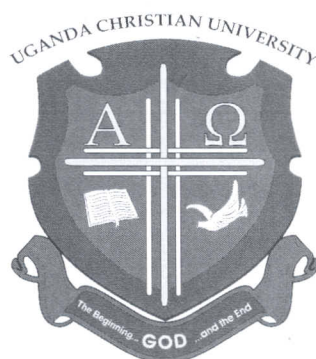


# UGANDA CHRISTIAN UNIVERSITY

## PHYSICAL INFRASTRUCTURE AND PRESERVATION POLICY



A Centre of Excellence in the Heart of Africa

### Policy schedule

Policy Title	Physical Infrastructure & Preservation Policy
Policy Lead Contact	Chair, PIP Committee
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Uganda Christian  
University

*A Centre of Excellence in the Heart of Africa*

## Policy on Physical Infrastructure and Preservation

Approved by Cabinet on 12 July 2010

Revised 22 Feb 2011

Signed by Vice Chancellor:

Policy Approved by Cabinet on date:

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## 1. PREAMBLE

The UCU Strategic Plan 2006-2015 recognized the importance of the physical plant to University operations. The Plan indicated that the University should achieve “ideal National standards” for facilities. The Plan also stipulates that “Beautiful campuses are built and historic features are preserved.” Three major goals were established: preservation of historic features, implementation of standards for design, colours, and materials; and planting trees and protection of green areas.

This document clarifies policies that govern how these goals can be realized. It is based on the following assumptions:

1. The very nature of a Christian campus should reflect our appreciation of God’s creation. Land use planning should be sustainable and provide an excellent witness of love and stewardship for our neighbours, staff, and students. Consequently land use must reflect a godly balance of development and preservation.
2. The physical plant should provide a safe, modern, and professional quality environment for comprehensive study, work, and leisure. Standards change and staff and student requirements vary over time. Planning should anticipate this.
3. Buildings, utilities, and grounds are interrelated and must be planned, developed and managed jointly. For example, proper building planning shall make good use of utilities, cater for storm water, and maximize beauty.
4. The full University includes the Main campus and constituent colleges. In some cases, such as Bishop Barham campus in Kabale or the Buwalasi campus outside Mbale, facilities are also old and historic. Certainly each regional campus has a mix of old and new that must be planned carefully and stewarded properly.
5. Other policies govern day to day utilization of facilities or grounds.
6. There is need to heed Health and Safety concerns as the University preserves and maintains its historic facilities.

This policy document should help guide activities that improve stewardship and use of the physical resources that God has given for UCU.

## 2. PHYSICAL INFRASTRUCTURE AND PRESERVATION COMMITTEE

The University created a Physical Infrastructure and Preservation Committee in 2008/9 to address ongoing needs to plan and implement campus development and preservation projects.

### 2.1 MEMBERSHIP IN THE PHYSICAL INFRASTRUCTURE AND PRESERVATION COMMITTEE

The Committee shall have Permanent and Ad Hoc members.

Permanent Members:

- A cabinet official responsible for oversight of construction and/or facilities
- Offices responsible for planning, development, new construction, renovation, maintenance, utilities, and grounds. Where multiple functions fall under one office, PIP may invite multiple members from that office.

Ad Hoc members, who serve three (3) year terms:

- Representatives appointed from academic programmes including academic central office, and academic faculties including both humanities and science programmes
- Representatives from student guild
- Others as may be coopted by the Committee to assure that available needed skills are tapped and there is a balance of representation from different aspects of University administration.

### 2.2 TERMS OF REFERENCE FOR THE PIP COMMITTEE

The Committee shall report to the Vice Chancellor's Cabinet and shall:

1. Plan for University facilities and environment. This includes:
  - a. Cause master planning for all University space.
  - b. Receive, prioritize and pass future physical infrastructure plans for the next five years.
  - c. Plan, propose, and initiate pathways, connections, open spaces and landscaping needs at the University.
  - d. Draw up an annual budget for their activities to be incorporated into the University budget
2. Allocate use of University space
  - a. Allocate infrastructure, buildings, and green space.
  - b. Assign space to specific users, except regarding specific classes and staff housing.
3. Oversee architectural planning.

- a. Obtain architectural plans from registered architects for all new and old buildings and structures
  - b. Advising the University Administration (and the Vice Chancellor in particular).
4. Assess and ensure safety and security of University facilities and grounds, liaising with the Health and Safety Committee and Estates/Security as necessary.
  5. Establish and implement standards for construction and preservation.
    - a. Supervise quality control standards against which all new buildings are erected and old ones are kept.
    - b. Ensure accessibility of all facilities, and especially for the physically challenged.
  6. Oversee and assure completion of new projects, including financing, construction, external works, occupation permits, safety fixtures, etc. Receive and forward periodic reports on progress.
  7. Protect and preserve the buildings and the environment.
    - a. Identify and maintain records of all historic facilities including historic value such as year of construction/planting, usage over the years, occupants, images (photos, drawings, maps, and paintings), etc.
    - b. Oversee or require protection and preservation of historic buildings/facilities at the University Campuses.
    - c. Oversee, improve, and protect the environment at the University Campus.
    - d. Ensure safe storage for all Blueprints old and new in the Archives/Museum.
  8. Oversee naming of new and existing infrastructure and spaces according to University policy.
  9. Source for relevant skills to facilitate committee work from within the University, or for external expert advice as the need may arise and resources allowing.
  10. Perform all other work relevant to the development, beauty and preservation of facilities of Uganda Christian University.
  11. Liaise with other UCU committees (e.g. Health and Safety, Housing, etc.) as necessary in order to implement PIP activities.

### **2.3 REPORTING FROM PIP**

PIP shall submit the following reports to management through the Vice Chancellor's cabinet:

- Annual maintenance and safety inspections of each building/facility (discussed below)

- Completion of major construction and renovation projects
- The state of the University's physical infrastructure to be incorporated into the Vice Chancellor's report to the Planning and Development Board at least once a year.

## **2.4 EXCLUSIONS FROM PIP AND THIS POLICY**

- Occupancy and day to day utilization of facilities and structures is not governed or controlled by this policy.

## **3. PLANNING, CONSTRUCTION, AND IMPROVEMENTS**

### **3.1 CAMPUS MASTER PLAN**

- Each UCU Campus must have a master plan that is prepared by registered architects and engineers and adopted by the Planning and Development Board.
- Master Plans shall reflect input (briefing) from "users" including staff and students, and stakeholders to include the University Council, Church of Uganda, Town Councils, among others.
- The Master Plans shall line up with any prevailing Strategic Plans.
- The Master Plan shall indicate how campus development fits with the context, taking advantage of and contributing to local planning initiatives and assuring the best possible relations with neighbours.
- The Master Plan shall indicate priorities for development over stated periods, and provide financial estimates.

### **3.2 NEW CONSTRUCTION AND MAJOR RENOVATIONS**

- New projects should be developed and sited in consistency with the Master Plan.
- All requests which fall under the mandate of PIP must be submitted in writing to PIP with sufficient documentation, including the facility requirements and anticipated uses and design assumptions or parameters.
- External works and landscaping is a mandatory part of building development to conform to University storm water management and landscaping strategies.
- PIP shall review construction requests and plans against the stated PIP Building Guidelines (recent version attached).
- User input must be obtained. Staff, students, visitors or any other direct stakeholders must be consulted in the design phase.
- Neighbours who are directly or indirectly affected by University developments should be consulted or considered in the design.

- New construction or major renovations shall require input from a registered Architect and/or Engineer.
- Government approvals are needed and must be obtained on major plans and developments.
- PIP shall give a timely response to requests. Special meetings can be scheduled for urgent reviews.

### **3.3 PROJECT IMPLEMENTATION AND COMPLETION**

- Progress reports and revised timelines for projects shall be circulated to affected campus offices.
- Management shall receive a report when PIP declares a project “complete.”
- Occupancy permits shall be obtained by the appropriate offices within the appropriate timeframes.

### **3.4 EXTERNAL ORGANIZATION FACILITIES**

- Occasional external organizations may use or seek to construct facilities on University grounds. Such facilities must conform to the Master Plan of the University both in location and in function.
- Memoranda of Understanding or contracts are needed and must be established for each outside organization PROVIDED that no organisation shall hold a facility on University land in perpetuity.
- Fair rent in cash or kind shall be paid by outside organizations for use of University land or facilities.
- Structures constructed with or by an external organisation must conform to University requirements.
- PIP shall review and decide upon all proposals for facility placement, use and design by external organizations.

### **3.5 BLUEPRINTS AND RECORDS**

- PIP shall review and approve plans or blueprints for major renovation or new construction.
- Blueprints and plans shall be copied and stored as follows: original documents in University Archives; full size copies in both Projects and Estates offices; reduced size copies with the Planning office.

## 4. STANDARDS FOR BEAUTY, PRESERVATION, AND SAFETY

### 4.1 DESIGN/CONSTRUCTION STANDARDS

- PIP has prepared a separate Building Guidelines document.

### 4.2 HISTORIC FACILITY PRESERVATION

- PIP has prepared a separate Historic Infrastructure and Spaces Preservation Guideline document.

### 4.3 UTILITY PLANNING

- All buildings, current or future, shall have their required water, sewer, storm water, electric, data cables planned and placed.
- Current maps shall be maintained in accessible places - with originals to archives, copies to other offices that handle utilities - e.g., Projects, Estates, and Planning.
- All possible efforts shall be made to streamline and centralize utility lines, instead of implementing ad hoc strategies for a given building.
- The Planning, Estates and Projects offices shall each keep a Utilities map of the entire campus.

### 4.4 SAFETY AND SECURITY STANDARDS

- All facilities including grounds, paths, roadways, buildings and utilities must be constructed and maintained to assure safe access and utilization.
- Annual inspections described above shall include a “safety and security audit” .
- PIP and its members shall be attentive to ‘trouble spots’ including:
  - Poor security from poorly lit areas on or adjacent to campus,
  - Inadequate doors, locks, burglar proofing or lighting,
  - Poor safety from accessibility, wiring, plumbing, construction materials and design (e.g., slopes)
  - Fire safety and exit plans
  - Exposed pits, slippery surfaces, and other facilities that pose a safety risk to the community.
- The community shall report to Estates and/or PIP any safety or security concerns that could lead to injury of individuals or damage/loss of property.



- PIP and its members shall report at once to the relevant office any practices that are unsafe to person or property, and the University shall take immediate corrective action when necessary for protection of the same.

#### **4.5 ENVIRONMENTAL IMPACT AND LANDSCAPING**

- All construction or improvements shall aim to preserve or minimize the environmental impact. Therefore all major constructions shall be required to obtain an Environment Impact Assessment (EIA) Certificate before commencement of project.
- Those University activities that pose potential risks to the environment shall be monitored including - but not limited to - wastewater, stormwater, solid waste, liquid waste (e.g. from science laboratories).
- The University shall implement recycling and reuse programmes whenever possible.
- Greening is a priority. The University shall assure ongoing new tree and/or flower planting and preservation in gazetted areas.
- Landscaping shall preserve beauty and protect and improve use of the land.

#### **4.6 COORDINATION AMONG CAMPUSES**

- Each Campus shall have its own PIP committee and make annual reports to the University-wide PIP committee.
- Any major development projects at the local campuses shall be submitted and approved by PIP at the main campus.

#### **5.0 INSPECTIONS FOR REPAIR, MAINTENANCE, SAFETY AND SECURITY**

- PIP shall assure that all facilities and grounds are annually inspected for repair, maintenance, safety and security, noting in particular:
  - structural defects or maintenance issues that threaten safety of person or property
  - functional improvements needed in construction, wiring, plumbing, etc.
  - landscaping, including drainage, trees, green areas
  - areas inside and outside of buildings
  - apublic and common areas, paths and roads
  - offices, classrooms, staff and student housing and other facilities
  - compliance with preservation guidelines for “historic” facilities
  - aesthetic areas for improvement.

- Inspections shall be done by offices designated by PIP. It is assumed that the Estates department shall be involved or lead the inspections.
- A record of inspection of each building shall be kept by the Secretariat of the PIP committee.
- Routine repairs shall proceed, but major renovations shall be planned as part of a prospective capital budget investment.
- Biennial inspections of trees shall be carried out by professionals to determine what measures are required to protect trees or manage trees.

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