GULF UNIVERSITY
الجامعة الخليجية

Title: Maintenance Procedures

Code: GU-PR50MAINT

Version: 3.1

Date of Issue: 2023

Effective Date: October 2023

Approval Authority: University Council

Document Owner: Chief Operating Officer

Review: The procedures are subject to periodic reviews as per amendments of University Policies and Regulations

1. Purpose

The purpose of this document is to describe maintenance procedures at Gulf University.

2. Scope

The document applies to university facilities, building systems and related services at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
COO	Chief Operating Officer
GU	Gulf University
HEC	Higher Education Council
HOD	Head of Academic department
MANAGERS	Managers of Administrative Departments
QADC	Quality Assurance and Development Center

4. Definitions

Maintenance: This means activities need to be conducted on facilities (i.e buildings) and related architectural, structural, mechanical, and electrical systems to ensure its functioning effectively with safety and security of users (staff members and students).

University Facilities: These are all lands, buildings, and space owned or leased and operated by Gulf University.

Building Systems: These are building structure, including roof and exterior walls, mechanical and electrical systems, and related services.

5. Procedures Details

5.1 Maintenance activities are performed by Facilities and Purchasing department.

5.2 Facilities and Purchasing department shall develop a long-term (1-4 years period) development and upgrading plan for university facilities and infrastructure. The plan shall consider depreciation status and priority basis in scheduling repairs,

replacement and upgrading; shall be sent to the Vice President for Academic Affairs and COO for review and approval of required budget.

5.3   Facilities and Purchasing department shall develop the following action plans:

a. facilities and systems cleaning plan (offices, buildings, classrooms, halls, labs, toilets, furniture, safety and security devices, and electric and mechanical systems, on a daily-weekly period,

b. facilities and systems short-term maintenance plan, on a weekly - monthly period,

c. facilities and systems long-term maintenance, on a 6-months period.

5.4   Facilities and Purchasing department shall send the plans mentioned in (5.3 of this document) to Vice President for Academic Affairs and COO for review and approval of required budget.

5.5   Vice President for Academic Affairs and COO shall develop Campus-Development plan with required budget based on analyzing current and expected academic and administrative needs in near- and long-terms, (i.e. 1-5 years). The plan shall be communicated with President of University and shall be approved by Board of Trustees with the required budget.

5.6   Facilities and Purchasing department shall ensure an extensive monitoring process for buildings, systems, and services management. In the event of any problem, the department shall report it immediately to COO for approval of the necessary remedy action.

5.7   Deans, HODs and Managers of administrative departments shall report to the department on cases of malfunctioning of facilities and/or systems such as to avoid disruption to the normal operation at their Colleges and departments.

5.8   In case there is imminent possibility of functional loss or where the broken equipment or system, are essential to the daily operation at the university, the Facilities and Purchasing department shall initiate emergency repair service with approval from COO.

6.   Responsibilities

Facilities and Purchasing Department is responsible for:
- appropriate implementation of this document.

HODs and Managers are responsible for:
- following this document appropriately.

Deans are responsible for:
- following this document appropriately.

QADC is responsible for:
- ensuring that this document is appropriately implemented.

COO is responsible for:
- appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:
- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:
- systematic review of the effectiveness of this document.

7. Related Policies

- Business Continuity Policy

8. Related Procedures

- Business Continuity Procedures

9. Related References and Standards

BQA	Programs-within-College Reviews Handbook
BQA	Institutional Reviews Handbook
HEC	Building Regulations