

# UNIVERSITY OF NAIROBI

## ESTATES DEPARTMENT

### 2013 ANNUAL REPORT

#### INTRODUCTION

Estates Department is charged with the responsibility of managing the University's physical assets spread out in all the campuses as well as in several regions of the country. These physical assets include land, buildings, housing, lecture halls and classroom laboratories, libraries, students' hostels, etc.

In its mandate of managing the physical assets, the department makes sure that the University's land is secured by processing and by registering all the parcels in the name of the University. This mandate also include making sure all the University's buildings are well maintained and the staff houses are fully occupied and rents are paid on time.

The Department also undertakes lease administration for the University commercial building such as Mombasa Uniplaza and leased premises by the University.

#### Updates

*The department is in the process of undertaking the following:-*

- Establishing a tree nursery at Tigoni – Limuru
- Carrying out space utilization audit at the University.
- Repairing of 3 blocks of residential flats – Mvuli flats, Clinician flats- Upper Kabete, Arboretum Drive flats along Ring Road - Kileleshwa.

#### Achievements

- Planted 100 indigenous trees within the University's Mamlaka compound and area next to Chancellor's Court.
- External painting of two residential blocks at Kenya Science Campus and Mamlaka flats i.e Blocks A,B,C & D.
- Completed processing of 4No. title documents in 2013.
- Fire assembly points have clearly been designated and marked in all our campuses.
- All fire fighting equipments have been serviced periodically as per maintenance schedules.
- Clean Working Environment - Cleaning services have been outsourced to **Creative Consolidated System Limited** while **Zoa Taka Limited** collects garbage. All this is to ensure a safe and healthy work environment.