




The Catholic University of Eastern Africa

TITLE	AUTHOR
MAINTENANCE PROCEDURES CUEA/DVC-AD/MTN/04)	ASSISTANT ADMINSTRATOR
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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization <i>Title</i>
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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

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1. Purpose

The purpose of this procedure is to ensure that the campus grounds are routinely maintained to provide the necessary environment for living purposes.

2. Scope

This procedure shall cover the maintenance of all grounds within the campus and its premises. (i.e. farm, the swimming pool are the staff quarters, the hostels, the fields, flower beds and the edges.)

3. Terms and definitions

The following shall apply in addition those already defined in the catholic university Quality Management Manual.

3.1 CUEA- Catholic University of Eastern Africa.

3.2 Grounds – is all that are including the edges that constitute the university campus.

3.3 Premises- all the buildings, projects and everything that is within the campus.

4. References

These are found in the CUEA Quality Management Manual.

5. Responsibilities


5.1 The maintenance supervisor shall be responsible to ensure that this procedure is followed.

6. Method

6.1 The maintenance supervisor shall prepare a monthly duty roster that shall be reviewed at the end of three months to take care of the casuals who normally have a three month contract.

6.2 The maintenance supervisor shall supervise the work being done and record the kinds of works performed by each member of staff.

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6.3 Where the work done is not satisfactory, the supervisor shall seek the clarification from the person doing the work.


6.4 In exceptional circumstances, the maintenance supervisor shall receive direction from the Executive Director or the Administrator.

6.5 On completion of the request, the maintenance supervisor shall report back.

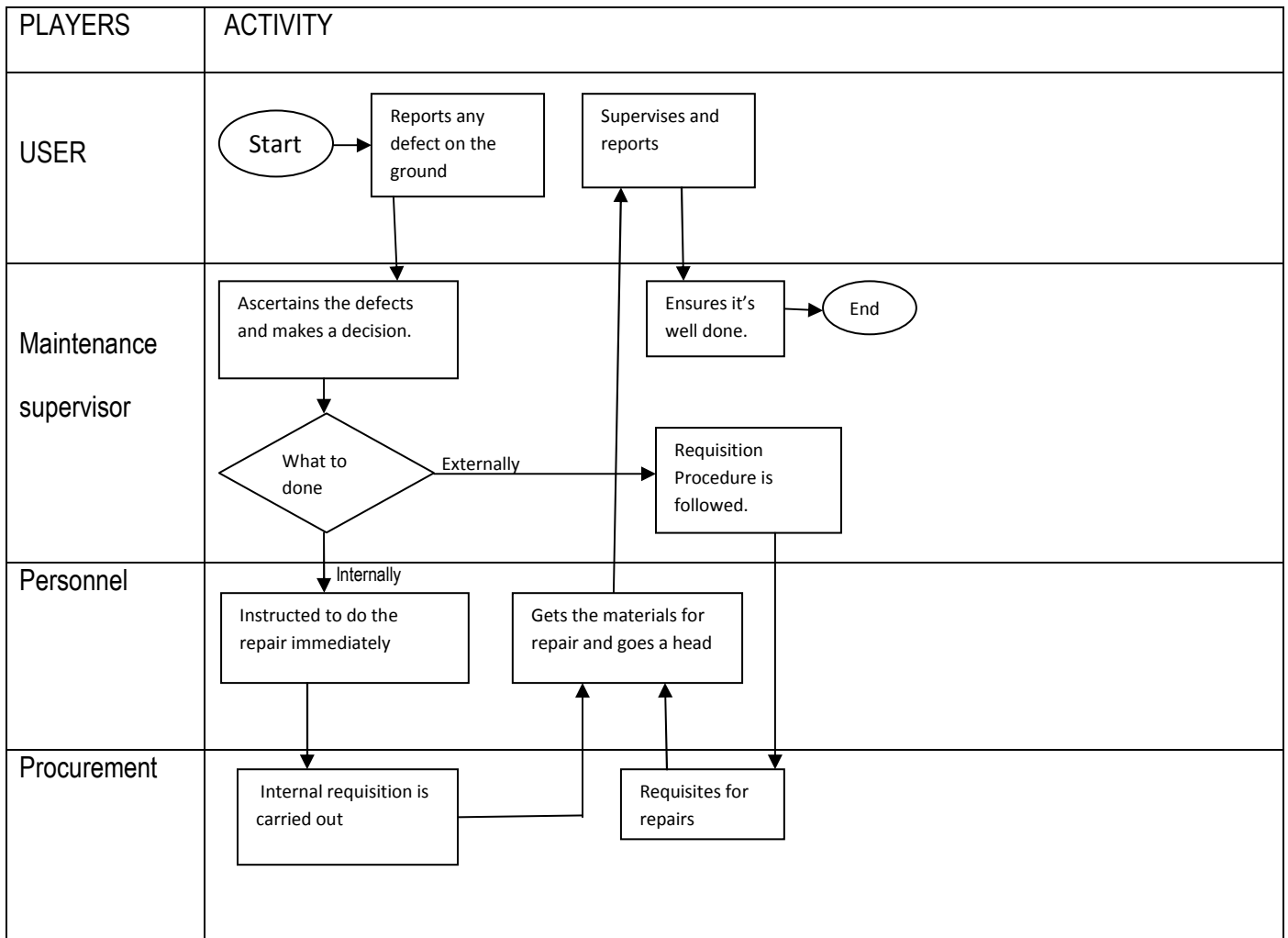
7.0 Appendices

7.1 Appendix A: Process Map

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Appendix A: Process Map



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