

# Facility Management Committee

**Al Tareeqah Management Studies FZE**

Branch University Campus: SBS Swiss Business School | Al Jazeerah Al Hamra | RAKEZ Academic Zone | RAK, UAE

Contact: 072433055 | Email: [info@atmsedu.org](mailto:info@atmsedu.org) | Website: [www.sbs-uae.org](http://www.sbs-uae.org)

## Facility Management Committee

September, 2022

### Introduction:

The Facility Management Committee (FMC) in this report summarizes activities and achievements over the past year. The committee plays a vital role in ensuring the efficient and effective management of university facilities, creating a safe, comfortable, and conducive environment for all stakeholders. This report will cover the structure, roles and responsibilities, and the reporting process.

### Committee Structure:

The University Facility Management Committee operates with the following structure:

<b>President</b>	Mr Jaison James
<b>Vice President</b>	Mr. Sredharran Sampath
<b>Student Council members</b>	Mr. Mohammed Fazal (President), Ms. Farah Al Maharmeh (Vice) and Ms. Aimal Iqbal (Secretary)

### Functions:

The Facility Management Committee has specific roles and responsibilities:

- **Maintenance and Upkeep:** The committee aims to ensure that university facilities are well-maintained, functional, and meet the needs of students, faculty, staff, and visitors. This includes regular inspections, repairs, and improvements to infrastructure, mechanical systems, electrical systems, and other essential components.

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- **Safety and Security:** The committee prioritizes the safety and security of individuals within university facilities. It establishes and enforces safety protocols, conducts risk assessments, and implements measures to mitigate potential hazards. The committee also collaborates with campus security and emergency response teams to ensure timely and effective responses to incidents.
- **Space Planning and Utilization:** The committee optimizes the allocation and utilization of university spaces to support the various needs of academic departments, administrative units, and student organizations. It assesses space requirements, develops allocation guidelines, and oversees space utilization to ensure maximum efficiency and effectiveness.
- **Sustainability and Environmental Responsibility:** The committee promotes sustainable practices within university facilities, aiming to reduce environmental impact. It explores energy-saving initiatives, waste management strategies, and sustainable building practices. The committee also encourages awareness and education regarding environmental responsibility among the university community.

### **Reporting:**

The University Facility Management Committee maintains a structured reporting process to ensure transparency and accountability in its activities. The reporting procedures include: The committee prepares a report of the events and its performance at the end of academic year and submits the same to the Head of Operations for review and takes necessary actions for improvement.

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**Summary of activities:**

Activity	When Conducted	Feedback Tool	Good Practices	Areas of Improvement
<b>Facility Management</b>	2019-2020 Academic Year	Participation, Observation and Questionnaire	<ol style="list-style-type: none"> <li>1. Fresh coffee and tea is regularly provided</li> <li>2. Good hygiene practices are kept</li> <li>3. Water dispensers and microwave are clean and properly regulated</li> <li>4. Tables/Chairs and sitting area always clean</li> <li>5. Regular cleaning and dry floor</li> <li>6. Cleaner always available</li> <li>7. Constant water supply</li> <li>8. Cautioning boards are placed appropriately</li> <li>9. Section provided to cater for special needs persons IN restrooms and parking</li> <li>10. Temperature is regularly regulated at a comfortable degree</li> <li>11. Equipment are cleaned and maintained regularly</li> <li>12. Materials in the library are maintained and accessible</li> <li>13. Good WiFi connection and speed is provided and maintained</li> </ol>	<ol style="list-style-type: none"> <li>1. Canteen upkeep</li> <li>2. Washrooms</li> <li>3. Air Conditioning</li> <li>4. Library</li> <li>5. .Parking</li> <li>6. Pests control</li> </ol>
NA	2020 -2022		Facility was locked up due to Covid19	
<b>Facility Management</b>	2022 - 2023 Academic Year	Observation, Library Records, and Questionnaire	<ol style="list-style-type: none"> <li>1. Fresh coffee and tea is regularly provide</li> <li>2. Good hygiene practices are kept</li> <li>3. Water dispensers and microwave are clean and properly regulated</li> <li>4. Tables/Chairs and sitting area always clean</li> <li>5. Regular cleaning and dry floor</li> <li>6. Cleaner always available</li> <li>7. Constant water supply</li> <li>8. Cautioning boards are placed appropriately</li> <li>9. Section provided to cater for special needs persons IN restrooms and parking</li> <li>10. Temperature is regularly regulated at a comfortable degree</li> <li>11. Equipment are cleaned and maintained regularly</li> </ol>	<ol style="list-style-type: none"> <li>1. Canteen</li> <li>2. Washrooms</li> <li>3. Air Conditioning</li> <li>4. Library</li> <li>5. Security is deployed appropriately on the campus</li> <li>6. Parking</li> <li>7. Complaints receive immediate attention</li> </ol>

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			<p><b>12.</b> Materials in the library are maintained and accessible  <b>13.</b> Good WiFi connection and speed is provided and maintained  <b>14.</b> Security is deployed appropriately on the campus  <b>15.</b> Parking is made available on the campus  16. Complaints receive immediate attention  17. Regular exercises are conducted on gadgets  <b>18.</b> Students and other personnel are informed adequately on safety exercises</p>	<p>8.Pests control  9. Healthcare provision</p>
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**Feedback:**

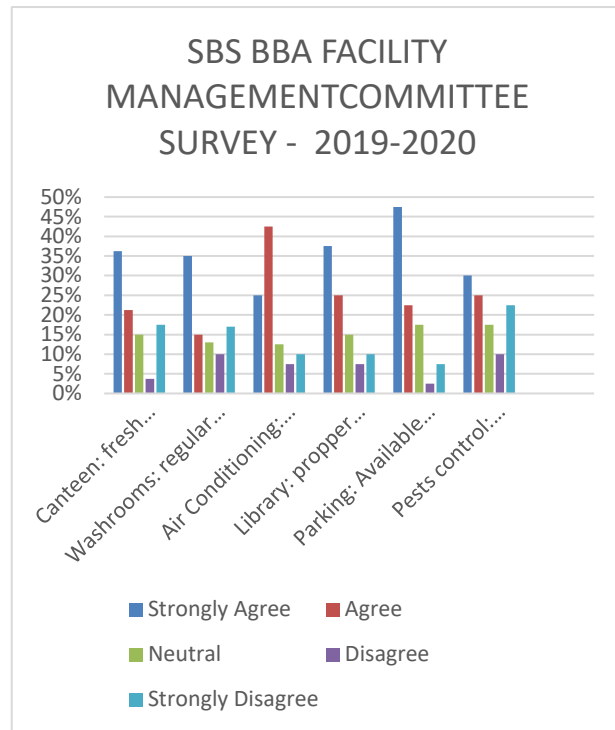
Following is a percentage summation on students feedback on facility management over the period under consideration which is also given a graphical representation for 2019-2020 and 2022-2023 academic years respectively.

<b>SBS BBA FACILITY MANAGEMENT COMMITTEE SURVEY - 2019-2020</b>					
<b>Indicators</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
Canteen: fresh beverages, good hygiene, proper care for equipments	36%	21%	15%	4%	18%
Washrooms: regular cleaning, constant water,cautioning boards, special needs facilitise provided	35%	15%	13%	10%	17%

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Air Conditioning: proper regulation, clean and well maintained	25%	43%	13%	8%	10%
Library: proper maintenance of library material, accessibility, good internet service	38%	25%	15%	8%	10%
Parking: Available and maintained, slots for persons with special needs	48%	23%	18%	3%	8%
Pests control: regularly conducted, students and staffs are well informed	30%	25%	18%	10%	23%
<b>Total</b>	<b>32.00%</b>	<b>26.00%</b>	<b>22.00%</b>	<b>8.00%</b>	<b>12.00%</b>

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**SBS BBA FACILITY MANAGEMENT COMMITTEE  
SURVEY - 2022-2023**

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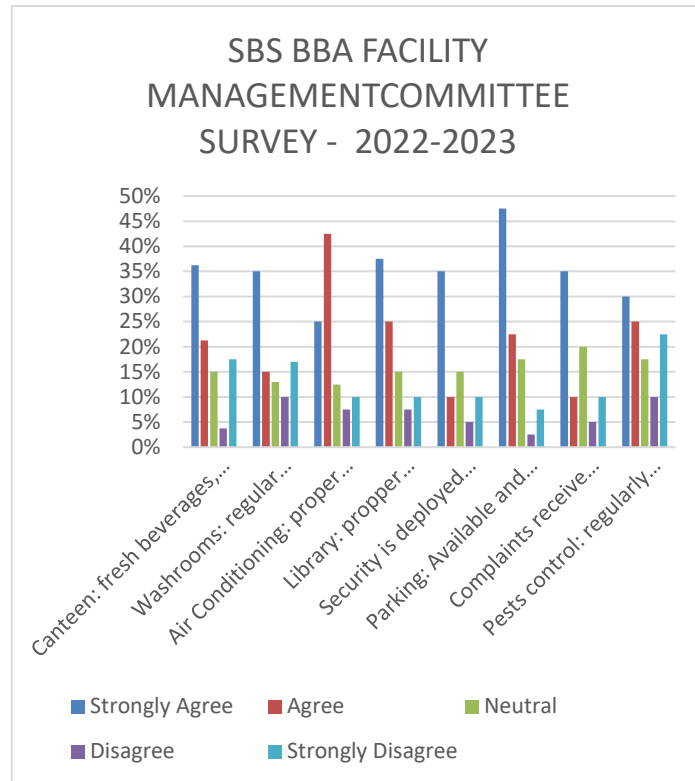
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Indicators	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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Security is deployed appropriately on the campus	35%	10%	15%	5%	10%
Parking: Available and maintained, slots for persons with special needs	48%	23%	18%	3%	8%
Complaints receive immediate attention	35%	10%	20%	5%	10%
Pests control: regularly conducted, students and staffs are well informed	30%	25%	18%	10%	23%
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**Action Plan for University Facility Management Committee:**

The below action plan is to ensure efficient and effective management of university facilities and provide a conducive environment for students, faculty, and staff.

Action Plan	Responsible	Timeline
<p><b>Canteen Up-keeping:</b></p> <ul style="list-style-type: none"> <li>a. Conduct regular inspections of the canteen area to identify maintenance needs.</li> <li>b. Develop a cleaning schedule and ensure it is followed consistently.</li> <li>c. Evaluate the quality of food and services provided by the canteen vendors.</li> <li>d. Address any hygiene or cleanliness issues promptly through communication with the canteen management.</li> </ul>	<p>Mr Jaison James Rafay Ibrahim</p>	<p>2023-2024 Academic Year</p>
<p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>a. Regularly monitor the condition of washrooms and address any cleanliness or maintenance issues.</li> <li>b. Ensure an adequate supply of essential items such as soap, toilet paper, and hand sanitizers.</li> <li>c. Implement a routine cleaning schedule and allocate responsibilities to staff members.</li> <li>d. Seek feedback from users to identify areas for improvement and take necessary actions.</li> </ul>	<p>Mr.Sredharran Ms. Aksa Reji Abraham</p>	<p>2023-2024 Academic Year</p>
<p><b>Air Conditioning:</b></p> <ul style="list-style-type: none"> <li>a. Conduct regular maintenance of air conditioning systems to ensure optimal performance.</li> <li>b. Monitor temperature settings and adjust them based on weather conditions and user comfort.</li> <li>c. Promptly address any malfunctioning units or air quality concerns reported by users.</li> <li>d. Keep track of energy consumption and explore energy-efficient options for cooling systems.</li> </ul>	<p>Mr Jaison James Rafay Ibrahim</p>	<p>2023-2024 Academic Year</p>
<p><b>Library:</b></p> <ul style="list-style-type: none"> <li>a. Regularly assess the condition of library facilities, including seating, lighting, and equipment.</li> </ul>	<p>Mr.Sredharran</p>	<p>2023-2024 Academic Year</p>

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<p>b. Allocate resources for the maintenance and upgrade of library infrastructure.          c. Ensure an adequate collection of books, journals, and digital resources to meet the needs of students and faculty.          d. Implement user-friendly systems for borrowing, returning, and accessing library resources.</p>	<p>Ms. Aksa Reji Abraham</p>	
<p><b>Campus Security:</b>          a. Collaborate with the campus security team to conduct regular patrols and ensure a safe environment.          b. Assess the effectiveness of existing security measures and make necessary improvements.          c. Review and update security protocols, including access control systems and emergency response procedures.          d. Conduct regular security awareness campaigns to educate the university community about safety measures.</p>	<p>Mr Jaison James Rafay Ibrahim</p>	<p>2023-2024 Academic Year</p>
<p><b>Parking:</b>          a. Regularly monitor the parking areas and address any maintenance or safety concerns.          b. Implement an efficient parking management system to ensure fair allocation of parking spaces.          c. Explore options for expanding parking capacity based on demand and available resources.          d. Provide clear signage and guidelines to facilitate smooth traffic flow and minimize congestion.</p>	<p>Mr.Sredharran Ms. Aksa Reji Abraham</p>	<p>2023-2024 Academic Year</p>
<p><b>Pests Control:</b>          a. Collaborate with professional pest control services to conduct regular inspections and treatments.          b. Implement preventive measures such as sealing entry points and maintaining cleanliness.          c. Educate the university community about proper waste management practices to minimize pest attraction.          d. Regularly monitor pest control efforts and address any emerging issues promptly.</p>	<p>Mr Jaison James Rafay Ibrahim</p>	<p>2023-2024 Academic Year</p>
<p><b>Healthcare Provision:</b>          a. Collaborate with healthcare providers to ensure the availability of necessary medical facilities and services on campus.</p>	<p>Mr.Sredharran Ms. Aksa Reji Abraham</p>	<p>2023-2024 Academic Year</p>

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<ul style="list-style-type: none"> <li>b. Organize health camps, awareness programs, and vaccination drives for the university community.</li> <li>c. Regularly evaluate the quality of healthcare services and seek feedback from users.</li> <li>d. Establish a system for emergency medical response and provide training to staff members.</li> </ul>		
<p><b>Complaints Handling:</b></p> <ul style="list-style-type: none"> <li>a. Establish a streamlined system for receiving and addressing facility-related complaints.</li> <li>b. Assign dedicated staff members to promptly respond to complaints and initiate appropriate actions.</li> <li>c. Keep a record of complaints, their resolution, and identify patterns to address recurring issues.</li> <li>d. Communicate with complainants to ensure their satisfaction with the resolution process.</li> </ul>	<p>Mr Jaison James Rafay Ibrahim</p>	<p>2023-2024 Academic Year</p>

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