



KENYATTA UNIVERSITY FUNERAL HOME SERVICE DELIVERY CHARTER



OUR COMMITMENT

Last respect with dignity

	SERVICE OFFERED	TIMELINE	CHARGES	REQUIREMENT	RESPONSIBLE OFFICER
1. ADMISSION OF BODY					
(a).	Admission of body.	Within 15minutes on the basis of first come first served	Free.	Police Letter with O.B number/Burial Permit. Admission and Acceptance Form Two relatives and next of kin's ID cards.	Receptionist on duty.
(b).	Acceptance of the body.	Within 15minutes.	Free.	Admission & acceptance Form and verification of details.	Mortician on duty
2. PRESERVATION OF THE BODY					
(a).	Overnight stay (Adults & children over 10yrs)	24hrs	Ksh. 5,500 /=	Job Card	Cashier Receptionist
	Overnight stay (Infants & children below 10yrs)	24hrs	Ksh. 3,500 /=		
(b).	10 days preservation (Adults & children over 10yrs)	1-10 days.	Ksh. 10,000 /=		
	10 days preservation (Infants & children below 10yrs)	1-10 days.	Ksh. 6,000 /=		
(c).	From Day 11 preservation (Adults & children over 10yrs)	Day 11 onwards	Ksh. 1,000 daily		
	From Day 11 preservation (Infants & children below 10yrs)	Day 11 onwards	Ksh. 700 /=		
3. POST MORTEMS					
(a).	Theatre facility.	1 day on booking.	Ksh. 7,000/=	Signed admission and acceptance form Next of kin's ID card. Family members. Police officer (police case).	Mortician
(b).	Government pathologist.		Private between the family and the appointed pathologist.		Receptionist
(c).	Reconstruction.	2 Hours upon request.	Ksh. 3,000/=	Payment receipt.	Mortician on duty
	Face/skin-deep body injuries.		Ksh. 7,500/=		
	Facial lacerations/one skull fracture.		Ksh. 12,500/=		
	Facial /several skull fractures.		Ksh. 18,000/=		
	Facial/other injuries.		Ksh. 3,000/=		
(d).	Fetus removal.		Ksh. 4,500/=		
(e).	Soft tissue implants (Lodged bullets, arrow and pace makers) retrieval.				
4. VALUE ADDITION SERVICES					
(a).	Unbraiding/shampooing/blow drying.	1Hour upon request.	Ksh. 1,500/=	Payment receipt.	Mortician
(b).	Beard Shaving/trimming/combing.		Ksh. 1,000/=		
(c).	Dressing.	A day before dispatch.	Free.	Clothes and coffin from the family.	Mortician
(d).	Body preparation and make-up.		Ksh. 2,000/=		Mortician
OTHER SERVICES					
5.	REPATRIATION	Immediately (based on destination)	Standing fees of Ksh. 25,000/=	Flight itinerary & Repatriation booking Form	Secretary / Administrator
	In to the country				
	Domestic Repatriation	Immediately (based on destination)	Depending on destination	Airway bill Number. Email correspondence from the consigner.	
6.	VIEWING.	From 11.00 am Monday to Saturday	Ksh. 500/= per viewing.	Original admission form/receipt.	Receptionist/mortician on duty.
7.	CHAPEL	1 hour	Ksh. 1,000/=	Admission number.	Chapel attendant.
8.	BODY DONATION	2 Days upon Family request	Free	Management approval	Director KUFH
9. HEARSE SERVICES					
(a).	Within KU Main Campus.	Immediate (on the appointed day and time).	Ksh.1,000	Name of contact person with telephone number, name of the deceased and payment receipt.	Driver in charge/hearse crew/cashier.
(b).	Different zones. Transfers		Basic fee of Ksh. 5,000/= for transfers within a radius of 35km		
10. COFFINS					
(a).	Coffins.	Order 5 days in advance.	Ranges between Ksh. 15,000 - ksh.94, 000.	Name of the deceased and admission number.	Coffin Shop attendant.
11.	CLEARANCE FOR DISPATCH	Within 30minutes on the basis of first come, first served.	Free.	Original admission forms/Receipts/Burial permit and original National Identity card of the signatories.	Receptionist in charge/mortician on duty.

NR: Late payment and delivery of coffins and clothes attracts a penalty of 1,000/= Each item (After 5pm)