

Maintenance Section

Under the Senior Maintenance Officer, this section is charged with the responsibility of maintaining all University physical facilities such as teaching and learning facilities (including theatres, laboratories, field stations, and lecture halls), offices, and residential houses (including students' halls of residence and related physical facilities and residential houses for staff.

The process of maintaining these facilities can take various formats:

- Through formal requests by the user department/institute/school/college by filling the Maintenance Request form (commonly referred to as M1).
- Through recognition by the section for a need for a repair; or
- Through an emergency to which the section is alerted to or notices in course of normal duty such as a pipe breakage or power outage. In this case the section fixes the problem immediately except where new materials would be required
- As a performance contract target
- As planned or preventive maintenance
- As maintenance

In most cases, the process of maintenance on receiving an M1 would start with taking specifications through technical staff moving to site and identifying the required correction and/or material. The identified requirements are submitted to Procurement Section whose responsibility would be to supply them to the Department upon which repair/maintenance process commences. On completion, and after making sure that the area is cleared of any debris and making good any damage occasioned during the process, the completed work is handed over after the user certifies that he/she is satisfied with the work. If not, further work to the satisfaction of the user continues.