

MAINTENANCE POLICY

INTRODUCTION:

- ▶ The college Maintenance Policy provides the policies and procedures for systematic operations to be performed from time to time in maintenance of all Infrastructure. The Standard Operating Procedure should be followed in Maintenance of Infra related to Academics, Research and administrative areas in the Institution. It also provides guidelines to follow to administer these policies.
- ▶ The college will keep all Maintenance policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

MAINTENANCE POLICY GOALS:

- ▶ The inclusion of the following goals should help a Facility formulate a successful operation and maintenance of institute program:
 1. Perform maintenance on a periodic basis.
 2. Provide functional facilities that (a) meet the college's requirements; (b) have an environmentally acceptable atmosphere for students, faculty, and staff; and (c) ensure the health and safety of all personnel.
 - ▶ 3. Identify potential problems early within the context of the preventive maintenance system so that corrective action may be planned, and completed in a timely manner.
 - ▶ 4. Follow an orderly program so that administrative costs are minimized and the workload for personnel is maintained at a relatively constant level.
 - 5. Conserve energy and resources by ensuring maximum operating efficiency of energy-consuming equipment and systems.
 - 6. Maintain credible relations with users by providing well-maintained facilities and information on preventive maintenance activities.
 - 7. Identify and implement possible improvements that will reduce costs, improve service, and result in more efficient operation.
- ▶ Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome and will be incorporated in next revision of after thorough review by stakeholders.
 - ▶ In order to provide a safe, healthful, and secure environment, the college requires the use of two types of maintenance: preventive, and break down.
 1. Preventive Maintenance Policy
 2. Breakdown Maintenance Policy

PREVENTIVE MAINTENANCE POLICY:

Preventive maintenance is maintenance that 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 only for most of the places. The college takes the help of outsourcing for the equipment like elevators, copier machines, Air Conditioners etc which are under annual maintenance. Preventive maintenance requires for Classrooms, Conference Halls, Laboratories, Library, Gymkhana and Computers etc.

PURPOSE OF THE POLICY:

- This policy provides guidelines for the maintenance of physical, academic and support facilities of the college to ensure that not to break down unexpectedly. Preventive Maintenance Program procedures are designed to fulfill the needs of the Facility. The purpose of the program is to produce cost savings by:
- Reducing the downtime of critical systems and equipment.
 - Extending the life of facilities and equipment.
 - Improving equipment reliability.
 - Ensuring proper equipment operation.
 - Improving the overall appearance of facilities.

PROCEDURES:

Maintenance of Classrooms:

Classrooms with furniture and teaching aids are maintained by attendants and supervised by the Supervisor. 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 for up keeping of classrooms.

Service	Frequency	Responsible Authority
Cleaning of Classrooms, and Chalkboards	DAILY	Attender
Floors dust mop, wet mop, High and low dusting		Attender
Emptying wastebaskets		Attender
Removing of unwanted circulars from Notice Boards		Attender
Working condition of computer system, projector, and projector screen		Technician

MAINTENANCE OF CONFERENCE HALLS, SEMINAR HALLS AND AUDITORIUMS:

Conference halls, Seminar halls and auditoriums Cleanliness is taken care of by the housekeeping team. Effective utilization of classrooms, seminar halls and auditoriums for organizing academic meetings, seminars, conferences, and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a request form, through HOD and the date of event is registered. Then the halls are accessed on priority basis. The following services are in work force for up keeping of Conference halls, Seminar Halls and Auditoriums.

Service	Frequency	Responsible Authority
Cleaning of Conference Halls\ Seminar Halls\ Auditoriums	DAILY	Attender
Floors dust mop, wet mop, High and low dusting		Attender
Emptying wastebaskets		Attender
Working condition of PA system, Computer system, projector, and projector screen		Technician

MAINTENANCE AND UTILIZATION OF LIBRARY AND LIBRARY RESOURCES:

- ▶ The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:
 - Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
 - Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need 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 chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
 - Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
 - 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, DDT or gammaxine powder 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 effect of insects in the library. Repellants are used to save materials from Rats.

Service	Frequency	Responsible Authority
Book Binding	Once in a semester/month	Asst. Librarian
Taking of Pest control measures		
Old Volumes maintenance	Once in a Year	Asst. Librarian
Cleaning of Tables, Chairs, and Bookshelves. Floors dust mop, wet mop, High and low dusting	Daily	Attender

MAINTENANCE OF GYMKHANA:

- ▶ The sports equipment's, fitness equipment's, are supervised and maintained by the Faculty members of Physical Education Department. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipment's. Gymnasium and playgrounds are maintained by the staff of the

MAINTENANCE OF COMPUTERS:

- ▶ The hardware engineer and its support staff maintain the ICT facilities including computers, servers. The maintenance includes the required software installation, antivirus and up gradation. Campus Wi-Fi is maintained by respective centre. The following services are in work force for upkeeping of computers.

Service	Frequency	Responsible Authority
Software Installation	Weekly	Respective Staff
Hardware Repairs		Engineer
Computer Peripherals		Engineer

MAINTENANCE OF HOUSEKEEPING:

- ▶ Cleaning of the campus areas is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Registrar.

Service	Frequency	Responsible Authority
OFFICE		
Cleaning of office rooms, furniture Floors dust mop, wet mop, High and low dusting Emptying wastebaskets	Daily	Attenders Attenders Attenders
Staircases and Corridors		
Cleaning of steps and floor Wet mop	Daily	Attenders Attenders
Rest Rooms		
Cleaning of Toilets Disinfecting all Washbasins and restrooms Wet mop, High and low dusting	Thrice in a Day	Attenders Attenders Attenders
Emptying Waste Baskets		Daily

■ BREAKDOWN MAINTENANCE POLICY:

- The breakdown maintenance is a type of maintenance that involves using a machine until it completely breaks down and then repairing it to working order. Breakdown maintenance of any asset, facility, and equipment whether under AMC or under preventive maintenance is urgent requirement where the institute works in mission-mode. Breakdown maintenance will be taking care by In-house staff only. If requires college takes the help of outsourcing.
- All break down maintenance activities are classified into following four categories.
 - Building maintenance
 - Electrical maintenance
 - Computer maintenance
 - Lift maintenance

■ PURPOSE OF THE POLICY:

- This policy provides guidelines for the maintenance of various facilities of the college to ensure that in working condition.
- **Procedures**
- **Building Maintenance:** Concerned personnel 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.
 - Step 1: Respective department logs the complaints through peons of the respective floor.
 - Step 2: Building maintenance administrator monitors to identify the services requested by various departments.
 - Step 3: He initiates the actions to solve the problem with his supporting staff and technical staff such as plumbers, carpenters etc.
- **Electrical Maintenance:** Concerned personnel should be appointed for looking after electrical maintenance activities such as repair works of all electrical equipment like fans, lights, intercoms, MCBs, UPS and exhaustor fans etc. The following is the procedure for resolving the electrical maintenance .
 - Step 1: Respective department logs the complaint through peons.
 - Step 2: Electrical maintenance agency monitors the the services requested by various departments.
 - Step 3: He initiates the actions to solve the problem with his supporting staff and technical staff such as electricians etc.



Chandrabhan Sharma College
Arts, Commerce & Science

Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College

of Arts, Commerce & Science

(Hindi Linguistic Minority Institution)

(Affiliated to the University of Mumbai)

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► **Computer Maintenance:** Concerned personnel should be appointed for looking after computer maintenance activities such as software updates, hardware repairs, antivirus installations, and network issues etc. The following is the procedure for resolving the computer maintenance request.

Step 1: Respective department logs the complaint through lab assistant.

Step 2: Computer maintenance engineer monitors to identify the services requested by various departments.

Step 3: He initiates the actions to solve the problem with his supporting staff and technical staff such as hardware technicians etc.

**FOR MORE DETAILS CALL US ON:
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