Prepared by:	Approved by:
Name : Nurfairuz Binti Anuar	Name : Assoc Prof Sr Dr Kan Fock Kui
Position : Executive, School of Built Environment	Position : Dean , School of Built Environment

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	10/07/24	Establishment	00	Dean,SBE

1.0 OBJECTIVE

To maximize the functionality of space allocated for the School of Built Environment.

2.0 SCOPE

This SOP applies to all School of Built Environment staff.

3.0 REFERENCES

SBE Storage Space Usage Guideline.

4.0 DEFINITIONS / ABBREVIATIONS

SBE : School of Built Environment

SDC : School Document Controller

HOP : Head of Programme

CL : Course Lecturer

CLR : Co-Lecturer

PC : Program Coordinator

SA : School Admin
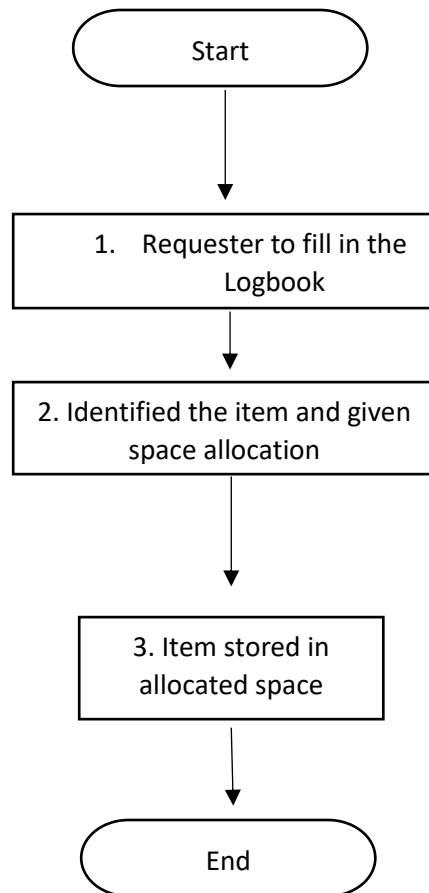
SC : Senior Clerk

LT : Lab Technician

5.0 RESPONSIBILITY

5.1 Dean and HOP have the authority to verify the establishment and amendment SOP.

5.2 Dean and HOP are responsible to follow and adhere to this SOP.

5.3 All SBE staff are responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart as below.

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                    ┌──────────────────┐
                    │      Start       │
                    └──────────────────┘
                             │
                             ▼
              ┌──────────────────────────────┐
              │  1.  Requester to fill in the │
              │           Logbook            │
              └──────────────────────────────┘
                             │
                             ▼
              ┌──────────────────────────────┐
              │  2. Identified the item and   │
              │     given space allocation    │
              └──────────────────────────────┘
                             │
                             ▼
                 ┌────────────────────┐
                 │  3. Item stored in │
                 │   allocated space  │
                 └────────────────────┘
                             │
                             ▼
                    ┌──────────────────┐
                    │       End        │
                    └──────────────────┘
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7.0   DESCRIPTION

No	Description	Person in Charge	Document

1.	Requester to fill in the log Storage Space Usage.
	1.1 The requester identifies the type of item for storage and fill in the storage space log. In general, the relevant items are:
	    i. Confidential records & documentations.
	    ii. Students assignment
	    iii. Equipment
	    iv. Office equipment, general filing and Documentation
		SA
		LT
			Storage Space Usage Log *(UTS-SBE-P01-SSUL)*

2.	Identified the items and given space allocation. 2.1 SC/ SA/ LT to identify the item and to allocate a suitable storage space. Need to ensure: i. The items set has a labelling containing the following information: - Code Course and Course Name - Semester of the Year - Quantity of Items - Name of CL ii. CL fill in the log to person in charge of the storage Space.	CL SC SA LT	Storage Space Usage Log *(UTS-SBE-P01-SSUL)*
3.	Items stored in allocated space. 3.1 Any decision for storage refers to Person in charge in the list as follows; | No	Storage space	PIC
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1.	Filing Room	SA / SC
2.	Workshop	LT
3.	Model Making	LT
4.	Achieve	LT
5.	Gallery	LT
6.	Environmental Lab and Resource Room	LT
7.	Technician Room	LT
8.	School Admin Room	SA / SC
9.	Printing Room	LT
10.	Computer Lab	LT
11.	Photography Studio	LT		SA LT	Storage Space Inventory List *(UTS-SBE-P01-SSIL)*

4.2 SA, SC and LT to update the storage Usage inventory list.			
4.2 Any borrowing of the stored item will be recorded in the Item Borrowing Log by person in charge.			Item Borrowing Log *(UTS-SBE-P01-IBL)*
4.3 Any booking of facilities of the storage space will be recorded in the SBE Facilities Booking Form			SBE Facilities Booking Form (UTS-SBE-P01-SFBF)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Space Storage Usage Log (UTS-SBE-P01-SSUL)	Space Storage Usage File / SA / SC / LT	5 years
2.	Storage Space Inventory List (UTS-SBE-P01-SSIL)	Space Storage Usage File / SA / SC / LT	5 years
3.	Item Borrowing Log (UTS-SBE-P01-IBL)	Space Storage Usage File / SA / SC / LT	5 Years
4.	SBE Facilities Booking Form (UTS-SBE-P01-SFBF	Space Storage Usage File / SA / SC / LT	5 Years