

Campus Maintenance Policy and Procedure

Maintenance of various academic related facilities

Classrooms and tutorial rooms.

- The class rooms at various campuses are **managed** by the respective schools/departments.
- Maintenance of cleanliness and repairs of furniture and fittings at these venues should be handled by the respective Facilities Manager (FM) and his/her team, from the respective Schools.
- Every day **after the class hours** the class rooms, labs, common-area and other should be cleaned.

Laboratories/Workshops.

- The Advanced and Expensive Equipment should be maintained through Annual Maintenance Contract (**AMC**), while small instruments /equipment like balance, microscope, pH meter, dissolution apparatus, mixer, and hot-plate are **repaired time-to-time** and maintained periodically.
- The individual lab technicians should be trained to **take-up preventative and some of the corrective maintenance**

Libraries.

- Books should be physically **checked** before issue and return.
- **Corrective actions** viz. binding, repair of torn pages should be initiated to preserve the books for long
- For new books, plastic cover protection be provided to **prevent damage** due to wear-n-tear

Computer Labs.

- The labs should be **maintained** by lab attendants who ensure the maintenance of the fixtures and furniture of the lab with help of the Facility Management Department team.
- Maintenance should cover through annual maintenance contract (**AMC**). The **individual lab technicians** also should be trained to take-up preventative and some of the corrective maintenance.
- The **IT personal/System Admin** is also responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities.

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Maintenance of Sports, Cultural and other Common facilities

Sports facilities.

- The **Facilities Manager(FM) maintains** the sports equipment and the gardening team maintains all playgrounds The gym facility and indoor facility is maintained by the **house keeping team**

Common areas/facilities.

- The **system admin** manages common computing facilities.
- Common facilities such as halls, auditorium, seminar/conference rooms, open air theatres, etc.is managed by the **respective facilities team** within each of the campuses.

General Maintenance.

Cleanliness.

- Based on a **periodic** schedule, cleaning activities should be scheduled, executed and followed, including surprise checks.
- Schools/departments need to adhere to the existing procedure for disposal of solid and liquid waste and **regular disposal of scrap, including e-wastes.**
- The facility of washroom and drinking water provided should be **managed/maintained** by the **respective housekeeping team** of the respective schools

Garden.

- The **Gardening team** should ensures maintenance of green areas - indoors and outdoors.

Maintenance of Infrastructure.

- **Dedicated teams** are assigned for preventive and corrective maintenance of IT, civil and electrical infrastructure.
- Annual maintenance contracts and long-term warranties **should be negotiated** with service providers and vendors for achieving best possible upkeep of machines and equipment

Electrical Maintenance.

- Periodic maintenance of **generator sets, lighting, power distribution system, solar panel etc.** should be undertaken as per standard maintenance schedule. AMC should be taken to cover long-terms maintenance needs

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- The maintenance of equipment's for **water supply sets, sewage treatment** etc. should be undertaken as per standard maintenance schedule.

Transport.

- The University has a **strong/skilled transport department** to ensure the buses, vans and cars are maintained properly & efficiently.

Other facilities such as Cafeteria, Laundromat, Fire-Safety Equipment's

The University also provides various other services to the students, faculty and staff which are maintained by respective service providers as per contract:

- Stationary facilities, Snack-bars, etc.,
- Photo coping & printing facilities.
- Cafeteria and hostel be managed by the housekeeping facilities along with the food preparation staff
- Firefighting equipment's installed in each academic blocks, labs, offices etc. should be maintained by the individual facilities team with a AMC with the OEMs

Periodic Audits should be conducted to ensure timely corrective action for proper functioning of the various equipment's.

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