



SUNYANI TECHNICAL UNIVERSITY



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TABLE OF CONTENTS

1.0 INTRODUCTION.....	1
1.1 AIMS.....	1
1.2 ROUTINE MAINTENANCE	2
2.0 PREVENTIVE MAINTENANCE.....	3
2.1 CORRECTIVE MAINTENANCE.....	4
3.0 REPLACEMENT MAINTENANCE.....	5
3.1 RENOVATION/REFURBISHMENT	5

1.0 INTRODUCTION

Sunyani Technical University abounds in a lot of infrastructural and building facilities as well as equipment and furniture for the purpose of teaching and learning, research and other services to the community. Since deterioration of products starts right at the beginning of manufacturing, there is the need for all users to adhere to Maintenance Manuals and Procedures to ensure that all facilities remain functional throughout their prescribed Life – Cycle by manufacturers.

1.1 AIMS

This Policy sets out the University's commitment to protecting all landed properties, equipment and other facilities of the University.

To ensure that all responsible officers at Works Departments namely; Maintenance, Estate and Environmental Units to cooperate to avoid or mitigate the consequences of failure of facilities and equipment.

To ensure staff, students and other users of the University properties are conscious of their roles in protecting whatever facility in their care.

1.2 ROUTINE MAINTENANCE

These are routine task occurring at close frequencies like daily cleaning, weeding around existing facilities of landed properties, lubrication schedules, changing of lighting and electrical fittings etc. Clearing operation undertaken at regular intervals of varying frequency which is termed day-to-day maintenance.

TYPICAL FREQUENCIES being floor swept daily and polished weekly, windows washed monthly; flues swept every three months; painting for decoration and protection every four years.

- There is the need for the outfit of the works department to submit maintenance plan on to the routine maintenance to the development committee for scrutiny. This would minimize breakdown, and lengthen the life of plant, equipment and other facilities including building
- Allowance should be made for the inevitable unforeseen works that occur; i.e. electrical and plumbing installations.

- The Works Department and other officers in charge of facilities must follow the accepted plan from the development committee to the later
- The Works department must submit progress report to the development committee quarterly

2.0 PREVENTIVE MAINTENANCE

These are works directed to the prevention of failure of a facility, carried out within the accepted life of the facility to ensure it continuous operation.

- The maintenance officer must make sure that there is an officer who visits properties regularly to make records or compile defects.
- The defects recorded must be estimated and make recommendations that would feed into the budget.
- Where the defect falls under the category of rectification; that is defect occurring fairly early in the life of the product/building due to shortcomings in design, inherent faults, in unsuitability of components, damage of goods in transit or installation and incorrect assembly within the Defects

Liability Period, the consultants attention should be drawn to that for the necessary action to be taken.

- Where it falls outside the defect liability period the works department should take charge.
- Works departments should be vigilant and ensure the avoidance of this type of maintenance.

2.1 CORRECTIVE MAINTENANCE

These are works performed to restore a facility to its operation or to acceptable standard and is almost by request.

- All tenants in the University property should report promptly any fault on facility being used.
- All officers using the University facilities be it equipment, landed properly should promptly report faults to the appropriate officer for the necessary action.
- HOD's can take action immediately in consultation with maintenance unit where the problem can be rectified with the department's imprest.

- All complaints on maintenance should be in writing and this instruction should take the form of a Job card for control purposes.

3.0 REPLACEMENT MAINTENANCE

Where the activity falls under the replacement maintenance category– always maintenance **Manuals** should be obtained from manufacturers on every product/facility and **As- Built Drawings** on landed properties from consultants/contractor.

For the purposes of guidance the below **Renewal Cycle** could be followed as indicated in table 1.

3.1 RENOVATION/REFURBISHMENT

3.1.1 University Hostels and Lecture Halls/Theaters

Works Department should prepare planned preventive Maintenance (PPM) programmes on Hostels for execution within holidays. This is mandatory for all major renovations

Work Department should submit the Details of work and cost estimates to the Development Committee for approval and the approved estimates fed into the main budget.

Scope of work within the capacity of the Works Department should be handled by the department using the internal procurement procedures. However, the activities should be packaged and outsourced to capable constructor using the procurement procedures.

3.1.2 University Bungalow

Work Department should prepare planned preventive Maintenance (PPM) programmes on University Bungalow as enshrined in the University Rent Policy.

Works Department should submit the Details of work and cost estimate to the Housing Committee for approval.

Table1. RENEWAL CYCLES

NO	ELEMENT	FREQUENCY OF RENEWAL (YEARS)
1.	Roof Covering	20 Years
2.	External walls(brick or block unplastered	30 Years
3.	External doors	50% at 30 Years
4.	Iron mongery	50% at 20 Years
5.	Floor finish	10% to 10 Years
6.	External and Internal decoration	5 Years
7.	Sanitary Fittings	50% at 20 Years

8.	Electrical Wiring	30 Years
9.	Electrical Fittings	15 Years