

Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ
ұлттық Консерваториясы" РММ



Republican State Institution
«Kurmangazy Kazakh National
Conservatory» of the
Ministry of Culture and Information of
the Republic of Kazakhstan

**ҚҰРЫЛЫМ
ТУРАЛЫ ЕРЕЖЕ**

**REGULATION OF THE
DIVISION**

26 February, 2025
дата

№ 111-25-2025

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APPROVED

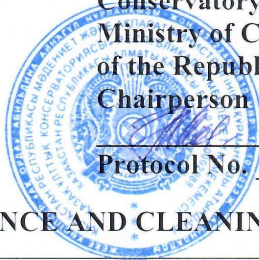
By the decision of the Academic Council
RSI «Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and Information
of the Republic of Kazakhstan

Chairperson

G. Tasbergenova

Protocol No. 8 "26" 02 2025



FACILITY MAINTENANCE AND CLEANING DEPARTMENT

Developed:			
Head of the Facility Maintenance and Cleaning Department		Rozenko Y.	<u>26.02.2025</u>
Coordinated:			
Head of the service of the Rector		Sirotin V.	<u>26.02.2025</u>
Compliance officer		Jaguparova G.	<u>26.02.2025</u>
Head of Human Resources Department		Karabalaeva G.	<u>26.02.2025</u>
Head of the Project Office of Quality Management, Internal Audit, and Strategic Planning		Sarymsakova A.	<u>26.02.2025</u>
Head of the Legal Sector		Mamedova J.	<u>26.02.2025</u>
Position	Signature	Full name	Date

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1. GENERAL REGULATION

1. This Regulation defines and sets requirements for the activities of the Facility Maintenance and Cleaning Department, which is a structural subdivision of the Republican State Institution "Kurmangazy Kazakh National Conservatory" of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as the Conservatory).

2. The Facility Maintenance and Cleaning Department was established in accordance with the organizational structure of the Conservatory approved by the Rector's order.

3. The Department of Facility Maintenance and Cleaning is guided in its work by:

- 1) The Constitution of the Republic of Kazakhstan, legislative and regulatory acts of the Republic of Kazakhstan, national, departmental and industry standards, requirements of higher-level bodies.
- 2) Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V; (with amendments and additions as of 01.01.2025).
- 3) Sanitary rules and regulations 'Sanitary and epidemiological requirements for educational facilities'; Order of the Minister of Health of the Republic of Kazakhstan dated August 5, 2021 No. KP DCM-76 (as amended on September 25, 2024);
- 4) international standards ISO (International Organization for Standardization) in the field of quality management, anti-corruption management systems and other systems implemented in the Conservatory;
- 5) Internal regulatory documents regulating the activity of the Conservatory as a whole;
- 6) The charter of the Conservatory;
- 7) This Regulation.

4. This Regulation sets out the requirements for administrative and legal consolidation of the department's status, organizational structure, responsibilities and powers.

5. The structure and staff of the Department of Facility Maintenance and Cleaning is approved by the Rector of the Conservatory in coordination with the Ministry of Culture and Information of the Republic of Kazakhstan in accordance with the structure of the management apparatus and the standards for the number of specialists and employees, taking into account the volume of work and the specifics of the Conservatory's activities.

6. Employees of the Department of Facility Maintenance and Cleaning are hired and dismissed on the basis of the order of the Rector of the Conservatory at the request of the head of the service of the Rector's office.

7. The structure of the Household Service Department includes: head, cleaner, toilet cleaner job responsibilities, which are determined by these Regulations and job descriptions

8. The management of the Department of Facility Maintenance and Cleaning is carried out by the Manager.

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9. The official duties of the Head of the Economic Services Department are determined by these Regulations and job descriptions.

10. Appointment to the position of head of the Department of Facility Maintenance and Cleaning and dismissal from it is made by the order of the Rector of the Conservatory on the presentation of the head of the service of the rector's office, in the absence of the head of the Department of Facility Maintenance and Cleaning (vacation, temporary disability), his duties are performed by an employee appointed by the order of the Rector of the Conservatory, on the recommendation of the head of the service of the rector's office.

2. TASKS

11. Organization of systematic maintenance of indoor cleanliness at the Conservatory;

12. Monitoring and analysis of the management system within the competence of its processes in accordance with the requirements of ISO management standards, and providing this data to the Conservatory management;

13. Implementation of the management policy in the field of quality management, anti-corruption and other effective management systems;

14. Formation of a corporate culture of anti-corruption;

15. Achieving the goals of improving the work of the Business Services Department, in the field of quality management systems, anti-corruption management systems and other systems implemented in the Conservatory.

3. FUNCTIONS

16. Daily high-quality cleaning of all premises to the Conservatory;

17. Concert services;

18. Conference services.

4. RIGHTS

19. To solve the tasks assigned to it, the Facility Maintenance and Cleaning Department has the right to:

1) ask structural divisions for the necessary data.

2) organize and receive information from all structural divisions of the organization that is necessary to perform the tasks assigned to the department.

3) To independently conduct correspondence on all matters within the competence of the Department of Facility Maintenance and Cleaning that do not require approval from the Conservatory's management. Represent in accordance with the established procedure, on behalf of the organization, on issues falling within the competence of the Economic Services Department.

4) Provide explanations, recommendations, and guidance on issues that fall within the competence of the Business Services Department.

5) Attend meetings and participate in meetings held in the organization.

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5. RESPONSIBILITY

20. The full responsibility for the quality and timely performance of the tasks and functions assigned to the Department of Facility Maintenance and Cleaning by this Regulation is borne by the Head of the Economic Services Department.

21. The degree of responsibility of other employees of the Department of Facility Maintenance and Cleaning, is established by job descriptions.

22. Employees of the Department of Facility Maintenance and Cleaning are responsible for compliance with their obligations in the field of quality management, the anti-corruption management system and the requirements of internal regulatory documentation, as far as the, responsibility for processes assigned to the department is concerned.

23. The head of the Department of Facility Maintenance and Cleaning and other employees of the Department are personally responsible for the correctness of the documents drawn up by them, their compliance with the legislation of the Republic of Kazakhstan.

24. All employees of the Department of Facility Maintenance and Cleaning must comply with occupational safety and health rules and regulations

6. INTERACTION

25. The Department of Facility Maintenance and Cleaning works with the Public procurement sector on logistics issues.

26. The Department of Facility Maintenance and Cleaning interacts with the HR department, on the basics of civil and labor legislation of the Republic of Kazakhstan, on registration of employment contracts, workbooks, on recruitment and dismissal, on promotion issues.

27. The Department of Facility Maintenance and Cleaning interacts with the Compliance officer, within the framework of the anti-corruption management system, according to the criteria established by this system in the Conservatory.

28. The Department of Facility Maintenance and Cleaning interacts with the Concert and Creative Activities Department and the recording studio, which provides services for concerts, seminars, and conferences.

7. PROCEDURE FOR AMENDMENTS

29. Proposals to amend these Regulations are made by the head of the Department of Facility Maintenance and Cleaning and agreed with the head of the Rector's office.

30. Amendments to the Regulations are made only by order of the rector on the basis of a service letter about the Department of Facility Maintenance and Cleaning, agreed with the head of the service of the rector's office.

31. Changes to the Regulation are made in accordance with the requirements of the QMS with a mandatory note in the "Change Registration Sheet".

32. The original version of the Regulation is kept in the HR Department, and a copy of the Regulation is filed in the inventory list of the Department of Facility Maintenance and Cleaning.

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8. FINAL PROVISIONS

33. The Department of Facility Maintenance and Cleaning ceases to operate in the following cases:

- 1) the order of the Rector of the Conservatory;
- 2) a legislative decision of the authorized body.

34. This Regulation comes into effect after approval by the Conservatory's management, starting from the date of approval.

35. This Regulation is an internal regulatory document of the Conservatory. Copying, reproduction and transmission of all or part of this document without the written permission of the Conservatory management is not allowed.

36. This document is compiled, reviewed, distributed, stored, revised and republished in accordance with the Documented Information Management procedure.

37. The electronic version of this document can only be provided to external parties or regulatory authorities in a copy-protected format.

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