



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR ESTATES MANAGEMENT

DOC. NO : JOOUST/PAF/CS/OP 29

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGN: 
PLANNING, ADMINISTRATION AND FINANCE

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2.0 DOCUMENT CHANGES

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1.0 Purpose:

To ensure efficiency and effective provision of central services.

2.0 Scope:

This procedure shall cover all aspects of cleanliness, repairs and maintenance.

3.0 References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. Occupational Health and Safety Standards
- v. Public health standards
- vi. Fire Safety & Statutory Compliance
- vii. Government Circulars

4.0 Abbreviations, Acronyms and Definitions

- i. Caretaker: The officer charged with the responsibility of ensuring the effective treatment of effluent.
- ii. Head of Estates: The administrative head of Estates section within Central
- iii. HoD : Head of Department
- iv. IT: Information Technology
- v. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- vi. MO: The head of the maintenance unit in the estates section
- vii. OM & SAF Office Movement & Space Allocation Form.
- viii. SRN Stores Requisition Note
- ix. WRF: Work Requisition Form

5.0 Responsibility:

The Estates Manager shall be responsible for the implementation and effective supervision of this procedure.

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6.0 Method

6.1 Maintenance Works

- 6.1.1 The User shall fill in the WRF at least 2days earlier and forward it to the Maintenance Officer.
- 6.1.2 The MO shall visit and verify the defects or services needed and notify the Head of Estates within 12 hours for comments.
- 6.1.3 The Head of Estates shall comment and seek approval from the HoD for commencement of work.
- 6.1.4 The MO shall upon approval by the Head of Estates, engage the appropriate personnel to carry out the work
- 6.1.5 The personnel contracted shall complete the task sheet within 24 hours (if it is not of a technical nature) and record the work done along with any follow up actions required.
- 6.1.6 The User shall upon verification of work done sign the task sheet to confirm completion of work to specification
- 6.1.7 The Personnel contracted shall notify the MO upon work completion
- 6.1.8 The MO shall return the task sheets to the estates clerical staff for onward processing and update of register within the estates section.
- 6.1.9 The Head of Estates shall review maintenance costs and downtime every three months and make appropriate recommendations to the HoD.

6.2 Office Equipment Movement Procedure

- 6.2.1 The User shall duly initiate and fill in the OEMF to be forwarded to the caretaker 24hours before the activity in question
- 6.2.2 The Caretaker shall verify the services needed and notify the Head of Estates for comments and approval.
- 6.2.3 The Caretaker shall upon approval, allow the space in request to be used or engage the personnel to assist in the movement.

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- 6.2.5 The Caretaker shall complete the task sheet to record the furniture movement and the duration.
- 6.2.6 The User shall sign the task sheet to confirm satisfaction of the exercise or regret in the event of request disapproval.
- 6.2.7 The Caretaker shall record all the daily activities within the department.
- 6.2.8 The Caretaker shall return the task sheets to the estates clerical staff for onward processing in the estates section.
- 6.2.9 The Head of Estates shall review office movement date at interval of not exceeding three months and making recommendations to the HoD.

6.3 Emergency Measures on Electricity and Water Supply

- 6.3.1 The in-charge shall inform the immediate supervisor of any emergency in the supply of water, power or lighting.
- 6.3.2 The supervisor shall verify the anomaly and advice on corrective measures immediately.
- 6.3.3 The supervisor shall record the incident and corrective action on the occurrence book.
- 6.3.4 The supervisor shall inform the Head of Estates of such emergencies where immediate corrective action requires consultation.
- 6.3.5 The Head of Estates shall inform the HoD and ensure the emergency is attended to within 24hours of reporting.
- 6.3.6 The Head of Estates shall review all the emergency data at an interval of three months and make recommendations to the HoD for action.

6.4 General Cleaning, Lawns, Hedges and Ground Attendance

- 6.4.1 The Caretaker shall duly fill in the WRF to be forwarded to the respective supervisor.

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- 6.4.2 The supervisor shall verify the service need and forward to the head of estates for comments.
- 6.4.3 The Head of Estates shall comment and forward to HoD for approval
- 6.4.4 The supervisor shall upon approval, engage the personnel to assist in the required works.
- 6.4.5 The supervisor shall complete the task sheet to record the work done, the number of personnel and the duration taken to complete the task on a daily basis
- 6.4.6 The Caretaker shall sign the task sheet to confirm satisfaction of the exercise or regret in the event of request disapproval.
- 6.4.7 The Supervisor shall enter all the activities recorded in the department on a daily basis.
- 6.4.8 The Supervisor shall return the task sheets to the Estates clerical staff for onward processing within the estates section
- 6.4.9 The Head of Estates shall weekly review cleaning, lawns, hedges and ground attendance data and make recommendations to the HoD.

6.5 Water Treatment

- 6.5.1 The Treatment Plant Attendant shall notify the Water Technician to fill in the requisition form water chemicals whenever necessary.
- 6.5.2 The Water Technician shall verify the quantity needed, complete the chemical data sheet, and forward to the HoD for approval.
- 6.5.3 The Water Technician shall upon approval, fill in SRN for the chemicals.
- 6.5.4 The Water Technician shall upon dosing the water fill in the Water Treatment Monitoring Schedule.
- 6.5.5 The Water Technician shall test the water for chlorine and turbidity on a weekly basis fill in the Water Testing Schedule as per KS-05-459 Part 1:1996.
- 6.5.6 The Water Technician shall forward Water Treatment Monitoring Schedule and the Water Testing Schedule to the HoD on a weekly basis.

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6.5.7 The HOD shall forward water samples to the Certified Water Testing Bodies on a quarterly basis as per the statutory requirements.

6.6 Sewerage Treatment

6.6.1 The Water Technician shall collect the effluent samples quarterly to verify compliance of the sewage treatment.

6.6.2 The Water Technician shall forward the effluent samples to the relevant sewerage testing centre for analysis on a quarterly basis.

6.6.3 The Water Technician shall verify the results for effluent tests and make recommendations to the HOD for further action.

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