

Facilities Utilization Guide

Supervised by
The Deanship of Development and
Quality
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Guide Introduction

Based on the University's keenness to provide services to its employees and facilitate and rationalize the use of its facilities and raise the efficiency of the use of those facilities, and to meet the requirements of quality, The University, represented by the Deanship of Development and Quality, has developed this guide, "Facilities Utilization Guide", to shed light on the "General Directorate of Facilities and Properties" and the facilities of the University and determine who is responsible for them, and how to benefit from the services of those facilities. We ask God to guide us in completing this manual and make this manual beneficiary for those that will use it, and to make this work sincerely for God's sake and to make it beneficiary of the employees of the university.

Directorate of Facilities

“Directorate of Facilities” is one of the departments of the “General Directorate of Facilities Services and Maintenance”. The Directorate supervises the University’s facilities and it works on developing plans to continuously renovate the University’s buildings and facilities as well as modifying and adjusting their facilities to preserve these buildings.

Tasks of the Directorate

1. Supervising and following-up on the University buildings and facilities.
2. Proposing controls and regulations for the buildings.
3. Supervising the distribution of buildings and halls according to the actual needs.
4. Inspecting buildings periodically by the facilities team.
5. Providing the parties inside and outside the building with any information and pictures needed about the building after the approval of the responsible authority.
6. Following up on the processes of operation and maintenance of the building and informing the General Department of Maintenance and Services of any observations.
7. Receive requests for amendments, additions and maintenance from the relevant authorities to complete the requirements of transport and amendment and request offers from companies and institutions to make those amendments and raise the Department of Procurement and coordination with them in the issuance of the approvals and following-up with them.
8. Carry out any other work or tasks assigned to the Department in accordance with the expertise.

Tasks and Future Plan

- Attract competent people and qualify them to cope with the increasing growth in the University Dorms.
- Developing an integrated system, including the renovation of university buildings and facilities, as well as programs for the renovation of buildings and classrooms for their continued efficiency and high-quality performance.
- Maintaining the city's buildings, facilities, aesthetics and the surrounding environment.
- Preparing a well thought out emergency maintenance plan for facilities to deal with emergencies in coordination with the Department of Security and Safety in matters of safety and natural disasters.
- Forming a technical committee from the administration to reveal the buildings, constructions and public facilities that need to be renovated, study their recommendations and submit them to the concerned authority for guidance.
- Work to create a database for each building includes details of the building in terms of space and the number of halls and capacity.
- Make the most of the time factor to complete the facilities maintenance operations and ensure their quality according to the technical engineering.
- Prepare periodic reports on the progress of work in the department.

The University's Main Facilities

The University has many facilities, including but not limited to the following:

- Faculties, including laboratories, workshops, lecture halls and office rooms for university employees, both in the University dorms in Milidah or in the other branches.
- Buildings of senior management and buildings for deanships and departments.
- Library building and branch libraries that provide services to all employees of the university.
- The University Hospital Building, an integral medical facility that is part of the Medical City in the University City in Milidah, which will provide services to University employees and the community members, in addition to the general and specialized medical clinics currently operating, which provide health care services for all university staff including students, faculty and staff.

- A residential city for students with integrated service facilities such as restaurants, prayer rooms, dining rooms, resting and break rooms.
- University housing for faculty members.
- Sports City, which includes a range of facilities and cultural, social and sports facilities implemented using new modern designs and provides a full range of playgrounds and services for employees of the university students and faculty members and staff. This set includes:
 - o Bowling hall and recreational games (billiards, baby foot and).
 - o Multiple games gym (football, basketball, volleyball, badminton and).
 - o Services Building (for management, bathrooms, dressing rooms,).
 - o Swimming pool building with public terraces and equipped for tournaments.
 - o Social building equipped with social rooms and cafeteria.
 - o A group of outdoor stadiums for playing football, basketball and tennis.

The total area of these facilities is (89800 m²) and it costed 89 million Saudi riyals, and built using the latest models of construction and equipped on a high level to serve the employees of the Qassim University Deanship of Student Affairs.

- Farms of the Faculty of Agriculture and Veterinary Medicine
- Students and faculty restaurants
- Great celebration halls

Rules and Regulations for Using Facilities

Rationalization of the use of facilities at the University is organized through a mechanism of several stages, and can be listed as follows:

The First Stage: the stage of examining the applications and making sure that whatever is requested is not already present in the university.

The Second Stage: Continuous work to rationalize the use of facilities. The facilities management at the University has an important role in the organization and rationalization of the use of university facilities, in accordance with the functions of the facilities management mentioned above.

With the aim of rationalization and effective use, the university and colleges assign management of their farms, laboratories, medical clinics and sports and cultural facilities to specialized departments, including administrative and technical leaders, in order to rationalize and ensure efficient management and use of all the facilities. The university is also keen to utilize the university facilities such as laboratories and quality halls, etc., to make the best use of these facilities and to disseminate them, and to regulate the use of these facilities and equipment by all university employees and external bodies through agreements that achieve financial return. The university is also guiding the spending process with economic plans to provide equipment through alternatives to the process of procurement such as leasing and implementation of services such as landscaping, cleaning and transport by contracting with specialized companies.

The Third Stage: training the users of the equipment in order to achieve the maximum benefit from this equipment. The University concludes all contracts for supplying equipment, on a condition that the supplier will provide training sessions on how to use and operate the equipment to those who will be using the equipment in the university.

In addition to the above requirements obligated on the suppliers for providing training on their equipment, the academic sequence system enables colleges to arrange for the experienced professors to convey their expertise and train the staff assisting faculty members and new faculty members on the use of equipment from laboratories and others, through lectures and joint classroom activities.

The University shall establish regulations for the use of facilities, including:

- Some facilities are limited to the use of some university employees.
- Some utilities use time controls.
- Some facilities are used with financial controls.
- Some facilities are available to all university staff.



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