

Quality Procedure

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22th August 2025

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22th August 2025

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Document No. : QP-FM-02
Revision No. : 5
Effective Date : 22th August 2025

Purpose

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

Scope

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

- a) Main building, Landscape and garden, Air-conditioning system, lifts, fire alarm system and Public Address System
- b) book security system(except u-Pustaka) (HQ)

Process

1.0 Prepare Scheduled Maintenance

- 1.1 To ensure the maintenance of the building and facilities, park and equipment is properly planned, scheduled and conducted the Supervisor/ Designated Officer (DO) shall prepare the Maintenance Schedule in January in the coming year.
- 1.2 Upon completion of the draft maintenance schedule, the draft shall be submitted via email or by hand to the Sector Head of Corporate Management (HOSCM) to approve the Maintenance Schedule

2.0 Implementation of Scheduled Maintenance – In-House

- 2.1 Upon approval, the Assistant Engineer (JA29) shall do the maintenance work according to the Maintenance Schedule.
 - 2.1.1 Supervisor shall verify and endorse the maintenance work done by the JA29 via the appropriate forms upon completion
- 2.2 In the event that the maintenance work is beyond his expertise where the JA29 is unable to complete the task due to the complexity of maintenance work, refer to process 3.0.

3.0 Implementation of Scheduled Maintenance – Outsourced

- 3.1 In the event maintenance work can't be perform in-house, the JA29 shall engage a relevant contractor to perform the work. Refer to process QP-FIN-01 - Purchasing Control.
- 3.2 Upon completion of the work, the JA29 shall verify the completion of maintenance work via the *Borang Pengesahan Selepas Kerja* within 3 working days after receiving the invoice.

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3.2.1 If the work done is not satisfactory, the JA29 shall notify contractor to redo the maintenance work.

3.3 Once the work done is completed, the Supervisor shall endorse the *Borang Pengesahan Selepas Kerja* before endorsement of invoice by JA29.

4.0 Documented Information Maintained

4.1 Once the Maintenance Schedule is approved, it shall be kept by the HOD at the Facility Management Office.

4.2 The JA29 shall keep the following forms at the Facility Management Division:

- a) *Borang Pemeriksaan Perlengkapan Bangunan (Kuching & SRR)*
- b) *Borang Pemeriksaan Perlengkapan Elektrik (Kuching & SRR)*
- c) *Borang Pemeriksaan Perabot dan Kelengkapan Pejabat (Kuching & SRR)*
- d) *Borang Pemeriksaan Sistem Perpaipan dan Tandas (Kuching & SRR)*
- e) *Borang Pemeriksaan Struktur Bangunan (Kuching & SRR)*
- f) *Senarai Semak Bacaan Suhu dan Kelembapan (Kuching & SRR)*
- g) *Borang Pemeriksaan Taman dan Lanskap (Kuching & SRR)*
- h) *Borang Semak Kebersihan di Windows On The Lake (Kuching)*
- i) *Borang Pemeriksaan Sistem Telekomunikasi (Kuching & SRR)*
- j) *Borang Pemeriksaan Sistem Audio Visual dan Sistem Siaraya (Kuching & SRR)*

5.0 Retention of Documented Information

5.1 The Supervisor/ Designated Officer (DO) shall keep completed forms at the Facility Management Office.

5.2 Documented information generated as a result of the management of change shall be retained for a period of five (5) years from the dates of its completion.

6.0 Disposal of Documented Information

6.1 Documented information generated as a result of the management of change shall be disposed in accordance to records management practices of Pustaka Negeri Sarawak.

Annexes

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- a) *Borang Pemeriksaan Perlengkapan Bangunan (Kuching & SRR)*
- b) *Borang Pemeriksaan Perlengkapan Elektrik (Kuching & SRR)*
- c) *Borang Pemeriksaan Perabot dan Kelengkapan Pejabat (Kuching & SRR)*
- d) *Borang Pemeriksaan Sistem Perpaipan dan Tandas (Kuching & SRR)*
- e) *Borang Pemeriksaan Struktur Bangunan (Kuching & SRR)*
- f) *Senarai Semak Bacaan Suhu dan Kelembapan (Kuching & SRR)*
- g) *Borang Pemeriksaan Taman dan Lanskap (Kuching & SRR)*
- h) *Borang Semak Kebersihan di Windows On The Lake (Kuching)*
- i) *Borang Pemeriksaan Sistem Telekomunikasi (Kuching & SRR)*
- j) *Borang Pemeriksaan Sistem Audio Visual dan Sistem Siaraya (Kuching)*

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