

06 REPAIRS AND MAINTENANCE POLICY

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Repairs and Maintenance Policy shall ensure proper service conditions so that the primary mandate of the institution to serve its stakeholders through education is fulfilled.

Objective

The objective of this Policy is to develop procedures for the maintenance, repair and replacement of all equipment, which includes physical, academic and support infrastructure and facilities.

Policy Statement

The repairs and maintenance policy shall ensure that all the physical, academic and support infrastructure and facilities is well equipped and maintained to ensure the delivery of high- quality teaching and learning in the college without any service interruptions.

Scope

All equipment needed for the purpose of academic, physical and support facilities shall be recorded in the Asset Register of the college maintained by the administration. These include equipment such as office and laboratory equipment, equipment used for research and academic purposes, library equipment, furniture, computers, generators, Audio Video equipment, ICT etc.

Upkeep, maintenance and construction of buildings and structures in the premises including their fixtures and fittings shall be covered under the policy.

Maintenance of Records

The Asset Register shall include the following details of the equipment:

- Date of purchase

- ▶ Name & details of fund utilized to purchase the asset.
- ▶ Purchase Invoice details
- ▶ Purchase price
- ▶ Contact details for servicing contract
- ▶ Location of equipment / machinery in the college.
- ▶ Maintenance contract from the supplier/vendor for all the equipment purchased and contacting them for servicing major equipment defects whether it falls in the warranty period or not.
- ▶ Maintenance of service records for all equipment and staff member responsible for day to day checking

Maintenance of Equipment

Procedures including time schedule for regular maintenance and repairs across all the departments and centres of the college.

- Regular lubrication of machinery/equipment (Lift, gen-set, etc.)
- Periodical checking to ensure proper operation of all electrical equipment, including lifts and generators.
- Regular clean-up and upkeep of Reverse Osmosis Water Filters of the College, including overhead water tanks, rainwater sump and bore-well.
- The contractor for kitchen equipment shall undertake regular clean-up and upkeep of the college kitchen and its equipment.

Maintenance of Property

- Regular cleaning of the garden, sports ground, and parking area is undertaken on a daily basis.
- Periodical maintenance of the property is undertaken as and when the need arises.
- The campus shall be disinfected regularly.

Repair Works

- Repair shall be carried out based on regular inspection of the premises and request if any from the concerned staff or students.
- For equipment under warranty, the vendor is informed in order to take corrective action.
- For equipment outside the warranty, first, the college technician tries to rectify the issue if possible. Any faults that cannot be remedied by in-house staff, shall be handed over for external servicing.

Replacement

- Establishing regular procedures for the replacement of equipment and furniture so that service interruptions shall be avoided.
- Any equipment parts to be replaced shall be purchased taking into account the urgency of the situation.
- Any equipment/furniture found to be obsolete or not repairable due to the unavailability of spares or any other reasons shall be replaced through the Administrator.
- Any equipment or furniture no longer in use, but still in working condition shall be donated to institutions in need.

Support services

- Adequate number of housekeeping staff shall be employed by the college, for the upkeep of the college premises. This includes cleanliness of the campus, classrooms, lecture halls, computer labs, and toilets for students and staff use.
- The housekeeping staff ensure that the special requests of students and staff for arrangements when workshops, conferences, and other such academic, co-curricular programs shall be held are met as per their requirement.

Responding to Emergencies

Emergencies shall be given the highest priority and attended to immediately. The following circumstances shall be considered as an emergency:

- The situation constitutes a serious threat to the life, safety or health of the student or staff, or
- The situation will cause severe damage to the property structure or system if not repaired within twenty-four (24) hours.

Preventive Maintenance Programme

Preventive maintenance is part of the planned or scheduled maintenance program of the institution. The purpose of the planned maintenance program is to allow the college to anticipate maintenance requirements and make sure that it can be addressed in the most cost-effective and timely manner. The systems covered by the preventive maintenance program include but are not limited to:

- Fire extinguishers
- Emergency lighting
- Rainwater drainage
- Exterior lights
- Mechanical equipment and vehicles
- Sanitary drains
- Air conditioning systems
- Plumbing and drainage systems

Property Inspection Programme

The goal of efficiency and cost-effectiveness are achieved by ensuring that assets are maintained in a manner that is secure, safe, clean, and in good repair. Periodical inspection of the following areas is carried out:

- Dwelling units – staff residential and student hostels
- Building exteriors and interiors, building systems, common areas, site (grounds)

Pest Control/ Extermination

Besides the installation of insect proof mesh, the college makes all efforts to provide a healthy and pest-free environment by regular cleaning, treatment and eradication measures.

Landscaping and Grounds

The college will prepare a routine maintenance schedule, which will include the following essential activities:

- Litter control
- Lawn care
- Maintenance of parking lots
- Care of flower and shrubbery beds and trees
- Maintenance of playgrounds, benches, and fences

Painting

The appearance and condition in residential quarters and the classroom is not only for aesthetic purpose but also essential to prolong the life of the structure. Accordingly, painting standards shall be prepared which include:

- Surface preparation
- Protection of non-painted surfaces
- Color and finish
- Paint quality
- Methods of application

Painting of both interiors and exteriors shall be undertaken by the Administrator with due approval from the Director taking into consideration the condition of the structure and the time period that has elapsed since the last time the unit was painted. Quotations for the performance of the work shall be scrutinized, a final decision is taken.