



TECHNICAL UNIVERSITY OF MOMBASA  
**Faculty of Engineering &  
Technology**

DEPARTMENT OF BUILDING & CIVIL ENGINEERING  
DIPLOMA IN ARCHITECTURE (DARC 12M – Y3 S2)

EAR 2310: OFFICE PRACTICE & MANAGEMENT

**END OF SEMESTER EXAMINATION**

**SERIES: AUGUST 2014**

**TIME ALLOWED: 2 HOURS**

**Instructions to Candidates:**

You should have the following for this examination

- *Answer Booklet*

This paper consists of **FIVE** questions. Answer question **ONE (Compulsory)** and any other **TWO** questions  
All questions carry equal marks

Maximum marks for each part of a question are as shown  
Use neat, large and well labeled diagrams where required.  
This paper consists of **TWO** printed pages

**Question One (Compulsory)**

- a) Identify and explain the **THREE** legal forms of business ownership that an architect is allowed to practice under the laws of Kenya. **(9 marks)**
- b) State in which cases each of the three legal forms of business ownership identified in (a) above are most suitable. **(11 marks)**

**Question Two**

Draw and explain the organization structure that shows the relationship in a building contract that involves the client, Architect, Quantity Surveyor, Mechanical Engineering, Civil Engineer, Electrical Engineer, Contractor and Clerk of works. **(20 marks)**

**Question Three**

State and explain the **FIVE** steps a manager undertakes in the decision-making process before implementation in a business venture. **(20 marks)**

State the principle requirement of a fire place and flue. **(3 marks)**

- a) State the conditions which prevent the chimney from operating satisfactorily. **(3 marks)**
- b) Using a well labeled diagram, show a plan and section of a ground floor fireplace. **(14 marks)**

**Question Four**

- a) What is a Tax? **(3 marks)**
- b) Why does the Government of Kenya levy taxes? **(12 marks)**
- c) Explain the **FIVE** stages of taxes imposed on businesses by the government of Kenya. **(5 marks)**

**Question Five**

Explain the **TEN** factors that you will examine before establishing a new architectural practice at Mombasa. **(20 marks)**