

# **BOLGATANGA TECHNICAL UNIVERSITY**



## **MAINTENANCE POLICY**

2021

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## **1.0 Introduction**

The quality of infrastructure, equipment and furniture of Bolgatanga Technical University ensure smooth teaching, learning, research and community service. These products deteriorate overtime. Hence, there is the need for the University to adhere to the right maintenance guidelines and procedures to ensure that all facilities remain operational throughout their prescribed manufacturers life span. Maintenance involves repairing, preserving, minor modifications and replacement of parts of assets to ensure their prolonged useful life.

### **1.1 Goals**

This policy is to ensure that the University protects all its assets and to obtain the maximum benefit from them.

#### **1.1.1 Objectives of the Policy**

The policy seeks to ensure the:

- a. maximum utilization and functionality of the assets with regard to their service delivery
- b. operational efficiency of the facilities
- c. security of the facilities and the users
- d. health and safety of the users
- e. optimization of the market value of the asset
- f. image and reputation of the University is maintained
- g. To ensure all properties of the University are used judiciously by staff, students and other users.
- h. To ensure value for money in maintaining all facilities

The Works and Physical Development office shall be responsible for the coordination and implementation of this Policy.

## **2.0 University Properties**

All assets of the University shall be maintained regularly. Facilities which are not directly under the supervision of the Works and Physical Development office shall be undertaken by the user Department in collaboration with the Works and Physical Development office.

### **2.1 Maintenance of the University Properties**

The University properties are categorised as follows:

#### **2.1.1 Academic Facilities**

Academic facilities shall be cleaned daily and specific repairs carried out as and when it is needed. Scheduled general maintenance shall be carried out on all academic facilities within every academic year. However, a user department may request for maintenance of any facility as and when required.

#### **2.1.2 Residential Facilities**

Staff and students occupying any of the University's facilities may inform the Works and Physical Development Office for any maintenance task required by completing a complaint/maintenance requisition form (Attached appendix 1). Upon receipt of this form, the Works and Physical Development Office shall respond to the request within forty-eight (48) hours.

## **3.1 Routine Maintenance Schedules**

Routine maintenance (RM) is defined as maintenance activities carried out regularly. These include daily cleaning, clearing around buildings, lubrication schedules for equipment,

replacement of electrical fittings among others. There shall be a maintenance schedule which will include the following activities; Pest Control/Extermination, Landscaping of the surroundings, Waste Management or disposal, maintenance of Fence Wall and Security Post and other infrastructures.

### **3.2 Frequency of Maintenance**

Frequency of maintenance should be guided by the manufacturer's maintenance manual or based on the nature of the facility/equipment. This includes, daily sweeping of floor, weekly polishing of floor, washing of windows monthly and painting for decoration and protection every three (3) years.

The Works and Physical Development office of the University should submit a maintenance plan on the routine maintenance to the development committee for scrutiny. This will reduce the breakdown of landed properties, equipment and other facilities of the University. Apart from this, provisions should be made for unforeseen works that may occur, examples electrical and plumbing installations etc.

The Works and Physical Development office should follow the accepted plan from the Development Committee to the letter and should submit a progress report to the development committee quarterly.

### **3.3 Preventive Maintenance of Equipment and Landed Properties**

Preventive Maintenance are actions carried out according to prescribed criteria of time, usage, or condition and are intended to reduce the probability of failure or the functional degradation of an Asset or Machine. These are carried out within the acceptable lifespan of the facility thus ensuring its continuous usage and operation.

The Office of the Works and Physical Development should ensure that an officer visits properties regularly in accordance with the facility manual or based on the terms and conditions of contract of the facility to take records and compile defects. These defects should be recorded, estimated and make recommendations that would feed into the yearly budget of the University. If the defect falls under the category of rectification; that is defect occurring fairly early in the life of the product/building due to shortcomings in design, inherent faults, unsuitability of components, damage of goods in transit or installation and incorrect assembly within the defects Liability Period, the consultant's attention should be drawn to that for the necessary action to be taken. Where it falls outside the defect liability period, the Works and Physical Development Office should take charge.

The Works and Physical Development office should always get maintenance Manuals from manufacturers on every product/facility and building drawings on landed properties from consultants/contractor.

### **3.4 Corrective Maintenance of Equipment and Landed Properties**

Corrective maintenance are works performed to refurbish a facility to its operation or to acceptable standard. To ensure this on properties and equipment of the University; all tenants residing in the University property should report on time any fault on facility being occupied. Also, all officers using the University's facilities be it equipment, landed properly should promptly report faults to the appropriate officer for actions to be taken. All complaints on maintenance should be in writing to the Director of Works and Physical Development and instruction should take the form of a Job card for control purposes.

#### **4.0 Renovation/Refurbishment of Landed Properties (University Hostels, Lecture Halls/Theaters and Bungalows)**

The Works and Physical Development Office of the University shall prepare a planned preventive Maintenance (PPM) programmes on Hostels for execution during holidays.

This should be mandatory for all major renovations. Details of work with their cost estimates should be submitted to the Development Committee of the University for approval and incorporated into the main budget of the University.

All maintenance works should adhere to the relevance legislations.

#### **5.0 Residential Maintenance Responsibilities**

##### **5.1 Responsibilities of Tenants**

###### **5.1.1 Staff**

1. Staff must use the Premises for Residential purpose only and not for renting or business.
2. Staff should keep the interior of the facility thus internal paintings and all fixtures and fittings and all the household furniture and equipment (where applicable) in good and clean state (Fair wear and tear expected).
3. The Staff shall be responsible for waste disposal.
4. Tenants shall be responsible for cleaning surroundings (sweeping and weeding, desilting of drains, removal of cobwebs etc.) when necessary.
5. Also, 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.

6. The Tenant shall not make any alterations on or addition to the Property without the approval of the Works and Physical Development Office of the University.
7. Staff are responsible for completing a complaint/maintenance requisition form (Attached appendix 1) if the need be.

### **5.1.2 Students**

The maintenance responsibility of the students shall be in accordance with the provision in the Student Handbook in addition to completing a complaint/maintenance requisition form (Attached appendix 1) where the need be.

## **2.2 Implementation of the Policy**

The Works and Physical Development Office in collaboration with the Development Committee of the University shall be responsible for the implementation of this policy.

## **6.0 Review Period of the Maintenance Policy**

This policy shall be reviewed after every five (5) years or as may be recommended by the Academic Board or the Development Committee.

**APPENDIX 1**

**BOLGATANGA TECHNICAL UNIVERSITY  
DIRECTORATE OF WORKS AND PHYSICAL DEVELOPMENT**

**MAINTENANCE COMPLAINT / REPORTING FORM**

**DETAILS**

**To be filled only when the complaint/defect is deferred to a later date so as in due process to procure materials needed for its remedy**

**Name:** .....

**Dept.:** .....

**Reporting Officer:** .....

**Designation:** .....

**Designation:** .....

**Location:** .....

**Complaint:**

**Problem:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Materials Needed:**

.....  
.....

**Sign** ..... **Date:** .....

.....

.....  
.....

**For development Office Use Only**

**Sign:**..... **Date:** .....

**Receiving Officer:** .....

**Sign:**..... **Date:** .....

**APPROVING AUTHORITY**

**(Vice Chancellor/Designate)**

**Assigned:** .....

**Designation:** ..... **Request**

Approved: Yes No

**Date Assigned:** .....

Comments, if No above

**Receipt by Assigned Personnel:**

.....

**Sign:**..... **Date:** .....

.....

**Attendance to Complaint(s) by Assigned Personnel:**

.....

**Inspected:** ..... **Rectified:** ..... **Deferred:**.....

.....

**Remarks:**

.....

.....

**Signature:**..... **Date:**.....

**APPENDIX 2**

**BOLGATANGA TECHNICAL UNIVERSITY  
DIRECTORATE OF WORKS AND PHYSICAL DEVELOPMENT**

**Maintenance Certification Form**

Description of Maintenance:

.....  
.....

Service Provider on Maintenance

.....

Certification of Maintenance: Completed satisfactorily  Not satisfactory  Others

Comments on Maintenance, if any:

.....  
.....

Certification Date:

.....

Certification Officer's Name:

.....

Officer's Designation and Signature:

.....