

ESTATES DEPARTMENT

The above office is located in Uni Plaza-7th floor and is headed by Mr. Stephen Kamau Ngũgũ who is the Caretaker of the premises.

The main functions of the office are as below:

- To efficiently and effectively manage University resources i.e. overall management of University land, building , houses etc. pursue acquisition of titles to the University land including lease extensions, payment of land taxes, valuation of University properties and proper maintenance, supply and servicing of utilities
- To ensure financial sustainability by maximizing returns from the University assets i.e. rent collection from commercial properties on time to avoid arrears, reduction of voids on commercial properties to avoid loss of returns, debt reduction by paying rates and ground rates to avoid loss of returns, recover rent arrears and secure water meters
- To promote the image of the University both locally and internationally by ensuring the following:
 - a) A clean environment by ensuring the outsourced cleaning service providers are diligent and offer service to our satisfaction.
 - b) Sufficient waste disposal by ensuring all waste materials including garbage and sanitary waste are collected and disposed timely by the outsourced service providers.
 - c) Utility bills are paid on time
 - d) The University signs are clearly marked and strategically placed