

KUMASI TECHNICAL UNIVERSITY



MAINTENANCE POLICY

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Table of Contents

1.0 Introduction	1
<i>1.1 Background</i>	<i>1</i>
<i>1.2 Objectives</i>	<i>2</i>
<i>1.3 Scope.....</i>	<i>2</i>
<i>1.4 University Properties.....</i>	<i>2</i>
2.0 Maintenance of Facilities	3
<i>2.1 Academic Facilities.....</i>	<i>3</i>
<i>2.2 Residential Facilities</i>	<i>3</i>
<i>2.3 Vehicle</i>	<i>3</i>
<i>2.4 ICT Equipment</i>	<i>3</i>
<i>2.5 Operational Manual & Tools.....</i>	<i>3</i>
3.0 Routine Maintenance	3
4.0 Physical Inspection Programme	4
5.0 Residential Maintenance Responsibilities.....	4
<i>5.1 Responsibilities of Tenants</i>	<i>4</i>
<i>5.1.1 Staff</i>	<i>4</i>
<i>5.1.2 Students</i>	<i>5</i>
<i>5.2 Maintenance Responsibility of the University.....</i>	<i>6</i>
6.0 Implementation Process	6
7.0 Health and Safety Measures	6

8.0 Review Period 7

1.0 Introduction

1.1 Background

Estate Unit is the custodian of the University's owned physical assets and is responsible for ensuring that the assets are maintained to appropriate standards. Resources invested in maintenance provide the institution with a significant return on investment by:

- i. Enhancing current service delivery; and
- ii. Reducing future resource requirement by prolonging the life of physical assets or by increasing its disposal value.

Maintenance involves repairing, preserving, minor alterations and replacement of parts of assets to ensure their prolonged useful life. Assets are to be maintained to a standard that will reduce the risks associated with:

- i. Loss of utilization and functionality with regard to service delivery
- ii. Operation of the facilities
- iii. Security of the facilities and users
- iv. Health and safety of the users
- v. Preservation of the marketing value and
- vi. Image and reputation of the Institution

It shall be the responsibility of the University to ensure that the Estate Office is resourced with the required staff with expertise to carry out its mandates.

1.2 Objectives

The key objectives of the Policy are to:

- i. Specify minimum requirements for the management of maintenance works;
- ii. Ensure value for money in maintaining all facilities;
- iii. See to it that associated risks to the use of facilities are effectively managed to the barest minimum;
- iv. Clarify maintenance responsibilities for assets;
- v. Conform to health, safety and security objectives; and
- vi. Provide adequate information (at the operational level) in undertaking maintenance.

1.3 Scope

Maintenance is the combination of all technical and administrative actions including supervision, intended to retain an item or restore it, to a state in which it can perform a required function.

This policy applies to the maintenance of all University's owned facilities including classrooms, bungalows, halls of residence and all other physical assets. The policy does not preclude the Estate Office from outsourcing some maintenance work if it does not have the capacity to undertake same.

1.4 University Properties

KsTU shall have a register for all assets including vehicles, office equipment and plant and machinery.

Maintenance of the facilities which are not under the direct supervision of the Estate office shall be undertaken by the user departments in collaboration with the Estate Office.

2.0 Maintenance of Facilities

2.1 Academic Facilities

- i. There shall be daily cleaning schedules at these facilities.
- ii. Specific repairs would be carried out as and when required.
- iii. Scheduled general maintenance shall be carried out on all academic facilities within every academic year.

2.2 Residential Facilities

These are bungalows owned and occupied by staff of the University Residents are expected to pick up complaint/ maintenance requisition form from the Estate Office for any maintenance task required.

2.3 Vehicle

This shall be done in accordance with the Vehicle Maintenance Policy.

2.4 ICT Equipment

This shall be done in consonance with the provisions in the ICT Resource Use Policy.

2.5 Operational Manual & Tools

There shall be a handbook and standard tools to aid the Estate Office in carrying out their responsibilities effectively.

3.0 Routine Maintenance

There shall be a maintenance schedule for the following activities;

- i. Pest Control/Extermination
- ii. Landscaping and Grounds

- iii. Waste Management
- iv. Maintenance of Fence Wall and Security Post
- v. Common Areas Management (CAM)
- vi. Painting
- vii. Maintenance of Building

4.0 Physical Inspection Programme

The Estate Office shall carry out physical inspection programme on academic and ancillary facilities to ensure that every unit of the institution comply with standards set by the relevant statutory bodies.

The physical inspection programme shall cover Unit and Move-in and Move-out of residential facilities and shall be assessed using the Inspection form.

5.0 Residential Maintenance Responsibilities

5.1 Responsibilities of Tenants

5.1.1 Staff

- i. To use the Premises for Residential purpose only
- ii. To keep the interior of the Property thus internal paintings and all fixtures and fittings therein and all the household furniture and equipment (where applicable) in good and clean state. (Fair wear and tear expected). Fittings shall be inspected and replaced as and when appropriate.
- iii. Where the Premises is a multi-storey or multiple flats, tenants shall collectively manage; by cleaning the common areas

such as stair areas, lifts, standby generators, etc. where applicable.

- iv. The Tenant shall not make any alterations on or addition to the Property without the approval by the Estate Office.
- v. To permit the Estate Office or its agent with or without workmen and others at all reasonable times during the tenancy to enter the premises for the purpose of examining the state and condition of the premises and the fixtures thereof for the purpose of carrying out necessary repairs which is not the obligation of the tenant.
- vi. To keep the drains and gutters of the Premises clean.
- vii. To yield up the property and all fixtures and fittings (other than the Tenant's fixtures and fittings therein or thereon) at the termination of the agreement or when he/she decides to repudiate this agreement in the same good and clean state of repair and condition as they were at the commencement of the term. (Fair wear and tear and damage by accidental fire, earthquake, rots and tempest exempted).
- viii. To inform the Estate Office of his/her intention to vacate the premises and yield up to the taking of inventory including utilities consumed which shall be settled by or be charged against the tenant before he/she vacates the premises.

5.1.2 Students

The tenancy responsibility and agreement shall be in accordance with the provision in the Student Handbook.

5.2 Maintenance Responsibility of the University

To keep the property in sound structural condition (i.e. the floor, walls, doors and frames, windows, and frames, ceiling and roof) and maintain exterior of the premises including drains, gutters and external pipes and to keep in repair and proper working order, the installations contained in them for water supply and electricity and for proper sanitation.

6.0 Implementation Process

The Housing and Estate Committee shall be responsible for the implementation of this policy.

7.0 Health and Safety Measures

It is the objective of the University to provide safe and healthy working and learning environment for staff and students and shall take all responsible and practicable steps to ensure conditions are achieved and maintained.

The Estate Office shall provide adequate control of the health and safety risks arising from work activities; provide safe equipment and procedures for the safe handling of substance. Employees of the Office shall be provided with information, instruction, supervision and training to ensure they are competent to do their tasks.

The following shall also be undertaken by the Office:

- i. The identification of health and safety hazards, assessment of risks and devising appropriate control measures to protect members of the community.
- ii. Maintaining appropriate records relating to health and safety management (for example risk assessment, maintenance registers, accidents books, workplace inspections and so on)

- iii. Ensuring that appropriate health and safety equipment are provided and used by Staff.
- iv. Providing the community with sufficient health and safety information, instruction and training where appropriate to ensure they are aware of the hazards and know what safe working procedures to follow to reduce the risk of injury to themselves and others.

There shall be:

- i. Orientation for both students and staff;
- ii. Training when new tasks and equipment are introduced and
- iii. Refresher training where necessary to update skills and knowledge in:
 - (a) Regular servicing and keeping of machineries and equipment
 - (b) Use of non-toxic maintenance materials
 - (c) Provision of protective wears for maintenance workers
 - (d) Use of appropriate equipment
 - (e) Orientation of contractors to the workplace

The Estate Office shall endeavor to ensure that maintenance activities do not adversely affect the health and safety of the University community as well as other users of the facilities.

8.0 Review Period

This policy shall be reviewed after every three (3) years.