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|  UTS | HOSTEL FACILITIES MAINTENANCE & MONITORING | Doc. No: | UTS/MFS/P25 |
| | | Revision No: | 03 |
| | | Date: | 01/10/24 |
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AMENDMENT RECORDS

| No. | Date | Remarks | Revision No. | Approved by |
|-----|----------|---|--------------|--------------|
| 1 | 19/07/18 | Establishment | 00 | Manager, MFS |
| 2 | 08/08/22 | Revised | 01 | Manager, MFS |
| 3 | 01/06/24 | Review the whole contents -change abbreviations i. SDSC | 02 | Manager, MFS |
| 4 | 01/10/24 | Review 7.0 Description for Step 1 & Step 2 | 03 | Manager, MFS |

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1.0 OBJECTIVE

The purpose of this SOP is to set a guideline for Hostel Facilities Maintenance & Monitoring to give assurance that the facilities is reliable, available and safe to use.

2.0 SCOPE

This SOP applies to Maintenance Technician in charge.

3.0 REFERENCES

NIL

4.0 DEFINITIONS / ABBREVIATIONS

| | | |
|------|---|---|
| SOP | : | Standard Operating Procedure |
| UTS | : | University Technology of Sarawak |
| MFSD | : | Maintenance, Facilities & Security Department |
| PM | : | Preventive Maintenance |
| CM | : | Corrective Maintenance |
| SDSC | : | Student Development & Service Centre |
| STD | : | Student |
| HOD | : | Head of Department |

5.0 RESPONSIBILITY

- 5.1. Head of Department will implement and monitor this SOP.
- 5.2. Technician in charge are responsible to ensure all system in working order. There is two types of maintenance implemented:

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a) Preventive Maintenance

- The care and servicing by person in charge to maintain equipment in satisfactory operating condition by providing inspection, monitoring, detection, and correction of incipient failures either before they occur or before they develop into major defects.
- In order to avoid breakdown or malfunction, regular and routine maintenance will be taken on all equipment in to prevent breakdown.
- Maintenance, including tests, measurements, adjustments, parts replacement and cleaning will be performed specifically to prevent faults from occurring.
- Ensure the all general servicing is according to time interval.

b) Corrective Maintenance

- Breakdown or malfunction must be repaired based on emergency or priority basis.
- This includes repairs or replacement of parts to ensure the system is back in operating condition (in working order).

5.3 SDSC need to inform MFSD technician in charge about any defect that is related to STD hostel.

5.4 All maintenance data must be recorded in UTS google drive for reference.



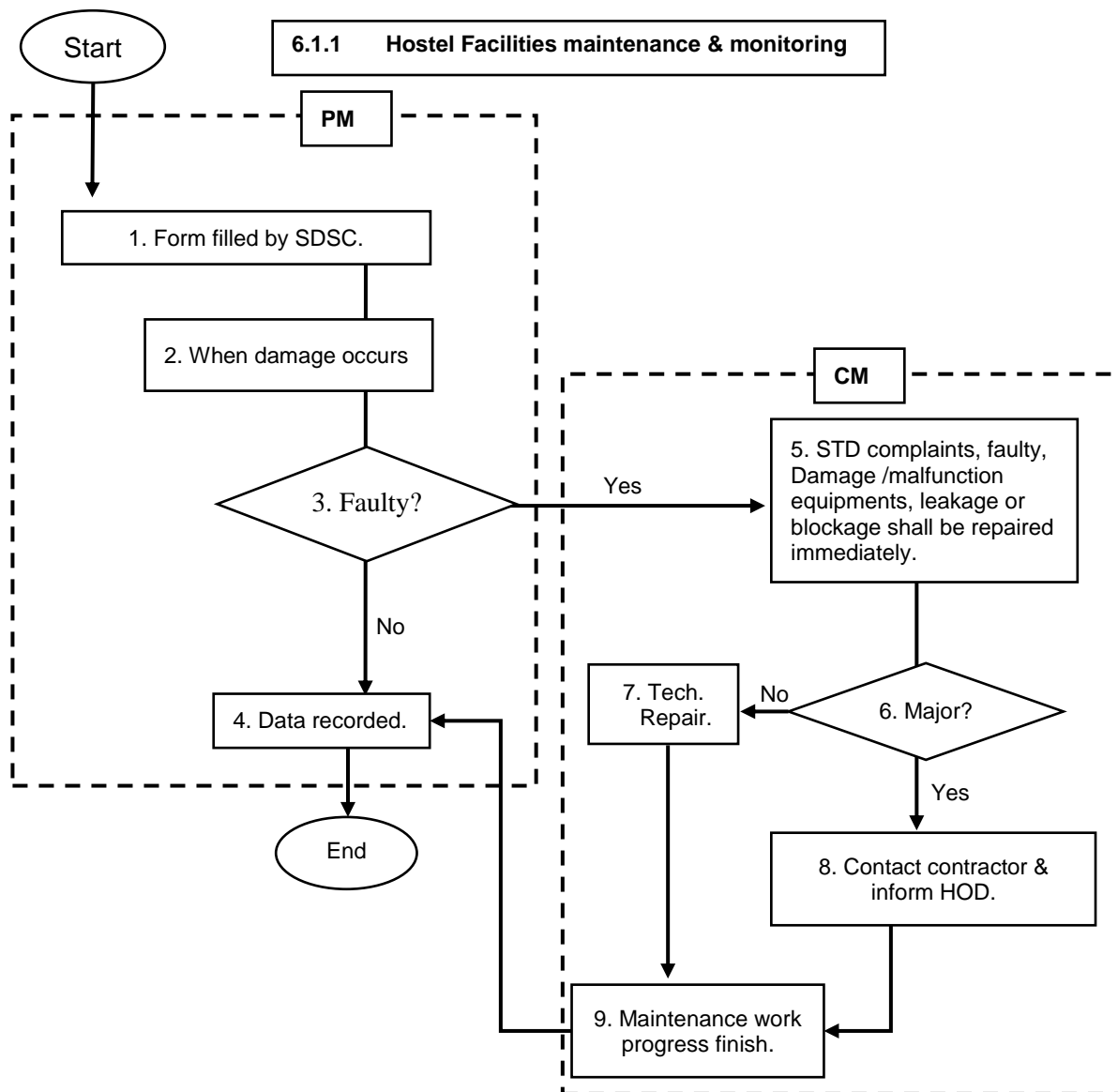
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6.0 PROCEDURE

6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

7.1.1 Hostel Facilities Maintenance & Monitoring

| No | Description | Person in Charge | Document |
|----|--|---------------------------------|-------------------------------|
| 1 | Complaint Form will be filled in. If any damages or malfunction equipments by SDSC. | SDSC | Nil |
| 2 | For this PM , schedule maintenance and monitoring have been implemented to identify any initial faulty or damages to the equipments before CM is taken place. Any defect must be recorded in the form for further action. Repair work will be done immediately by the maintenance team | SDSC, Technician | Nil |
| 3 | If any faults found, take further action. | Technician | Nil |
| 4 | All maintenance work activity must be recorded for reference. | Technician | Hostel Maintenance and Repair |
| 5 | STD complaint, faulty, damages/malfunction equipment or leak or blockage shall be repaired immediately. | Technician | Nil |
| 6 | Conduct further action if major problems occur. | Technician | Nil |
| 7 | Minor faulty can be repaired by technician in charge. | Technician | Nil |
| 8 | For major faulty on the system, there is a need to contact authorized contractor to conduct further maintenance. Inform HOD about the faulty system and wait for approval from HOD to continue the process. | Technician, Contractor & HOD | Nil |

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| 9 | Technician must ensure that all progress of maintenance work is completed. | Technician | Nil |
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8.0 RECORDS

| No | Title / Records | Location / Responsibility | Retention Period |
|----|-------------------------------|---|------------------|
| 1 | Hostel Maintenance and Repair | Google Drive (Hostel Maintenance & Repair Request Form)/Technician & Admin & Student Residential Unit | 1 year |