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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/04/14	Establishment	00	Senior Manager, SDSD
2	29/07/22	Revision from University College of Technology Sarawak to University of Technology Sarawak Amendment on description and records	01	Senior Manager, SDSD
3	21/02/24	Amendment	02	Director, SDSC
4	14/10/24	Amendment	03	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the customer usage of SDSC Facilities such as Music Room, Gymnasium and Meeting Room is run in a systematic. The person in-charge of the facilities will respond the booking in 24 hours.

2.0 SCOPE

This scope of this SOP applies to UTS Facilities and Asset.

3.0 REFERENCES

Nil.

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre, UTS
SOP	:	Standard Operating Procedure

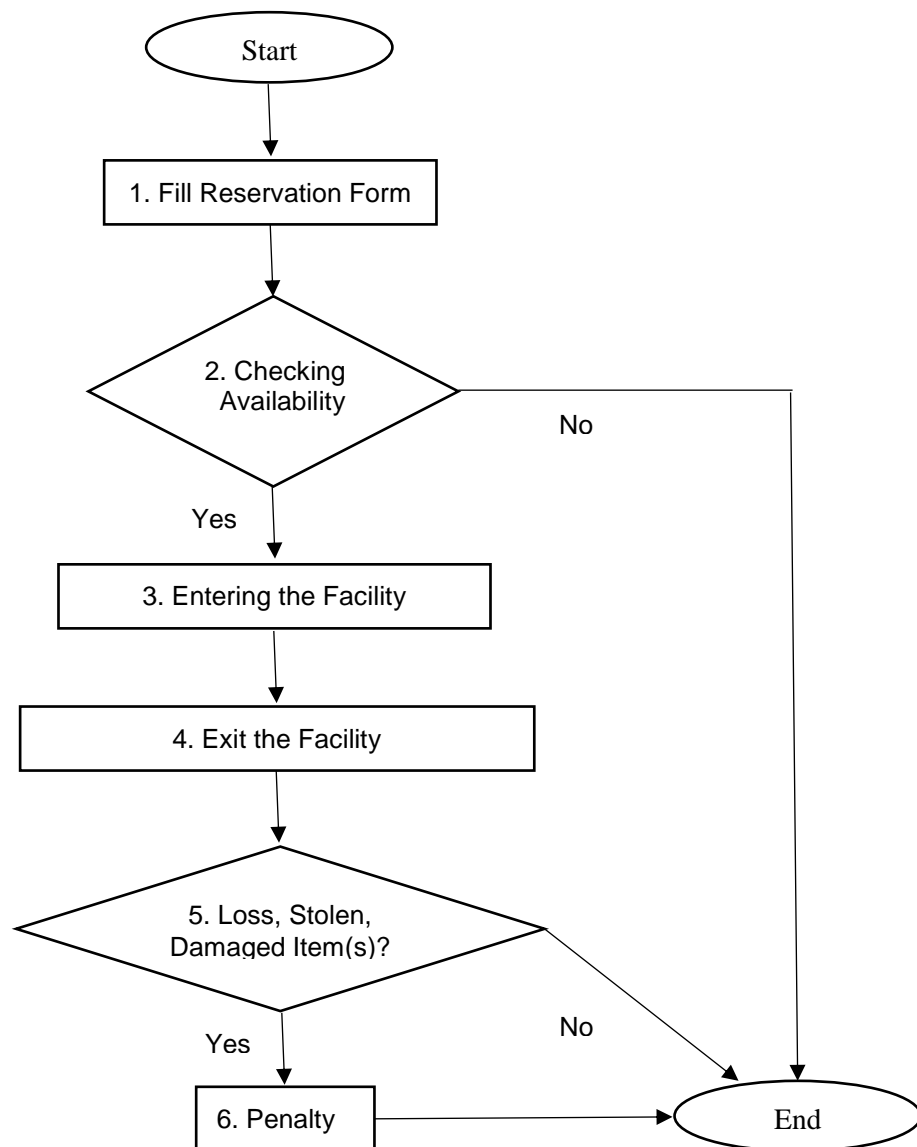
5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 SDSC Staff is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE

6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Fill in the Reservation Form 1.1 User(s) must scan the bar code to fill in the Reservation Form (Google form) that has been prepared at Student Helpdesk before entering the facility. 1.2 The staff on duty at Student Helpdesk will check the facilities available or not. 1.3 If not completed, the management will rejected the request immediately.	SDSC Staff	Music Room Reservation Form – https://forms.gle/9ufwWnpB66HaziZT9 Meeting Room Reservation Form - https://forms.gle/28R5F7iSjatog9497 Gymnasium Reservation Form - https://forms.gle/12NzT2T7TGbwkroP8
2	Checking Availability 2.1 User(s) can choose any slot that available on that day.	SDSC Staff	Music Room Reservation Form Meeting Room Reservation Form Gymnasium Reservation Form
3	Entering the Facility 3.1 User(s) must enter the facility in a timely manner in accordance with the schedule provided.	SDSC Staff	Music Room Reservation Form Meeting Room Reservation Form Gymnasium Reservation Form
4	Exit the Facility 4.1 User(s) must exit the facility promptly when the time is up		Music Room Reservation Form Meeting Room Reservation Form Gymnasium Reservation Form

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5	Loss, Stolen or Damaged Item(s)? 5.1 Custodian/user of the equipment must bear full responsibility of the equipment and its accessories assigned by the University 5.2 If yes, proceed to no.6. 5.3 If no, end the process.	Director/ SDSC Staff	Music Room Reservation Form Meeting Room Reservation Form Gymnasium Reservation Form
6.	Penalty 6.1 The custodian/user must replace (at their cost) the equipment with a new same brand and specification.	SDSC Staff	

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Music Room Reservation Form (Google Form)	https://forms.gle/9ufwWnpB66HaziT9	1 year
2	Meeting Room Reservation Form (Google Form)	https://forms.gle/28R5F7iSjatog9497	1 year
3	Gymnasium Reservation Form (Google Form)	https://forms.gle/12NzT2T7TGbwkroP8	1 year