



**TO: THE VICE-CHANCELLOR, DEPUTY VICE-CHANCELLORS, EXECUTIVE DIRECTORS, REGISTRAR, EXECUTIVE DEANS, CHIEF DIRECTORS, DIRECTORS, CAMPUS DIRECTORS AND HEADS OF ALL DIVISIONS AND DEPARTMENTS**

<b>ASSET AND SPACE VERIFICATION PROJECT</b>
---

TUT and ITS Business will be conducting a verification of all the assets and spaces at all TUT Campuses from 21 February 2011 (*excluding Distance Campuses and Residences which will be undertaken internally*). The project period will be approximately seven months and in order to complete the project within the given time line, we will need all staff members to be prepared that ITS Business Solutions will visit each and every venue/office at a given time.

During this process staff and students of TUT are urged to note the following:

- The project team will issue notices of proposed dates of visits to the various sites. ITS surveyors, who will be carrying proof of identity, must be given access to all space e.g. offices, laboratories, computer rooms, lecture theatres, etc.
- Access to sensitive or hazardous space will be planned and coordinated in advance with the relevant Head of Departments by the ITS site manager.
- Visits will be arranged with departments to prevent disruptions during sensitive periods such as examinations and critical laboratory research.
- All movable assets, such as laptops and computers must be made available to the surveyors during the survey at each site.
- Personal assets must either be removed from the University premises during the survey or be pointed out as such to the surveyors.
- As a general rule, there shall be no movement of assets between the sites/offices for the duration of the verification exercise with the exception of items such as laptops, data projectors etc. The transfer of assets from one building to another or between campuses for operational reasons must be properly recorded in accordance with policy FINPOL 037 and coordinated with Mr Raymond Lebethe at Assets Section (x6556).

The project team will constantly provide all stakeholders with a project status report.

Staff will be requested to sign the data sheets to confirm that the survey team did indeed visit their office/venue. Kindly ensure that all personal assets are removed from your office/venue prior to the survey teams visits. Please assist the survey teams by pointing out assets in cupboards/ enclosed areas as well as venues/rooms in enclosed/concealed areas.

The project team requests that all staff who are not available on the day of the survey must please leave their office/venue keys with the departmental secretaries or with faculty/support services financial officers.

If there is no access to a venue on the first visit, we will arrange for the survey teams to enter the office/venue by either facilitating access through the identified building/campus representative or through Campus Protection Services. Should security services be needed, then your lock will be replaced and you will be required to collect your replacement keys from the Campus Protection Services Department. Please note that for security reasons a security officer will be accompanying the survey teams throughout the survey.

**Please note that this is a costly exercise on instruction of our external auditors. There will be strict penalties for TUT should there be any delays in the project.**

**Therefore the success of this process/project is entirely dependent on the support and cooperation of the total TUT community in giving the survey team access to all TUT spaces (offices, labs, classrooms, etc) and presenting all assets for verification.**



**JOHNNY S MOLEFE (PROF)**  
*Acting Vice-Chancellor & Principal*

Date: 16/02/2011