
 <p>FACILITIES MANAGEMENT DEPARTMENT</p> <p>Facilities and Services</p>	<p>Approved By: Prof. Dr. Bassam Alameddine</p>
	
	<p>Approval Date: June 26, 2022</p>
	<p>No. of Pages: 1</p>

I. Policy

The FM helpdesk should be contacted for the request of the following services:

- Office Furniture (order, move, assembly, etc.)
- Painting jobs
- Business cards order
- Stamps order
- Classrooms furniture and layouts
- New offices preparations
- AC
- Cleaning
- All MEP Problems (Mechanical, Electrical, Plumbing)
 - a. Special facilities were provided to persons with disability such as handicap toilets separately for male and female.
 - b. Wheelchairs are available in every floor of every building to attend to anybody need any immediate medical care.
 - c. Special rooms provided to persons with disability and to anybody feeling nauseous a place to rest.
 - d. Elevators are spacious enough to accommodate wheelchairs and electric locomotive cart for Persons with Disabilities (PWD's).
 - e. Allowing Prayer rooms in the ground floor to support disability persons.
- Any healthy safety issues

II. Application

This policy shall apply to all employees and contractors of GUST.

III. Related Policies

- All GUST Policies and Procedures

IV. Revision History

Date	Revision	Remarks

