

UNIVERSITY OF ILORIN

FACILITY MANAGEMENT POLICY

1.0 INTRODUCTION:

This policy describes the responsibility of The Works Department in maintenance of facilities, systems and equipment. The emphasis is to minimize deferred maintenance works and in-service breakdown; otherwise, there will be attendant increase in repair cost or premature capital outlay for replacement. The policy is designed with a view to ensuring that the university facilities are in good condition, safe to use and conducive for teaching, learning and research. It describes when maintenance is required and how it is performed. It also defines terms used, the decision making process governing the assignment of maintenance priorities, the selection of cost analysis processes and quality assurance.

2.0 OBJECTIVES OF THE POLICY:

The policy objectives are to

1. Establish set of standards and protocols for the management and maintenance of University of Ilorin facilities.
2. Implement planned preventive and routine maintenance programmes which will extend the useful life of all base building, electrical and mechanical systems; earth dam and water treatment plant; and ensure an efficient use of funds.
3. Support the university facilities through managed maintenance, in order to provide the university community with a safe environment conducive to teaching, learning and research.
4. Ensure that the university is compliant with relevant standards and legislations.
5. Ensure that preventive and predictive maintenance services are provided for university facilities.
6. Ensure that problems (breakdowns) identified with base building; electrical and mechanical systems are prioritized and rectified with the minimum delay.
7. Advice that adequate provision of fund is made for maintenance of university buildings and other assets.

3.0 SCOPE OF POLICY

This maintenance management policy applies to all University facilities.

4.0 DEFINITIONS:

- i. University Facility: All lands, buildings, electrical, mechanical systems and space owned, operated or leased by the University of Ilorin.
- ii. Predictive Maintenance: Maintenance performed as a result of testing, such as oil or vibration analysis.
- iii. Preventive Maintenance: The periodic scheduled work planned to provide adjustment, minor repair, routine inspection, and cleaning of equipment to reduce service

interruptions and prevent deterioration before the normal life-cycle of the equipment or facility.

4.0 POLICY CONTENT AND GUIDELINES:

The following responsibilities are under Works Department:

- **Routine Repair and Maintenance** – Work to restore campus facilities and systems to an acceptable standard. This includes minor emergency requests for service.
- **Major Repair and Replacement** – Activities necessary to keep a system in reliable condition for its present use, based on the normal life cycle of plant, equipment and facilities.

4.1 Functions of Works Department.

The Works Department shall:

- a. Be responsible for the operation, maintenance, cleaning and renovations of the facilities, grounds and utilities for the housing estates.
- b. Provide oversight to the operation, maintenance and renovations of auxiliary buildings as necessary.
- c. Ensure that university standards are met when renovating, or remodeling facilities
- d. Ensure that exterior walls, windows, doors and exposed metal structures receive routine maintenance every five years while roofs shall receive routine maintenance every year.
- e. Repaint interior walls, replace tiles and suspended acoustical ceilings as needed.
- f. Ensure that Heating ventilation and air conditioning (HVAC) systems receive monthly maintenance.
- g. Maintain laboratory hoods and exhaust fans every six months.
- h. Maintain electrical systems every five years.
- i. ensure monthly basic inspection of elevators and make necessary repairs
- j. Ensure that maintenance of equipment, machinery and motor-vehicles are carried out as recommended by the manufacturers.
- k. Report immediate and serious threats to the health, safety, and welfare of university community to the appropriate organ of the university.
- l. Ensure regular supply of power and water on campus.

5.0 COMPLIANCE WITH CURRENT STANDARDS.

Fault detected on University facilities bordering on violations of codes of life safety, building and fire shall be corrected immediately.

6.0 ORGANIZATIONAL STRUCTURE

Works Department shall be headed by a Director, assisted by three (3) Deputy Directors representing the three basic units of the Department i.e. Civil/Building, Electrical/Telecommunications and Mechanical/Transport.

The department shall maintain a desk office headed by an officer preferably an engineer that will be responsible for attending to maintenance request, performance and contract management.

7.0 MAINTENANCE STRATEGIES

To make services of Works Department nearer to end users, there exists Strategic Maintenance Unit (SMU) in the Faculties to take care of minor and urgent repair works. The staff in the SMU report directly to the Dean of their respective Faculty.

The approach employed in carrying out maintenance on various facilities depends on the nature of work to be done and the amount of money required.

The Works Department may use any of the following to maintain building and other assets;

1. Direct Labour
2. Short Term Contracting
3. Facility management experts or companies for specialized maintenance works

The Department shall maintain and continuously update a Computerised Maintenance Management System (CMMS) for information/data retrieval and project management

8.0 CAPACITY BUILDING FOR STAFF

Periodically, the department embarks on improvement of capacity of the various categories of workers through in-house training, attendance of workshops and/or conferences and sponsorship for staff development.

9.0 MAINTENANCE OF UNIVERSITY LEASED PROPERTIES

The maintenance of University properties shall be responsibility of the lease and the university shall ensure compliance with this and other related agreements