

**ASSESSMENT OF PROPERTY MANAGEMENT  
IN NIGER STATE COLLEGE OF EDUCATION,  
MINNA**

*BY*

**ABDULLAHI BABA ARAH**  
*B.A. AGRICULTURAL ECONOMICS*  
*ADM. NO. PGD/G.S.T/003/2004/157*

**FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA,  
NIGER STATE, NIGERIA**

**JANUARY, 2005**

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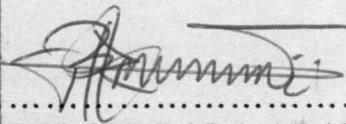
**A PROJECT SUBMITTED TO THE POSTGRADUATE SCHOOL,  
FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGER  
STATE, NIGERIA**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE  
AWARD OF POSTGRADUATE DIPLOMA IN BUSINESS  
MANAGEMENT TECHNOLOGY.**

**JANUARY, 2005**

## DECLARATION

This research study was written by me and all the references used in the literature review acknowledged.



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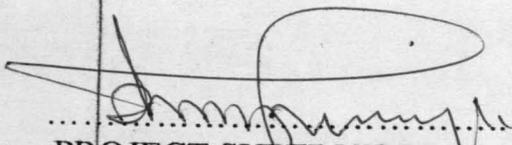
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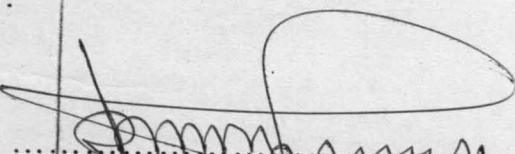
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## CERTIFICATION

This project titled, "Assessment of Property Management in Niger State College of Education by Abdullahi Baba Arah, meet the regulations governing the award of Postgraduate Diploma in Business Management Technology in Business Management Technology Federal University of Technology, Minna and is approved for its contribution to knowledge and literature presentation.

  
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## ACKNOWLEDGEMENT

All praises to Almighty Allah for giving me the ability to carry out this research, Peace and blessings of Allah also be upon his Prophet Muhammad (SAW).

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Finally my unreserved gratitude goes to Mallam Abdullahi Aliyu Na'uzo for his brotherly affection throughout our programme.

## ABSTRACT

The project work is a study of Assessment of property Management in Niger State College of Education. The objectives of the study was to highlight the importance of Assessing Property Management in Tertiary Institutions of Niger State with a view to find out the solutions, to identify the types of properties owned by the institution; to investigate the present situation of the landed properties, to identify the major problems militating against the effective management of these properties. The information were gathered by using primary and secondary sources of data. A total number of 300 questionnaires were distributed as follows, Academic staff – 15, Non-Academic staff 35, Students – 250 while 55 questionnaires were not returned. The data were analyzed using simple percentages. In my conclusion, the research conducted revealed that the assessment of property management in relation to the office management complex was no properly carried out. The Assessment of property management in relation to most of the respondents comments were as follows; some of the facilities whose conditions of repairs need to be adequately taken care of, they includes Lack of proper maintenance of the female hostel, Access roads, Laboratories, Toilets, etc. While the recommendations while the access road(s) of the institution need to be rehabilitated in order to allow all the people coming in and going out of the institution to enjoy plying the road. The management of the institution should equip the institution laboratories with all their basic needs, so that the students can have a better learning environment.

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# CHAPTER ONE

## INTRODUCTION

### 1.1 BACKGROUND OF THE STUDY

Nigeria is currently witnessing tremendous activities in the educational scene. This is because of series of fundamental social, Technological, Political and economic changes now under way, These changes are not only altering the ways of life, the institutions and the daily thoughts and actions of all Nigerians but are also in evitable bringing with them extensive alterations in Nigeria's educational system. There is large scale expansion at primary, secondary and post secondary levels. The expansion of the educational system and high rate of technological development has further emphasized the need for trained school Managers.

With independence in 1960, Nigerians gradually started to re-examine their role in moving from being subjects of a colonial power towards being citizens of their own independent nation. And its people came to regard education as a key to overall development.

After independence, many educators expressed concern about the lack of relevance of the Nigerian educational system in meeting the pressing economic, social, political and cultural needs of the nation. Today, government has realized the importance of education in National

development and so Education in Nigeria has become an instrument per excellence for National development.

But in recent time, the total student enrolment into our tertiary institutions of Niger State with a special reference to Niger State College of Education. The projected capacity of the students enrolment have increased without considering the development of the existing facilities to meet the demand of the number of students to be enrolled at that material time. Thus leading to the intensity of over use of these real properties and thereby leading to their deterioration and disregard.

It is imperative to mention that, the aim of property managers in the management of educational properties should be to enhance the welfare of the students, teaching and non-teaching staff. This is to ensure that, these properties are designed, constructed and maintain in structural condition.

It is very fundamental to put our educational properties in a better, conducive and proper shape in order to make the environment a place for learning.

## 1.2 **STATEMENT OF THE PROBLEM**

The poor management of the properties in the tertiary institutions has been the topic of this research with a special reference to the Niger State College of Education, Minna.

In this regard, the researcher wants to find out the problems hampering the progress of property Management in tertiary institutions of Niger State with special reference to Niger State College of Education with a view to find out the solutions and recommend to the school management for proper action.

### 1.3 **OBJECTIVES OF THE STUDY**

The main objectives of this study is to assess whether property Management in our tertiary institutions of Niger State are being carried out the way it should be or not. The objectives includes;

- a) To identify the types of properties owned by the institution.
- b) To examine the management of these properties
- c) To investigate the present situation of the Landed properties
- d) To make recommendations that would ensure the effective management of the Landed properties in all the tertiary Institutions.

### 1.4 **RESEARCH QUESTIONS**

1. What type of properties does the Institution own?.
2. How are these properties managed?
3. In what condition are the Landed Properties?

## 1.5 **SIGNIFICANCE OF THE STUDY**

This research work will serve as a reference to students of higher learning, Government, Private organization and researchers carrying out a research into property management and suggest solutions to the problems.

Also, the importance of this research is to highlight as well as to educate corporate bodies and individuals wishing to know how properties were managed in the Niger State tertiary Institutions with a special reference to College of Education, Minna.

## 1.6 **SCOPE OF THE STUDY**

This research work is only limited to the assessment of Property Management in Tertiary Institutions of Niger State with a special reference to College of Education Minna and to find out the problems as well as to recommend possible solutions to the school management for appropriate action.

## 1.7 **DEFINITION OF OPERATIONAL TERMS**

- i. **PROPERTY:** A thing or things that are aimed by possession or possessions e.g. this building is government property.
- ii. **ADMINISTRATIVE:** Connected with organizing the work of a business or an institution

## **CHAPTER TWO**

### **REVIEW OF RELATED LITERATURE**

#### **2.1 INTRODUCTION**

The review of related literature is a summary of the writings of recognized authorities and previous research findings relating to the research problem one intends to investigate.

#### **2.2 FUNCTIONS OF MANAGEMENT**

Houghton (1975), stated that, for the management to achieve some set goals or objectives there must be an organized effort towards achieving that goal or objectives. The following functions of management must be observed.

- i) **PLANNING** : This is the process of formulating goal of an organization, definition of specific objectives and formulation of strategies or leave of action to achieve the objectives, it involves the formulation of policies to meet the objectives of a particular organization as efficiently as possible. It also includes working out of programmes and target with respect to annual budget of Finance, Longtime investments, delegating authority and detail within an enterprise of any size, and to set moralist which are short, medium and long-term plans because of their consistency.

- ii) **ORGANIZATION:** This involves the creation of required administrative structure to put the selected plans into practice. It is required that open channels of communication be maintained to give staff at levels the opportunity to contributing to the success of the organization. The organization must therefore be both flexible and adaptable.
- ii) **COORDINATION:** This is the integration efforts and effective coordination. It depends on adequate communication, balance and control in the organizational set up. Coordination is to ensure that each operative factor is related to others and communication, balance and control within the enterprise govern this. And it also ensures that freedom of information is obtained, the removal of bottle necks is vital to effective rather than integration of efforts.
- iv) **CONTROL:** This involves the continuous monitoring of the work of the organization to ensure that approved policies are being pursued. The main tools for achieving this are adopting budgeting systems and inspection of records.
- v) **DIRECTION:** This involves the guidance and supervision of sub-ordinates. The requirements of efficient direction are that all concerned is aware of the aims of the organization and the nature of the organization structure. Staff should be

encouraged to work with and by delegating of authority and responsibility.

vi) STAFFING: It is very important to establish a sound recruitment and staff selection procedure. A good career development policy should be maintained.

vii) COMMANDING2: It is purposely to create a high sense of morale among, persons engaged in a scheme. The reason is to maintain mutual relationships between the staff (employees) and entire management, so as to ensure success. It is also meant to encourage pride on the part of staff, management and outside consultants, in any organization there is the need for a flow of instruction from a higher to a lower hierarchy. It must be noted that information could come from opposite direction i.e from lower to a higher hierarchy.

### 2.3 THE FUNCTIONS OF THE PROPERTY MANAGER

The functions of the property manager are determined by the objectives of the property owner. Whatever, the nature or style, property management functions are practiced by qualified property managers are as identified by Scarnet (1983). The functions are below under listed according to Jide (1996) in a seminar paper titled "the impact of management on property income as;

- a) **SELECTION OF TENANT:** A lot of technical skill is involved in the selection of a suitable tenant. Among the qualities considered in choosing a tenant include his ability and willingness to pay the optimum rent, his ability to observe his repairing obligations under the lease term, his ability to put the property into appropriate use, not using the property in a way contrary to the laws of the land and one that will not put the interest of the landlord in jeopardy.
- b) **FIXING OPTIMAL RENT:** The estate surveyor and valuer, being the most knowledgeable in the property market is best placed to determine the rental value of a property.
- c) **COLLECTION OF RENT:** One problem of rent collection is the delay in prompt payment by the tenant. To combat such bad situation of default or rent, the estate surveyor employ means like long notices and legal procedures to receive accumulated arrears of rent. It is now a common feature in practicing property management offices to use facilities or telecommunication, computers (data processing) letters, personal contacts for speedy rent collection and other uses.
- d) **INSURANCE:** In cases where property is let under full, repairing and insurance (F.R.I.) terms (tenant is responsible for repairs and insurance), the manager owes it a duty to see that the premiums

are paid regularly and the insurance value is updated periodically to prevent under – insurance of the property. The manager should also avoid valuation of properties as this will lead to a payment of higher premium.

e) MAINTENANCE: Usually, the responsibility for repairs is shared between the landlord and the tenant, proper maintenance is very crucial in the sustenance of the economic and physical life of a property. In this case, the property manager needs to be prudent to ensure that the clients get value for their money. Service charge is used to carry out some maintenance work in the case of properties with multiple occupations.

f) PROPERTY INVENTORY: It is now a common practice to prepare inventory of features and fittings before and after occupation by a tenant such inventories are attached to the lease agreement and are usually co-signed by the tenant and the landlord. The importance of this is to make the task of recalling the items of the properties that need replacement at the expiration of the tenants lease term, easier and faster. This calls for an inspection of the property for the purpose of the inventory before and after a sub lease.

## 2.4 THE PROPERTY MANAGER

Sani (1992), In his paper, "Property Management during Economic periods, defined property managers as real Estate professionals employed to maintain property and ensure the profitability of the owners investment.

In Nigeria, many shades of personnel are involved in property management. These range from the unit owners, the occupiers, the union formed quacks, the non-professionals interest also known in some quarters as sophisticated quacks, to the professional estate surveyors and valuers who are statutorily saddled with the management of the property wealth of the nation. A property manager must possess a number of important qualifications that is, technical knowledge in various fields among which according to Jide (1996) are;

- (i) Property valuation (for determination of optimum rent, insurance value etc).
- (ii) Building construction management
- (iii) Property maintenance management
- (iv) Property brokerage
- (v) Property financing and development
- (vi) Land and property Law
- (vii) Book-Keeping and accounts.
- (viii) Land use.

Above all, such a person must be registered or registrable estate survey or an valuers. By the law of the Federal Republic of Nigeria, the estate property survey or valuer(s) is the only individual recognized to manage properties in Nigeria. Therefore, for any one to manage property adequately, he must undergo the minimum training required of a qualified estate survey or valuer. The importance of professional property managers in estate management cannot be over-emphasized, many writers and scholars have written to buttress this fact. John McMahan in his extensive studies on the importance of good property management concluded; "A Manager can profoundly affect the continuing profitability of a building project."

Austin (1973), not only asserted that, it is the professional property manager who is more likely to increase the rate of returns on marginal project, devise innovative alteration to make unattractive property profitable and cut unnecessary cost since he is well-trained and can judge best when such changes should be made but also concluded "the traditional role of property managers as rent collectors is fast becoming obsolete. "He stated that his studies had confirmed prior belief in the importance of well-trained managers in investment decisions.

## 2.5 **LANDED PROPERTY OF COLLEGE OF EDUCATION, MINNA**

The institution is located at the capital city of Niger State, Minna.

The institution is endowed with some basic infrastructure facilities notable among them include the following real properties:

- i) Administrative buildings
- ii) Lecture rooms
- iii) Library complex
- iv) Laboratories
- v) Staff residential quarters
- vi) Workshops
- vii) Cafeteria
- viii) School clinic
- ix) Students hostel (Female)
- x) Works department
- xi) Sport complex etc.

Above are the basic infrastructure facilities in the college.

## 2.6 **PROPERTY**

New standard encyclopedia refers property as any object that a person may lawfully acquire and owned. Any possession especially land or real estate. Property also refer to the legal right to acquire, use and disposal of a thing.

Rowland (1998) refer the property to things that are collectively owned (personnel properly), but in relation to estate management. Real property refers to land and building, which provides shelter, privacy, work place, services and recreation that are essential to the human life. Apart from physical aspect, real property has a legal aspect referring to the nature of ownership rights in the property owned e.g. freehood, lease hold and interest on land.

Mogbo (1990), views property as the move able or immoveable asset of individuals, corporate bodies, partnerships, local and National government as well as international interest and organizations.

In a similar view, collier's encyclopedia defined property "as the right to possess" enjoy, dispose off and recover, if wrong fully taken, those things tangible and of distinct categories.

Okolo (2002), defined property under three grouped.

- a. Real property.
- b. Personal property
- c. Educational property
- d. REAL PROPERTY: Real property has been identified as land and all improvements (such as trees and buildings), attached to the land. Real property includes not only the surface of the land but also everything under its surface, such as oil, gas, coal or minerals. This is a more technical sense the word real property have come to mean not

only the object or rights with pecuniary content but also right that a person have in respect of land plus improvement on them. However, real property simply means the physical land plus building and any improvement affixed to land, which is a subject of ownership.

ii) **PERSONAL PROPERTY**

Okolo (2002) also, refer personal property as a moveable property not included in real property, possessions not related to land, such as clothing, automobiles furniture and machinery are called personal property, but personal property can become real property if permanently attached to a structure.

iii) **EDUCATIONAL PROPERTY**

Educational property means a building purposefully set-aside for educational purpose. Educational property is described as Landed property such as administrative offices, classrooms, laboratories, library, student union building, dining hall, auditorium and domentaries as a vital part any educational institution. All the buildings mention are very essential is an institution for ensuring conducive environment for learning.

2.7 **PROPERTY MANAGEMENT**

Rowland (1998), defined property Management concept dated back to the middle ages in Europe when the systems of land holding is by giving services to the owner existed. Then, the stewards and the law

officers were responsible for the supervision and running of the Agricultural lands belonging to the lords whom they make returns to in form of corps. However, the task performed by these agents became increasingly specialized during the period of industrial revolution as a result of the increased urbanization, which is the direct product of the industrial revolution in Europe.

Initially, property management was primarily concerned with elementary book-keeping and accountancy, but with the development of large estates by means of building leases, more intricate system of management allowing for taxation, maintenance, valuation, use of lease agreements and rent collection were evolved. This has resulted into the present day professional approach property management.

The growth in urban properties in both the private and public sector and the escalating cost of maintenance have all led to the recognition of the importance of effective property management in our economy.

## 2.8 OBJECTIVES OF PROPERTY MANAGEMENT

Thorncroft (1965), in his book, principles of Estate Management defined six (6) main objectives why most properties are managed as follows

- a. **To Satisfy Economy or Social Need:** Each property has an economic function, whether it is to provide shelter or land for farming.

This function, whatever it may be, is the basic reason of an estate or property to survive without making profit at least in the short run. But no property can survive unaltered if it loses its economic purpose. A sign of social responsibility in management is the extent to which functions rather than financial returns are regarded as the prime aim of the estate or property.

b. **Profit:** Profit making is by maximizing output and minimizing cost. The scope of cutting cost, however, is often limited because of the large proportion of outgoing represented by capital changes and hence the importance of the development process to property management as a whole. For private owners, profit or at least, the avoidance of losses are usually essential.

c. **Independence:** This freedom and security attached to property ownership is probably no less important than economic rewards, property management prolongs the continued ownership of property. The desire for economic and often political independence afforded by owning a property is very deeply set in the human nature and forms the basis for most people's attitude to their land and properties. This perhaps, accounts for large number of small properties, which cannot be justified on economic grounds.

d. **Social Benefit:** Another objective of property management is to serve public interest. Many private property owners are sensitive to the

wider social aspect of managing the properties. The success of policies such as the rent control edict in time of accommodation shortage depends on the co-operation of the landlords, which is usually difficult to achieve. Social benefit therefore tends to be forced by the actions of the worst rather than the best or even the average property owner.

## 2.9 **APPROACHES TO PROPERTY MANAGEMENT**

The approaches to property management are dependent on the Type of property and the tenants on question. Jide (1970), has classified management style into three (3):

1. **PASSIVE MANAGEMENT STYLE:** In this case, the management surveyor has little involvement in the management of the property in question. The assumption of this approach is that the occupier is responsible for the routine up keep of the property while the property management takes action on lease conditions and also ensure that the property is not used with any seeming prodigality or put into uses that are not in conformity with the goal of the developer.

2. **ACTIVE MANAGEMENT STYLE:** Here the management surveyor takes the responsibility of the investor under lease agreement. He undertakes the external repair works, settles all rates required of the owner and serves as the link between landlord and tenant as well as to ensure that the property is put into uses, which are in conformity with the goal of the developer.

3. **SUPER-ACTIVE MANAGEMENT STYLE:** Management surveyor is here involved in the day-to-day running of the property. He is being called upon from time-to-time to attend to the needs of the occupiers in line with the provisions of the lease. If it is a property with multiple occupations, he will be responsible for the administration of common services charge deposit. He is more in touch with the property and the occupiers and readily applies his professional skill in managing the property effectively. This style of management is common with high-rise properties with multiple occupations.

#### 2.10 THE CONCEPT OF PROPERTY MAINTENANCE

According to Adeshina (1998), property maintenance is a combination of any action carried out to retain a building in or restore it to an acceptable condition. There are two processes envisaged "retaining" work carried out in anticipation of failure and restoring" i.e. work carried out after failure. The former is usually referred to as preventive maintenance and the latter corrective maintenance

Property maintenance can be defined as work undertaken in order to keep; restore or improve every facility. It is the continuous process of balancing service and cost in an attempt to please the user(s) and preserve the physical aesthetic and functional condition of the property while holding a ceiling on the operational expenses and improving owners margin of returns.

Also, the Building standard (1964), defined property maintenance as a "Work undertaken in order to keep or restore every facility i.e. every part of the site, building and contents to an acceptable standard".

The Committee on maintenance and protection of University property set up by Federal Military Government of Nigeria (1979), defined maintenance as "all works undertaken to keep or restore a property to a state of preservation and acceptable standard for its present and intended use".

Leach (1961), viewed maintenance in his book, Urban estate or school management as "It includes all such work as are necessary to keep a building in a condition in which it may used in a normal way without the risk of injury, whether to itself or surrounding or to the life, limb or health of persons..."

In a nutshell, property maintenance can be defined as all work undertaking to preserve, support, restore, protect and ensure the continued existence of a property in an acceptable condition.

The aim of maintenance includes, promoting the durability of building for efficiency, health beauty and comfort etc, retaining the value of the investment and presenting a good appearance to the public.

## 2.11 TYPES OF PROPERTY MAINTENANCE

The property maintenance is divided into two: Planned maintenance (ii) Unplanned Maintenance (iii) Planned Maintenance is further divided into "Preventive" (retaining) and corrective (restoring) maintenance.

- a) Preventive Planned Maintenance: (i.e. retaining in anticipation of failure) is work directed to the prevention of a facility carried out within the expected life of the facility to ensure its continued operation e.g. an underpinning carried out to prevent failure of a structure after finding a serious structural crack appearing on the walls.
- b) Planned Corrective Maintenance: (i.e. restoring after failure) is work performed to restore a facility to operate to an acceptable standard e.g. periodic repairs carried out to maintain utility of the building.
- c) Unplanned maintenance: On the other hand is the work resulting from unforeseen breakdown or damage due to external causes e.g. fire destroying a house, wind blowing off the roofs etc.

Furthermore, maintenance work can be categorized as Predictable maintenance is regular periodic work that may be necessary to retain the performance characteristics of a property, as well as that required to replace or upair the product after it has achieved a useful

span. While avoidable maintenance can be said to be the work required to rectify failures caused by incorrect design. Failures in correct installation of the use of faulty materials.

## 2.12 NATURE OF PROPERTY MAINTENANCE

Maintenance comprises of three separate components:

- (i) Servicing
- (ii) Rectification
- (iii) Replacements

i. **Servicing:** It is essentially a cleaning operation undertaken at regular intervals of varying frequency and it is sometimes termed day to day maintenance. The frequency of cleaning varies with frequencies being floor swept and polished weekly, windows washed, monthly painting for decoration and protection every four (4) years or more depending on the type of paint and usage to which building is put to.

ii. **Rectification:** Rectification work usually occurs fairly early in the life of the building and arises from shortcomings in design internet faults or insatiability of components damage of goods on transit or installation and incorrect assembly.

Rectification represents a fruitful point at which to reduce the cost of maintenance, because it is unavoidable. All that is necessary, at any rate in theory is to ensure that components and materials are suitable for their purpose and are correctly installed.

iii. Replacement: Is inevitable because service conditions cause materials to decay at different rates. Much replacements work stems is not so much from deterioration of appearance. Hence length of acceptable life often involves a subjective judgement of aesthetics charge.

### 2.13 PURPOSE OF MAINTENANCE

The main aim of maintenance is to preserve the building in its initial state as far as practicable so that it can effectively serve its purpose. The main purpose of maintaining buildings are

- a) To retain value of investment
- b) To maintain the building in a condition in which it continues to fulfill its functions.
- c) To present good appearance.

Houses are generally constructed and maintained for different purposes where they are constructed for commercial purpose their value is determined by the demand for the services, which they offer in combination with other factors of operation. The more the expenditure marred on maintaining a building the better its value and consequently the higher its rate of return.

### 2.14 BENEFITS OF MAINTENANCE

The benefits may be either short-term or long-term and may be classified as financial, technical or human.

Financial Benefits spring from a more effective use of the building and are reflected in higher productivity, less wastage of materials, improved sales.

Technical Benefits are related to the preservation of the physical characteristics of the building and its services are reflected in fewer breakdowns with a reduction in down time and fewer calls for emergency repairs less accidents, lower future maintenance cost.

While human benefits are related to the psychological effect of the condition of the building on the user and are reflected in such things as a lower rate of staff turn over with reduced recruiting and training cost, better customer relations and improved public image some of these benefits are difficult to quantify.

#### 2.15 **RATIONALE FOR MAINTENANCE**

Iwuanyanwu (1987), in his seminar paper, land property management and maintenance culture for Nigeria, identified four:

- a) To maintain an acceptable quality standard, particularly to existing structure fabric and facilities which meet current taste and demand.
- b) To raise the quality of life of existing facilities, which have fallen below existing taste and demand, e.g. conversion of a pit toilet to water closet.

- c) To prolong the life span of a building particularly at a time when the cost of new projects are escalating due to run-away inflation and in face of shortage of funds for construction.
- d) To attract higher rental income or value. The basic attribute of a rational human being is the quest for profit or benefit maximumization. In property development, values of structures vary directly with the state of repairs. It therefore becomes necessary to enhance values or at worst keep it at by regular maintenance.

# **CHAPTER THREE**

## **RESEARCH METHODOLOGY**

### **3.1 POPULATION TECHNIQUES**

The population of this research was made up of 300 questionnaires administered to the following, academic staff 15, non-academic staff 35, students 250, while 55 of the questionnaires were not returned. This gave adequate representation of opinions and views that will enhance the reliability of the findings.

### **3.2 SAMPLING TECHNIQUES**

The sampling technique were used in the selection process of the population where 300 questionnaires were given to the selected academic staff 15, Non-academic 35, students 250 and 55 of the questionnaires were not returned.

### **3.3 METHOD OF DATA COLLECTION**

The data for the research study were obtained from two major sources, primary and secondary sources of data. The primary data used for this study were 300 questionnaires administered on random sampling to the following. Academic staff 15, non-academic 35, students 250 while 55 of the questionnaires were not returned. Meanwhile the secondary sources of data used for the study were collected from researchers, Authors, existing documents, publication etc.

### **3.4 DATA ANALYSIS**

The data analysis techniques employed in this research includes, summaries of the answers from the structured questionnaires and the data work were expressed in percentages and interpreted it.

Please find below the formulae used in this analysis.

$$\text{Simple percentages} = \frac{\text{Number of respondents}}{\text{Total number of questionnaires returned}} \times 100\%$$

### **3.5 LIMITATIONS OF THE STUDY**

The limitations of this research study includes inadequate time frame allocated to the study and financial constraints are some of the limitations experienced in the course of writing this project. However, all the tertiary Institutions of Niger State were experiencing different types of limitations but for the purpose of this project, I am only concern about the one which affected Niger state College of Education, Minna.

# CHAPTER FOUR

## PRESENTATION OF RESULTS AND DISCUSSION OF RESULTS

This chapter is divided into two sections, Section A, is the responses of the research questionnaires numbering about 300 (three hundred) units were distributed as follows, academic staff – 15 units, non-academic staff 35 units and students – 250 units, while 55 units were not returned. Therefore, the total number of the questionnaires returned were 245 units and section B, is the results discussions.

### SECTION A

#### 4.0 RESULTS PRESENTATION

The respondents were instructed to assess the conditions of the facilities, with regard to their state of repairs. The following data are the responses collected from the respondents to be presented in the following tables.

Table 4.1.2: Does Offices of the College of Education Minna need to be renovated?.

RESPONDENTS	SCORES	PERCENTAGE
Strongly Agree	65	26.53
Agree	70	28.57
Not Strongly Agree	40	16.33
Disagree	60	24.50
Strongly Disagree	10	4.08
<b>TOTAL</b>	<b>245</b>	<b>100</b>

From table I, 26.53% of the respondents indicated that the condition of the office complex in terms of repairs is excellent, 28.57% good, 16.33% satisfactory, 24.50% fair and 4.08% poor.

Table 4.2.3: Does the Administrative Block of College of Education, Minna need further renovation?.

RESPONDENTS	SCORES	PERCENTAGE
Strongly Agree	100	40.82
Agree	90	36.73
Not Strongly Agree	45	18.37
Disagree	10	4.08
Strongly Disagree	-	-
<b>TOTAL</b>	<b>245</b>	<b>100</b>

Among the respondents 100, representing 40.82% said the state of repairs of the Administrative block is excellent, 36.73% Good, Satisfactory carried 18.37%. While the remaining respondents indicated fair 4.08.

Table 4.3.4: Does the Access Road of the College of Education need to be renovated?.

RESPONDENTS	SCORES	PERCENTAGE
Strongly Agree	30	12.24
Agree	50	20.41
Not Strongly Agree	70	28.57
Disagree	55	22.49
Strongly Disagree	40	16.33
<b>TOTAL</b>	<b>245</b>	<b>100</b>

The respondents 30, representing 12.24% in table 3, agreed that the access roads in the institution is excellent, 50 respondents representing 20.41% indicated that all the roads were Good, Satisfactory carried 28.57%, 55 respondents were of the viewed that the roads were fair and the remaining respondents 40 represents 16.33% who said all the access roads were poor.

Table 4.4.5: Does the College of Education Lecture Theatre built to the National Standard?.

RESPONDENTS	SCORES	PERCENTAGE
Strongly Agree	60	24.50
Agree	67	27.35
Not Strongly Agree	53	21.63
Disagree	40	16.33
Strongly Disagree	25	10.20
TOTAL	245	100

According to table 4, the respondents indicated that the lecture theatre were excellent, 24.50%, Good 67 which represents 27.35%, Satisfactory 21.63%, Fair 16.33% and Poor 10.20%.

Table 4.5.6: Does the Library Complex of the Institution need to be fully equipped with latest text books?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	58	23.67
Agree	73	29.80
Not Strongly Agree	47	19.18
Disagree	44	17.96
Strongly Disagree	23	9.39
TOTAL	245	100

Out of the respondents sampled, 23.67% agreed that the library Complex were excellent, 29.80% agreed that the complex were Good, Satisfactory carried 19.18%, Fair 17.96% and Poor 9.39%.

Table 4.6.7: Does the College of Education Laboratories lacks modern Scientific equipments?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	25	10.20
Agree	53	21.63
Not Strongly Agree	74	30.20
Disagree	60	24.50
Strongly Disagree	33	13.47
TOTAL	245	100

The respondents 40, representing 16.33% indicated that, the laboratories were Excellent, 19.59%, Good 25.31%, Satisfactory 20.41% Fair and 18.37% of the remaining respondents said the laboratories were poor.

Table 4.7.8: Does the Female Hostel of the College of Education Minna lacks some basic infrastructures.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	25	10.20
Agree	53	21.63
Not Strongly Agree	74	30.20
Disagree	60	24.50
Strongly Disagree	33	13.47
TOTAL	245	100

According to the above table, the total respondents agreed that the condition of the female hostel were excellent which represent 10.20%, Good represent 21.63%, Satisfactory indicated 30.20%, Fair carried 24.50% and who indicated poor were 13.47%.

Table 4.8.9: Does the General Maintenance of the Staff Quarters carried out on regular basis?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	45	18.37
Agree	67	27.35
Not Strongly Agree	58	23.67
Disagree	41	16.73
Strongly Disagree	34	13.88
<b>TOTAL</b>	<b>245</b>	<b>100</b>

From the table above, 18.37% of the respondents said Excellent, 27.35% Good, 23.67% Satisfactory, 16.73% indicated Fair, while 13.88% of the remaining respondents were of the view that the condition of the repairs of the staff quarters were poor.

Table 4.9.10: Does the College of Education Classrooms conducive to learning?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	45	18.37
Agree	85	34.69
Not Strongly Agree	50	20.41
Disagree	40	16.33
Strongly Disagree	25	10.20
<b>TOTAL</b>	<b>245</b>	<b>100</b>

According to the respondents in the above table indicated that the level of repairs in the Classrooms of the institution is excellent which represents 18.37%, 34.69% of the respondents said the level of the repairs is Good, Satisfactory carried 20.41%, Fair 16.33% and the remaining respondents 25, which represent 10.20% indicated that the classrooms were in a poor state of repairs

Table 4.10.11: Does the Male Hostel of the College of Education Minna not well maintained?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	50	20.41
Agree	52	21.22
Not Strongly Agree	60	24.50
Disagree	43	17.55
Strongly Disagree	40	16.33
TOTAL	245	100

As indicated in the above table, 20.41% of the respondents agreed that the hostel were excellent, 21.22%, indicated the hostel were Good, Satisfactory 24.50%, also those who indicated Fair were 17.55% while the remaining respondents 16.33% agreed that the hostel were poor.

Table 4.11.12: Does all the Toilets in the College of Education Minna, were maintain on regular basis?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	30	12.24
Agree	55	22.49
Not Strongly Agree	65	26.53
Disagree	50	20.41
Strongly Disagree	45	18.37
<b>TOTAL</b>	<b>245</b>	<b>100</b>

The respondents in the above table agreed that level of repairs of all the toilets were excellent, this represent 12.24% those who said Good represent 22.49%, Satisfactory 26.53%, while those who said Fair 20.41% and Poor 18.37% respectively.

Table 4.12.13: Is there any over population of the Students accommodation in all the hostels of the College of Education, Minna?.

RESPONDENTS	SCORES	PERCENTAGES
Strongly Agree	55	22.49
Agree	90	36.73
Not Strongly Agree	60	24.50
Disagree	40	16.33
Strongly Disagree	-	-
<b>TOTAL</b>	<b>245</b>	<b>100</b>

According to the respondents in the above table indicated that 22.49% agreed that the number of students per room is excellent,

36.73% of the respondents said the number of students per room were Good, Satisfactory carried 24.50%, while the respondents 16.33% indicated fair.

## **SECTION B**

### **4.1 RESULTS DISCUSSIONS**

The results in table 4.1.2 revealed that 65 of the respondents representing 26.53% were strongly agreed, while 4.08% representing 10 of the respondents indicated strongly agreed but majority of the respondents 70 representing 28.57% agreed that the office complex need to be renovated. Therefore, the offices complex of the institution need to be renovated from time-to-time, so that the staff can have a good learning environment.

In table 4.2.3, the respondents 100 representing 40.82%, strongly agreed that the administrative block of the institution need further repairs, 36.73% agreed that the administrative block need to be renovated but only 4.08% representing 10 respondents disagreed that the level of the repairs is not much.

According to table 4.3.4, the respondents 30 representing 12.24% were strongly agreed that the access road of the institution need to be rehabilitated, 55 of the respondents representing 22.49% disagreed that the road need only minor repairs. However, the research conducted indicated that the access roads of the institution need to be

rehabilitated, where the school authority cannot do the major repairs, they can channel their grievances to the state government via Niger State Ministry of Works for assistance. This will go along way to help the institution in making sure that whoever visit the institution will not complain of the bad condition of the roads.

The results in table 4.4.5, indicated that the respondents 60, representing 24.50% were strongly agreed, 27.35% representing 67 respondents agreed, while 25 respondents representing 10.20% indicated fair. The lecture theatre of the institution need to always be maintain, so that the students can have a good learning environment.

According to table 4.5.6, the respondents 23 representing 9.39% indicated strongly agreed, 47 respondents representing 9.18% not strongly agreed while majority of the respondents 73, representing 29.80% agreed that the library complex of the institution need to be fully equipped with modern textbooks.

Table 4.6.7, the respondents 25 representing 10.20% strongly agreed, 50 of the respondents representing 24.50% disagreed but majority of the respondents 74, representing 30.20% did not strongly agreed that the laboratories of the institution lacks some modern scientific equipments. There is need for the management to provide some of the most important scientific equipments which will be of good benefit to both students and lecturers.

The results in table 4.7.8, revealed that, the respondents 25, representing 10.20%, 21.63% representing 53 respondents, while majority of the respondents 74, representing 30.20% were not strongly agreed that the female hostel of the institution lacks some basic infrastructures. The management should as a matter of urgency provide all the basic infrastructures needed by the students e.g constant water supply, regular electricity etc. This will assist the students to have a favourable learning environment.

According to table 4.8.9, the respondents 45, representing 18.37% were strongly agreed, 23.67% representing 58 respondents were not strongly agreed , while 67 respondents representing 27.35% agreed that the maintenance of the staff quarters should be carried out on regular basis. There is need for the school management to always provide a habitable environment, this will help all the lecturers to settle themselves and contribute their quota towards the imparting good knowledge to students.

The results in table 4.9.10, indicated that the respondents 45, representing 18.37% were strongly agreed, 20.41% representing 50 respondents were not strongly agreed while majority of the respondents 85, representing 34.69% were agreed that the condition of the classrooms were conducive to learning environment.

Table 4.10.11, indicated that the respondents 50, representing 20.41% strongly agreed, 43 of the respondents representing 17.55%, disagreed while 60 respondents representing 24.50% were not strongly agreed that the male hostel of the institution is not well maintained.

In table 4.11.12, the respondents 30, representing 12.24% were strongly agreed, 20.41% representing 50 respondents, disagreed, while majority of the respondents 65, representing 26.53% not strongly agreed. There is need for the management to be maintaining the toilets on regular basis, this will help in keeping a good learning environment.

According to table 4.12.13, the respondents 55, representing 22.49% were strongly agreed, 24.50% representing 60 respondents indicated not strongly agreed but majority of the respondents 90, representing 36.73%, agreed that there is over population of the students accommodation in the College hostel. Going by the results obtained, there is need to build additional hostels in the school, this will ease the accommodation problems being faced by the students.

# CHAPTER FIVE

## SUMMARY, RECOMMENDATIONS AND CONCLUSIONS

### 5.1 SUMMARY OF FINDINGS

In summarizing of findings related to this study are as follows:

The objectives of the study were to identify the types of properties owned by the institutions, to investigate the present situations of the landed properties, to identify the major problems militating against the effective management of these properties and to make recommendations that would ensure the effective management of the landed properties in all the tertiary institutions of Niger State.

The summary of the findings revealed that the Assessment of the property management in relation to the office complex and Administrative blocks were encouraging, in view of the fact that the following facilities were provided to both the office complex and Administrative block. They includes internal communication system; connected to all the offices, and telephone lines linked to the Directors office and a general line to be used by other staff. By observation, I realized that the office complex carpets were completely damaged, the flooring is not good, there were some broken chairs and window glasses while in the Administrative block the following facilities need to be put into proper position, some of them include, repair of some air conditioners, broken glasses of the doors and windows as well to do

total renovation. Also, lack of internal facilities in the Administrative block and office complex has hindered the academic, non-academic staff and students from browsing the internet to acquire up-to-date data for their learning and research purposes.

The research also, revealed that the facilities provided in the lecture theatre need to be rehabilitated, they include, the following; broken glasses, bulbs fluorescents and chairs while the scientific equipments were satisfactorily provided in the laboratory. The above facilities need to be maintained properly, otherwise the learning process cannot be enjoyed in an environment where some of the basic needs were not in a proper place.

The research further revealed that the access road of the institution from the main gate to the Administrative block has many potholes, while the access road leading to the staff quarters and linked to all the classrooms were not tarred. The students and lecturers find it very difficult to attend to classes more especially during the rainy season. The research also revealed that the respondents indicated that facilities provided in the hostel suffered defects, such as damaged doors, no enough accommodation to accommodate more students, irregular water supply to all their toilets. The female students were always going to the bush to ease themselves. For female students to be going out to ease themselves it is very dangerous in view of the fact

that the rapist (s) and reptiles may attack them at anytime while the female students can always be thinking of the insecurity attached to their going out to ease themselves.

Also, majority of the respondents indicated that, the classrooms were in a state of bad condition. The classrooms suffer some defects as well as damages of electrical fittings, fans, broken ceiling glasses, and the doors.

A healthy environment is a wealthy environment where all the facilities need to be provided and maintained whenever the need arises. Failure to take good care of all the facilities provided will disrupt the students from learning thereby graduating half-backed students.

## 5.2 CONCLUSIONS

After a thorough research study on the Assessment of Property Management in Niger State College of Education, Minna, the research revealed that, the assessment of property management in relation to most of the respondents comments were said to be encouraging, but there is the need for further improvement as already outlined in my recommendations.

Below are some of the facilities whose conditions of repairs were encouraging. They include, office complex, Administrative block, lecture theatre, library Complex, staff quarters, classrooms etc, while the maintenance of the following properties were not adequately taken care

of as indicated by the respondents. They include, lack of proper maintenance of the female hostel, especially the persistent shortage of water, also their lecture periods will be disrupted because they can be going outside the school premises looking for where they can fetch water to bath, wash their clothes and drink. The remaining problems include, laboratories, Access roads, toilets etc. The poor conditions of the facilities were recommended to the management for immediate solutions to the problems under study.

### 5.3 **RECOMMENDATIONS**

I wish to present the following recommendations which is in line with the research findings.

1. The management of the institution should direct the works Department to repair the broken chairs, broken doors and windows of both office complex and Administrative block, while the air conditioners of the administrative block need to be repaired. If the above named facilities were to be put in proper place, the staff will put in their best towards the progress of the schooling.
2. The lecture theatre should be renovated, some of the facilities damaged like broken chairs, glasses, replacement of the fluorescents bulbs, should be effected immediately. This will help the students to have a good learning environment, they should also use the facilities provided, maintain and protect it.

3. The management should provide modern scientific equipment to the institutions laboratories. This will assist the institution in teaching and to graduate qualified professional scientists, which the institution, State Government and the nation will be proud of. The students were expected to use the equipment provided in the laboratories with keen interest as well as to take good care of all the facilities in place.
4. The management should provide enough water supply if possible to dig bore holes in most of the strategic locations of the institution, so that female students should not go out side the school premises to ease themselves, this may attract rapist(s) and reptiles to be attacking them.
5. The management should build additional male and female hostel that will accommodate more students are advised to use it judiciously.
6. The management should build additional staff quarters that will accommodate new staff recruited to serve in the other Departments. This will promote efficiency and prevent lateness to duty if they are staying outside the school premises.
7. The works department should be directed to carry out maintenance work and general renovation of all the classrooms of the institution while the students were advised to take proper care of the facilities put in place. The students can have a good learning environment.

8. The management should send its financial request to the state government for the purpose of carrying out maintenance work via the State Ministry of Education.

9. The access road of the institution need to be rehabilitated, in order too allow all the people coming in and going out of the institution to enjoy the good roads put in place. All the potholes need to be rehabilitated and if possible to do general renovation of all the roads within the institution.

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# **APPENDIX I**

## **QUESTIONNAIRE**

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA QUESTIONNAIRE  
ON THE ASSESSMENT OF PROPERTY MANAGEMENT, A CASE STUDY  
OF NIGER STATE COLLEGE OF EDUCATION, MINNA

Dear Sir/Madam,

This thesis is in partial fulfillment of the requirements for the award  
of Post-graduate Diploma in Business Management Technology.

The questionnaire is designed to gather reliable information on "THE  
ASSESSMENT OF PROPERTY MANAGEMENT, IN NIGER STATE COLLEGE OF  
EDUCATION, MINNA".

Your response will help me to make a good recommendation to the  
management of Niger State College of Education, Minna.

Please note that the information provided will be treated with  
confidentiality, thank you in anticipation of your usual cooperation.

Yours faithfully,

**ABDULLAHI BABA ARAH**

**FEDERAL UNIVERSITY OF TECHNOLOGY**  
**DEPARTMENT OF GENERAL STUDIES**

You are requested to tick the appropriate word under a column provided.

Thanks for your usual cooperation.

Note: SA = Strongly Agree, A = Agree, NS = Not Strongly Agree,

D = Disagree, SD = Strongly Disagree.

1. Does Offices complex of the College of Education Minna need to be renovated?.

SA  A  NSA  D  SD

2. Does the Administrative block of College of Education, Minna need further renovation?.

SA  A  NSA  D  SD

3. Does the access road of the College of Education need to be renovated?.

SA  A  NSA  D  SD

4. Does the College of Education lecture theatre built to the national standard?.

SA  A  NSA  D  SD

5. Does the Library Complex of the Institution need to be fully equipped with latest text books?.

SA  A  NSA  D  SD

6. Does the College of Education Laboratories lacks modern Scientific equipments?.

SA  A  NSA  D  SD

7. Does the Female Hostel of the College of Education Minna lacks some basic infrastructures.

SA  A  NSA  D  SD

8. Does the general maintenance of the staff quarters carried out on regular basis?.

SA  A  NSA  D  SD

9. Does the College of Education Classrooms are conducive to learning?.

SA  A  NSA  D  SD

10. Does the Male Hostel of the College of Education is not well maintain?.

SA  A  NSA  D  SD

11. Does all the toilets in the College of Education Minna, maintain on regular basis.

SA  A  NSA  D  SD

12. Is there any over population of the Students accommodation in all the hostels of the College of Education, Minna?.

SA  A  NSA  D  SD