

## Building work

### objective

To provide guidelines for the systematic, organized, and efficient submission of building and facility projects for educational institutions.

### Scope

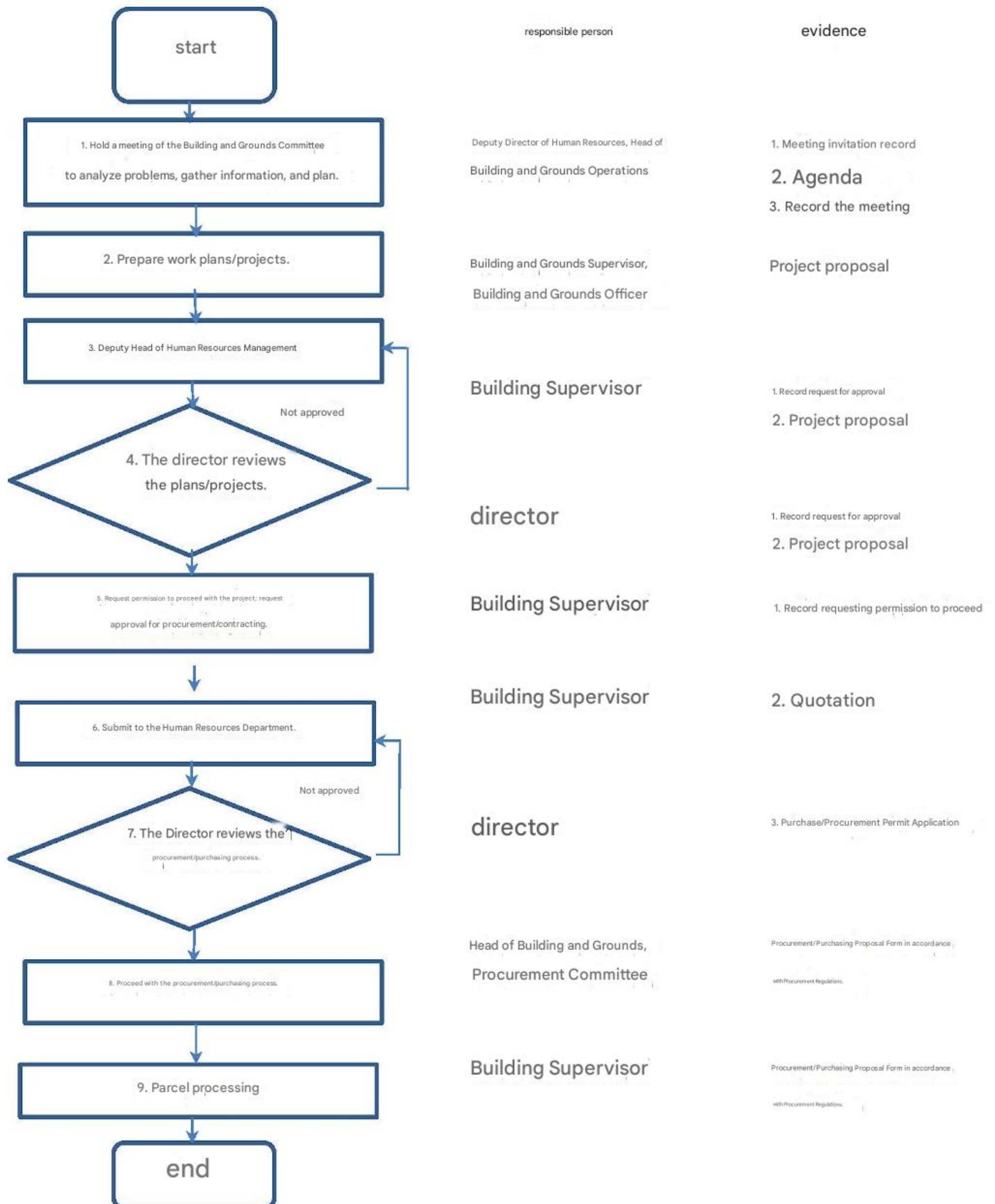
It covers the procedures related to proposing projects for school buildings and facilities.

### Responsibilities

1. The Deputy Director of Resource Management and the Head of Building and Grounds Maintenance are responsible for preparing invitations to relevant committees to attend meetings to analyze problems, gather information, and plan project implementation. The secretary takes meeting minutes for submission to the Director.
2. The Head of Facilities and Facilities Staff prepare work plans/projects for submission to the Director.
3. The Facilities Manager will submit the work plan/project to the Deputy Director of Human Resources for consideration.
4. The director reviews and approves/disapproves the project/plan and signs off.
5. The Head of Building and Grounds will prepare a memorandum requesting permission to proceed with the project and requesting approval for procurement and hiring as per the project's approval.
6. The Head of Facilities Management will submit the project permit application and procurement approval request, as per the approved project, to the Deputy Director of Human Resources for consideration.
7. The Head of Building and Grounds will submit the project permit application and procurement/contracting request, as per the project approval, to the Director for authorization.
8. The Head of Building and Grounds and the committee will inspect the procurement process to ensure it complies with procurement regulations.
9. The Head of Building and Grounds Management will carry out the procurement process in accordance with the established procedures and regulations.

Resource Management Department

## Building work





## Operating procedures

1. Convene a meeting of the Building and Grounds Committee to analyze problems, gather information, and plan the implementation.
2. Prepare work plans/project proposals and submit them for approval to the director.
3. The Deputy Head of Human Resources Management reviews the details of the plan/project before submitting it to the Director.
4. The director reviews the plan/project and signs off on the project.
5. Requesting permission to proceed with the project and approval for procurement/hiring: The Head of Building and Grounds Management prepares a memorandum requesting permission to proceed with the project and approval for procurement/hiring to be submitted to the Director.
6. The Head of Building and Grounds Management submits the project permission request and procurement/contracting approval request to the Director, through the Deputy Director of Human Resources.
7. Procurement/Contracting Procedures: The Head of Building and Grounds and the Procurement/Contracting Committee shall ensure that the procurement/contracting process complies with procurement regulations.
8. The procurement process is carried out in accordance with the established procedures and regulations.

Resource Management Department

Maintenance and repair of buildings, electrical systems, plumbing, etc.

## objective

To provide guidelines for systematic and efficient maintenance, repair, and maintenance of buildings, electrical systems, and plumbing.

## Scope

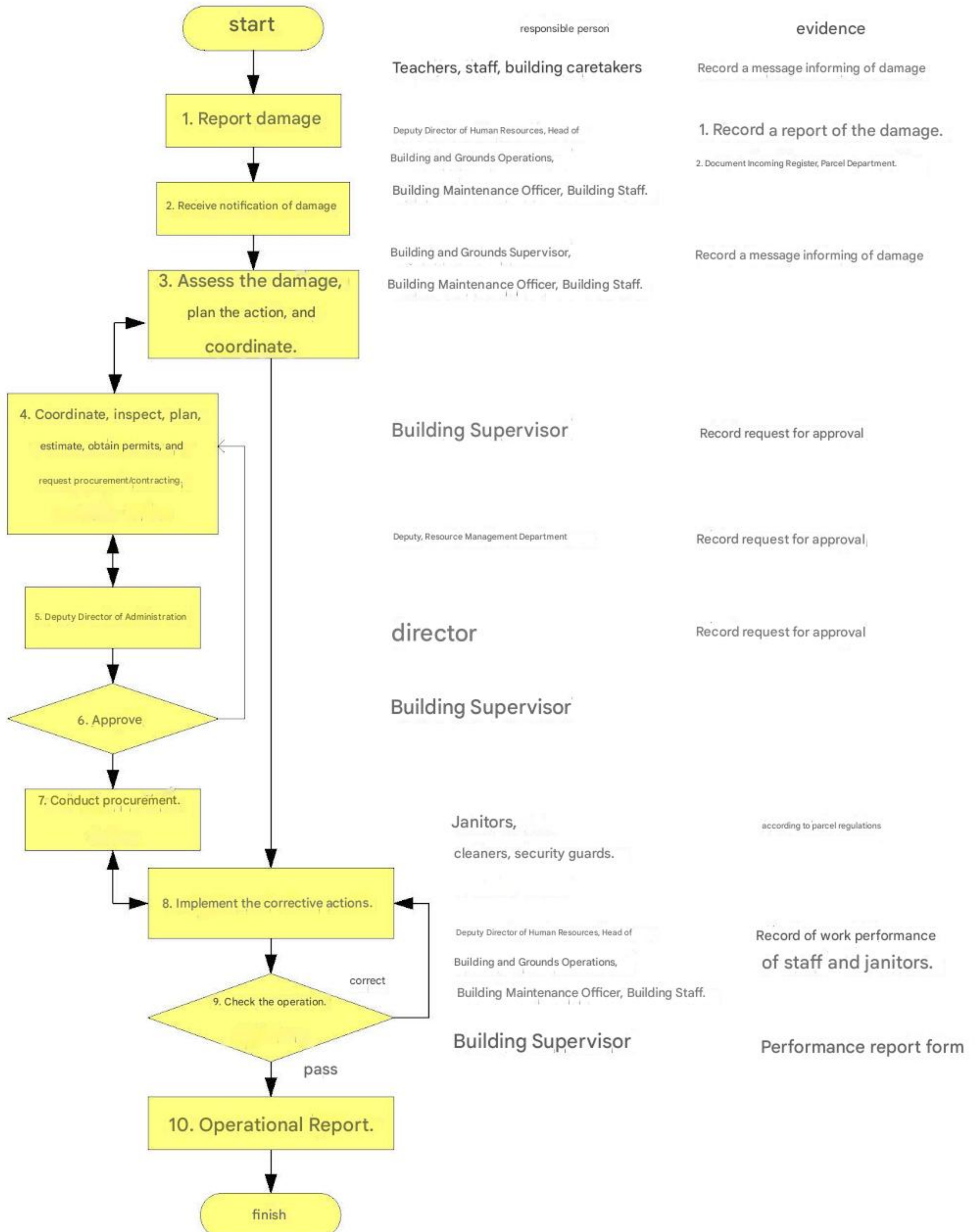
encompass building operations related to maintenance, repair of buildings, and electrical and plumbing systems.

Educational institutions

## Responsibilities

1. Teachers, staff, and building maintenance personnel shall report any damage to the head of building maintenance.
2. The Head of Building and Grounds Maintenance is responsible for receiving reports of damage from teachers, staff, and building users, and for registering and receiving the documents.
3. The building and grounds manager is responsible for inspecting any damage that occurs.
4. The Head of Building and Grounds Management is responsible for preparing memoranda requesting permission to proceed with procurement and contracting, and submitting them to the Director.
5. The Head of Building and Grounds Maintenance is responsible for procurement and contracting in accordance with procurement regulations.
6. The facilities staff are responsible for repairing any damage that occurs.
37. The Head of Building and Grounds Maintenance is responsible for inspecting the work performance and reporting the results to the Director.

# Building and facilities maintenance (building repair, electrical systems, plumbing, etc.)





## Operating procedures

1. Reporting Damage: Teachers, staff, and building maintenance personnel must report any damage by submitting a written report to the Head of Building and Grounds Management.
2. Receiving Damage Reports: The Head of Building and Grounds and the Building and Grounds staff on duty will receive damage reports from teachers, staff, and building users, and submit them to the Deputy Director for Resource Management.
3. Inspect the damage and plan the course of action. Coordinate with the Building Supervisor and Building Maintenance staff to inspect the damage and plan the course of action. If no materials are needed, repairs can be carried out as per point 8. Implement the corrective actions.
4. Coordinate, inspect, plan, estimate, and obtain permission to procure materials when damage necessitates their use. The Head of Building and Grounds Management will coordinate, inspect, plan, estimate, and obtain permission to record a procurement request.
5. The Deputy Director of Human Resource Management reviews and verifies the accuracy of procurement procedures in accordance with procurement regulations and submits them to the Director for approval.
6. Procurement Procedures: The Head of Building and Grounds Management shall conduct procurement in accordance with the regulations for procurement.
7. Carry out the corrective actions as proposed in the procurement request. This may include tasks such as janitorial work, cleaning staff, or security guard duties, etc.
8. Inspecting Operations: The Deputy Director of Human Resources, the Head of Building and Grounds, and the Building and Grounds staff conduct inspections of operations and take corrective action for any damages as proposed.
9. Operational Report: The Head of Building and Grounds Operations reports the operational results to the Deputy Director of Resource Management and the Director, respectively.

The resource management department assigns security guards to look after the building and grounds.

## objective

To provide guidelines for systematic, organized, and efficient security guard operations for school buildings and premises.

## Scope

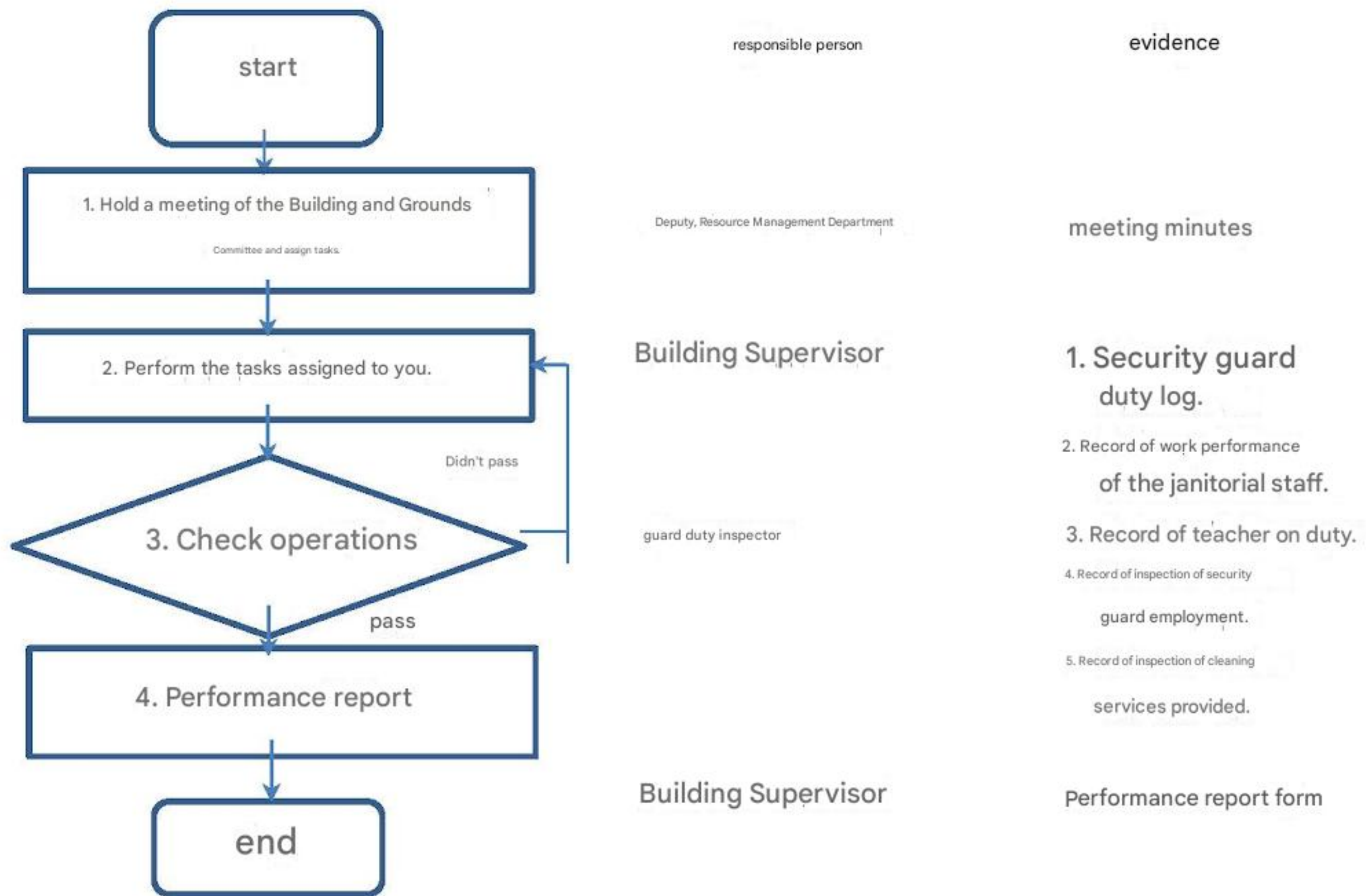
It covers operations related to organizing security guard shifts to look after the buildings and premises of educational institutions.

## Responsibilities

1. Resources and the Head of Building and Grounds Management held a meeting of the Building and Grounds Committee to assign tasks.
2. The security guard records their daily shift activities.
3. The janitor records their daily shift duties.
4. The teacher on duty records the daily work performed during their shift.
5. The duty officer records the inspection of the work performance.
6. The Head of Building and Grounds Management submits a performance report to the Director through the Deputy Director of Resource Management.



## Building and grounds maintenance (arranging security guard shifts)



### Operating procedures

1. Hold a meeting of the Building and Grounds Committee to assign responsibilities.
2. Perform assigned tasks. The various committees perform their assigned tasks.
3. Monitoring Performance: The Head of Building and Grounds maintains work logbooks for security guards, janitors, and teachers on duty. The supervisor conducts inspections of work performance and records the results.
4. Performance Report: The Head of Building and Grounds Maintenance prepares a work inspection logbook for security guards and cleaning staff, verifies work performance, and reports performance results to superiors.

Organizational Chart of the Human Resources and  
Facilities Management Department.

