

# UNIVERSITY OF NAIROBI

## ESTATES DEPARTMENT

### 2012 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 includes land, buildings, housing, lecture halls and classroom laboratories, libraries, students hostels, etc.

In its mandate of managing the physical assets, the department makes 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 undertake lease administration for the University commercial building such as the Mombasa Uni-plaza and leased premises by the University.

#### Updates

§ In the year 2012, the department managed to collect Kshs. 118 million as rent from staff houses, Mombasa Uni-plaza and other leased spaces such as the billboards, banks and Automatic Teller Machines (ATM) sites etc.

§ The Department processing and registered five title documents for University parcels

#### § Achievements

- Successful valuation of all University of Nairobi properties either on freehold or long leasehold.
- All internal security team and caretaker staff were trained on fire fighting and safety measures in the year 2012.
- 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.

TRACISIO M. THUITA  
ESTATES MANAGER