Quality **Procedure**

Reviewed by:	**Approved by:**
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Online copy of this documented information is the latest

Purpose

This procedure is established and maintained to ensure that maintenance of the building facilities and equipment is properly planned, scheduled and conducted at planned interval in order to:

a) Reduce capital repairs;
b) Reduce unscheduled shutdowns and repairs;
c) Extend equipment life, thereby extending facility life;
d) Realize life-cycle cost savings, and
e) Provide safe, functional systems and facilities that meet the design intent.

Scope

This procedure applies to all routine maintenance of building facilities and equipment at Pustaka Negeri Sarawak, Miri which include:

a) Housekeeping Services
b) Pest Control Services
c) Landscaping
d) Mechanical Services
e) Electrical Services

Process Details

1.0 Preparation of Maintenance Schedule

1.1 At the end of the year, the Head of Facility Management Unit (HFMU) shall prepare the *Pelan Penyelenggaraan* for maintenance schedule of the coming year.

1.2 When the *Pelan Penyelenggaraan* has been prepared, the HFMU shall submit it to the Regional Manager (RM) for approval.

1.3 Upon receipt of the *Pelan Penyelenggaraan,* the RM shall approve it within three (3) working days.

2.0 Implementation of Scheduled Maintenance-In-House

2.1 When the Pelan Penyelenggaraan has been approved, the Assistant Engineer (JA5) shall do the maintenance work using the following forms:

a) Borang Pemeriksaan Aksesori Elektrik.
b) Borang Pemeriksaan Bangunan.
c) Borang Pengesahan Selepas Kerja.

2.1.1 If the JA5 is unable to complete the task due to the complexity of maintenance work, refer process 3.0.

2.1.2 Supervisor shall verify and endorse the scheduled maintenance works done by the JA5 in the appropriate forms upon completion of works.

3.0 Implementation of Scheduled Maintenance – Outsourced

3.1 After conforming the maintenance work is complicated, the JA5 shall identify and engage the relevant contractors to do the work.

3.2 Upon completion of the maintenance work by the contractor, the JA5 shall verify the maintenance work.

3.2.1 If the work done is not satisfactory, the JA5 shall notify contractor to redo the maintenance/service work.

3.2.2 If the work done is satisfactory, the JA5 shall prepare the *Borang Pengesahan Selepas Kerja* within three (3) working days from the date of completion.

3.2.3 The Supervisor shall verify the *Borang Pengesahan Selepas Kerja* completed by JA5.

4.0 Control of Documented Information

4.1 After establishing the *Pelan Penyelenggaraan*, the JA5 or DO shall keep it in the *Pelan Penyelenggaraan* file and keep the file at the Facility Management Unit.

4.1.1 The file shall be categorized as "open" and can be accessed by every.

4.1.2 The file shall be kept for a minimum of one (1) year.

4.2 When the following forms have been completed, the JA5 or DO shall keep them in the *Fail Pemeriksaan dan Penyelenggaraan* and keep the file at the Facility Management Unit:

a) *Borang Pemeriksaan Bangunan.*
b) *Borang Pemeriksaan Aksesori Elektrik.*
c) *Borang Pengesahan Selepas Kerja.*
d) *Maintenance/Service Report (produced by Outsourced Contractor)*

4.2.1 The file shall be categorized as "open" and can be accessed by every staff.

4.2.2 The file shall be kept for a minimum of one (1) year.

5.0 Disposal of Documented Information

5.1 Once the *Pelan Penyelenggaraan* file and *Fail Pemeriksaan dan Penyelenggaraan* have reached their retention periods, the Head of Corporate Management shall seek approval from Departmental Records Officer for the disposal of the files.