

Policy #	AD-302	Revision #	1
Accessibility level	A	Effective date	27 April 2015

1. Impetus

This document aims to define policies related to projects management and the project manager responsibility including supervision, communication and reporting, handling of pay requests and claims, variation orders and handover in coordination with the procurement department, the Central Procurement Committee and the university administration.

2. Definitions

2.1. **University Administration:** Chancellor or Vice Chancellor

2.2. **The Unit:** Facilities Management Unit

3. Policy

3.1. The university administration appoints a project manager to oversee the implementation of the contracted work with service provider.

3.2. The project manager has the following responsibilities:

- A) Coordinating with university security regarding the time and place of work.
- B) Handing over possession of work sites and receiving it back upon completion of the work.
- C) Monitoring work progress and preparing periodic reports.
- D) Ensuring that contractors abide by the terms of the contract.
- E) Maintaining daily labor records and related work documents.
- F) Coordinating with the financial department to release the contractor's payments according to achievement and contract conditions.
- G) Continual communication with the contractor to ensure that the work site is returned in time.

3.3. The project manager must ensure that:

- A) Contractor's work does not disrupt or interfere with core university operations
- B) The contractor does not use prohibited materials or that his work poses any danger to public safety.
- C) The contractor uses adequate barriers to prevent the public from entering the work site.

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- D) The contractor adheres to safety procedures and the use of personal protective equipment for all workers on site.
- 3.4. The project manager considers contractor's claims and recommends to the university administration to take the appropriate decision, in terms of:
- A) Additional costs
 - B) Extending the duration of the project
 - C) Issuing variation orders
- 3.5. A handover committee is formed by the university administration consisting of at least three specialists from inside or outside the university and membership of the project manager and a representative of the Unit.

4. Related Documents