GENERAL MAINTAINANCE COMMITTEE

**Purpose:** The purpose of general maintenance committee is to ensure the maximum efficiency and availability of general equipments and to provide clean and safe environment for institute. Also, to provide the means to save energy and improve the operating efficiency of college facilities.

**Scope:** This SOP applies to the constitution of the general maintenance committee, roles and responsibilities of members of the general maintenance committee and maintenance of all activities and documents. Applicable to all general equipments in the clinical and academic area of the college.

**Objectives:**
- Oversee the maintenance of physical facilities and grounds in a condition of operating excellence, cleanliness and safety, so that full educational and community use is ensured.
- To provide students, staff and patients with safe, comfortable, clean and efficient clinical and academic areas.
- To identify and confirm roles and responsibilities for general maintenance.
- To have documented process for general equipment maintenance.

**Procedure:**
1. Maintenance shall be defined as the work necessary to keep all state-owned facilities in good repair and operating condition. This work includes maintaining, operating and repairing utility and building systems including electric, civil, carpentry, plumbing and overall cleanliness.

2. Complaints regarding above mentioned areas should be entered in the complaint register kept on security desk.

3. The register will be checked daily at 9.15am and necessary calls will be send to respective expert. (Civil work- Mr. Ajaz Tanvar, Electrical- Mr. Ajay Gupta, Plumbing, Carpentry)

4. The general maintenance member will ensure the work is accomplished regarding the complaint.

5. The cleanliness contract is given to the PNS which is a housekeeping agency and their work will be supervised by one of the faculty member.
6. The new equipment entry will be done in the general maintenance dead stock register and then it will be issued to the respective area.

7. General equipments stock taking:

1. Individual department incharges will be responsible for maintaining the list of all the general equipments in the department in the register and Google drive folder.

2. Individual department incharges will be responsible to conduct monthly stock taking and maintenance checks in their respective departments and update the same in the register as well as Google drive by first week of every month.

3. Report of any equipment damage and/or requirement of repairs, Should be reported to the committee member and note of the same to be recorded in the register. Also the same should be updated by individual department on Google drive.

4. Monthly review of the general equipments of all departments will be done by the committee members

8. General Equipments to be Condemned:

5. Broken equipments or any equipment beyond the scope of repairs will be Condemned after approval from the Principal

6. Note of the same will be maintained in the stock register by the committee member.

<table>
<thead>
<tr>
<th>Civil</th>
<th>Electrical</th>
<th>Plumbing</th>
<th>Carpentary</th>
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<tbody>
<tr>
<td>Includes maintaining and repairing basic components of campus buildings and grounds including walls, roofs, stairs, ceilings, floors, floor coverings, wall coverings, doors, windows, sidewalks, streets etc.</td>
<td>It includes maintenance and repair of electrical equipments in and around the campus like tubelights, fans, AC, street bulbs, corridor tubelights etc.</td>
<td>It includes all the plumbing equipments such as taps, Flushes, Sewage</td>
<td>It includes all the furniture equipments like chairs, tables, cupboards, staffroom furniture etc.</td>
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Responsibility:

Members of general maintenance committee:

1) Dr. Nisha Dhasal
2) Dr. Rupali Shevalkar
3) Dr. Siddhi Ghodge