	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-QAD-F-31
	WORKS DEPARTMENT	Version No.	00
	SCOPE OF SERVICES	Date	02-05-2022

WORKS DEPARTMENT

Overview of services

Building and Works department in MTI-HMC is responsible for:

- Developing strategy for construction activities in the hospital
- Data collection regarding renovation of different units in the hospital
- Tender documentation.
- Providing guidelines for acceptance and commissioning of civil works, electrical, water supply sewerage and HVAC work in Hospital, Inpatient area and other departments where MTI-HMC staffs are providing services to patients
- Implementing PEC, KPPRA & Works rules and regulation in the construction procedures.

Current services offered

- To safe guard MTI-HMC interest as works Department.
- To safe guard patients' interest by aesthetic and hygienic building environment.
- The works department should have proper and standard guidelines for "Acceptance & Commissioning of Newly installed units".
- To reduce risks associated with building structures by adapting standard safety protocols to keep them well maintained, properly ventilated and air conditioned and ensured its functionality and serviceability.

Hours of services provision


Official Hours of Works Department Staff
8:00 AM to 4:00 PM

Planned services

- Devising schedule for maintenance and repair works in the hospital for the coming year.
- Keeping a track record of work progress at different construction sites in the coming financial year.
- Planning to advertise and tender different projects in the hospital.
- Implementing different safety procedures in the construction process for the safe guard of labours.
- Staff training regarding civil engineering procedures.

CUSTOMERS

Internal Customers	External Customers
Whole HMC	Out and In patients

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QUALITY MEASURE(S)
<ul style="list-style-type: none"> Periodic checking of quality of materials and workmanship. Analysis and testing of different materials used on site. Providing safety measure for the contractors, labours and also patients. Providing safety signs and procedures on construction sites. Covering the construction site with polythene sheet to protect the patients from dust.

STAFF KNOWLEDGE AND SKILL SET	
Key Personnel (Title)	Required knowledge and skills
1. Director Building	B.Sc Civil Engineering
2. Sub Engineer	D.A.E Civil Technology

	Name	Designation	Date	Signature
Prepared by	Engr. Imtiazullah shah	Director Building		
Reviewed by	Dr. Faisal Shahzad	Hospital Director		
Approved by	Prof. Dr. Shahzad Akbar	Medical Director		