






## MAINTENANCE POLICY

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## INTRODUCTION

Maintenance procedure and policy frame work provide the policies and procedures for systematic operations to be performed from time to time in maintenance of all Infrastructures.

Maintenance Committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.

## Objectives

- To ensure proper maintenance of physical property and facilities in the campus
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of infrastructure and other facilities.

## Campus Maintenance

### Maintenance of Existing Equipment:

- Identify the need for the Maintenance and Repair etc.
- Listing out the specification of the repaired items.
- Preparing comparative statement for the price, scope of repair and technical specification.
- Estimating the approximate cost of the system from the supplier input and getting financial approval from the management.
- After getting confirmation from the management, call the suppliers for price negotiations before the purchase and technical committee.
- Based on the terms and conditions of the service order the supplier will supply and install or show the system/ equipment/ item.





#### **Maintenance Policy Goals:**

1. Perform maintenance routinely on a periodic basis to examine status of the equipment.
2. Identify potential problems early within the context of the preventive maintenance system so that corrective action may be planned, included in the budget cycle, and completed in a timely manner.
3. Follow an orderly program so that administrative cost is minimized and the workload for the maintenance staff is at a relatively constant level.
4. Conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems

#### **Preventive Maintenance:**

Preventive maintenance is regularly performed on a piece of equipment that it provides periodic inspection, adjustment, minor repair, lubrication, reporting and data recording necessary to minimize building equipment and utility system breakdown and maximize system and equipment efficiency. It is performed while the equipment is still working so that it does not break down unexpectedly. Preventive maintenance will be taking care by In-house staff for most of the places. Preventive maintenance requires for classrooms, seminar halls, laboratories, library, sports and computers etc.

#### **Procedures - Maintenance of Classrooms:**

Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective department. The Heads of Departments report to the administration periodically for all the maintenance works. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. The following services are in work force of classrooms and tutorial rooms.







S.NO.	Service	Frequency	Responsible Authority
1	Cleaning of classrooms and chalkboards	Daily	Attender and Sweepers
2.	Floors dust mop, wet mop, high and low dusting		
3.	Removing of unwanted circulars from Notice Board		
4.	Emptying waste baskets		
5.	Working condition of computer system, projector screen, tube light, fan, lift etc.	Three months once	Technical staff

#### **Maintenance of Laboratories:**

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their preview. Stock registers, log books, tools registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.

Standard operating procedures for all high equipments are made available to the users. If any breakages and repairs are reported to the Head of the Department or the faculty-in-charges so as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakages of glassware intended for use by students are entered in the breakage register.





**The following services are in the force for up-keeping of Lab:**

Service	Frequency	Responsible Authority
Cleaning of Labs	Daily	Sweeper
Floors dust mop, wet mop, high and low dusting		Sweeper
Emptying waste baskets		Sweepers
Working condition of equipment in laboratory		Lab Technician

**Maintenance of Seminar Halls and Auditoriums:**

Seminar halls and auditoriums are cleaned by housekeeping team. Effective utilization of classrooms, seminar halls and auditoriums for organizing meetings seminars and cultural events is made.

For accessing the facilities, the organizing faculty member submits a request form through HOD and the date of the event is registered. Then the halls are accessed on priority basis.

**Maintenance and Utilization of Library Resources:**

The library staff is clearly instructed in the care and handling of library documents. The following steps to be taken:

Shelves should not be fully packed. A full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes are to be kept flat.

Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote problems. Cleaning and using vacuum should be done regularly and carefully.

Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil over the affected area can help in removal of termites or





white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effects of insects in the library.

**The following services are in work force for maintenance of library:**

Service	Frequency
Book Binding	Once in a semester
Taking of pest control measures	
Old volume maintenance	Once in a year
Cleaning of tables, chairs and book shelves.	Daily
Floors dust mop, high and low dusting	Daily

**Maintenance of Sports Ground:**

The sports equipments, fitness equipments, ground is supervised and maintained by the Physical Director. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done once in every three months. Seasonal maintenance of all equipments and ground are carried out regularly by the attender. Gymnasium and playground are maintained by Physical Director.

Service	Frequency	Responsible Authority
Watering	Daily	Physical Education Staff
Rolling	Daily	Physical Education Staff
Marking	Daily	Physical Education Staff
Poles Painting in all court	Once in a semester	Physical Education Staff







### **Maintenance of Computers:**

The hardware department and its support staff maintain the ICT facilities including computer servers. The maintenance includes the required software installation, antivirus and up gradation. Campus Wi-Fi is maintained.

The following services are in work force for up-keeping of computers:

Service	Frequency	Responsible Authority
Software Installation	Semester once	Respective staff
Hardware Repairs		
Computer Peripherals		

### **Maintenance of Housekeeping:**

Cleaning of the campus areas is performed daily in the morning before the regular classes with the help of housekeeping team. Toilets are cleaned every day.

Service	Frequency	Responsible Authority
Cleaning of office rooms, furniture	Daily	Attender
Floors dust mop, wet mop, and high and low dusting		
Emptying dustbin		
Cleaning of steps and floor	Daily	Attender
Cleaning of Toilets		
Disinfecting all washbasin and restrooms		
Wet mop, high and low dusting		





### **Breakdown Maintenance Policy:**

Breakdown Maintenance that involves using a machine until it completely breaks down and then repairing it to working order. College has technical staff that takes care of all the maintenance activities in various levels. Breakdown maintenance will be taking care by In-house staff only. If require college takes the help of outsourcing.

All break down maintenance activities are classified in to following:

- Building maintenance
- Electrical maintenance
- Computer maintenance

### **Procedure for Building Maintenance:**

Concerned personal should be appointed for looking after building maintenance activities such as plumbing, sanitation and painting works etc. The following is the procedure for resolving the building maintenance request.

1. Respective department logs the complaint in register note.
2. Building maintenance administrator monitors the register to identify the services requested by various departments.
3. He initiates the actions to solve the problem with his supporting staff and technical staff such as plumbers, carpenters.
4. He will update the register after completion of the service request.

### **Electrical Maintenance:**

The college electrical engineer with the help of supporting technical staff for looking after electrical maintenance activities such as repair works of all electrical equipment like fan, light, etc.

The following is the procedure for resolving the electrical maintenance request through college register.







1. Respective department logs the complaint in the register.
2. Electrical maintenance administrator monitors the register to identify the service.
3. He initiates the actions to solve the problem with his supporting staff.
4. He updates the register after completion of the service.

#### **Computer Maintenance:**

Concerned personnel should be appointed for looking after computer maintenance activities such as software updates, hardware repairs, antivirus installation and network issues, etc. the following is the procedure for resolving the computer maintenance request through college register.

1. Respective department logs the complaint in register.
2. Computer maintenance administrator monitors the register to identify the service requested by various departments.
3. He initiates the actions to solve the problem with his staff.

