

**UNIVERSITY FOR DEVELOPMENT STUDIES
TAMALE, GHANA**

DRAFT MAINTENANCE POLICY

1. INTRODUCTION

The University for Development Studies owns an extensive portfolio of landed properties and other physical infrastructure on its multiple campuses to carry out its core mandate and render services to communities within and outside its catchment areas. This policy allows for the provision and maintenance of a functional and safe work environment as contained in the Vision, mission of the University's Strategic Plan. The maintenance of these properties is essential for their longevity and functionality over their life span. The need to properly initiate, plan, execute, monitor and control maintenance activities is thus paramount in the establishment of a sound environment for both academic and administrative work.

This policy document provides a management frame work to ensure that all University properties are maintained effectively and efficiently. It also delineates the roles and responsibilities of DWPD and DoE.

2. POLICY OBJECTIVES

This policy seeks to:

- i. Provide guidelines to ensure that University properties are adequately maintained and remain safe during their intended life span;
- ii. Ensure cost efficiency and value-for-money in undertaking maintenance activities;
- iii. Ensure that maintenance is undertaken in accordance with statutory requirements.

3. POLICY STATEMENT

The Directorates of Works and Physical Development (DWPD) and Estates (DoE) shall provide and maintain a safe, secure and conducive environment for academic and administrative work in the University community.

4. SCOPE OF MAINTENANCE

Maintenance, in this policy, shall be categorized as planned and reactive maintenance. Planned maintenance is defined as systematic and coordinated activities through which assessment and investigations are carried out using priority ratings. This includes the following: repair, replacement of parts, refurbishment and renovation of physical assets. Reactive or day-to-day maintenance is defined as unplanned issues or activities that require urgent attention. This includes emergency repairs, replacement of parts, refurbishment and retrofitting of physical assets.

The Directorate of Estates will largely be responsible for reactive maintenance while the Directorate of Works and Physical Development will largely be responsible for planned maintenance.

Human Resources of the two Directorates can be drawn on to carry out any of these maintenance activities by either

5. UNIVERSITY PROPERTIES

University properties shall include but not be limited to:

- i. University buildings (e.g. lecture halls, students' halls of residence, offices, staff accommodation, guest houses, conference centers, etc);
- ii. Rented Buildings (staff residences and offices);
- iii. Plants and equipment (e.g. generators, air conditioners, laboratory equipment, etc);
- iv. Grounds (e.g. car parks, roads, walk ways, sports field, etc);

- v. Building services (e.g. electricity, water supply systems, etc);
- vi. Drainage and sewerage;
- vii. Street lights.

6. POLICY OVERSIGHT RESPONSIBILITY

The Maintenance Policy shall be overseen and supervised by the Welfare Services Board through the Estate Management Committee.

7. ESTIMATED COST OF ANNUAL MAINTENANCE

The estimated annual maintenance cost of all University properties including buildings, grounds, sewage, drainage systems, shall be determined by the Oversight Board (Welfare Services Board). The two Directorates shall submit estimates for consideration and approval by the Policy Oversight Board.

8. BUILDING MAINTENANCE STRATEGY

The building maintenance strategy shall be guided by figure 1.

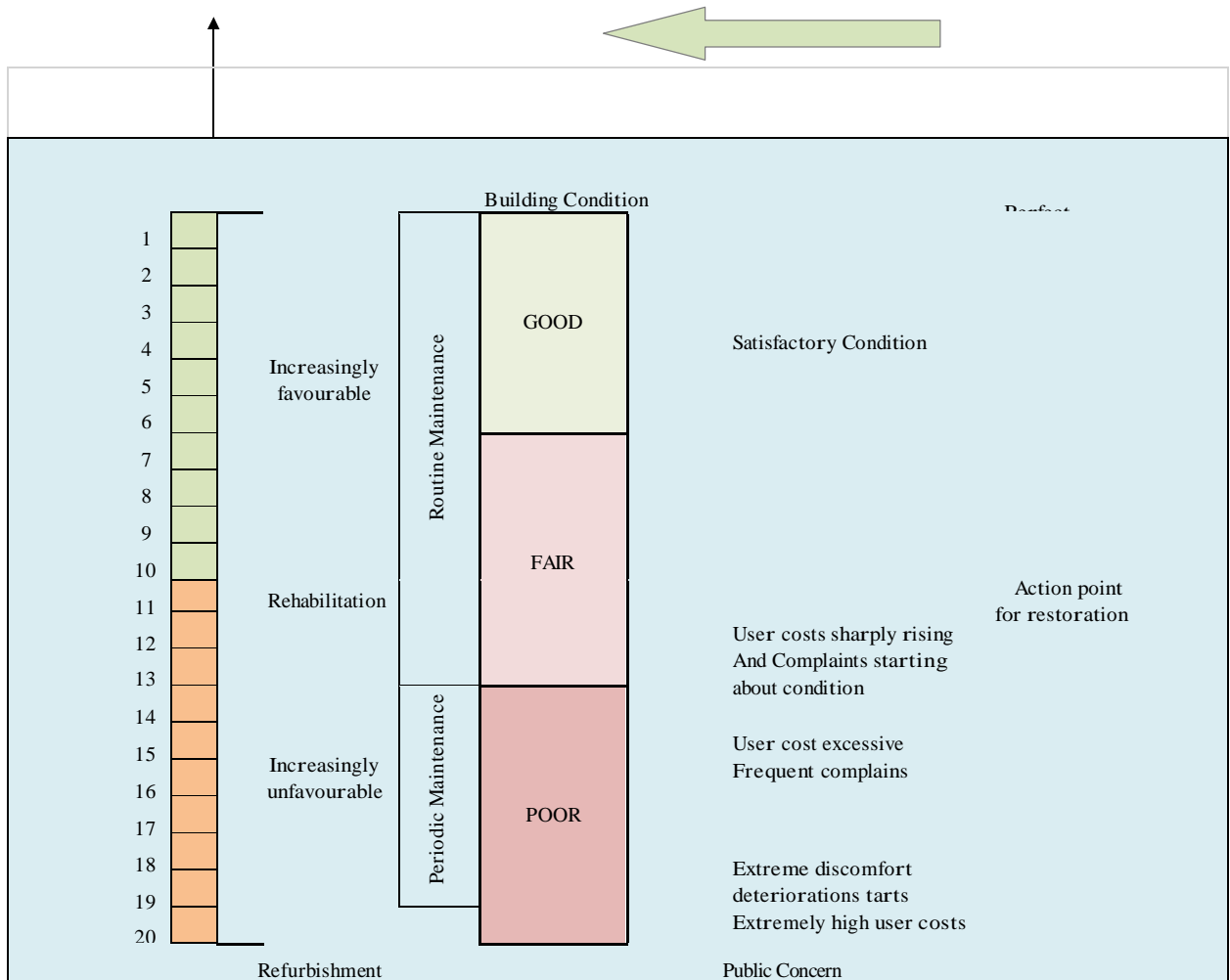


FIGURE1: Building maintenance strategy.

9. POLICY REVIEW

This policy shall be subjected to review every five (5) years.

10. RESERVED POWERS/DEROGATION FROM POLICY

The Vice-Chancellor shall have reserved powers to make exceptions to this policy upon

the advice of the Welfare Services Board, if under exceptional circumstance(s) as he/she may deem fit.