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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);

- 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



## **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.