



Georgian American University, LLC

Maintenance Office

Regulation

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## **Article 1. General Provisions**

1. This Regulation defines the authority, accountability and regulates issues related to the activities of the Georgian American University, LLC (hereinafter referred to as the "University") Ltd. (hereinafter referred to as the "Office").
2. The Office is an auxiliary structural unit of the University.
3. The Office is guided in its activities by the Constitution of Georgia, international treaties, laws of Georgia, the Statute of the University, this Statute, the acts of the President and Senior Vice President of the University, legislative and sub-legislative normative acts.
4. The Office is accountable to the President of the University and the Senior Vice President.

## **Article 2. Objectives of the Office**

- 1) The aim of the Office is to create normal conditions of work, study and research on the basis of effective management and maintenance of material and technical resources of the institution.

## **Article 3. Tasks of the Office**

The tasks of the Office are:

- 2) planning, supply, storage, distribution, accounting, maintenance and renewal of material and technical resources of the institution;
- 3) planning and implementation of the inventory process of tangible assets on the balance sheet of the institution;
- 4) warehouse management;
- 5) maintenance of the real estate of the institution;
- 6) Ensuring the proper functioning of buildings, communication and electronic resources.
- 7) Supply of organizational technical equipment-equipment, stationery and other necessary inventory and items of the structural units and basic educational units of the University;
- 8) responsibility for the proper and uninterrupted functioning of the infrastructure of the institution; Provision of communal-household conditions of buildings (heating, air conditioning, water, electricity, cleaning, sewerage, elevators, etc.);
- 9) Ensuring the protection of material values on the balance sheet of the institution in accordance with the rules established by law;
- 10) Ensuring the maintenance and maintenance of the university building, yard;
- 11) Ensuring the determination of the volume of capital, construction and repair works necessary for the building of the institution, if necessary, reviewing the relevant projects and cost estimates and submitting proposals; Carrying out minor repairs of the building (drawing up an estimate, purchasing construction materials if necessary, controlling the progress of works and normalized consumption of materials);
- 12) repair and restoration of the fixed assets and material values of the institution;
- 13) management of the warehouse economy of the institution;
- 14) Coordination with the structure / persons implementing the inventory of fixed assets and tangible assets of the institution;
- 15) Preparation and submission of proposals on depreciable and unusable property on the balance sheet of the University;

- 16) Carrying out other activities in accordance with the University regulations and internal acts.

## **Article 4. Structure of the Office**

1. The Office consists of the head of the Office - the head and the financial manager / managers.
- 2) The staff of the Maintenance Office:
  - a) administrative assistant / assistants;
  - b) carpenter;
  - c) electrician;
  - d) plumber;
  - e) gardener;
  - f) maid.
- 3) The head of the Office and the manager are appointed by the President of the University upon the recommendation of the Senior Vice President.

## **Article 5. Head of Maintenance Office**

Head of the Maintenance Office of the University:

1. manages and directs the activities of the Office;
2. gives instructions and instructions to the employee / employees of the Office, if necessary, divides the duties among them;
3. exercises control over the proper performance of official duties and observance of discipline by the employee / employees of the Office;
4. signs and endorses the documents prepared by the Office, as well as is responsible for the quality and accuracy of their execution;
5. within the scope of its competence, participates in the discussion of the candidatures of the persons to be appointed to the Office;
6. on the basis of the internal regulations of the University, submits a proposal to the Senior Vice President of the University on encouraging the staff, imposing disciplinary responsibilities and raising their qualifications;
7. Coordinates the service relationship with other structural units of the University;
8. submits to the Senior Vice President the list of financial resources and material values necessary for the performance of the tasks of the institution;
9. manages the warehouse economy of the University;
10. prepares a response to incoming correspondence;
11. submits a report on the activities of the Office to the Senior Vice President of the University and is responsible for the effective activities of the Office;
12. within the scope of his / her competence, performs the duties of the President of the University and the Senior Vice President.
13. calculates and analyzes financial risks;
14. monitors administrative costs;
15. exercises continuous control over the receivables and creditors of the University;
16. Ensures the fulfillment of current and long-term loan obligations by the University;

17. coordinates and manages relations with commercial banks, tax and other controlling bodies;
  18. organizes the payment of employees, customers, suppliers and / or coordinates the process;
  19. communicates with sponsors;
  20. prepares a response to incoming correspondence;
  21. submits a report on the activities of the Office to the Senior Vice President of the University and is responsible for the effective activities of the Office;
  22. is responsible for the correct and efficient spending of the material resources of the University;
  23. within the scope of his / her competence, performs the tasks of the President and the Senior Vice President of the University.
24. In case of absence of the Head of the Office and / or temporary inability to perform his / her duties, his / her duties shall be performed by one of the Administrative Assistants on the basis of the order of the Senior Vice President of the University.

### **Article 6. Administrative Assistant:**

1. Ensures the care and protection of the material values of the University;
2. controls the persons entering the University building through the access system;
3. Assists university visitors;
4. Acts as a courier;
5. Carries out the Offices of the administrative staff within the assigned function on the instructions of the Head of the Office;
6. Performs certain tasks of the Head of the Office within the scope of his / her competence;
7. Is accountable to the head of the Office.

### **Article 7. Carpenter:**

1. Ensures restoration and repair works on the University wooden inventory;
2. Prepares wooden products according to the needs of the University. Determines the specifics of raw materials and auxiliary materials needed for preparation and calculates its value. Draws a sketch of a carpentry product and a simple drawing;
3. Performs certain tasks of the Head of the Office within the scope of his / her competence;
4. Is accountable to the head of the Office.

### **Article 8. Electrician:**

1. Systematically inspects the operation of electrical networks in buildings and ensures its liquidation in case of damage;
2. Performs installation, repair and arrangement of electrical installations and equipment; controls the observance of the operating conditions of electrical installations and equipment;
3. If necessary, reads technical documentation, drawings and diagrams and conducts engineering calculations;
4. Performs certain tasks of the Head of the Office within the scope of his / her competence;
5. Is accountable to the head of the Office.

## **Article 9. Plumber:**

1. Ensures the proper operation of the building's internal water supply and sewerage systems, plumbing equipment and various types of heat supply systems in compliance with fire, labor and environmental safety norms and rules;
2. Inspects the sanitary systems of the building, detects and eliminates malfunctions;
3. If necessary, reads construction drawings and draws up construction plumbing diagrams;
4. Performs certain tasks of the Head of the Office within the scope of his / her competence;
5. Is accountable to the head of the Office.

## **Article 10. Gardener:**

1. Ensures the cleaning / cleaning of the University yard, its adjacent parameters and the parking area;
2. Carries out / takes care of the plants;
3. Performs certain tasks of the Head of the Office within the scope of his / her competence;
4. Is accountable to the head of the Office.

## **Article 11. Maid:**

1. Cleans the University buildings;
2. Takes care of the sanitary-hygienic condition of cabinets, auditoriums, professors, laboratories, corridors, stairwells, toilets and other rooms and storerooms;
3. Empties the building from household and stationery waste (garbage) and moves it to its destination;
4. Performs certain tasks of the Head of the Office within the scope of his / her competence;
5. Is accountable to the head of the Office.

## **Article 12. Final Provisions**

Approval of the regulations of the Office, as well as changes and additions to it are carried out by the order of the President of the University.