

Maintenance policy	Policy number	PS-32
	Release Date	2012/01
	Review and modification date	2023/02
	Review and amendment number	04
	number of pages	03
	Policy adoption date	2022/02/22
	Deans Council Resolution No.: 07/24/2021-2022	
Politics	Working to keep pace with technical developments to upgrade the material resources supporting the academic and administrative process, including buildings, facilities, devices and equipment, to ensure the continuity of its effective performance.	
desired results	<ol style="list-style-type: none"> 1. Construction of new buildings and facilities through contractors and engineering offices and supervision thereof. 2. Keeping up with the maintenance of buildings and facilities and developing their various equipment assets, including electrical, mechanical, air conditioning and refrigeration equipment. 3. Maintenance and operation of various university facilities (water, sanitation, firefighting, electricity). 4. Maintaining various office equipment in all university offices and its various facilities. 	
Application responsibility	University President, Department of Public Supplies and Services, colleges, deanships, organizational units.	
Processes	Legislation and reference documents	Specification for reclaimed wastewater for irrigation purposes

	procedures	<ol style="list-style-type: none"> 1. Periodic maintenance procedure No. (PS-32-01, Rev. d). 2. Remedial Maintenance Procedure No. (PS-32-02, Rev. f). 3. Environment and Hygiene Procedure No. (PS-32-03, Rev. d). 4. Daily movement monitoring procedure No. (PS-32-04, Rev. d). 5. Construction Works Procedure No. (PS-32-05, Rev. d). 6. Water Purification Follow-up Procedure No. (PS-32-06, Rev. d). 7. Public Safety Procedure No. (PS-32-07, Rev. d). 8. Bus Maintenance Procedure No. (PS-32-08, Rev. b).
Related models	<ol style="list-style-type: none"> 1 Periodic maintenance plan form for building No. (PS- F32-01-001, Rev. d). 2 Equipment and Devices List Form No. (PS- F32-01-002, Rev. e). 3 Periodic Maintenance Checklist Form No. (PS- F32-01-003, Rev. d). 4 Job Application Form No. (PS- F32-02-001, Rev. g) 5 Work Request Follow-up Record Form No. (PS- F32-02-002, Rev. f). 6 Environmental Business Follow-up Form No. (PS- F32-03-001, Rev. d). 7 Form for inspection of the cleanliness of university buildings and grounds No. (PS- F32-03-002, Rev. d). 8 Form for listing the names of those on duty during public/cleaning holidays No. (PS- F32-03-003, Rev. e). 9 Waste Company Visits Disclosure Form No. (PS- F32-03-004, Rev. d). 10 Supplier Services Evaluation Form No. (PS- F32-03-005, Rev. c). 11 Daily bus tours statement form for students No. (PS- F32-04-001, Rev. c). 12 Employees' daily bus tours statement form (PS- F32-04-002, Rev. c). 13 Movement Order Form No. (PS- F32-04-003, Rev. c). 14 Water Purification Daily Work List Form No. (PS- F32-06-001, Rev. c). 15 Excess chlorine reading record form No. (PS- F32-06-002, Rev. c). 16 Arena Pool Water Purification Weekly Work List Form No. (PS- F32-06-003, Rev. c). 17 Water Purification Monthly Work List Form No. (PS- F32-06-004, Rev. c). 18 Purification Plant Inspection Record Form No. (PS- F32-06-005, Rev. e). 19 Public Building Safety Weekly Inspection Statement Form No. (PS- F32-07-001, Rev, d). 	

	<p>20 Public Safety Monthly Inspection Statement Form No. (PS- F32-07-002, Rev. c).</p> <p>21 Extinguisher inspection form No. (PS- F32-07-003, Rev. c).</p> <p>22 Bus periodic maintenance inspection form No. (PS- F32-08-001, Rev. b).</p> <p>23 Bus internal maintenance inspection form No. (PS- F32-08-002, Rev. b).</p> <p>24 Oil drain inspection form No. (PS- F32-08-003, Rev. b).</p>
<p>Appendices</p>	<p>Health and safety guidelines.</p>