

**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 an

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

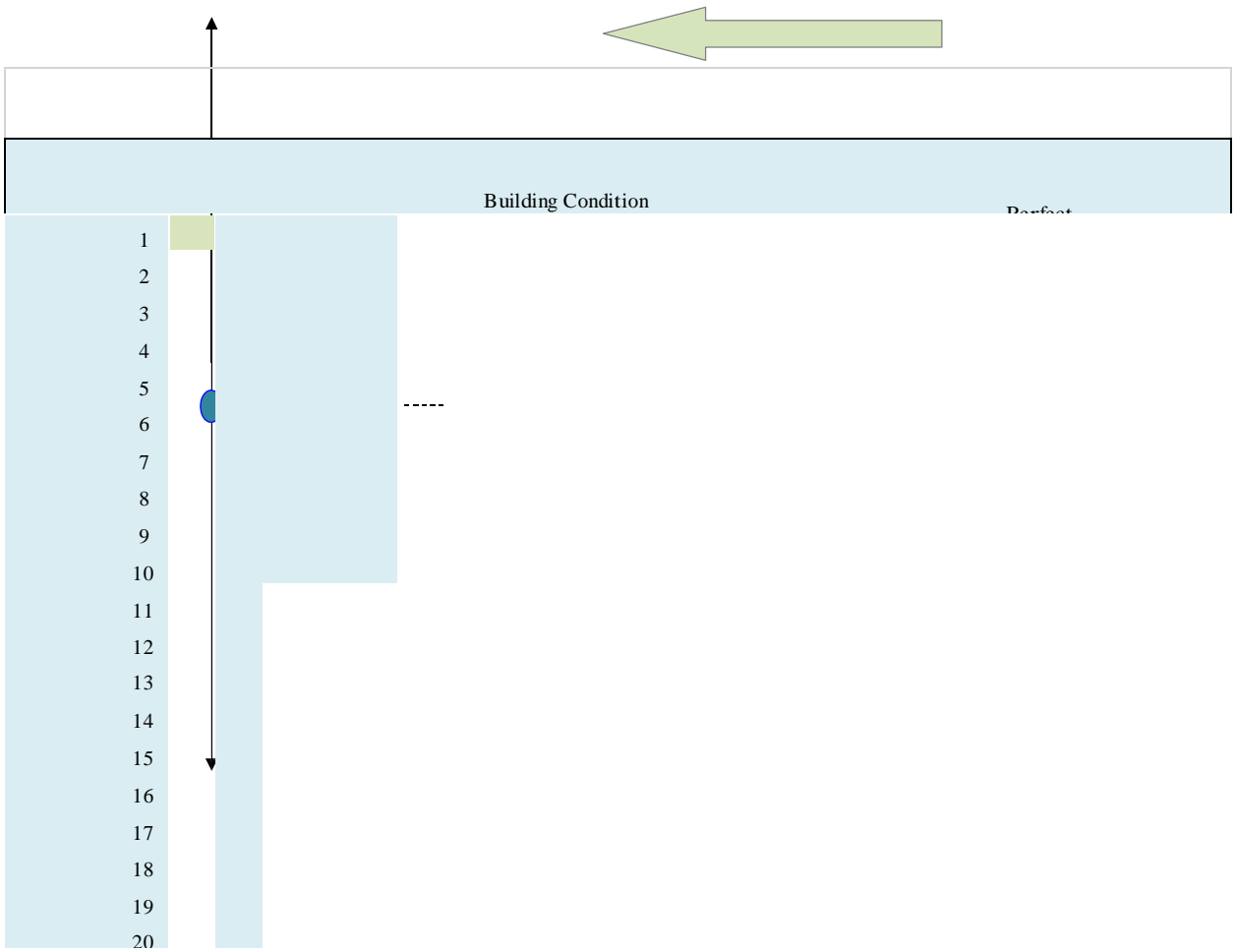
Maintenance, in this policy, shall be categorized as planned and reactive maintenance. Planned maintenance is defined as systematic and coordinated activities through which assessment and investigations are carried out using priority ratings. This includes the following: repair, replacement of parts, 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 shf0.95238 0 0 1 1792 re-10(i)38(t)-41(y)20()-90/F1 12 o



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