



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

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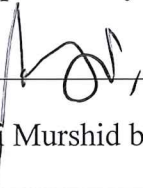
MONITORING ON THE MAINTENANCE OF
TEACHING FACILITIES

EFFECTIVE DATE : 01/07/2020


DOCUMENT NO. : IIUM/CFS/SP/04

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MONITORING ON THE MAINTENANCE OF TEACHING FACILITIES

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Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE

This procedure is prepared to ensure that the maintenance of teaching facilities is to be managed efficiently according to University's procedures.

2. SCOPE

This procedure is to be used at the Centre for Foundation Studies IIUM in handling maintenance of teaching facilities at Al Jurjani, Al Khalil and Al Ghazali.

3. DEFINITION / ABBREVIATION

Definition


- | | | |
|-----|--------------------|---|
| 3.1 | Verbal complaint | Complaint received through telephone, in-person, directive from top management and informal discussion. |
| 3.2 | Written complaint | Complaint received through official letter or through email. |
| 3.3 | TeachingFacilities | Classrooms facilities such as flip chair, white board, lecture table, lecture chair, etc. |
| 3.4 | Defect | Such as leaking, electricity failure, air-conditioning not functioning, etc. |

Abbreviation

- | | | |
|------|------|-------------------------------------|
| 3.5 | SAD | Senior Assistant Director |
| 3.6 | AE | Assistant Engineer |
| 3.7 | ST | Senior Technician |
| 3.8 | SAA | Senior Administrative Assistant |
| 3.9 | KPAG | Konsesi Pusat Asasi Gambang |
| 3.10 | AMIS | Asset Management Information System |

4. REFERENCES

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| 4.1 | DBSB Work Orders Form |
|-----|-----------------------|

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
SAD	5.1 Announcement to all CFS community on using AMIS system for any complaint of defect on teaching facilities through email. User complaints will be directly to AMIS system manage by Konsesi Pusat Asasi Gambang (KPAG) and notification will be received from the user.
AE / ST	5.2 Inspection of all teaching facilities there (3) times a year.
ST	5.3 Report finding in AMIS system.
AE/ST	5.4 Received response from AMIS system on notification of complaint through email. 5.5 Check and take action for status of complaint. 5.6 If no, inform back to KPAG 5.7 If yes, end of the process.

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Maintenance (IIUM/501/CAU/9/7) Monthly report from KPAG	1 years	Maintenance & Services Unit	SAA
2.	Teaching Facilities checklist.	1 years	CAU Office	ST
3.	List of venue and inventory of teaching facilities.	2 years	CAU Office	ST



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7. FLOWCHART:

