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|  UTS | BOOKING FACILITIES PROCEDURE | Doc. No: | UTS/MFS/P09 |
| | | Revision No: | 04 |
| | | Date: | 30/04/25 |
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| Prepared by:  Name: Nur Hadhirah Hanan Binti Mahujod Position: Technician | Approved by:  Name: Lau Hwi Sung Position: Manager |
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AMENDMENT RECORDS

| No. | Date | Remarks | Revision No. | Approved by |
|-----|----------|--|--------------|--------------|
| 1 | 26/07/18 | Establishment | 00 | Manager, MFS |
| 2 | 08/08/22 | Review the whole contents | 01 | Manager, MFS |
| 3 | 19/07/24 | Review the whole contents -amends scope of the SOP -amends process flow chart 'Step 3' and table descriptions -changes in form "Request For Maintenance Staff Standby" | 02 | Manager, MFS |
| 4 | 03/10/24 | <ul style="list-style-type: none"> - Revise 3.0 References, 4.0 Definitions/Abbreviations 'SE', 5.0 Responsibility by adding 5.3 - Revise 6.0 Procedure, 7.0 Description & 8.0 Records - Revise Facilities Booking Form | 03 | Manager, MFS |
| 5 | 30/04/25 | <ul style="list-style-type: none"> - Revise 4.0 Definitions/Abbreviations 'SOP' - Revise Facilities Booking Form | 04 | Manager, MFS |

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1.0 OBJECTIVE

To ensure all the booking facilities are in control and managed accordingly.

2.0 SCOPE

This procedure applies to all schools/departments/centres in UTS.

3.0 REFERENCES

Booking Facilities Records : <https://shorturl.at/JacHO>

4.0 DEFINITIONS / ABBREVIATIONS

| | | |
|-----|---|----------------------------------|
| UTS | : | University of Technology Sarawak |
| CA | : | Card Access |
| SA | : | School Admin |
| GW | : | General Worker |
| SE | : | Senior Executive |
| SOP | : | Standard Operating Procedure |

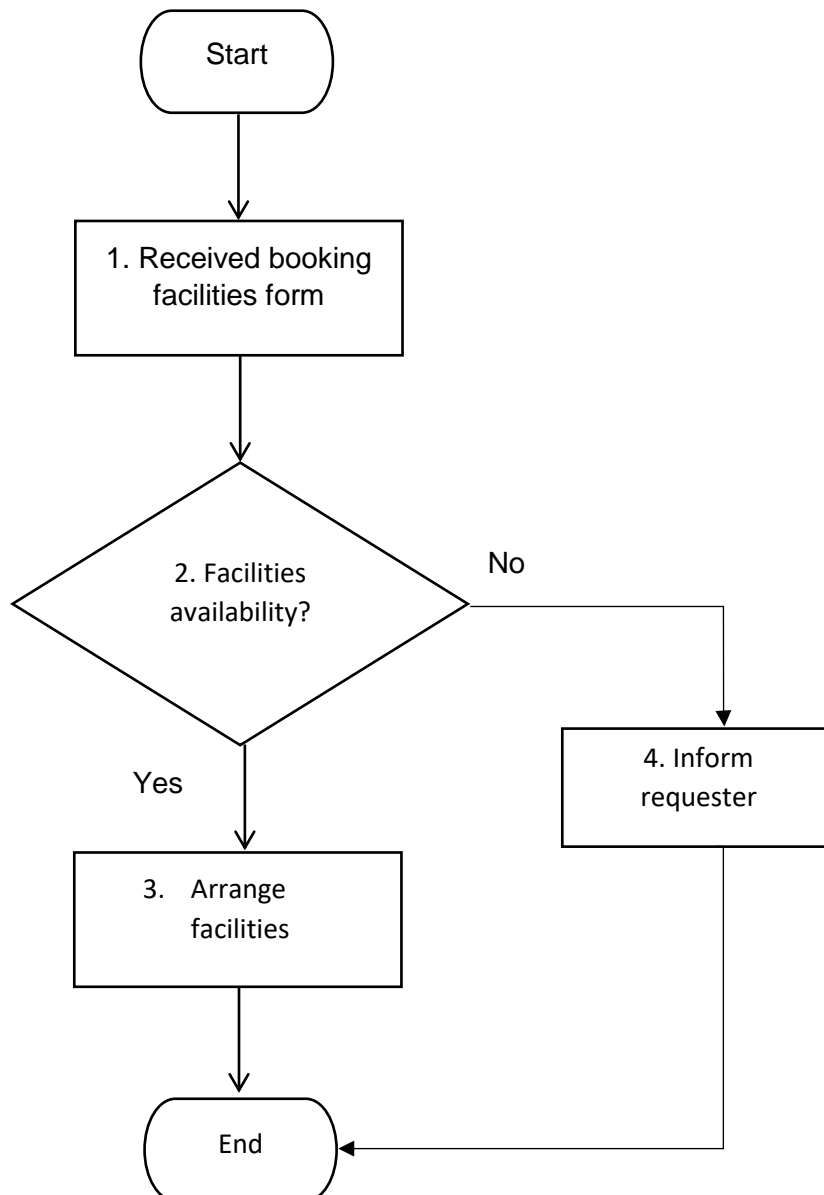
5.0 RESPONSIBILITY

- 5.1 Head of Department is responsible to follow and adhere to this SOP.
- 5.2 Person-In-Charge of booking facilities is responsible to manage all bookings are in control.
- 5.3 Maintenance technician is responsible to ensure booking facilities are filled accordingly.

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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 |
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| 1 | Received booking facilities form from UTS Staff by email. Maintenance staff will ensure all required information is filled in the form. | UTS Staff & Technician | Facilities Booking Form (UTS-MFS-P09-BFP) |
| 2 | Technician will check if the availability of facilities. If Yes, proceed to Step 3. If No, proceed to Step 4. | Technician | Google Drive (https://shorturl.at/JacHO) |
| 3 | Technician will inform SE can proceed with the facilities arrangement. SE will inform GW to arrange the facilities as per request. | Technician, SE & GW | Facilities Booking Form (UTS-MFS-P09-BFP) |
| 4 | Technician will inform the requester about the unavailable facilities through phone call. | Technician | NIL |

8.0 RECORDS

| No | Title / Records | Location/Responsibility | Retention Period |
|----|--|-------------------------------|------------------|
| 1 | Facilities Booking Form (UTS-MFS-P09-BFP) | Maintenance Office/Technician | 1 year |
| 2 | Booking Facilities Records (https://shorturl.at/JacHO) | Google Drive/Technician | 1 year |