

## Policy on Physical Resources

<b>Title:</b>	Physical Resources
<b>Policy number:</b>	POL 013
<b>Approval(s) required</b>	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
<b>Date of Senate approval if required</b>	(dd/mm/yyyy)
<b>Date of Board approval if required</b>	06/12/2023
<b>Effective date of implementation</b>	06/12/2023
<b>Frequency of review required</b>	3 years
<b>Replacing or superseding information</b>	None
<b>Revision number</b>	New
<b>Responsible Office</b>	Department of Physical Plant
<b>Accountable Officer</b>	Vice President, Operations
<b>Related legislation, regulation, policy, or policies</b>	List of relevant legislation, regulation and policies that are referenced by or impacted by this policy.
<b>Appendix/Appendices</b>	

1. **Authority**

Board of Trustees.

2. **Purpose**

To improve the overall protection of the physical resources of the University of The Bahamas and establish a framework to monitor the development, proper utilization, allocation and management of the University's physical resources.

3. **Scope**

This Policy applies to all students, employees, and visitors to all buildings and properties owned and operated by The University.

#### 4. Definitions

**Allocation:** the distribution of physical resources offices and departments.

**Employees:** persons who are confirmed in employment at the University.

**Information technology resources:** inclusive of, but not limited to hardware, software, phones, systems, and/or relevant data.

**Physical resources:** tangible assets inclusive of, but not limited to, land (owned or leased), improvements, information technology resources, artwork, vehicles, machinery, equipment, furnishings, and other resources.

**Utilization:** use and management of the physical resources allocated.

#### 5. Policy Statement

- 5.1. All physical resources belong to the University of The Bahamas and are managed in accordance with the institution's, mission, mandate, operational design, and strategic objectives.
- 5.2. The University of The Bahamas maintains the right to allocate physical resources such as space, improvements, information technology resources, artwork, vehicles, machinery, equipment, furnishings, and other resources, to offices, departments, and/or employees for their use and proper management.
- 5.3. The University holds the rights to reallocate physical resources, as deemed necessary in accordance with the needs and priorities set.
- 5.4. The management of physical resources will adhere to all of the University's policies and established legislation.
- 5.5. The offices and departments of the University will assist with optimizing the use of the physical resources.
- 5.6. A committee will be established by the President, chaired by the Vice President, Operations, to provide collaborative leadership and guidance in the management of the physical resources of the university, where necessary.