




KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR PROPERTY AND ESTATE DEPARTMENT (KUC/QMS/R/44)

AUTHORIZATION: Procedures for Property & Estate procedures are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024
PROCESS OWNER: Deputy Director, Property & Estate Management	
SIGNATURE:	 
DATE:	23/08/2024



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RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDP & EM

VISSUE NO. 4, REVISION NO.3, AUGUST/2024



DOCUMENT DETAILS:

1.	Section A: Quality Objectives
2.	Section B: Procedures
	Title
	Purpose
	Scope
	Reference
	Terminology
	Responsibility
	Input
	Methods
	Output
	Records



SECTION A: QUALITY OBJECTIVES

OBJECTIVE	ACTIVITIES	RESOURCES	RESPONSIBILITY	TIME FRAME	KEY PERFORMANCE INDICATORS
Maximize performance and reliability of all facilities at an optimum level of resource utilization.	<ul style="list-style-type: none">● Preventive maintenance● Corrective maintenance	Competent personnel Budget	Deputy Director, P&E Management	Continuous	Preventive maintenance reports Corrective maintenance reports
Coordinate all college capital projects for timely completion at optimum resource utilization levels and maximum return on capital invested.	<ul style="list-style-type: none">● Project monitoring● Action on non performing projects	Budget Competent personnel	Deputy Director, P&E Management	Within contract period specified.	Certificate of project completion



SECTION B: PROCEDURES

1.0 PROCEDURE FOR PROJECT IMPLEMENTATION

2.0 PURPOSE

The purpose of this procedure is to guide on project implementation

3.0 SCOPE

The procedure covers project inception to completion

4.0 REFERENCES

Building by laws & Regulations Codes
National Construction Authority (category)
ISO 9001:2015 Standard

5.0 TERMS AND ABBREVIATIONS

SOP: Standard Operating Procedure
DDPEM: Deputy Director Property and Estate Management

6.0 RESPONSIBILITIES

Deputy Director, Property and Estate Management

7.0 INPUTS

Appraised Asset Status
Budget
Bill of Quantities



8.0 METHOD

- 8.1 The College shall identify a project to carry out in a financial year and the budget estimates shall be provided for
- 8.2 The DDPEM shall develop a project proposal
- 8.3 The contract project shall be awarded
- 8.4 A workplan shall be prepared
- 8.5 DDPEM shall monitor the project on a quarterly basis
- 8.6 The project shall be inspected
- 8.7 Depending on the magnitude of the project especially those supervised from externally, the Principal/CEO shall sign the handover certificate.
- 8.8 The DDPEM shall retain a certificate of practical completion
- 8.9 The DDPEM shall retain the hand over certificate

9.0 OUTPUTS

Completed project

10. RECORD

Practical completion certificate

Hand over certificate



PROCEDURE FOR CORRECTIVE AND PREVENTIVE MAINTENANCE

2.0 PURPOSE

The purpose of this procedure is to guide on corrective and preventive maintenance.

3.0 SCOPE

This procedure covers repairs works and early detection of defects.

4.0 REFERENCES

Manufacturers' Catalogue

5.0 TERMS AND ABBREVIATIONS

DDPEM: Deputy Director Property and Estate Management

6.0 RESPONSIBILITY

Deputy Director Property and Estate Management

7.0 INPUTS

Work orders

Maintenance Schedule

8.0 METHOD

8.1 CORRECTIVE

8.1.1 The DDPEM shall receive maintenance work orders.

8.1.2 The technicians shall be assigned the respective work orders.

8.1.3 The repair works shall be carried out within three working (3) days.

8.1.4 A Maintenance delay form shall be issued to communicate delay of repair works

8.1.5 The user shall confirm completion of repair work.



8.2 PREVENTIVE

8.2.1 The DDPEM shall prepare an annual preventive maintenance schedule.

8.2.2 The DDPEM shall execute the preventive maintenance schedule

8.2.3 The DDPEM shall confirm preventive works carried out.

8.2.4 The DDPEM shall update preventive maintenance file.

9.0 OUTPUT

Well maintained machines and equipment.

10.0 RECORDS

Updated work order register/ database

Maintenance delay form

Job card

Preventive maintenance schedule

11.0 REFERENCES

Manufacturers catalogues

ISO 9001:2015 standard