

KINGDOM FESTIVAL –GOD BLESS THE NATIONS SUMMIT

KINGDOM FESTIVAL FACILITIES & MAINTAINCE EXCELLENCE DEPT

Our Kingdom Festival Venue Facilities should be received with a check list to ensure status confirming what works and damaged or in need of renovation, upgrade and additional through a solid inventory that should be well done in taking over at the beginning and handing over back after the finishing of Festival leaving the venue same or better than we found and received it. Through-out the festival it must be kept in high level maintenance, cleaning, repairs and re-arrangement which are important in order to sustain the stadium asset and meet all relevant safety, excellence, orderly, neatness and maintaining the brands banners, braiding in place, well stretched and in place as per standards. Our Festival workers in maintenance and Stadium staff members should potentially enhance the overall stadium appearance, excellence and ensure it's running smoothly with the right sports facility management system working behind the scenes. The facilities workers and volunteers should consist of electricians, sweepers, carpenters, welders, sound technicians, tents and domes technicians, carpet moping specialists, branding and decoration specialists to repair or reposition bradding that have fallen, security experts etc. This department works closely with ushers who continuously report on facilities challenges and setbacks, Registration team that advice on rates of delegates entry and escalation delegates to determine the need for more seats and furniture Indeed, regardless of the type of sporting event that is taking place, ensuring the proper facility management system is established can help create unforgettable experiences for spectators. In this article, we will be considering some of the most crucial methods to improve the quality of stadium facility management overall.

Our maintenance policy scope covers types of maintenance, the use of maintenance plans, funding options, and the concept of total costs of ownership include Maintenance, testing and inspection, cleaning that includes

- 1) Excellence in achieving fantastic delegate experience is much more straightforward when consolidate all service providers into one what up group platform where everyone supplying tents, seats, toilets, platform, cleaning services, decoration, providing maintenance, visitor management, asset tracking, compliance, safety and heads of all 24 summits and 24 departments can be receiving important updates concerning additional facilities needed due to escalation of delegates, changes in programs, new facilities needed etc. to access and share information. This ease of communication will enhance the event's efficiency, cost, reliability, and control over management avoiding many physical meetings. A well-maintained venue continually draws and retains the top patrons and employees and ensures that everyone has an enjoyable time, whether it's all day or overnight. This should also be important for all 24 summits facilitators and departments.
- 2) Help arrange and re-arrange everything, from pre-settings preparations and should be prepared for quick switchovers to routine maintenance and more. They're among the most well-equipped teams to help manage back-to-back events from morning sessions, lunch noting the 48 venues will also be used for summits and workshops they should have enough personnel to change also accommodating the last-minute changes that can come because of weather or programs or festival schedules. The ideal facility management system and plan for this departments seamlessly customized into your existing operations, ensuring that our delegates/ guests will always enjoy the same high-quality, consistent service they're used to, even if you manage multiple venues changes across several locations.
- 3) For switch over from lunches to summits setting it must be swift and with quick communication tables cleared trash is collected, bins are emptied large debris is removed before the floor is dust mopped or vacuumed floor is swept without dust or spot cleaned as needed. Major spills are cleaned from floors as needed. Tabletops are wiped down and debris is removed from chairs. Chairs are placed back in position, Seats are dusted, workshop materials are placed on seats etc. worship team and sound can be on during lunch they should take early lunch so that they are ministering during lunch and switch immediately to the service.
- 4) The festival facilities department will be custodian of events and catering facilities procurements besides hiring we shall own our own inventories including our own domes, seats of all types and categories, decorations bank, lighting, generators, sound, toilets, bathrooms, water drums, lightings, disposable cups / plates/ spoons, **Table Settings**, Tablecloths, Fabric or paper napkins, Finger food containers, Bread plates, Dinner plates, Centerpieces, Cake stands, glasses, Sugar holders, Salt and pepper shakers, food dishes , serving equipment's , High quality Serving trays, Bus bins, Water pitchers, Buffet Equipment, Plates, Chaffing dishes, Tongs, Matches or lighter, Serving baskets, Rolled silverware, Dish cloths, wipe spills, Coffee cups, Pitchers (filled with ice), Glasses, Ice tubs straws, Baskets, Napkins ,Garbage cans

- 5) The dept team should focus on Floor cleaning – cleaners should be able to recognize the correct cleaning methods for the different types of floors, whether you have: carpets, tiles, wood or concrete. Waste disposal – correct and frequent disposal of bins to ensure your venue always maintains a professional image, Seating areas, Welfare facilities, Trade stand, Front and back of house areas, VIP lounges box office and bar areas, Quality of Services – general standards, client specific requirements, Quality of Manpower – background checks grooming training, checklist & reports, Technical specifications and routines for technical team compliance, routine checks schedules, regular inspection of the objects, rotating or substituting objects,
- 6) Fire safety: maintenance, inspection and testing of all fire safety equipment.
- 7) Security: maintenance of security systems and hardware.
- 8) Health, safety and environment (HSE): this includes warranting the occupational health and safety of all staff.
- 9) Minor renovations and refurbishments: organizing and managing functional, spatial and technical modifications to the stadium
- 10) IT services: managing all audiovisual, telecommunications and computer networks and systems in the stadium
- 11) Business continuity: warranting that in case of a major failure (e.g. a power failure or fire) stadium operations can recover quickly
- 12) Event support services: the provision of technical support and troubleshooting services on a matchday
- 13) Daily operations and helpdesk: the day-to-day running of the stadium building and coordination of all facility management activities. This includes a helpdesk function to coordinate malfunctions, complaints and requests
- 14) Cleaning refers to the process of removing unwanted substances, such as dirt, dust, liquids and clutter, from an object or environment. Cleaning is often part of the maintenance procedure of a specific item or piece of equipment.
- 15) Besides the regular, maintenance-related cleaning, cleaning of the stadium should be done after each match and event. It is recommended to take preventive measures against any pests to avoid unnecessary cleaning and other environmental health issues. This could involve netting to prevent roosting positions or ensuring doors and other entry points are fully sealed. The latter is essential in any areas used to store, prepare or serve food.
- 16) Maintenance and cleaning of the stadium are important for the following reasons Business continuity of the stadium: if important installations fail, an event could be delayed or cancelled (e.g. as a result of a floodlight failure)
- 17) Statutory requirements: specific installations, in particular life-safety equipment, must be inspected, tested and certified on a regular basis as part of a license to operate and open the stadium to the public. One example is the annual certification of fire extinguishers or lifts
- 18) Poor maintenance and cleaning could lead to hazardous situations for staff and spectators. This could vary from loose objects which may fall down, to slippery surfaces as a result of spilling liquids or snow on the terraces
- 19) Maintaining the initial quality of the item throughout its technical lifetime and warranting that the technical lifetime of the item will be achieved
- 20) Costs: although maintenance of a stadium is a large expenditure item, postponement of maintenance could lead to excessive costs in future years
- 21) Customer service: a clean and well-maintained stadium is a crucial part of the stadium's customer service and the fan experience
- 22) Hygiene: regular and effective cleaning can reduce the spread of germs
- 23) Stadium presentation and brand image: a clean and well-maintained stadium presents a good image of the stadium, its users and football in general. This is especially important if matches or other events are broadcast from the stadium
- 24) Any food debris left after matches can attract pests such as rodents, insects and birds.
- 25) With the aim of optimizing both maintenance costs and reliability (or uptime) of installations. The various key types of maintenance.
- 26) Set up structures crucial to effective and efficient day-to-day operations of and be responsible for supporting the festival and organization facilities in a variety of ways including bookkeeping, communications, scheduling, data entry, secretarial services & office works.
- 27) Structures to ensure attendance to jury electronic bio-metric or manual registry in partnership with HR for staff including registration.
- 28) Management of office equipment
- 29) Maintaining a clean and enjoyable working environment supervising maintenance staff.

- 30) Maintain a car wash service within the stadium where Festival cars and staff can be cleaned well in excellence while the work is ongoing.
- 31) Give attention to dusting off seats, carpets, equipment's, banners, flags, tent sides, floors, compounds and maintain continuous disposal of water bottles in the conference through branded dust bins.
- 32) Supervision and Replacement (or recapitalization) costs by applying elements or installations with a longer technical lifetime such as LED lighting
- 33) Working with Sound team to ensure sound, generators and platforms are inspected for stability, function ability, reservation and storage.
- 34) Working with security ensure safety of facilities, equipment's and accessories are safe during inactive secession during lunch, early morning and throughout the night with proper handing in and over with security to ensure no loses using an inventory check list.
- 35) Reduce loses and Maintenance costs due to easier or less maintenance required, reduced downtime or performance and/or less testing required
- 36) Reduce Cleaning, Maintenance, Insurance by good stewardship of excellent spirit so that the Kingdom does not suffer loss by using materials which are easier to clean, more accessible or which require less cleaning such as tip-up stadium seats along with Insurance costs by applying safer installations and materials.
- 37) Waste management is a big task in our venues thousands of delegates gather eat and drink, and they can produce tons of waste. This requires decentral collection and temporary storage of waste during the event, and collection and processing of waste at a central location after the event using private companies and local authority or our organization transport where applicable include the stadium management to get process of normal disposal procedure others can handle.
- 38) To also watch out and seal with slippery grounds in rainy seasons have saw dust, ballasts, marram it calls for overnight work of cleaning and maintenance to keep the venues clean, usable, orderly, functional.
- 39) Our maintenance department should give attention to Good lighting and with the technical team understand where the switches for various lighting are cautiously not to touch the wrong switches and use of natural light where necessary, where presentations with LED screens is to be done covering domes or hall from light or switching off the lights accordingly. in the playing space is a pretty obvious requirement, really, but this isn't the only aspect you'll need to consider when it comes to your event. Indeed, properly constructed, well-maintained lighting systems give you superior energy efficiency and longer service life. Massive improvements to parking lots and venue lighting can be achieved simply through the help of recent technological lighting advancements (e.g., LEDs). Retrofits and upgrades often tend to pay for themselves over time, too, so it's a no-brainer in many cases.
- 40) This department together with ushers, protocol and health smart team of workers should all know where emergency first aid tent are and ambulances to attend to people who get ill during the festival or who are hurt by furniture or sharp or falling objects that should be avoided at all costs.
- 41) Hygiene should be maintained in food areas and team should be in uniforms and badges clean surfaces and hand washing points and disposal of trash at all points have insecticides to spray before food services to control aunts, bees, flies etc.
- 42) The department should be well equipped with Commercial mops, Commercial mop buckets and wringers, Dustpan and brushes, cleaning cloths, mitts and sponges, Buckets and bowls, High-performance commercial vacuum cleaners for carpets in pulpits, Rubber gloves, Wet or slippery floor signs, Dusters, Bin bags, All-purpose cleaners, Insecticides, Disinfectant cleaners, Toilet perfumes, electricity repair kits, carpentry repair kits, welding kits, ladders, inventory books etc.
- 43) Washroom and toilet areas including mobile toilets - One thing that can be guaranteed is that the bathrooms will be the busiest area in your venue at one time. Bathrooms are prime areas where bacteria can build up and harmful germs can spread, which is only heightened when used by high volumes of people from around the world. Janitorial schedules should include regular check-ups to tidy and disinfect the bathroom area. Whilst it may seem a mammoth task, this is a particularly important area that requires significant attention as washrooms have often been found to influence an individual's overall perception of a venue and will color any feedback both positively and negatively. We should have permanent attendants with tissue papers, deodorants, ensure hand washing water, drying tissues and

emptying and disposal of sewage. Irrespective of service providers having their own staff this department should have volunteers servicing and supervising these sensitive areas.

- 44) Variety of lighting, smoke effects, fireworks and celebration can be procured to add glamour for opening, closing ceremonies the event facilitators will provide list of all the items, facilities needed to the procurement department and facilities management through finance to procure in good time and to store such in readiness to be used in the Festival accordingly.
- 45) Creatively with the branding department to Implement a sustainable facility design plan. “Sustainable design is more attainable and excellent way of using the facilities in consultation to the visionary who is an event consultant by training and great experience
- 46) The suppliers for facility work should be shortlisted with inspecting their inventory and attending events they are providing services to confirm that the standards comply with Festival excellence for domes, sound, platforms, utensils, seats, screens ,grounds keeping and maintenance supplies, ensuring suppliers are providing apples-to-apples quotes, developing contracts with clear service levels, and validating that supplier quality of service and productivity levels are maintained are all critical to the success of any facilities maintenance project.
- 47) Set a maintenance plan for equipment’s, facilities and stick to it. “Preventative maintenance is all about planning, plain and simple. Every piece of equipment or machinery at your disposal or under your care should have a schedule of what type of maintenance it requires and when it requires that check-up. “Setting a schedule not only ensures that your equipment stays in tip-top shape for the duration of its projected
- 48) The Department should do a proactive walkthrough to find “small” problems. “Catch small problems now before they become big ones by inspecting facilities keenly can see a just about to fall tent, light, breaking platform, weak seat, lose banner, ants etc. Addressing small details can add up to huge improvements in appearance and functionality. Ask your facilities services provider, janitorial company, and/or handyman to walk through with you, focusing on details you’d normally overlook. Some things to inspect for repair/replacement are: doors (door sweeps, door stops, sticking locks, etc.), corner guards, tile and grout, light switches and face plates, ceiling tiles, countertops and shelving, cabinets, obstruction, sharp object and hinges, missing fire extinguishers etc.
- 49) Combine the different types of maintenance predictive, preventative, and reactive maintenance. “There are generally three approaches to building maintenance used by facility managers’ department:

Reactive – This is the “fix it when it breaks” approach.

Preventative – This is the “check it and make repairs before it breaks” approach.

Predictive – This is the “use technology to forecast when a problem will occur and provide maintenance accordingly” approach.

- 50) Understand the difference between work time and idle time. “You may schedule preventive maintenance based on meter readings on an equipment. However, equipment meters usually do not differentiate between work time and idle time. So a machine that is idle for 20% of the time may have preventive maintenance scheduled more frequently than necessary. If the idle time is predictable it may make sense to schedule preventive maintenance based on bigger picture.
- 51) Ensure that your preventative maintenance tasks are beneficial to your equipment. “Greasing the rack and pinion of a beam saw, for instance, can cause grease and saw dust to solidify inside the gears over time, eventually preventing them from moving. If you’re unsure which tasks are beneficial to each piece of equipment, ask your equipment representative
- 52) Anticipate future spare parts inventory needs a big spare parts inventory must be on site “Having spare parts and supplies around the time of a major preventive maintenance schedule is absolutely critical. Asset management software allows you to check the availability of the spare parts for dates when the work orders are due. This report can help you identify parts that are insufficient for the required work orders in the future. If you know which parts you are falling short on, you can order them in advance from suppliers rather than waiting till re-order limits are reached.
- 53) Workforce Management and Communication Tips- When procuring details and written specifications can help save a lot of time in bring the wrong thing. Use of pictures and photos through emails/ whatapp , manuals will ensure that no time wasted in communication breakdown in various groups.

- 54) Optimize the use of available workspace. “Space costs expensive. Knowing that we are moving towards a working environment consisting of virtual or mobile workers, investing time in developing new workplace designs that can suit these new ways of working while increasing space utilization rates can result in impressive cost savings. Flexible workstations, distributed workplace strategy and mobile workplace strategy are just a few ways of maximizing the value of current properties.
- 55) The Department must seek to the master of our organization and festival physical assets knowing many by easy recognition in case of theft, missing item on spot checks, through it’s collating data, checklist or contributing to the organization’s bottom line, your input is a valuable part of corporate decision-making. If you’d like to change buying practices or convert to more energy-efficient heating, make a statement and back it up with your data and our years of facilities management experience
- 56) Set clear definitions for facilities work practices and user specifications. “Workplace inclusion has to be clearly defined before any initiatives can be pushed forward. One useful definition of an inclusive office is a workplace in which all staff are treated with respect and have equal access to resources and opportunities. Facility managers should build on this high-level description to create an idea of what concepts like equal access, diversity and fairness look like in their own facilities. Including these definitions in your company’s core values will help you to set clear goals and build concrete policies.
- 57) Use a design that plans for social time and spaces. “Let’s get together: when you’re designing our facilities, design social spaces for delegates to gather, workers bonding facilities. These might be lunch or break rooms, or even community gardens. When you provide places where employees can relax and socialize in a less-structured atmosphere, you may find that new connections emerge between departments and between different levels of management.
- 58) Consider moving some basic activities from outsourcing to in-tasking. “Another possibility for cutting costs, say experts, is not just moving staff around, but moving work around also. This means carefully examining all outsourcing contracts to see if they can be scaled back and the work completed by in-house staff, workers and festival volunteers.
- 59) Since our Festivals will be regular 3 times annually in counties and nationally the department should identify good players and best practice to Create a formal in-house process for developing employee skills. ”We are focused on ‘building a bench’. This concept is broadly used to describe our attempt to formally identify in-house talent in many of our labor shops. We identify talent through a competitive selection process based on potential vs. skills and promote our selected personnel to the worker and helper level while training them to achieve appropriate full mechanic level with associated certifications/licenses.
- 60) Automate the work order process. “When you automate the work order process, you remove human error associated with it. Essentially, you’re taking the people out of the process and ensuring nothing gets missed or overlooked. Doing this allows you to create, track, edit and automatically communicate work orders for your facility. This is number one on the list, because it’s one of our favorite habits – and arguably the most important! Don’t let problems with employees slow down your operation or increase workplace stress for others so that a missing worker should not stop or stole procurement, services through service cards and reports that other can take over through take over and hand over reports.
- 61) Utilize software to help facilities managers organize and access information. “There are many different software options out there than can aid FMs in organizing and streamlining their everyday tasks. This ranges from software designed to help manage all maintenance activities to logging and tracking facility visitors for security purposes. There are also several comprehensive facility management software options available. One popular option in this area is Net Facilities, a web-based software that aims to centralize the many things FMs need to manage—from vendors and work orders to asset management and preventative maintenance—in one convenient place
- 62) Utilize modern smart sensor solutions to reduce costs and enhance capabilities. “By populating buildings with such smart sensors, operating costs are dramatically reduced, productivity is enhanced, and occupants’ comfort is improved. Specifically, detailed information about occupants’ presence, location, count, and activity can now be used to significantly optimize facility management. Hot desking, meeting rooms booking, optimized space planning, and energy savings are some of the immediate use cases.
- 63) Use your software to double-check our compliance. “Maintenance and facilities administration systems must frequently abide by national and global regulatory requirements. All maintenance administrators face occasional random or audits inspections by regulatory authorities. Maintenance software enables you to prove regulatory conformity and decrease the amount of paperwork and preparation that is needed for an audit. Maintenance administrators can simply create reports showing the maintenance work done on essential machinery. This makes conformity traceable and minimizes the risk of non-compliance penalties

- 64) Keep our facilities management documents consistent and accurate. “If you’re a responsible facilities manager, you have to know what you’re responsible for. You cannot do your job properly without the correct information. If you don’t have proper records on the state of your facilities, you can’t do your job as a facilities manager. Without accurate documentation, you can’t even get a good bid from a vendor for work on your building.
- 65) Implement a consistent asset tagging process. “Verify assets from a minimum of two data points, such as the barcode and the item’s serial number. When disposing of assets, this step is crucial to ensure an “accurate and verifiable chain of custody,” which can help to mitigate data breaches (particularly for the disposal of IT assets) and also help to maintain compliance with regulations. “Implementing a consistent asset tagging process flow ensures that all assets received by your company are consistently classified and tracked, making it easy to locate assets throughout the company, implement regular maintenance schedules, and maintain accurate record-keeping for auditing and accounting purposes. Developing clear policies and procedures and training your team members on approved asset tagging procedures streamlines processes and can ultimately have a positive impact on your bottom line, allowing you to improve resource utilization, reduce unnecessary duplication of assets, and get more usable life out of your investments.
- 66) Keep assets updated and clearly define essential vs. non-essential assets. “After collecting data and developing a maintenance schedule for your assets, you need to plan for the long-term maintenance of your asset inventory. Specifically, put a plan in place that revolves around updating and decommissioning assets. In some cases, you may find that a particular asset, even if updated, isn’t serving your organization in the best way, making it a non-essential asset that you don’t need to continue holding. Similarly, by having a working inventory list and accompanying data, dealing with critical needs and unexpected asset failures will be easier because you know exactly what needs to be done and when it needs to take place.
- 67) Track and dispose of decommissioned assets. “However good asset management and maintenance planning is, there comes a time when an asset reaches the end of its useful life and should be disposed of. On a practical level, all assets disposed of must be recorded on the asset register/software, to ensure they are not included as part of the organization’s portfolio. An equipment disposal form will allow the asset ‘owner’ to explain how the asset was disposed of and identify any residual value.
- 68) Do an asset assessment and document those conditions. “If you’re trying to get a handle of your documents, the first thing you should do is an asset assessment. Detail the condition of all the main equipment and systems, and document those conditions. No technology can help you unless you document what you have. After the assessment, you should create and begin a proactive maintenance program, as well as an equipment replacement plan—that should be a 3-year to 5-year plan. Even if the piece of equipment is 30 years old, you need to know when you need to replace it.
- 69) Consider a strategic asset management approach. “Strategic asset management integrates key relationships between planning and delivery activities. The framework that underpins the decision-making process of those activities is key, as it allows informed decisions and correlation between strategic goals and delivery outcomes.
- 70) Maximize vertical space in your warehouse. “A warehouse has a set amount of square footage to utilize, making innovative, optimized layouts appealing for today’s warehouse managers. Use warehouse management programs and professional storage to inspect stocks balances at easy glance and easy assessment.
- 71) Do a delegate’s facilities users daily assessment sheet highlighting feedbacks on Health, safety and environment, Statutory requirements, Use and business processes, Consequential technical damage, increasing user complaints, Experience and aesthetics that can help you get easy feedback in big event to know where to concentrate your maintenance team on OVERNIGHT repairs and replacement.
- 72) The Kingdom Festival Facilities maintenance will take care of facilities, domes and operations base of the 24 departments and 24 workshops together with the facility providers we should assign 3 managers at least 7 to 24 supervisors for the 48 zones below
 - Kingdom Festival Branding & Decoration Dept,
 - Kingdom Festival Protocol depart- Kingdom Excellence in Protocol
 - Kingdom Festival Ushering Dept- Kingdom Excellence in Ushering
 - Kingdom Festival Community Outreach & Special Missions Dept- Kingdom Excellence in Community Projects.
 - Kingdom Festival Catering Dept- Kingdom Excellence in Catering
 - Kingdom Festival Counsellors & Follow up Dept- Kingdom Excellence in Counselling
 - Kingdom Festival Quality Assurance Dept- Kingdom Excellence in Quality Assurance
 - Kingdom Festival Praise Team & Choir Dept- Kingdom Excellence in Praise & Worship

- Kingdom Festival Technical Team Dept- Kingdom Excellence in Technical Expertise
 - Kingdom Festival Media Dept - Kingdom Excellence in Sound & Videography
 - Kingdom Festival Public Relations Dept- Kingdom Excellence in Public Relations
 - Kingdom Festival Communication Dept- Kingdom Excellence in Communication
 - Kingdom Festival Compliance Dept- Kingdom Excellence in Compliance & Risk Management
 - Kingdom Festival Procurement Dept- Kingdom Excellence in Procurement
 - Kingdom Festival Accounts & Audit Dept- Kingdom Excellence in Stewardship
 - Kingdom Festival Transport Dept- Kingdom Excellence in Transport & Logistics
 - Kingdom Festival Hospitality & Accommodation Dept- Kingdom Excellence in Hospitality
 - Kingdom Festival Security Dept- Kingdom Excellence in Security & Safety
 - Kingdom Festival Facilities and Maintenance Dept- Kingdom Excellence in Festival Space
 - Kingdom Festival Exhibition & Expo Dept- Kingdom Excellence in Exhibition & Trade Fair
 - Kingdom Festival Registration Dept- Kingdom Excellence in Reception & Registration
 - Kingdom Festival Publicity & Evangelism Dept- Kingdom Excellence in Publicity & Evangelism
 - Kingdom Festival Prayers & Intercession Dept- Kingdom Excellence in Publicity
 - Kingdom Festival Good Samaritan Dept- Kingdom Excellence in Charity & Disaster Response
 - Kingdom Festival Orphans and Vulnerable Children (OVC) Empowerment Summit- Raising Kingdom Champions OVCs
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- Kingdom Festival Exhibition & Expo Summit Empowerment Summit- Kingdom Champions National & Global Networking.
 - Kingdom Festival PWDs Empowerment Summit- Raising Kingdom Champions PWDs
 - Kingdom Festival Entrepreneurship Empowerment Summit- Raising Kingdom Entrepreneur Champions
 - Kingdom Festival Professionals Empowerment Summit- Raising Kingdom Professional Champions
 - Kingdom Festival Family Empowerment Summit- Raising Kingdom Family Champions
 - Kingdom Festival Talents and Sports Empowerment Summit- Raising Kingdom Talents and Sports Champions
 - Kingdom Festival Praise and Worship Empowerment Summit- Raising Kingdom Praise and Worship Champions
 - Kingdom Festival Intercessory Empowerment Summit- Raising Kingdom Graced Intercessors
 - Kingdom Festival Children Empowerment Summit- Raising Kingdom Young Champions
 - Kingdom Festival Teens Empowerment Summit- Raising Kingdom Teen Champions
 - Kingdom Festival Youth Empowerment Summit- Raising Kingdom Youth Champions
 - Kingdom Festival Women Empowerment Summit- Raising Kingdom Women/ She Champions
 - Kingdom Festival Men Empowerment Summit- Raising Kingdom Men/ He Champions
 - Kingdom Festival Media Empowerment Summit- Raising Kingdom Media Champions
 - Kingdom Festival Students Empowerment Summit- Raising Educated Kingdom Champions
 - Kingdom Festival Health Empowerment Summit- Raising Healthy Kingdom Champions
 - Kingdom Festival Leadership Empowerment Summit- Raising Kingdom Champions Leaders
 - Kingdom Festival Honor Consortium – Honoring Kingdoms Champions & Achievers
 - Kingdom Festival Volunteers Empowerment Summit- Human Resource recruitment for Volunteers & Jobs
 - Kingdom Festival Diaspora Empowerment Summit- Raising & Networking Diaspora Kingdom Champions
 - Kingdom Festival Charity Agency- Kingdom Stewardship in Giving & Receiving for Charity
 - Kingdom Festival Business & Projects Financing/ Funding Dept- Raising & Empowering Kingdom Businesses / Projects through Advisory & Financing
 - Kingdom Festival Workers

- 73) The department should ensure all permits regarding the use of facilities are secured both National and county in the use of Sound NEMA, Firefighting departments notification, selling of foods with health departments etc.
- 74) To ensure the preservation of agreement supply documents and payments for the purpose of quick audits and compliance checks from various departments ensuring accuracy for use by various departments in the execution of organization vision.
- 75) Arbitrate together with management, legal office, central security and PR on any disputes or conflicts before, during and after procurement of all festival facilities.

- 76) Ensure that handing over and takeover of the facilities is well done between the day and night facilities managers and securities any missing items or broken or about to break or lose facilities are noted in this reports early enough for replacements and repairs.
- 77) In Partnership with Human Resource Department conduct regular inspections and training on workers and staff performance to ensure high performance of duty and ethics in facilities management.
- 78) Maintain inventories of all facilities in partnership with Procurement, Finance, Smart Team and Internal Audits Dept.
- 79) Laisse and plan with all other departments / summit facilitators that want to use various facilities for meetings or events for prioritization conferences with check list of needs.
- 80) Screening tenants of festival including Vendors for materials that the right materials are being sold, food vendors that they comply to health ethics and they can be traced in case of food poisoning, people distributing other fliers that they don't contradict and vet exhibitors together with the Expo department.
- 81) Take all steps necessary to enforce the provisions of the tenants leased in accordance with the terms thereof on behalf of the including to sue for and recover rent and other sums due in humanitarian way along with fees agreed for exhibitions etc. to Collect such payments from tenants to organization accounts
- 82) At all times maintain appropriate books of account and records in respects to procurements and expenses and all transactions entered into the performance of its obligation under this agreement.
- 83) Consult and advise on all major policies appertaining repair, renovation and maintenance of property and other related issues to Festival facilities.
- 84) Engaging on necessary repairs, renovations and upgrade of facility on behalf of Festival in liason and agreement with host others can be donations to the stadium as community contribution such us upgrade of toilets, more water points, exhibitions stands, painting, more seats, improvement of floors etc.
- 85) Ensuring all extra bills are well agreed and paid that pertains to extra electricity, water, waste disposal, breakages, first aids or hospital bills for delegates etc.
- 86) Advising and maintaining security on daily basis in liaison with security department.
- 87) Managing budget in case of renovation and maintenance we to ensure they must operate within the set budget for building
- 88) Maintaining records and audits-they should keep thorough records regarding the property. This should include all income and expenses; list of all inspections, signed leases, maintenance requests, any complaints, records of repair, cost of repairs, maintenance costs, record of rent/ exhibition collection and insurance costs.
- 89) Ensure the Festival operates in respect to community and environmental goodwill and does not contravene ethics and by-laws in liaison with our Public Relations department.
- 90) In liaison with Security department ensure tight Security and surveillance of all without compromise for all assets and facilities throughout the event.
- 91) ensure cleanliness and maintenance of all common use areas and compounds toilets, compounds, entrances, outside gates, corridors, conference halls/ tents along with safety drills and movement ensuring fire extinguishers are working and firefighting trucks in all the venue along with disaster management responses.
- 92) Work together with Human Resource department to assist in workers and volunteers in this department recruitment, training, and performance evaluation, reward, honor and termination activities.
- 93) Increase management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.
- 94) Develop operations systems by determining product handling and storage requirements; develop, implement, enforce and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management and shipping
- 95) Run a safe, injury/accident free workplace.
- 96) Serve as primary point of contact to all users of facilities and to coordinate issues related to equipment use, delegate service, or accidents and mishaps on-site. In particular, this includes any issues on-site at client facilities, such as breaking a fence or tape residue on flooring.
- 97) Maintenance and reporting of historic financial information can also help the general counsel identify problem areas allowing for more informed decision-making and case management.

- 98) **Financial Information Updates** - Interpret complex financial information and provide updates and information as needed, **auditing** – through Internal audits and Compliance through Financial Director / Director Division ensure the audits books are ready for financial monitoring and up-to-date.
- 99) **Monitoring** - Monitor cash flow, accounts, and other financial transactions.
- 100) **Supervision**- Supervise financial assistants and other employees in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc.
- 101) **Risk Managing** - Seek out methods and practices to minimize facilities and delegates risks

Register to serve in this department as we serve to build the Kingdom of God be steadfast, immovable always abounding in the work of God knowing that our labor in the Lord is not in vain for God is a faithful rewarder of those who seek Him diligently 1st Corinthians 15:58- THY KINGDOM COME

KINGDOM FESTIVAL –GOD BLESS NATIONS SUMMIT

KINGDOM FESTIVAL TECHNICAL SOUND & VIDEOGRAPHY DEPART

