

Mechanism for Maintenance of Biochemistry Department Laboratories:

1. At the end of each semester, laboratory supervisors submit a report to the Department Chair detailing equipment and facilities requiring maintenance (with attachments). For urgent cases, an immediate maintenance request is sent.
2. The reports are forwarded to the Laboratory and Safety Committee for necessary action.
3. The Laboratory and Safety Committee submits recommendations to the Department Chair.
4. The Department Chair directs the Procurement Committee in the department to prepare a detailed report and contact companies for appropriate offers.
5. The Procurement Committee submits three offers from different companies for review by the Department Chair to take necessary action.
6. A formal request is submitted to the Deanship and College of Science Administration to proceed with the required actions.