




**SEKU/MR/OP/012: PROCEDURES FOR CATERING SERVICES**

AUTHORIZATION: This procedure has been issued under the authority of MR	
TITLE/POSITION:	DVC CS / ISO MR
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS/ISO MR

## 1.0 DISTRIBUTION LIST

Distribution of controlled copies of this procedure has been issued to:

S.NO	COPY HOLDER
1	VICE CHANCELLOR
2	DEPUTY VICE CHANCELLOR (CS)
3	MANAGEMENT REPRESENTATIVE
4	DIRECTOR FINANCE AND ACCOUNTING
5	DIRECTOR – FACILITIES MANAGEMENT AND ADMINISTRATION

## 2.0 PURPOSE

The purpose of this procedure is to ensure that food production, services and sales in this Department are done correctly, efficiently and effectively.

## 3.0 SCOPE

The procedure applies to all the services and products offered by the catering Department of South Eastern Kenya University.

## 4.0 REFERENCES

- Health & Safety Act
- Food & Drugs Act

## 5.0 DEFINITIONS AND ABBREVIATIONS- N/A

SEKU - South Eastern Kenya University

CAS – Catering & Accommodation Services

Head Catering Officer – Head of Department

L.P.O. – Local Purchase Order

**PRN** – Purchase Requisition Note

**MRN** – Materials Requisition Note

## **6.0 RESPONSIBILITIES**

The Director, Catering and Accommodation Services shall have the Principal responsibility of ensuring that the procedures are fully implemented.

## **7.0 PROCEDURE DETAILS**

### **7.1 Procedure for credit sales**

- 7.1.1 The Department/committee shall raise a requisition 7 days in advance specifying the food required, time and venue and shall obtain an approval of the requested budget from the finance office
- 7.1.2 The approved requisition shall be forwarded to the director CAS who shall approve/disapprove the provision of the service. An approved request shall be forwarded to the Head Catering Officer.
- 7.1.3 The Head Catering Officer shall ensure that the requested meals are available, and shall forward the request to the Catering Officer on duty
- 7.1.4
- 7.1.5 The catering Officer on duty shall ensure that the requested meals are prepared and served on the requested date, time and venue.
- 7.1.6
- 7.1.7 The head catering Officer shall forward a summary of the credit food sales to the Director FMA who shall then request an approval for payment from the Deputy Vice Chancellor – CS

### **7.2 Procedure for food production.**

- 7.2.1 The catering Officer on duty shall determine the required food ingredients for the required meals as per the day's menu.
- 7.2.2 He/she shall then fill an MRN which shall be forwarded to the Head catering Officer for approval.
- 7.2.3 The head catering Officer shall verify whether the requested food quantities are sufficient for the expected number of clients and shall approve/disapprove the MRN

7.2.4 The approved MRN shall be forwarded to the store keeper who shall then issue the requested materials to the catering Officer on duty

7.2.5 The catering Officer on duty shall forward the materials to the Head cook and supervises the preparation and production of the meals.

### **7.3 Procedure for serving meals**

7.3.1 Ready meals shall be arranged at service counters and maintained at appropriate temperatures.

7.3.2 For cash sales, the customer shall present a receipt of payment with details of the food item(s) bought to the head cook/cateress on duty at the service counter.

7.3.3 The receipt shall be verified and retained.

7.3.4 The service attendant serves the food to the customer.

### **7.4 Procedure for Checking in at the Guesthouse.**

7.4.1 On arrival the guest shall be received at the reception where he/she is issued with a room registration form.

7.4.2 After completion of the form, the guest shall pay for the room and issued with a receipt.

7.4.3 The Guest is shall then be escorted to the room.

### **7.5 Procedure for ala'cate meals at the Guesthouse.**

7.5.1 A Guest shall place an order for a meal of his choice.

7.5.2 The waiter shall receive the order and shall inform the guest on the time it shall take to prepare the meal.

7.5.3 The waiter shall forward the order to the cook for preparation

7.5.4 Once the meal is ready the waiter shall serve the food to guest(s).

7.5.5 The guest shall be billed and issued with a receipt after payment.


### **7.6 Procedure for Cleaning In the Kitchen and Dining Halls.**

7.6.1 The Cateress shall ensure cleaning of premises and fill the kitchen cleaning check list (SEKU/CAS/CAT/F – 01) for daily cleaning, (SEKU/CAS/CAT/F – 02B) for weekly cleaning, (SEKU/CAS/CAT/F – 02C) for periodic cleaning.

**6.6.3** The Catering Officer shall ensure that fumigation of the kitchens, dining hall and stores is done once when the students are not in session.



**SEKU/MR/OP/013: PROCEDURES FOR ACCOMODATION SERVICES**

AUTHORIZATION: This procedure has been issued under the authority of DVC - CS	
TITLE/POSITION:	DVC CS / ISO MR
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
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3	MANAGEMENT REPRESENTATIVE
4	DIRECTOR FINANCE AND ACCOUNTING
5	DIRECTOR – FACILITIES MANAGEMENT AND ADMINISTRATION

## **2.0 PURPOSE**

The purpose of this procedure is to ensure that accommodation services are done correctly, efficiently and effectively.

## **3.0 SCOPE**

The procedure applies to the accommodation services of South Eastern Kenya University.

## **4.0 REFERENCES**

1. South Eastern Kenya University Accounting Manual (2011)
2. International Financial Reporting Standards
3. International Auditing Guidelines
4. Public Audit Act (2003)

## **5.0 DEFINITIONS AND ABBREVIATIONS**

**SEKU** - South Eastern Kenya University

**CAS** – Catering & Accommodation Services

**Head Catering Officer** – Head of Department

**L.P.O.** – Local Purchase Order

**PRN** – Purchase Requisition Note

**MRN** – Materials Requisition Note

**OB** – Occurrence Book

## **6.0 RESPONSIBILITIES**

The Director, Catering and Accommodation Services shall have the Principal responsibility of ensuring that the procedures are fully implemented.

## **8.1 PROCEDURE DETAILS**

### **8.2 Procedure for Room Allocation /Clearance to/from Student Hostels.**

- 8.2.1 A student shall apply online for room allocation or a JI8 form in the case of a new student and shall be allocated a room by the halls Officer.
- 8.2.2 On reporting a student should clear with finance and the details updated in the information system.
- 8.2.3 The Housekeeper shall print a booking application list from the system for students to sign when they are allocated rooms.
- 8.2.4 The house keeper shall check – in each student to a room and shall issue a key, mattress fill an issue note (SEKU/CAS/ACC/F – 01)
- 8.2.5 The halls officer shall compile a final allocation list of student’s allocated rooms in each hostel and shall prepare an occupancy report.
- 8.2.6 At the end of each semester the housekeeper shall check out each student from a room and shall then collect the key and mattress issued while checking in, and shall clear student from the system.
- 8.2.7 The student shall sign a check –out list
- 8.2.8 The house keeper then prepares a clearance report.
- 8.2.9 In the case of lost or damaged keys or mattresses, the student shall be requested to pay to the finance Department before clearance.

### **8.3 Procedure for Handling Incidences in the Hostel.**

- 8.3.1 The student shall lodge a complaint to either the Janitor or the housekeeper either verbally or in writing.
- 8.3.2 The housekeeper shall record the incidence in OB and shall write a brief to the head of section CAS for appropriate action.
- 8.3.3 The relevant action shall be taken within 21 days after the complaint has been lodged

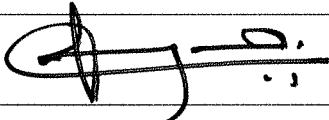
### **8.4 Hostel Cleaning Procedure.**

- 8.4.1 The housekeeper shall supervise cleaning of premises and fill the hostel cleaning check list (SEKU/CAS/ACC/F – 02A) for daily cleaning, (SEKU/CAS/ACC/F – 02B) for weekly cleaning, (SEKU/CAS/ACC/F – 02C) for periodic cleaning.





**SEKU/MR/OP/021: PROCEDURES FOR FINANCE CATERING & ACCOMODATION SECTION**

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REVISION NO	03
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SEKU	DVC – CS / ISO MR

## **1.0 PURPOSE**

The purpose of this procedure is to ensure that accounting & finance services in the catering and accommodation services are correct, efficient and effective.

## **2.0 SCOPE**

The procedure applies to all Students & employees of South Eastern Kenya University who access catering and accommodation services.

## **3.0 REFERENCES**

1. South Eastern Kenya University Accounting Manual (2011)
2. International Financial Reporting Standards
3. International Auditing Guidelines
4. Public Audit Act (2003)

## **4.0 DEFINITIONS AND ABBREVIATIONS**

<b>CS</b>	COORPORATE SERVICES
<b>DFA</b>	DIRECTOR FINANCE AND ACCOUNTING
<b>DFMA</b>	DIRECTOR FACILITIES MANAGEMENT AND ADMINISTRATION

## **5.0 RESPONSIBILITIES**

The DFMA is responsible for organizing and coordinating all the day to day activities geared towards achieving the goals of this procedure.

## **6.0 PROCEDURE DETAILS**

### **6.1 Sale of food items**

- 6.1.1 The cashier shall operate the cash register machine according to the shift – plan and as per the work instructions.
- 6.1.2 At the end of every session, the cashier shall produce a sales report (X report) which shall be banked and the banking slip handed over to the head cashier together with sales (X) report.
- 6.1.3 The head cashier shall reconcile the sales (X) reports and the bank slip and record the details in the sales journal.

- 6.1.4 The head cashier shall clear the cash register machines every day at a time prescribed by the accountant in charge of catering and accommodation services.
- 6.1.5 He shall then receipt the slips and post them in the cashbook.
- 6.1.6 The head cashier shall then prepare a sales report and forward it to the accountant in charge catering and accommodation services, together with the Z reports (clearance report).

## **6.2 Issuance of an LPO**

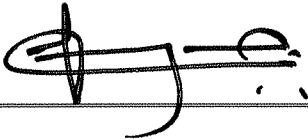
- 6.2.1 An approved request for purchase of goods or services shall be received from the Procurement Department, together with a copy of Procurement committee meeting minutes, Purchase requisition Note (PRN) and a duly raised AIE by the user Department
- 6.2.2 The Accountant – Accommodation & Catering services shall process the documents as prescribed in **SEKU/FPD/FIN/EXP 03**.

## **6.3 Processing of Payment**

- 6.3.1 The Accountant – Accommodation & Catering services shall process the documents as prescribed in **SEKU/FPD/FIN/EXP 03**.



**SEKU/MR/OP/010: PROCEDURE FOR MAINTENANCE AND REPAIRS OF BUILDINGS, ROADS AND ELECTRICAL WORKS**

<b>AUTHORIZATION:</b> This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS / ISO MR
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
<b>DOCUMENT CONTROL</b>	
ISSUE NO.	03
REVISION NO.	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC - CS / ISO MR

## **1.0 PURPOSE**

This Purpose of this procedure is to ensure effective maintenance of buildings, roads and electrical works.

## **2.0 SCOPE**

The procedure applies to all the maintenance and repairs services of buildings roads and electrical works..

## **3.0 REFERENCE**

- i. The SEKU Quality Management Systems
- ii. SEKU Strategic plan
- iii. SEKU Service charter

## **4.0 TERMS, DEFINITIONS AND ABBREVIATIONS**

- i. SEKU – South Eastern University College
- ii. P&D- Planning and Development
- iii. DVC - CS – Deputy Vice Chancellor Finance, Planning and Development
- iv. D FMA Director Facilities Management and Administration
- v. C.O.W – Clerk of Works
- vi. MNRF – Maintenance Report Form
- vii. MRF – Material Requisition Form

## **5.0 RESPONSIBILITIES**

The DVC - FPD is responsible for the effective implementation of this procedure.

## **6.0 PROCEDURE DETAILS**

### **6.1. Repairs**

- 6.1.1. The user Department makes a request for repairs by filling the repairs Requisition form (**SEKU/FPD/MNT – PD/ F- 01**).
- 6.1.2. The Head of section assigns the works to the relevant Artisan who inspects the extend of repairs required.
- 6.1.3. If repairs do not require procurement of materials the artisan undertakes the repairs.
- 6.1.4. If the repairs require procurement of material The C.O.W makes a request for the procurement of the materials to the DVC – CS / ISO MR.

6.1.5. Once the materials have been procured, then the necessary repairs are undertaken.

**6.2. Maintenance**

6.2.1. At the beginning of the financial year the head of section shall prepare the Maintenance schedules for buildings, roads and electrical works and forward to the Director FMA for approval.

6.2.2. At the maintenance time as per the schedule the head of section shall send a team to the location for inspection.

6.2.3. The team shall prepare a report on the findings to advice on the requirements for repairs.

6.2.4. The procedure for repairs from 6.1.B shall then apply.



**SOUTH EASTERN KENYA UNIVERSITY**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

**REPAIRS REQUISTON FORM (RRF)**

**Part 1: To be filled by Department/Section Head (Department).....**

Name.....Signature.....Date.....  
 .....

a) Reported works to be carried out

S/No.	Defect/damage/breakage	Location	Cause defect/damage	Requested action for rectification
1				
2				
3				
4				
5				

**Part 11: Maintenance Officer/Representative**

Name.....Signature.....Date...  
 .....

Approved (Yes/No).....Reason if  
 no.....

Recommended  
 Action.....

**Part 111: Works/Service Allocation**

Allocated to  
(Name).....Designation.....Date.....

**MATERIALS AND VALUATION**

Sno	Description	Unit	QTY	RATE	AMMOUNT (KSHS)
1.					
2.					
3.					
4.					
5.					

Officer's Signature: ..... Date: .....

**Part 1V: Department/Section Head (work/service)**

Comment (after works).....

Signature.....Date.....

**Part v: Maintenance Officer/Representative (after works)**

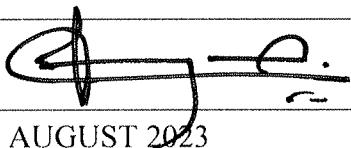
Comment (after works).....

Signature.....Date.....





**SEKU/MR/OP/042: PROCEDURE FOR CLEANING OF BUILDINGS AND GROUNDS MAINTENANCE IN THE UNIVERSITY**

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – DVC - CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
PROCEDURE FOR CLEANING	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – DVC - CS / MR

## **1.0 PURPOSE**

The purpose of this procedure is to monitor cleaning of buildings and the environment in SEKU.

## **2.0 SCOPE**

The procedure covers the entire University.

## **3.0 REFERENCES**

**Service Charter (SEKU/VC/SC/01)**

## **4.0 DEFINITION OF TERMS**

**DVC - CS** – Deputy Vice Chancellor - CORPORATE SERVICES

**Director FMA** – Facilities management and Administration

**H.C.S** –Head Central Services

## **5.0 RESPONSIBILITIES**

The Head Central Services shall be responsible for the effective implementation of this procedure.

## **6.0 PROCEDURE DETAILS**

### **6.1 Cleaning**

6.1.1 This shall start with HCS raising a requisition for cleaning at the beginning of every semester and forwarding the request to the Stores for issuance.

6.1.2 The HCS shall prepare a cleaning duty roster at the beginning of every month.

6.1.3 In preparing the duty roster, the HCS considers:-

- a) Workforce available
- b) Cleaning materials and equipment available

6.1.4 On coming up with the duty allocation roster, the HCS posts a copy on the notice board for implementation.

6.1.5 During the semester, the supervisor in charge:

- a) Issues the cleaning materials and equipment to cleaners
- b) Supervises cleaning and updates the cleaning monitoring form –

**SEKU/DVC - CS/CS/ F – 04.**

## **6.2 Compound maintenance**

- 6.2.1 The HCS identifies any need to carry out compound maintenance or receives a request from any member of the University to carry out compound maintenance.
- 6.2.2 After identifying the need to clean/ maintain the compound necessary measures are taken.
- 6.2.3 In approving the request, the HCS considers
  - a) The urgency
  - b) Resource requirement
  - c) Number of staff in the Department
- 6.2.4 The HCS communicates recommendations to the supervisor.
- 6.2.5 If approved, the supervisor assigns responsibilities to the grounds men in the section based on the nature of work being undertaken.
- 6.2.6 The grounds supervisor shall ensure that the maintenance is done satisfactorily.



# SOUTH EASTERN KENYA UNIVERSITY

## CASUAL WORK RECORDS FORM

NAME: ..... ID. NO: .....

BANK: ..... A/C NO: .....

BRANCH: .....

DESIGNATION: ..... SKILL LEVEL: .....

MONTH: .....

S/NO	DATE	TIME IN	SIGN.	TIME OUT	SIGN.	SUPERVISOR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
13.						
14.						
15.						

DAYS WORKED: ..... RATE PER DAY: ..... TOTAL PAY FOR THE MONTH: .....

SUPERVISOR'S SIGN: ..... DATE: .....



SEKU/DVC - CS/CS/F - 04

# SOUTH EASTERN

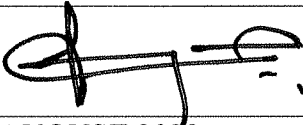
# KENYA UNIVERSITY

## CLEANING MONITORING FORM

Date	Cleaning Officer's Name	Area cleaned	Time Cleaned	Signature of cleaner	Supervisor's Name	Time Inspected	Signature of supervisor	Remarks

CHECKED BY: ..... DATE: ..... SIGN: .....

**SEKU/MR/OP/046: PROCEDURE FOR BOOKING OF BOARDROOMS**

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/ POSITION:	DVC – DVC - CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
DOCUMENT CONTROL	
ISSUE NO:	03
REVISION:	03
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SEKU	DVC – DVC - CS / MR

## **1.0 PURPOSE**

The purpose of this procedure is to ensure harmonization in the booking and allocation of board rooms

## **2.0 SCOPE**

This procedure covers all meetings scheduled to be held in the University board rooms

## **3.0 REFERENCES**

- i. SEKU Almanac
- ii. Boardroom Reservation Schedule

## **4.0 TERMS, DEFINITIONS AND ABBREVIATIONS**

- i. SEKU - The South Eastern Kenya University
- ii. VC - Vice Chancellor
- iii. DVC – CS - Deputy Vice Chancellor - COORPORATE SERVICES

## **5.0 RESPONSIBILITIES**

The Administrative Assistant, Office of the VC shall ensure that this procedure is fully implemented.

## **6.0 PROCEDURE DETAILS**

- 6.1 The User Department shall write to the Administrative Assistant, Office of the VC requesting for reservation of a boardroom stating the type of meeting, date, time and the preferred boardroom, at least one (1) week prior to the date of the meeting
- 6.2 The Administrative Assistant Office of the VC shall check for availability of the Boardroom requested for, in reference to the Boardroom Reservation Schedule and the SEKU ALMANAC
- 6.3 If available, the Administrative Assistant shall enter the details of the meeting (date, time venue) in the Boardroom Reservation Schedule indicating that the Boardroom has been successfully reserved as requested.
- 6.4 If the preferred Boardroom is unavailable, but an alternative one is, the Administrative Assistant Office of the VC shall discuss with the User Department and if it is agreeable, the alternative Boardroom shall be reserved.
- 6.5 If the preferred Boardroom or an alternative are not available, the Administrative Assistant office of the VC shall notify the User Department for their necessary action.

**Appendix I -**



# SOUTH EASTERN KENYA UNIVERSITY

## BOARDROOM BOOKING SCHEDULE

DAY	DATE	TIME	VENUE	MEETING
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				





**SEKU/MR/OP/049: PROCEDURE FOR FUELLING UNIVERSITY VEHICLES**

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DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
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SEKU	DVC – DVC - CS / MR

## **1.0 PURPOSE**

The purpose of this procedure is to ensure efficient fuelling of University vehicles.

## **2.0 SCOPE**

This procedure applies to fueling of all University vehicles.

## **3.0 REFERENCES**

- i. SEKU Quality Manual (SEKU/MR/QM/001)
- ii. SEKU Service Charter SEKU/VC/SC/001
- iii. Code of Conduct and Professional Ethics

## **4.0 TERMS & DEFINITIONS**

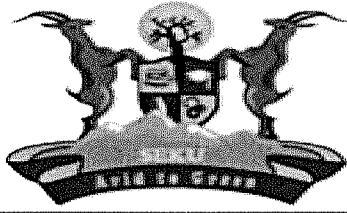
- i. DVC – CS - Deputy vice Chancellor Corporate Services  
Resource Management
- ii. D FMA - Director Facilities and Administration
- iii. TO - Transport Officer

## **5.0 RESPONSIBILITIES**


The Transport officer shall be responsible for the effective implementation of this procedure.

## **6.0 PROCEDURE DETAILS**

- 6.1 The driver checks the fuel levels and informs the TO of fuel level of the University vehicle.
- 6.2 The TO verifies the physical position of the fuel and checks the fuel balance in the fuel card on line or from the receipt of previous fueling.
- 6.3 The TO issues the card with instructions to the driver on the amount of fuel to load as per fuel detail form – SEKU/DVC - CS/TPSP/F - 02.
- 6.4 At the designated fuelling stations, the driver oversees the fuelling of the vehicle to the authorized capacity, and receives a receipt.
- 6.5 The driver posts the litres and the amount drawn into the work ticket.
- 6.6 The TO confirms that the receipt and the work ticket are recorded as per the instruction given and records the details of the activity in the fuel register – SEKU/DVC - CS/TPSP/27/ VOL1.



**SEKU/MR/OP/050: PROCEDURE FOR ROUTINE FLEET UTILIZATION**

AUTHORIZATION: This procedure has been issued under the authority of the  MR	
TITLE:	DVC – DVC - CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023

DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	02
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS /MR

## **1.0 PURPOSE**

The purpose of this procedure is to ensure efficient and cost effective utilization of university vehicles

## **2.0 SCOPE**

This procedure applies to utilization of all University vehicles

## **3.0 REFERENCES**

- Service Charter **SEKU/VC/SC/01**

## **4.0 TERMS & DEFINITIONS**

- DVC - CS – Deputy Vice Chancellor - Corporate Services
- TO – Transport Officer

## **5.0 RESPONSIBILITIES**

REG- DVC - CS shall be responsible for the effective implementation of this procedure.

## **6.0 PROCEDURE DETAILS**

### **6.1 TRANSPORT BOOKING AND SCHEDULING**

- 6.1.1 Requesting staff shall fill in a transport requisition form (**SEKU/DVC - CS/TR/F - 08**) and forward to the REG- DVC - CS for approval through the departmental head (7) days prior to the date of travel.
- 6.1.2 The registrar – DVC - CS forwards the request with recommendations to the TO who identifies and allocates the vehicle to be used and informs the requesting officer
- 6.1.3 The TO identifies and assigns a driver as per the current duty roaster.
- 6.1.4 The assigned driver checks the assigned vehicle for fitness for the journey and fills in the vehicle movement register a brief report.
- 6.1.5 On the date of travel, the driver shall fill in the work ticket for signing

### **6.2 VEHICLE MAINTENANCE**

#### **6.2.1 NORMAL SERVICE/ MAINTENANCE**

- 6.2.1.1 The Driver shall notify the TO when the vehicle is due for normal service.
- 6.2.1.2 The TO shall seek for approval from the VC through the DVC - CS
- 6.2.1.3 The Vehicle shall then be taken to the dealers.

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6.2.1.4 Upon completion of the service the TO processes payments as per the payment procedure.



**SOUTH EASTERN KENYA UNIVERSITY**  
TRANSPORT REQUISITION FORM

**FROM:** .....  
**DEPARTMENT|:** .....  
 Wish to apply transport for:  
 .....  
 .....

**FROM**  
 (Day/TIME) ..... To .....  
 On Date  
 .....


**DEPARTMENT:**  
 The Department supports / does not support this request.  
 Head of Department  
 .....  
 Date: .....

**TRANSPORT ALLOCATION**  
 Motor vehicle Reg. no. ....  
 Sign ..... Date .....  
 Has been allocated for the above duty  
 Transport department expects you to take full care of the vehicle while under your custody.  
 Note that a full inspection will be conducted prior to hand over and at the time of check in.

**Registrar (DVC - CS)**  
**This request is approved/ not approved.**  
 Sign ..... date .....



**SEKU/MR/OP/52: PROCEDURE FOR PROVISION OF SECURITY SERVICES**

AUTHORIZATION: This procedure has been issued under the authority of the	
MR	
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SEKU	DVC – DVC - CS/ ISO MR

## **1.0 PURPOSE**

The purpose of this procedure is to ensure effective and efficient provision of security services

## **2.0 SCOPE**

This procedure will cover security issues in the University.

## **3.0 REFERENCES**

SEKU Service Charter (SEKU/VC/SC/001)

## **4.0 TERMS AND DEFINITIONS**

<b>OB</b>	-	Occurrence Book
<b>Occurrence Book</b>	-	A daily log sheet completed on a 24hour basis, covering all occurrences and incidences
<b>Visitors record book</b>	-	A record for all visitors visiting the institution.
<b>CSO</b>	-	Chief Security Officer
<b>SO</b>	-	Security Officer

## **5.0 RESPONSIBILITIES**

The Chief Security Officer is responsible for the effective implementation of this procedure

## **6.0 PROCEDURE DETAILS.**

### **6.1 Detection and Prevention of crime.**

- 6.1.1** The incoming guards under the shift supervisor take over from the outgoing shift guards and receive instructions from the Senior Security Officer on duty.
- 6.1.2** After taking instructions the supervisor assigns the guards patrol duties.
- 6.1.3** The guards will patrol along the farm, staff quarters, water points, students halls, and other sensitive areas.
- 6.1.4** The guard registers and conducts searches to all vehicles at the entry or exit points and record in the motor vehicle register.
- 6.1.5** If any arrests are made the supervisor and the police are informed for further investigation and prosecution.

### **6.2 Curbing of illegal farming/settling.**

- 6.2.1** Any un-authorized farming or illegal settlers will be arrested and the police informed for further investigation and prosecution.



### **6.3 Collection Collation and Dissemination of Intelligence Information**

- 6.3.1 Security Officer receives information from the informer touching on the institution.
- 6.3.2 The security officer analysis the information and passes it to the Chief Security Officer.
- 6.3.3 The chief security officer verifies the information and disseminates it to the Head of the affected department or the relevant higher authorities.

### **6.4 Investigation duties**

- 6.4.1 The Security officer in-charge of investigations receives reports from the client.
- 6.4.2 The SO then records the report in the OB and informs the CSO.
- 6.4.3 The scenes of crime are visited in order to collect and ascertain the evidence.
- 6.4.4 The report and the recommendation of the findings are made available to the affected Heads of department.
- 6.4.5 The report is forwarded to the police for further investigation and prosecution.

### **6.5 Apprehension of offenders**

- 6.5.1 Any person believed to have committed any criminal offence within the university compounds or premises is apprehended.
- 6.5.2 When apprehended the culprits may not be detained for more than twelve hours before being taken to the police station for prosecution unless where the culprit is a student.
- 6.5.3 The security officer will also make a report to the Vice Chancellor and the Chief Security Officer accordingly.

### **6.6 Training of security personnel**

- 6.6.1 The Chief security officer conducts in-house training for security personnel.

### **6.7 Liaison with other security installations**

- 6.7.1 The chief security officer carries out liaisons with other security installations.

### **6.8 Security Escorts and backups**

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**6.8.1** Assigned security officers carry out escort duties and provide backups during registration, graduation and examinations periods.

**6.9 Response to fire and emergencies**

**6.9.1** In case of fire the security personnel will raise an alarm and attempt to fight the fire using the available resources.

**6.9.2** The security officer on duty shall inform the Chief Security Officer for investigation on occurrence of the fire.