



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

**UTAMU**

**UTAMU INFRASTRUCTURE AND  
FACILITIES MANAGEMENT POLICY, 2026.**

## Table of Contents

<b>Preamble</b> .....	3
<b>1. Introduction</b> .....	3
1.1 Background.....	3
1.2 Vision .....	4
1.3 Mission .....	4
1.4 Core Values.....	4
<b>2. Policy Authority</b> .....	5
<b>3. Purpose</b> .....	5
<b>4. Scope</b> .....	5
<b>5. Definitions</b> .....	6
<b>6. Policy Objectives</b> .....	7
<b>7. Policy Principles</b> .....	7
7.1 Strategic Alignment .....	7
7.2 Safety and Regulatory Compliance .....	7
7.3 Functional Adequacy .....	7
7.4 Sustainability and Environmental Responsibility .....	7
7.5 Accessibility and Inclusiveness .....	8
7.6 Efficient Resource Utilisation .....	8
7.7 Accountability and Stewardship .....	8
7.8 Continuous Improvement .....	8
<b>8. Operational Policy Provisions</b> .....	8
8.1 Infrastructure Planning .....	8
8.2 Infrastructure Development.....	9
8.3 Facilities Maintenance.....	9
8.4 Space Management.....	9
8.5 Safety and Compliance.....	10
8.6 ICT Infrastructure .....	10
8.7 Environmental Sustainability .....	10
8.8 Infrastructure Monitoring and Reporting .....	10
<b>9. Roles and Responsibilities</b> .....	11
9.1 University Council.....	11
9.2 Vice Chancellor.....	11
9.3 Unit Responsible for Estates and Facilities .....	12

9.4 Department of ICT Services .....	12
9.5 Academic and Administrative Units .....	12
9.6 Members of the University Community .....	12
<b>10. Implementation Framework</b> .....	<b>13</b>
10.1 Infrastructure Planning Systems.....	13
10.2 Infrastructure Development Procedures .....	13
10.3 Facilities Maintenance Systems .....	13
10.4 Space Management Systems .....	14
10.5 Safety and Compliance Systems .....	14
10.6 ICT Infrastructure Management.....	14
10.7 Infrastructure Documentation and Records Management.....	14
10.8 Fixed Assets Register.....	15
<b>11. Monitoring and Reporting</b> .....	<b>15</b>
11.1 Infrastructure Inspections .....	15
11.2 Maintenance Monitoring .....	15
11.3 Infrastructure Utilisation Monitoring .....	16
11.4 Safety Monitoring.....	16
11.5 Reporting .....	16
<b>12. Policy Review</b> .....	<b>16</b>
<b>13. Annexes</b> .....	<b>19</b>
Annex 1: Infrastructure Maintenance Schedule Framework.....	19
Annex 2: Infrastructure Inspection Checklist.....	19
Annex 3: Space Allocation Guidelines.....	19
Annex 4: Infrastructure Maintenance Reporting Template.....	20
Annex 5: Infrastructure Safety and Emergency Protocol.....	20
Annex 6: Infrastructure Monitoring Indicators .....	20
Annex 7: Fixed Assets Register Template.....	20

## **Preamble**

The University recognises that the quality, adequacy, safety, and sustainability of its physical and technological infrastructure constitute a critical foundation for achieving its academic mission and strategic objectives. Infrastructure and facilities provide the physical environment within which teaching, learning, research, innovation, and community engagement are conducted, and therefore play a central role in supporting institutional effectiveness and educational quality.

As a higher education institution committed to excellence, the University must ensure that its infrastructure and facilities are planned, developed, maintained, and utilised in a manner that supports high-quality academic programmes, safe and inclusive learning environments, and efficient administrative operations. Effective infrastructure governance requires systematic planning, responsible stewardship of resources, adherence to safety and regulatory standards, and continuous monitoring to ensure that facilities remain fit for purpose.

The University further recognises that infrastructure development and management must respond to evolving academic needs, technological advancements, and the expectations of students, staff, regulators, and other stakeholders. Sound infrastructure management therefore requires coordinated institutional policies and procedures that promote strategic alignment, operational efficiency, and environmental sustainability.

This policy establishes the institutional framework through which the University shall govern the planning, development, maintenance, utilisation, and oversight of its infrastructure and facilities. It articulates the principles, responsibilities, and processes necessary to ensure that the University's physical and technological resources effectively support its mandate of delivering quality higher education and contributing to national and global knowledge development.

Through this policy, the University affirms its commitment to maintaining infrastructure and facilities that are safe, accessible, sustainable, and capable of supporting current and future institutional needs.

## **1. Introduction**

### **1.1 Background**

Universal Technology and Management University (UTAMU) was granted a provisional license by the National Council for Higher Education (NCHE) on 11<sup>th</sup> March 2013 (License No. UIPL022), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of

22<sup>nd</sup> March 2013 under Legal Notice No. 4 of 2013. UTAMU operates within the core mandate of Teaching and Learning, Research and Innovation, and Community Engagement. Quality assurance at UTAMU focuses on safeguarding academic standards and continuously improving institutional performance in teaching and learning, research and innovation, community engagement, and supporting administrative services. It is therefore integral to institutional credibility, regulatory compliance, academic integrity, and operational resilience. This policy is aligned with the requirements of the National Council for Higher Education (NCHE) Statutory Instrument No.34, 2008, and UTAMU's strategic direction.

#### 1.2 Vision

The Vision of UTAMU is A global educational institution of excellence in management, science, technology and innovation.

#### 1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical to economic and human development.

#### 1.4 Core Values

**The Core values of UTAMU are:**

- a) **Professionalism:** making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility for all their actions
- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience
- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders
- e) **Empowerment:** offering unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment
- f) **Community Engagement:** working with the community to solve the real-world problems as a focal point towards economic development.

## **2. Policy Authority**

This policy is issued under the authority of the University Council and implemented through the Vice Chancellor in accordance with the University Charter and governance framework.

## **3. Purpose**

The purpose of this policy is to provide a comprehensive framework for the planning, development, utilisation, maintenance, safety, and sustainability of infrastructure and facilities at the University.

The policy ensures that physical resources support:

1. quality teaching and learning
2. research and innovation
3. student welfare and campus life
4. institutional administration and operations.

## **4. Scope**

This policy applies to all University infrastructure including:

5. academic buildings
6. laboratories and learning spaces
7. offices and administrative spaces
8. ICT infrastructure
9. student facilities
10. libraries and information centers
11. utilities and support infrastructure.
12. The policy applies to:
13. staff
14. students
15. contractors
16. service providers
17. visitors using university facilities.

## 5. Definitions

For the purposes of this policy, the following terms shall have the meanings assigned to them below:

**Infrastructure:** Refers to the physical and technological systems that support the operations of the University, including buildings, utilities, communication networks, transportation systems, and related support structures required for teaching, learning, research, and administration.

**Facilities:** Refers to the physical spaces and structures utilised by the University community for academic, administrative, research, and student support activities, including classrooms, laboratories, libraries, offices, and service areas.

**Facilities Management:** Refers to the coordinated management of infrastructure and facilities to ensure that they remain functional, safe, efficient, and capable of supporting institutional operations. This includes maintenance, space management, utilities management, and infrastructure planning.

**Estates Management:** Refers to the administrative and operational oversight of the University's physical assets, including land, buildings, utilities, and associated infrastructure.

**Maintenance:** Refers to the activities undertaken to ensure that infrastructure and facilities remain functional and safe. Maintenance may include preventive maintenance, corrective maintenance, and periodic refurbishment.

**Preventive Maintenance:** Refers to scheduled inspections and servicing activities undertaken to prevent equipment or facility failures and extend the useful life of infrastructure assets.

**Corrective Maintenance:** Refers to repairs or interventions undertaken to restore infrastructure or facilities after faults, damage, or malfunction occur.

**Space Management:** Refers to the planning, allocation, and monitoring of the use of physical space within the University to ensure efficient utilisation of available facilities.

**Utilities:** Refers to essential service systems supporting infrastructure operations, including electricity, water supply, drainage, telecommunications, and related services.

**Safety Compliance:** Refers to adherence to applicable safety, health, and environmental standards governing the use and maintenance of infrastructure and facilities.

**ICT Infrastructure:** Refers to the technological systems supporting the University's information and communication needs, including networks, servers, digital learning platforms, and related technological facilities.

## **6. Policy Objectives**

The University shall ensure that infrastructure and facilities:

1. support effective teaching, learning, and research activities
2. comply with national safety and building regulations
3. are adequately maintained and safe for use
4. are planned to support institutional growth and strategic priorities
5. incorporate sustainability and environmental responsibility
6. support inclusive access for persons with disabilities.

## **7. Policy Principles**

Infrastructure and facilities management at the University shall be guided by the following principles:

### **7.1 Strategic Alignment**

Infrastructure development and facilities management shall support the strategic objectives and academic mission of the University. Infrastructure planning shall therefore be aligned with the University's Strategic Plan, academic programme development, research priorities, and projected institutional growth.

### **7.2 Safety and Regulatory Compliance**

All infrastructure and facilities shall comply with applicable health, safety, environmental, and building standards. The University shall ensure that infrastructure is designed, maintained, and operated in accordance with relevant regulatory requirements to safeguard the wellbeing of students, staff, and visitors.

### **7.3 Functional Adequacy**

Infrastructure and facilities shall be maintained at levels that adequately support teaching, learning, research, administrative functions, and student services. Facilities shall be designed and maintained to ensure functionality, reliability, and operational efficiency.

### **7.4 Sustainability and Environmental Responsibility**

The University shall promote environmentally responsible infrastructure development and facilities management practices. This includes responsible energy use, waste management, and sustainable utilisation of resources to minimise environmental impact.

### 7.5 Accessibility and Inclusiveness

Infrastructure and facilities shall be designed and managed to ensure equitable access for all members of the University community, including persons with disabilities, in accordance with national accessibility standards and inclusive education principles.

### 7.6 Efficient Resource Utilisation

The University shall promote efficient utilisation of infrastructure and facilities through appropriate planning, space management, and monitoring of facility usage to optimise institutional resources.

### 7.7 Accountability and Stewardship

Infrastructure and facilities shall be managed responsibly to ensure effective stewardship of institutional assets. All units and users of University facilities shall be accountable for their proper utilisation and care.

### 7.8 Continuous Improvement

The University shall regularly review infrastructure performance and facilities management practices to ensure continuous improvement in the quality, safety, and effectiveness of its infrastructure systems.

## 8. Operational Policy Provisions

The University shall manage its infrastructure and facilities in accordance with the following policy statements. Infrastructure development at the University shall be guided by the University's Campus Infrastructure Master Plan, which provides the long-term framework for the development, utilisation, and expansion of physical facilities in alignment with institutional strategic priorities

### 8.1 Infrastructure Planning

The University shall ensure that infrastructure development is guided by systematic planning processes that align with institutional priorities.

To support this objective, the University shall:

1. maintain a **Campus Infrastructure Master Plan** to guide long-term development;
2. ensure that infrastructure planning takes into account projected student enrolment, academic programme development, and research infrastructure needs;
3. integrate infrastructure development into institutional strategic planning processes;

4. ensure that infrastructure investments support the delivery of quality teaching, learning, research, and student services.

## 8.2 Infrastructure Development

The University shall ensure that infrastructure development projects are undertaken in accordance with approved institutional plans and applicable regulatory requirements.

Infrastructure development shall therefore:

1. follow approved institutional planning processes;
2. comply with relevant building, safety, and environmental regulations;
3. incorporate appropriate design standards to support academic and administrative activities;
4. ensure that infrastructure development supports accessibility and inclusiveness.

## 8.3 Facilities Maintenance

The University shall establish and maintain an effective facilities maintenance system to ensure that infrastructure remains functional, safe, and suitable for institutional use.

The maintenance system shall include:

1. **preventive maintenance schedules** for buildings and infrastructure;
2. **corrective maintenance procedures** for addressing infrastructure faults;
3. periodic infrastructure inspections;
4. reporting systems for maintenance needs.

The University shall apply lifecycle management principles in planning infrastructure maintenance, renovation, and replacement.

## 8.4 Space Management

The University shall promote efficient utilisation of infrastructure and facilities through appropriate space management practices.

Space management shall include:

1. guidelines for the allocation and utilisation of academic and administrative spaces;
2. monitoring of classroom and laboratory utilisation;
3. periodic reviews of space allocation to ensure optimal use of available facilities.

## 8.5 Safety and Compliance

The University shall ensure that infrastructure and facilities comply with applicable health and safety standards.

To support this objective, the University shall:

1. maintain appropriate **fire safety systems** and emergency preparedness measures;
2. conduct periodic **safety inspections** of infrastructure and facilities;
3. ensure compliance with occupational health and safety regulations;
4. implement procedures for responding to safety incidents and infrastructure hazards.

## 8.6 ICT Infrastructure

The University shall ensure that its infrastructure supports the effective use of information and communication technologies for teaching, learning, research, and administration.

ICT infrastructure management shall include:

1. provision of reliable network connectivity across campus facilities;
2. maintenance and upgrading of digital learning platforms and information systems;
3. protection of institutional ICT infrastructure from operational disruptions.

## 8.7 Environmental Sustainability

The University shall promote environmentally responsible infrastructure development and facilities management practices.

This shall include:

1. responsible energy utilisation;
2. waste management systems;
3. environmentally sustainable infrastructure development practices.

## 8.8 Infrastructure Monitoring and Reporting

The University shall establish systems for monitoring infrastructure performance and reporting on the status of facilities.

Monitoring systems shall include:

1. periodic infrastructure inspections;

2. facilities maintenance reports;
3. infrastructure utilisation assessments;
4. reporting mechanisms to University Management and Council.

## **9. Roles and Responsibilities**

The effective implementation of this policy requires coordinated action across the University's governance and administrative structures. The responsibilities for infrastructure and facilities management shall therefore be distributed as follows:

### **9.1 University Council**

The University Council shall provide strategic oversight for infrastructure development and facilities management by:

1. approving institutional policies relating to infrastructure and facilities management;
2. ensuring that the University maintains adequate infrastructure to support its academic mission;
3. Recommending major infrastructure development plans and capital investments to the Board of Directors for approval;
4. overseeing the responsible utilisation of institutional resources in infrastructure development.

### **9.2 Vice Chancellor**

The Vice Chancellor shall be responsible for ensuring the effective implementation of this policy across the University.

In particular, the Vice Chancellor shall:

1. ensure that appropriate institutional systems are established for infrastructure planning and facilities management;
2. provide leadership in aligning infrastructure development with the University's strategic priorities;
3. ensure that adequate resources are allocated for infrastructure maintenance and development;
4. oversee the implementation of infrastructure-related policies and procedures.

### 9.3 Unit Responsible for Estates and Facilities

The Unit responsible for estates and facilities management shall serve as the operational unit responsible for managing the University's infrastructure.

Its responsibilities shall include:

1. coordinating infrastructure planning and development activities;
2. overseeing facilities maintenance programmes;
3. conducting periodic infrastructure inspections;
4. maintaining records relating to infrastructure and facilities;
5. ensuring compliance with safety and maintenance standards.

### 9.4 Department of ICT Services

The Department of ICT Services shall oversee the planning, maintenance, and management of the University's ICT infrastructure.

The Directorate shall therefore:

1. ensure the reliability and security of ICT systems supporting teaching, learning, research, and administration;
2. maintain network infrastructure and digital learning platforms;
3. support the integration of ICT infrastructure into the University's facilities management systems.

### 9.5 Academic and Administrative Units

Academic schools, departments, and administrative units shall ensure the responsible use of infrastructure and facilities allocated to them.

These units shall therefore:

1. ensure proper utilisation of facilities under their responsibility;
2. report maintenance and infrastructure issues promptly;
3. support institutional efforts to optimise space utilisation.

### 9.6 Members of the University Community

All staff, students, contractors, and visitors using University facilities shall be responsible for ensuring the proper use and care of infrastructure and facilities.

Members of the University community shall therefore:

1. use University facilities responsibly;
2. comply with safety and infrastructure usage guidelines;
3. report any infrastructure faults, hazards, or safety concerns to the appropriate authorities.

## **10. Implementation Framework**

The University shall operationalise this policy through coordinated institutional systems and procedures designed to ensure effective planning, management, and oversight of infrastructure and facilities.

Implementation shall be guided by the following mechanisms.

### 10.1 Infrastructure Planning Systems

The University shall establish institutional mechanisms for systematic infrastructure planning.

These mechanisms shall include:

1. development and periodic review of a **Campus Infrastructure Master Plan**;
2. integration of infrastructure development priorities into institutional planning processes;
3. alignment of infrastructure development with projected academic programme needs and student enrolment.

### 10.2 Infrastructure Development Procedures

Infrastructure development shall be undertaken through approved institutional processes to ensure accountability, quality, and compliance with regulatory standards.

These processes shall include:

1. approval procedures for infrastructure development projects;
2. compliance with applicable building and safety regulations;
3. coordination between infrastructure development and academic programme needs.

### 10.3 Facilities Maintenance Systems

The University shall establish systems for the systematic maintenance of infrastructure and facilities.

These systems shall include:

1. preventive maintenance schedules;

2. procedures for reporting infrastructure faults;
3. corrective maintenance procedures for addressing infrastructure failures;
4. periodic infrastructure inspections.

#### 10.4 Space Management Systems

The University shall implement space management mechanisms to ensure efficient utilisation of infrastructure and facilities.

These mechanisms shall include:

1. space allocation guidelines;
2. monitoring of classroom and facility utilisation;
3. periodic reviews of space allocation across academic and administrative units.

#### 10.5 Safety and Compliance Systems

The University shall implement procedures to ensure compliance with safety and regulatory standards governing infrastructure and facilities.

These procedures shall include:

1. periodic safety inspections of facilities;
2. maintenance of fire safety systems and emergency preparedness procedures;
3. compliance with occupational health and safety requirements.

#### 10.6 ICT Infrastructure Management

The University shall ensure that ICT infrastructure is effectively integrated into infrastructure and facilities management systems.

This shall include:

1. provision of reliable network connectivity across University facilities;
2. maintenance and upgrading of digital learning platforms;
3. integration of ICT systems supporting academic and administrative functions.

#### 10.7 Infrastructure Documentation and Records Management

The University shall maintain appropriate documentation relating to infrastructure and facilities management.

This shall include:

1. infrastructure development records;
2. facilities maintenance records;
3. safety inspection reports;
4. infrastructure utilisation reports.

#### 10.8 Fixed Assets Register

The University shall maintain a comprehensive infrastructure asset register documenting all buildings, utilities, major equipment, and facilities under institutional management.

### **11. Monitoring and Reporting**

The University shall establish systems for monitoring the condition, utilization, and performance of its infrastructure and facilities to ensure that they continue to support institutional operations effectively.

Monitoring and reporting mechanisms shall include the following.

#### 11.1 Infrastructure Inspections

The University shall conduct periodic inspections of infrastructure and facilities to assess their condition, safety, and suitability for institutional use.

These inspections shall be coordinated by the unit responsible for estates and facilities management and shall cover:

1. structural integrity of buildings;
2. functionality of utilities and service systems;
3. safety compliance of facilities.

#### 11.2 Maintenance Monitoring

The University shall monitor the implementation of maintenance programmes to ensure that infrastructure remains functional and safe.

Maintenance monitoring shall include:

1. tracking preventive maintenance activities;
2. reviewing maintenance reports and response times;
3. identifying infrastructure requiring repair or refurbishment.

### 11.3 Infrastructure Utilisation Monitoring

The University shall monitor the utilization of infrastructure and facilities to ensure efficient use of available resources.

Utilization monitoring shall include:

1. reviews of classroom and laboratory utilization;
2. assessments of office and administrative space usage;
3. identification of infrastructure capacity gaps.

### 11.4 Safety Monitoring

The University shall monitor compliance with health and safety requirements relating to infrastructure and facilities.

This shall include:

1. periodic safety inspections;
2. monitoring compliance with fire safety and emergency preparedness procedures;
3. reporting safety incidents related to infrastructure and facilities.

### 11.5 Reporting

The unit responsible for estates and facilities management shall prepare periodic reports on infrastructure and facilities management.

These reports shall include:

1. infrastructure condition reports;
2. facilities maintenance reports;
3. infrastructure utilization assessments;
4. safety inspection reports.

Reports shall be submitted to University Management and, where necessary, to the relevant governance bodies of the University.

## **12. Policy Review**


This policy shall be subject to periodic review to ensure that it remains relevant to the operational needs of the University and responsive to changes in the higher education environment, infrastructure requirements, and applicable regulatory standards.

The review of this policy shall be undertaken at intervals not exceeding **five (5) years**, or earlier where necessary, to address emerging institutional priorities, regulatory requirements, or significant changes in infrastructure development and facilities management practices.

The unit responsible for estates and facilities management shall coordinate the review process in consultation with relevant administrative and academic units of the University.

Recommendations arising from the review of this policy shall be submitted to the appropriate governance structures of the University for consideration and approval.

Signed this on .....27th..... day of .....March.....2026

By:  -  
.....

**Chairperson, University Council**

  
.....

**Vice Chancellor**

### 13. Annexes

- Annex 1 – Infrastructure Maintenance Schedule
- Annex 2 – Infrastructure Inspection Checklist
- Annex 3 – Space Allocation Guidelines
- Annex 4 – Maintenance Reporting Template
- Annex 5 – Safety and Emergency Protocol
- Annex 6 – Infrastructure Monitoring Indicators

#### Annex 1: Infrastructure Maintenance Schedule Framework

The University shall maintain a structured maintenance schedule to ensure that infrastructure and facilities remain functional, safe, and suitable for institutional use.

The maintenance schedule shall include the following categories:

Maintenance Category	Frequency	Responsible Unit
<b>Routine facility inspection</b>	Monthly	Unit responsible for Estates
<b>Preventive infrastructure maintenance</b>	Quarterly	Unit responsible for Estates
<b>Electrical systems inspection</b>	Bi-annually	Unit responsible for Estates / Department of CT Services
<b>Fire safety inspection</b>	Annually	Unit responsible for Estates
<b>Major infrastructure condition assessment</b>	Every 3–5 years	Unit responsible for Estates / External Inspectors

Maintenance activities shall be documented through maintenance logs and inspection reports.

#### Annex 2: Infrastructure Inspection Checklist

Periodic inspections shall be conducted using a standardized infrastructure inspection checklist covering the following areas:

##### Building Safety

1. structural integrity of buildings
2. roof condition
3. wall and flooring stability

##### Utilities

4. electricity supply systems
5. water supply systems
6. drainage and sanitation systems

##### Safety Systems

7. fire extinguishers
8. emergency exits
9. alarm systems

##### Learning Facilities

10. classroom furniture
11. laboratory safety conditions
12. library facilities

Inspection findings shall be documented and submitted to the Estates Directorate.

#### Annex 3: Space Allocation Guidelines

Space allocation within the University shall be guided by the following principles:

1. Priority allocation to **teaching and learning spaces**.
2. Allocation of office space based on **functional requirements of administrative units**.
3. Periodic review of space utilization to ensure efficient use of facilities.
4. Allocation of specialized facilities (e.g., laboratories) according to academic programme needs.

Requests for space allocation shall be submitted to the Estates Directorate for review and approval.

Annex 4: Infrastructure Maintenance Reporting Template

Infrastructure maintenance reports shall contain the following information:

Item	Description
Facility location	Building or facility inspected
Type of maintenance	Preventive or corrective
Description of issue	Fault or maintenance need
Action taken	Maintenance action performed
Responsible unit	Unit responsible for maintenance
Date completed	Completion date

Maintenance reports shall be submitted periodically to University Management.

Annex 5: Infrastructure Safety and Emergency Protocol

The University shall maintain emergency preparedness procedures for infrastructure-related incidents.

These procedures shall include:

1. emergency evacuation procedures
2. fire response protocols
3. reporting mechanisms for infrastructure hazards
4. emergency contact systems.

All members of the University community shall comply with emergency procedures when required.

Annex 6: Infrastructure Monitoring Indicators

Infrastructure performance shall be monitored using the following indicators:

Indicator	Measurement
Facility functionality	Percentage of functional facilities
Maintenance response time	Average time to repair reported faults
Safety compliance	Percentage of facilities meeting safety standards
Space utilisation rate	Utilization of teaching spaces

These indicators shall be used in institutional monitoring reports. Infrastructure faults reported through the maintenance system shall be addressed within defined service response timelines determined by the Estates Directorate.

Annex 7: Fixed Assets Register Template

The University shall maintain a comprehensive **Fixed Assets Register** documenting all infrastructure and major physical assets under institutional management. The register shall be maintained by the Directorate responsible for estates and facilities management in collaboration with the Finance Directorate and other relevant units.

The Fixed Assets Register shall contain the following information:

Asset ID	Asset Description	Asset Category	Location	Acquisition Date	Acquisition Cost	Condition Status	Maintenance Schedule	Responsible Unit	Useful Life	Last Inspection Date	Remarks
----------	-------------------	----------------	----------	------------------	------------------	------------------	----------------------	------------------	-------------	----------------------	---------

**Asset Field Definitions**

**Asset ID**

A unique identification number assigned to each asset to facilitate tracking and record management.

**Asset Description**

A brief description of the infrastructure asset or facility component (e.g., lecture hall building, generator, laboratory equipment).

**Asset Category**

Classification of the asset (e.g., building, utility infrastructure, laboratory facility, ICT infrastructure).

Location  
Physical location of the asset within the University campus or facilities.

Acquisition Date  
The date on which the asset was acquired or commissioned.

Acquisition Cost  
The cost incurred in acquiring or constructing the asset.

Condition Status  
Current physical condition of the asset (e.g., Excellent, Good, Fair, Poor).

Maintenance Schedule  
Frequency of preventive maintenance activities for the asset.

Responsible Unit  
University unit responsible for managing or maintaining the asset.

Useful Life  
Estimated operational lifespan of the asset.

Last Inspection Date  
Date of the most recent infrastructure inspection or condition assessment.

Remarks  
Additional information relevant to the management or status of the asset.

#### **Asset Register Management**

The Directorate responsible for estates and facilities management shall ensure that:

1. all major infrastructure assets are recorded in the Fixed Assets Register;
2. the register is updated whenever assets are acquired, upgraded, relocated, or disposed of;
3. periodic verification of assets is conducted to confirm the accuracy of asset records;
4. the register supports institutional planning, maintenance management, and financial accountability.