

## CASPP023-Buildings and Facilities Management Policy Procedures

### 1. Purpose

The aim of these procedures is to write procedures for the policy of Buildings and Facilities Management.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**CAS:** Colleges of Applied Sciences

**DG:** Director General of CAS

**AFAD:** Administrative and Financial Affairs Department

**Movable and immovable property and infrastructure:** existing and subsequently constructed government buildings, equipment, means of transport, and any other fixed assets.

### 3. Procedures

1. The college is committed to follow legislative aspects governing state facilities and infrastructure issued in the form of Royal Decrees, Financial Regulations, and Executive bylaws regulating the functioning of the issued laws. The employees concerned are required to execute these legislative aspects from the date of their taking effect.

2. The college provides buildings by means of construction in accordance with the approved plans and maintains them according to the followed regulations and procedures.

3. AFAD shall consider movable objects to be in the personal custody / sub-custody of the parties in charge of them, whether such a party be an employee or an organizational structure.

4. AFAD shall subject movable and immovable property for warranties within the terms of the purchase. Some items are subject to annual insurance, according to applicable regulations.

5. AFAD shall subject movable and immovable property for internal auditing (Internal Audit Department) and external auditing (the State Administrative and Financial Control Authority) to ascertain the extent to which the laws and regulations have been applied.
6. AFAD shall prepare a file for each building (Development Project), established within the approved development plan. This file contains all the data related to the project.
7. AFAD at the College is the body concerned with the receipt of any new or used acquisitions (movable and immovable assets) and their internal or external handover, according to applicable procedures.
8. AFAD shall determine the value of movable and immovable assets that decrease with consumption. This consumption shall be accompanied by maintenance costs paid in order to preserve these assets operationally.
9. In cases where the service life and physical life of a movable asset have both been exhausted, necessary steps need to be taken by AFAD so as to dispense the item i.e., write it off and remove it from the relevant records and forms. This should be undertaken only after verification of the aforementioned condition through a technical report from a relevant body. Concerned parties shall be contacted in written form to approve the dispensing thereof/sale in accordance with applicable procedures.
١٠. AFAD shall number and assign a store card for each storage item, whether used or new. The quantity received and the quantity spent are recorded on this card, regardless of whether the items are consumable or durable assets i.e. in sub-custody/personal custody.
١١. A committee of specialists in AFAD shall be established for the inventory of warehouse materials at the end of each year. The inventory shall be called the Annual Inventory. It shall include all the warehouse materials, as well as all the items in sub-custody/personal custody.
١٢. The auditing of assets in sub-custody/personal custody covers all organizational structures in the institution, whether it be an internal audit, an audit undertaken by the Internal Audit Department of the Ministry, or by the State Administrative and Financial Control Authority.
1٣. AFAD shall control access to the campus, which requires formal approval and especially in the post-office hours. An electronic system of surveillance (surveillance cameras) is installed to facilitate the smooth teaching and work processes, and to protect the property of the college.

14. The college shall keep important documents and records in accordance with the documentation system in effect.

15. Periodic and continuous inspection of all movable and immovable property shall be carried out by AFAD. This is to ensure that they are prepared for official work at any time or for any audit by the concerned authorities.

16. The Administrative Section of the Department of Administrative and Financial Affairs is responsible for the administrative items in sub-custody, as well as the items in personal custody. Each employee is responsible for the items in his/her custody according to the office custody document he/she has signed. As regards the technical assets in custody, such as laboratory equipment and classrooms, these are considered as sub-custody assets under the responsibility of the technical authority in charge of them. The Administrative Affairs Section at the Department of Administrative Affairs maintains lists of these assets and items in custody.

17. The College allocates a storage facility in which the assets/materials received through purchases or donations are kept. It also allocates a store for consumed items which are no longer useable until they are sold in the usual way, in accordance with the applicable procedures in respect of the laws and regulations in force.

#### 4. Supporting Materials

- 4.1- Royal Decree No. 47/98 - issuing the Financial Law.
- 4.2- Royal Decree No. 74/99 - amending certain provisions of the Financial Law issued by Royal Decree No. 74/98.
- 4.3- The Executive Regulation of the Financial Law issued by Ministerial Decree No. 118/2008 of the Minister of National Economy supervising the Ministry of Finance.
- 4.4- Royal Decree No. 36/2008 - issuing the Tender Law.
- 4.5- Decrees 19/2011, 120/2011, 60/2013 - amending certain provisions of the Tender Law.
- 4.6- Decree No. 29/2010 - issuing the Executive Regulations of the Tender Law.
- 4.7- Financial Circular No. (5) Of 2015 - concerning the minimum period for the replacement and rationalization of government vehicles issued by the Minister responsible for Financial Affairs on 14/9/2015.
- 4.8- Royal Decree No. 120/2004 - issuing the Civil Service Law.
- 4.9- Decree No. 9/2010 - issuing the Executive Regulations the Civil Service Law issued by the President of the Civil Service Council.
- 4.10- Regulations and laws relating to financial auditing and administrative and financial control.



## 5. Approval Agency

The Board of Trustees.

## 6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

## 7. Procedures' Sponsor

The General Director of the Colleges of Applied Sciences.

## 8. Contact person/office

Administrative and Financial Affairs at the College

Administrative and Financial Affairs at DG