

1. PURPOSE AND SCOPE

- 1.1 The purpose of this document is to outline the procedures used by the Conference and Events Unit within the Valletta Campus for the management of premises and maintenance of equipment with regards to health and safety regulations.
- 1.2 The scope of such procedures is to ensure that the premises and equipment used at the Valletta Campus (electrical generator, air conditioners, elevators and fire fighting equipment) is kept up to date and serviced according to routine maintenance. This is performed to ensure that the campus meets the prerequisites set by the University Health and Safety Officers which follows the obligations established by the Occupational Health & Safety Authority.

2. DEFINITIONS

- 2.1 AC Air-Conditioner
- 2.2 CEU: Conference and Events Unit
- 2.3 FMU Facilities Management Unit
- 2.4 OHSA Occupational Health & Safety Authority
- 2.5 University: University of Malta

3. RESPONSIBILITIES

3.1 Roles and Responsibilities of the Facilities Management Unit

- 3.1.1 The technical Officer II within the Facilities Management Unit notifies the Technical Coordinator within the Conferences and Events Unit that the lift and the fire fighting equipment are due for their service.

3.2 Roles and Responsibilities of the Operations and Events Manager

- 3.2.1 The Operations and Events Manager is updated about the necessary servicing of equipment required. The Manager gives the final approval for the maintenance schedules.
- 3.2.2 The Operations and Events Manager is responsible for the general management of the premises by overseeing the day to day security of the building as well as the general maintenance of the premises.

3.3 Roles and Responsibilities of the Technical Coordinator within the Conferences and Events Unit.

3.3.1 It is the responsibility of the technical coordinator to ensure that all equipment at the Valletta Campus is scheduled for regular maintenance as required by the OHSa.

4. HEALTH AND SAFETY REQUIREMENTS

4.1. The CEU follows the health and safety regulations indicated by the OHSa.

5. PROCEDURE

5.1 Management of Premises

5.1.1 The Operations Manager at the Valletta Campus oversees the day to day security of the building, the cleaning, upkeep and maintenance of the premises. The manager also oversees the performance of the Beadles, the Handyman, Receptionist and Cleaners of the Valletta Campus to ensure good management of the premises.

5.2 Maintenance for all equipment is scheduled as per procedures issued by the OHSa. The technical coordinator ensures that maintenance for all equipment is carried out on a regular basis.

5.3 Electrical Generator

5.3.1 The generator is operated on load on a weekly basis by the technical coordinator this is usually carried out first thing in the morning depending on the schedule of events. The technical coordinator switches OFF the incoming Enemalta mains supply to check that the automatic change over switching system is functioning. Once the automatic change over apparatus switches, the generator automatically is switched on, hence the building electricity supply is powered from the generator. After ten minutes the technical coordinator switches back to the Enemalta incoming supply and makes sure that the system is back to normal. The generator automatically switches off after ten minutes which is the cooling down period.

5.3.2 A log book is maintained to keep record. This log book is kept in the switch room at ground floor level.

5.3.3 On a monthly basis, personnel from the LEXCORP company come on site to check that the equipment is working well as per procedures in the contract signed with UoM's Estates, Facilities and Capital Development Directorate. In case of any fault in the generator, the technical coordinator informs the contractors so that they can come and check the equipment.

5.4 Elevators

5.4.1 As per procedures issued by the OHSA, the lifts have to be serviced every 6 months. The technical coordinator ensures that this procedure is followed accordingly. This procedure is done in collaboration with the FMU that inform the technical coordinator when this service is due. Once every year, the technical coordinator ensures that a specialised engineer as indicated by FMU, is brought on site to certify that the lifts are working properly and that they are up to standard according to the regulations set by the OHSA. The role of the engineer is to certify that the lift is operating properly. The other service is done by a third-party contractor. In case of any fault in the elevators, the technical coordinator informs the contractor responsible so that they can come and repair any faults in the equipment.

5.4.2 When a lift service is carried out or when repair works are carried out a report is prepared by the party responsible. This report is kept at the CEU and a copy of the report is sent to the FMU for their records.

5.5 Air- Conditioners

5.5.1 The technical coordinator ensures that once every year, the AC's are serviced as needed. This procedure is done in collaboration with the FMU that sends the technician to do the service needed. In case of any fault in the AC's, the technical coordinator informs the contractor so that they can come and repair the equipment as necessary.

5.5.2 When AC services are carried out and when the contractor comes to do the repairs a report of the works implemented is presented. This report is kept at the CEU and a copy of this report is then sent to the FMU.

5.6 Fire fighting equipment

5.6.1 The technical coordinator ensures that Fire Fighting equipment is regularly serviced at the Valletta Campus. The equipment is serviced every 6 months by a third party contractor selected by FMU. This procedure is done in collaboration with the FMU that informs the technical coordinator that the fire fighting equipment is due for servicing. In case of any fault in the equipment, the technical coordinator informs the contractor so that they should come and carry out the necessary equipment repairs. The technical coordinator in collaboration with the FMU also ensures that the building evacuation plans are updated as necessary.

5.6.2 When the scheduled fire fighting services are carried out and when the contractor comes to do the repairs, a report of the works implemented is presented. This report is kept at the CEU and a copy of this report is then sent to the FMU.

6. REFERENCES

6.1 N/A

SOP NUMBER VLC-OP-003-01	SOP TITLE MANAGEMENT OF PREMISES & PREVENTIVE MAINTENANCE PROCEDURES
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7. LIST OF APPENDICES/WORKSHEETS

7.1 N/A