mounted door stop.	DD5-NP-018 floor-Mounted door stop.	DDH-SS-020 wall buffer (one for each leaf).	DD5-NP-018 floor-Mounted door stop.	DDH-SS-020 wall buffer (one for each leaf).	DD5-NP-018 floor-mounted door stop.	X2 DD5-NP-018 floor-mounted door stop.	DD5-NP-018 floor-mounted door stop.	DDH-SS-020 wall buffer (one for each leaf).	DD5-NP-018 floor-Mounted door stop.
DOOR CLOSER	TS90 HO-SL cam action slide channel (hold open) door closer.	TS90 HO-SL cam action slide channel (hold open) door closer.	TS90-SL cam action slide channel (no hold open) door closer.	TS90-SL cam action slide channel (no hold open) door closer.	TS90 HO-SL cam action slide channel (hold open) door closer.	TS90-SL cam action slide channel (no hold open) door closer.	TS90 HO-SL cam action slide channel (hold open) door closer.	N/A	N/A	N/A	TS90 HO-SL cam action slide channel (hold open) door closer.	TS90-SL cam action slide channel (no hold open) door closer.
DOOR FURNITURE	DPS-SS-032 dust proof strike.	DPS-SS-032 dust proof strike.	Access control by specialist, DKP-430-SF150 12mm thick Grade 430 stainless steel kick plate (fixed on both sides of door).	Access control by specialist, DKP-430-SF150 12mm thick Grade 430 stainless steel kick plate (fixed on both sides of door).	DPS-SS-032 dust proof strike.	Access control by specialist, DKP-430-SF150 12mm thick Grade 430 stainless steel kick plate (fixed on both sides of door).	DPS-SS-032 dust proof strike.	N/A	N/A	N/A	DPS-SS-032 dust proof strike.	Access control by specialist, DKP-430-SF150 12mm thick Grade 430 stainless steel kick plate (fixed on both sides of door).

DOOR SCHEDULE

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ARCHITECT:



MARLEY TJITJO
ARCHITECTS

NAMI House | 4 Prof. Mburumba Kerina Street | Windhoek
Tel: +264 61 220 604 Fax: +264 61 220 605

QUANTITY SURVEYOR:



DAWID NEL

+264 61 122 024

+264 61 244 791

dwid@dwid.com

P.O. Box 48113, Aussenplanplatz, Windhoek

084 400 000, 084 400 000, 084 400 000

CONSULTING ENGINEERS:



PO Box 80352 Windhoek | 3 Schuster Street | Windhoek
Tel: +264 61 228 183 Fax: +264 61 231 703

REVISIONS:

Description	Date	No

SCHEDULE OF AREAS:

ERF AREA:	3,479 m²
-----------	----------

EXISTING BUILDING AREA	305.8 m²
NEW OFFICE BUILDING AREA	141.3 m²
GUARD HOUSE AREA	13.5 m²
PEDESTRIAN CANOPY AREA	118.8 m²

TOTAL:	579.4 m²
COVERAGE: (579.4/3479)x 100	16.65%

PARKING ALLOTMENT

• EXISTING BUILDING OFFICE AREA: 146.7m²

• NEW BUILDING OFFICE AREA: 76.4m²

REQUIRED PARKING BAYS:

19 PARKING BAYS

ACHIEVED PARKING BAYS:

12 PARKING BAYS

HATCHED FIELDS INDICATE PREVIOUS REVISIONS
--

CLIENT:



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

PO Box 185 Windhoek | 172 Jan Jonker Road Aussenplanplatz
| Windhoek | Tel: +264 61 299 4400

PROJECT:

PROPOSED NEW BIPA
OFFICE DEVELOPMENT

ON ERF 8681, WINDHOEK

DRAWING TITLE:

WORKING DRAWINGS:

DOOR AND WINDOW
SCHEDULE

DRAWING STATUS:

FILE PATH:

Volume/PROJECTS/2 Institutional/5-2025 Projects/15-2025-0009 BIPA OFFICE/3 Drawings/313 Council and Approved Drawings/000 ARCH/AD-BIPA OFFICES P50a01

SCALE @ A1: As Indicated	DATE OF PRINT: 21/04/2026
DRAWN BY: McClay Thikusho	CHECKED BY: Marley Tjitjo
PROJECT NUMBER: 15-2025-0009	
DRAWING NUMBER: A04 - A0417	REV.