

|                     |         |                |              |
|---------------------|---------|----------------|--------------|
| Policy #            | AD-503  | Revision #     | 02           |
| Accessibility level | Limited | Effective date | Jan 20, 2021 |

## 1. Purpose

This policy sets the rules for the means of projects delivery through the Facilities Management Unit.

## 2. Definitions

N.A.

## 3. Policy

- 1.1. University works and projects are implemented in one of the following ways:
  - A. Implementation by the facilities management unit at the university.
  - B. Execution by an external party (contractor) in accordance with the provisions of the Procurement Policy.
- 1.2. Project requiring extensive design are designed by consultants whose services are contracted in accordance with the procurement policy. The consultant is required to prepare the contract documents including the drawings, specifications, bill of quantity, and the conditions of the contract. The consultant may also assist in the bid evaluation process.
- 1.3. Purchase requests for construction works and projects are prepared by the facilities management unit after ensuring that the site is ready and clear of all obstacles, and must include the following additional information:
  - Bill of quantities
  - Measurement of completed works and terms of payments
  - The permitted working hours
  - The handover procedure.
- 1.4. The Facilities Management Unit at the university undertakes the following:
  - A. Executing university works.
  - B. Supervising, monitoring their execution, and handing over works executed by contractors, either directly or in partnership with other contractors or consultants. The university administration may appoint a project manager to carry out these tasks.
  - C. Examine the university's works, prepare a progress and completion report, and approve interim payments, if any.
  - D. Carry out maintenance work for the university's works, either directly or through contractors.
- 1.5. The Facilities Management Director shall issue a commencement order to the contractor to carry out the works after contract approval. The commencement order shall stipulate

|                     |         |                |              |
|---------------------|---------|----------------|--------------|
| Policy #            | AD-503  | Revision #     | 02           |
| Accessibility level | Limited | Effective date | Jan 20, 2021 |

the commencement date and the working hours taking into account, among and other circumstances, the noise level and the schedule of lectures.

- 1.6. The contractor shall submit a maintenance guarantee bond equivalent to 5% of the value of the works with a validity of a period of one year (or a time period stipulated in the contract) starting of the date of taking over of the works. Otherwise, 5% of the adjusted contract amount shall be retained throughout the maintenance period bending the submission of the maintenance guarantee bond.

## 4. Related Documents:

N.A.

د. سحر محمد بن سلطان

BatS



د. سحر محمد بن سلطان

