

UNIVERSITY ESTATES: POLICIES, PROCEDURES AND GUIDELINES, MAY 2018

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
PROJECT MANAGEMENT					
POLICIES					
UE 1	Procurement tender procedure – UFS Procurement Policy	Guidance in respect of all purchasing and tender-related procedures and requirements for payment. Prescriptions regarding tender procedure, returnable documents, prescribed contracts, verification of BBBEE status.		Currently being reviewed (May 2018).	UFS Website
UE 2	USAF's formal response: Government Gazette No 36361 of 11 April 2013 contains a proposed policy on student housing at public universities together with applicable norms and standards, accompanied by a call for comments by interested parties.	Physical Infrastructure: Locality, design, health and safety, furnishings and fittings, construction, repairs and maintenance, etc.	N.A.	-	Internal
PROCEDURES AND GUIDELINES					
UE 3	Final Account Process	This document provides guidelines to the Quantity Surveyor on how the final account should be presented to Facilities Planning in order to help process and finalise it as soon as possible.	No	May 2018	Internal SharePoint
UE 4	Appointment of Consultants	Guidelines on the process of registering consultants on the Facilities Planning database, as well as the process of approval.	No		Internal
UE 5	ICT Services – Audiovisual Process	This document is intended to support staff in the Facilities Planning audiovisual projects process. This process begins with obtaining	Yes	ICT Services	Internal

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
		quotations and is concluded with the payment of orders. Communication with suppliers takes place via email. Email groups are created for each service offering, such as hardware, software, networking equipment, data cabling, audiovisual, etc.			
UE 6	Signing of JBCC Contracts and Documents to be Attached, Addenda A, B and C to the Contract.	This document provides guidelines to the professional team in order to get the contract finalised and ensure that all relevant and required documents are attached.	Yes	June 2018	Internal
UE 7	Latent Defect is Suspected	Guidelines regarding how Facilities Management and Facilities Planning should deal with latent defects. This SOP details how to go about rectifying the problem.	No		Internal
UE 8	Facilities Planning Technical Guide: Edition 1	This document is an overview of the key elements of the material and/or methods to be used in all UFS facilities, and encompasses all preceding directives. It has been compiled to establish principles, while at the same time endeavouring to promote uniformity regarding the usage of materials and regulations. Building materials and preferred methods would be economically justifiable and suitable for long-term usage and implementation in order to reduce maintenance and repair work.	Yes	4 th quarter 2018	Internal
UE 9	Guidelines for Providing Braille and Tactile Signage to Facilities	Recommended guidelines from the RNZFB (Royal New Zealand Foundation of the Blind) were followed in compiling these signage specifications.	No	-	Internal
UE 10	Construction Regulation Appointment Letter	The client (the University of the Free State) must provide the construction regulation appointment letter to the appointed principal contractor before he/she can start working on the site.	No	-	Internal SharePoint
UE 11	Housing and Residence Affairs: Technical Specifications	Guidelines for HRA requirements regarding finishes in residences	2016 HRA	HRA	Internal
UE 12	UFS Building Contractor Database Registration	Provides guidelines to University Estates personnel members regarding the registration of new building and maintenance contractors on the contractor database.	March 2017		Internal
UE 13	UFS Building Contractor Database Removal	Provides guidelines to University Estates personnel members regarding the process to be followed when removing contractors from the database.	May 2018		Internal SharePoint

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
UE 14	Installation of ICT Electronics Guideline	This document provides guidelines for integrating the electronics installations by direct subcontractors with the main contractors programme, and the monitoring thereof by the electrical engineer appointed for the particular project.	Feb 2017		Internal
UE 15	Building Handover to Facilities Management	Guidelines on when UFS Facilities Management should take over a practically complete building and add it to the list for future maintenance and clarification of latent defects vs what is classified as routine maintenance.	Jan 2017		Internal SharePoint
UE 16	Maintenance Manual	Prescriptions regarding the specifics that the UFS expects to be included in a maintenance manual upon completion of the building in order to assist in the process of future maintenance. It should be clarified which Facilities Management staff member will be the custodian of the maintenance manuals.	Yes	May 2018	Internal
UE 17	Guidelines Regarding Tender Advertising Procedures on the UFS Website and in Newspapers.	Recommended guidelines for the internal tender process in accordance with the Procurement Policy of the UFS. The advertisement placed in this regard must be able to instil control of the contractors' response.	No	May 2018	Internal SharePoint
UE 18 ICT	Security Services and ICT SOP when Services are Required from IDTEK (internally).	ICT Services holds the technical responsibility, and must therefore further manage the IDTEK contract and put an SLA in place between Facilities Planning and Protection Services; an SLA with IDTEK must also be in place to cover services not specifically intended for Protection Services. ICT Services will also check price and quote integrity as part of our arrangement with IDTEK.	Currently being reviewed by ICT Services and Protection Services.		Internal SharePoint
UE 19	BBBEE Procedure	Guidelines and requirements for BBBEE reporting	Yes	End of 3 rd quarter	Internal SharePoint
UE 20	Practical Completion Guidelines	Guidelines to follow during practical completion of a project.	Yes. To be reviewed by M Khati and A Calitz.	3 rd quarter 2018	Internal SharePoint
UE 21	Approval of drawings by the Mangaung Municipality according to the National Building Regulations and Building Standards Act (No. 103 of 1977).	Guidelines to be followed in this regard.	No	May 2018	Internal

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
ELECTRICAL AND MECHANICAL ENGINEERING PROCEDURES AND GUIDELINES					
UE 22	Standard Working Procedure	Regulates the project process between Facilities Planning and Facilities Management.	No	Reviewed by M. Khati May 2018	Internal SharePoint
UE 23	Contingency Planning: Electrical Engineering Division – 21 January 2016	Provides guidelines regarding how to regulate business off campus during student protests.	No	-	Internal SharePoint
UE 24	11kV Network: Contact Procedure During a Power Failure	Sets out the radio protocol to be followed during switching requirements in the case of power interruptions (written in Afrikaans, as the staff involved are mostly Afrikaans-speaking and the radio dialogues are conducted in Afrikaans).	No	-	Internal SharePoint
UE 25	UFS Energy Management Strategy July 2012	Supplementary to energy management, a proper strategic plan for energy saving in general also requires a close look at the energy efficiency of systems and lighting.	No		Internal SharePoint
UE 26	FO-AZ-0030 Consultant Briefing Commissioning Checklist: 2012	Affords common ground between the client and consultant to fix electrical specifications per project.	Yes	3 rd quarter Anton Calitz	Internal SharePoint
UE 27	UFS Building Project Managers Briefing Electrical Rev 06 2011	The purpose of this briefing document is to integrate the maintenance requirements of UFS Facilities Management with global best practices over the lifecycle of new facilities. Energy management goals, as prescribed by the PCP and ECS, are also incorporated.	Yes	3 rd quarter Anton Calitz	Internal SharePoint
UE 28	Risk Assessment Electrical Supply General Mar 10 JAC: 2010	Assists with the drafting of a risk assessment for each project.	Yes	2019 1 st quarter Maureen and Electrical Engineer	Internal SharePoint
UE 29	Identification of 11KV Infrastructure During Building Projects	Lays down a procedure to trace underground power cables during projects to reduce risk of damage to cables.	No		Internal SharePoint
FINANCE PROCEDURES AND GUIDELINES					
UE 34	Procurement Procedure	Guidelines to ensure compliance with the UFS Procurement Policy.	Yes	July 2018	Internal SharePoint

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
UE 35	Payment Procedure	Guidelines regarding the internal payment procedure to ensure that the JBCC contract has been adhered to and payments are made within 14 days, as stipulated.	Yes	July 2018	Internal SharePoint
UE 36	Procedure for Allocation of Annual Maintenance Funding	Guidelines for distribution of annual maintenance funding.	Yes	July 2018	Internal SharePoint
UE 37	Procedure for Financial / Administrative Completion of Projects	Step-by-step process and requirements for the completion of projects in respect of the final account, final payments, capitalisation and the submission of information to the Finance Division.	Yes	July 2018	Internal SharePoint
UE 38	Procedure for Capitalisation of Projects	Guidelines for capitalisation / decapitalisation of project costs	Yes	July 2018	Internal
UE 39	VAT Implication	Guidelines to rectify the VAT Implication according to the new legislation.		End of 3 rd quarter 2018	Internal SharePoint
UE 40	DHET Reporting Procedure	Guidelines to ensure timeous and accurate reporting on infrastructure and efficiency grants required by the Department of Higher Education and Training.	Yes	July 2018	Internal SharePoint
UE 41	Closeout and Finalisation of Projects	The procedure to follow as soon as a project is signed off as (practically) completed by the Project Owner (PO) in order to close out the project completely, i.e. closing entity, final account, retention, bank guarantee, etc.	Yes	July 2018	Internal SharePoint
OCCUPATIONAL HEALTH AND SAFETY					
POLICIES					
UE 42	Littering Policy	This policy is applicable to events that take place in venues on all campuses of the University of the Free State, and specifically refers to littering during and after such events.	No		UFS Website
UE 43	Events Management Policy	In accordance with the following Acts: <ul style="list-style-type: none"> • Safety at Sports and Recreational Events Act, Act 2 of 2010; • Occupational Health and Safety Act, Act 85 of 1993. 	No		UFS Website
PROCEDURES AND GUIDELINES					
UE 44	Appointment Letters	Appointment Letters as required by the Occupational Health and Safety Act and Regulations, No 85 of 1993.	No		Internal SharePoint
UE 45	Internal Safe Work Procedures	SWP are an integral part of the risk management process, as they outline the hazards and risks and the associated control measures to be applied to ensure that the task/activity is conducted in such a way that the risk of injury is reduced.	No. Reviewed March 2018		Internal SharePoint

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
UE 46	Construction Regulation 2014 Appointment Letters	The University of the Free State must provide a construction regulation 2014 appointment letter to the appointed contractor before he/she can start working on the site.	No		Internal SharePoint
UE 47	Mandatory Agreement	In terms of Section 37(1) and (2), a mandatory agreement must be signed between the University and the appointed Principal Contractor before such contractor can start working on the site.			Internal SharePoint
UE 48	Safety File Audit Template	This document is used to assess contractor Safety Management System (File) compliance with OHS Act 85 of 1993 and UFS requirements.	No		Internal
UE 49	Audit Template	This document is used to assess contractor compliance with OHS Act 85 of 1993 during the construction phase.	No		Internal SharePoint
UE 50	Emergency Evacuation Plan and Procedures	This document provides employees, students and all stakeholders with a clear, step-by-step procedure for vacating a building in an orderly and safe manner during an emergency, and assembling at a safe place for roll call.	No. Reviewed May 2018.	May 2019	UFS Website
UE 51	Disaster Management Plan	This is a plan to manage any disaster at the University of the Free State, and also covers calling in external services to assist in managing an emergency on the University premises.	No. Reviewed May 2018.	May 2019	UFS Website
UE 52	Drill Audit and Report Template	This document is used to assess emergency evacuation drills in buildings on UFS campuses.	No		Internal SharePoint
UE 53	Events Organising Procedure	This procedure ensures that all events that take place on the campuses of the University are organised and executed in the most professional, standardised and effective manner.	No. Reviewed June 2017.		Internal
UE 54	Events Management Plan	This is a safety plan that must be compiled or updated prior to the event, at the specific venue where the event will take place, and must be implemented for the duration of the event.	No		Internal
UE 55	Events Risk Assessments	This document must be compiled for all events by identifying hazards that have the potential to cause harm during internal or external events, and indicating mitigating measures that can be taken to eliminate risk.	No		Internal

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
UE 56	Incident Reporting and Investigation Procedure	This procedure outlines the process for reporting and investigating incidents that occur on UFS campuses with a view to preventing recurrence. It also guides the incident investigator on how to investigate and report the incident.	No		Internal
UE 57	Injury on Duty Flowchart	This is a step-by-step process that provides guidance to all University of the Free State employees on how to report injuries sustained while on duty.	No		Internal
PROPERTY MANAGEMENT					
POLICIES					
UE 58	Bfn Campus Parking Policy, 2012	The purpose of this document is to establish guidelines and principles for the use of parking spaces with a view to alignment with the UFS's strategic objective to provide green, healthy, affordable, safe, fair and orderly parking. This document only applies to the Bloemfontein Campus.	Yes	3 rd quarter 2018	UFS Website
UE 59	Draft Space Management Policy 2016	This policy aims to ensure that appropriate control measures and standards are in place, and that space is adequately managed.	Yes	End of 4 th quarter 2018	Internal when finalised
UE 60	Draft Environmental Policy (Green Policy)	The draft document has been approved; the prescriptions of this policy will guide construction projects to reduce the UFS's carbon footprint and environmental impact.	No		SharePoint
PROCEDURES AND GUIDELINES					
UE 61	Guidelines Regarding Directional Signage and Signage on Buildings	Navigational system on campus, principles regarding signage on buildings (e.g. names of buildings only, departments on entrance doors, etc.).	No		Internal SharePoint
UE 62	Guidelines Regarding Applications for Structural Changes	Management of and control over structural changes to UFS property.	No		Internal
UE 63	SOP: Furniture	Provides guidelines to user clients and consultants pertaining to the purchasing of office furniture.	No		Internal SharePoint
UE 64	SOP: Procedure Pertaining to the Application for a Vacant / New Rental Space on UFS Properties	The procedure that is followed to advertise a vacant space and the decision process to obtain a tenant.	No		Internal
UE 65	SOP: Updating of Building Plans	This SOP concerns providing plans for new buildings or minor alterations to Plans Services. No approval for final payment of	Yes	End of 3 rd quarter	Internal SharePoint;

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
		contractors or consultants should be given without written confirmation that building plans were received. Building plans should be requested within 2 working days.			once updated, Internal
UE 66	Spatial Development Frameworks, all three campuses	Guiding and managing spatial growth.	Yes	End of 2018	Internal Docs SharePoint
FACILITIES MANAGEMENT GENERAL					
PROCEDURES AND GUIDELINES					
UE 67	Minor Alterations	Policy regarding upgrades to buildings, installation of air conditioning and guidelines regarding who is liable for costs – 2016/09/15.	No		UFS Website
UE 68	Service Request Create	Guidelines for creating service requests – 2017/06/15.	No		UFS Website
UE 69	Manager Approvals: Service requests and requisitions	Differentiate between service request and requisition approvals – 2016/11/24.	No		UFS Website
UE 70	My Service Request Worklist	View service request workflow – 2017/03/10.	No		UFS Website
UE 71	Personnel Leave Planning	Guidelines for annual leave planning – 2016/11/28.	No		Internal
UE 72	Personnel Sign-out File	Procedure to sign out for personal time off during office hours – 2016/11/28.	No		Internal
UE 73	Use of cell phones during meetings	Guidelines for use of cell phones during meetings.	No		Internal
UE 74	Use of FM vehicles	Guidelines for use of Facilities Management vehicles.	No		Internal
UE 75	Access Control	Guidelines for reporting of access control issues – 2018/02/06.	No		Internal
WORK ORDER ADMINISTRATION					
PROCEDURES AND GUIDELINES					
UE 76	Work Order Creation and Approval (including open / SR list follow-ups)	Administrative procedure to process work orders – 2016/09/19.	No		Internal
UE 77	Quotation uploads, revisions, control	Administrative procedure to process quotations.	Yes	3 rd quarter	Internal
UE 78	Requisitions – create, cancel, follow up	Administrative procedure to process workshop requisitions – 2016/10/12.	No		Internal
UE 79	Purchase Orders – create, cancel, follow up, change orders	Administrative procedure to process purchase orders – 2016/10/12.	No		Internal
UE 80	Invoice Control, follow-ups	Administrative procedure to process invoices.	Yes	3 rd quarter	Internal
UE 81	Help Desk (including email) and reports	Help Desk operating procedure (system update and feedback) – 2017/04/06.	No		Internal
UE 82	Time Sheets	Administrative procedure to capture time sheets – 2016/10/13.	No		Internal

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
UE 83	Workshop Store Issues	Administrative procedure to capture electrical stock store issues – 2016/10/13.	No		Internal
UE 84	Stock Reordering and Authorisation	Administrative procedure to reorder electrical stock – 2016/11/17.	No		Internal
UE 85	Variance Reports	Guidelines for internal work order control regarding entities and procurement linking.	Yes	3 rd quarter	Internal
UE 86	Journals	Guidelines for creating work order correction journals – 2016/10/13.	No		Internal
UE 87	Preventative Maintenance	Administrative procedure to create preventative maintenance work orders.	Yes	3 rd quarter	Internal
UE 88	Debtors / Billing	Guidelines for billing of debtors – 2016/10/14.	No		Internal
UE 89	Overtime	Administrative procedure to process overtime claims – 2017/08/17.	No		Internal
UE 90	Hour Statements	Administrative process to submit monthly hour statements per division – 2016/10/14.	No		Internal
UE 91	Work Order Support Documentation Filing	Work order administration filing procedure – 2016/10/26.	No		Internal
UE 92	Request for Tenders	Administrative procedure to request tenders from suppliers.	Yes	Awaiting finalisation of Tender Policy	Internal
UE 93	Reconciliation of Debtors Entity	Guidelines for reconciling the Debtors Entity GL information with invoices and work order expenses in PeopleSoft – 2016/10/28.	No		Internal
UE 94	Reconciliation of Workshop Store Account and Stocktaking	Guidelines for reconciliation of electrical store GL information and PeopleSoft purchases and store issues, as well as physical stocktaking – 2016/11/04.	No		Internal
UE 95	Dashboard	Guidelines for completing the Facilities Management dashboard on a monthly / quarterly basis.	Yes	3 rd quarter	Internal
UE 96	Internal Water and Electricity Statements	Administrative procedure to compile and distribute internal monthly water and electricity statements – 2016/11/23.	No		Internal
UE 97	Municipal Water and Electricity Statements	Administrative procedure to check that water and electricity statements have been billed correctly from the Municipality's side – 2016/11/24.	No		Internal
UE 98	Logbooks	Administrative procedure to check and submit Facilities Management vehicle running costs to the Finance Division – 2016/11/24.	No		Internal

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
UE 99	Vehicle Running Cost Control	Guidelines to measure distance travelled per FM vehicle per month – 2016/11/24.	No		Internal
UE 100	Fuel Purchases Control	Administrative procedure to compare fuel purchases (slips) with Stannic statements – 2016/11/24.	No		Internal
UE 101	Distribution of Venue Bookings	Guidelines to distribute monthly venue bookings, as well as ad hoc bookings, to factotums – 2016/11/24.	No		Internal
UE 102	System Setups	Procedures for different PeopleSoft-based system setups / requirements – 2016/11/30.	No		Internal
UE 103	Procurement Reports	Administrative procedure for procurement reporting and follow-up processes – 2017/10/06.	No		Internal
UE 104	Insurance / Damage Claims	Procedure to report damage to UFS property; internal claim process – 2015/05/25.	No		Internal
WORKSHOPS					
PROCEDURES AND GUIDELINES					
UE 105	Procurement Process	Guidelines for sections regarding Facilities Management's internal procurement process in accordance with UFS Procurement Policy, and as arranged with the Finance Division – 2018/05/25.	No		Internal
UE 106	Work Order Workflow	Guidelines for sections regarding internal work order workflow – 2016/09/15.	No		Internal
UE 107	Outlook Calendar	Guidelines for sections to utilise Outlook Calendar to make appointments or to manage their daily schedule – 2016/09/12.	No		Internal
UE 108	BBBEE Training Register	Procedure to report on training and development hours – 2016/05/27.	No		Internal
UE 109	Emergency Work Order Process	Procedure for emergency work that cannot wait for the procurement process to run its course – 2016/12/07.	No		Internal
UE 110	Electrical Stock Management	Guidelines for internal management of electrical stock.	Yes	3 rd quarter	Internal
UE 111	HRA Signoff	Procedure for signing off HRA work orders with a value above R2 000 – 2017/09/11.	No		Internal
UE 112	Supplier Invoice Requirements	Guidelines for sections regarding invoice requirements before submitting to Work Order Administration for final check – 2017/10/05.	No		Internal
UE 113	Experimental Farms	Guidelines for management of maintenance-related requests.	Yes	TBC	Internal
UE 114	Arts Festival Bloemfontein Campus: Electrical	Breakdown of contractor and UFS electrical staff duties during the Arts Festival.	No		Internal

FACILITIES PLANNING EXISTING POLICIES AND PROCEDURES					
POLICY NO	DOCUMENT	DESCRIPTION	UP FOR REVISION? YES / NO / Comment	STATUS UPDATE	UFS WEB / UE INTERNAL
EVENT MANAGEMENT					
PROCEDURES AND GUIDELINES					
UE 115	Event Management	Provides guidance for planning, organising and delivering events across all University of the Free State (UFS) campuses –	No	2018/05/28.	UFS Website
GARDENING SERVICES					
PROCEDURES AND GUIDELINES					
UE 116	Posters and Advertisements	Guidelines regarding procedure to obtain authorisation for posters and advertisements, as well as approval of posters and advertisements	No	2018/06/05.	UFS Website

TABLE 2: PROPOSED NEW POLICIES AND STANDARD OPERATING PROCEDURES

FACILITIES PLANNING PROPOSED NEW POLICIES / SOPs				
POLICY NO	DOCUMENT	DESCRIPTION	Comments	STATUS UPDATE
	Tender Grievances / Feedback Regarding Tenders Project Management	The purpose of this document is to outline the process to be followed in attending to grievances or queries by contractors regarding appointments on tendered projects.	Internal SharePoint	End of 3 rd quarter 2018
	Facilities Management Tenders Project Management	The purpose of this document is to define the process that will be followed in evaluating and appointing contractors for tenders submitted for maintenance work.	Internal SharePoint	End of 3 rd quarter 2018
	Additional Project Funds Allocation Finance	The purpose of this document is to guide the process to be followed when increasing a project budget and making the budget commitment to the entity, as a means to ensure that POs are issued on time so that the project will not be delayed.	Internal SharePoint	End of 3 rd quarter 2018
	Roles of Consultants and Project Management	The purpose of this document is to define the roles of project consultants and the UFS project manager.	Basie Verster	End of 3 rd quarter 2018
	Qwaqwa Campus Parking Policy	The purpose of this document is to establish guidelines and principles for the use of parking spaces with a view to alignment with the UFS's strategic objective to provide green, healthy, affordable, safe, fair and orderly parking. This document only applies to the Qwaqwa Campus.	First draft submitted end of May 2018. Internal UFS Website	Final draft end of July 2018
	Facilities Management Tenders	Policy to outline the Facilities Management tender process.	30 June 2018	In process

