



MAINTENANCE PROCEDURES AND POLICIES

**YEAR OF PUBLICATION:
2022-2023**



NEW PRINCE SHRI BHAVANI COLLEGE OF ENGINEERING AND TECHNOLOGY

Affiliated to Anna University | Approved by AICTE | Accredited by NAAC
Tambaram - Velachery Main Road, Santhosapuram, Chennai-600 073.



MAINTENANCE PROCEDURES AND POLICIES MANUAL

YEAR OF PUBLICATION:2022-2023

MAINTENANCE PROCEDURES AND POLICIES

The institute has a well defined system of maintenance of its physical, academic and support facilities like laboratory, library, sports, indoor stadium, computers, classrooms etc. Maintenance Supervisor and his team are involved in the maintenance of overall infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. The workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored. The institute has a strong system for fulfilling the maintenance needs of campus under the guidance of the director. All the infrastructure like instructional rooms, administrative area, amenities, and circulation, and academic and support facilities are maintained systematically by the team under the leadership of the director.

Maintenance procedures and policies for an engineering college are critical to ensuring that facilities, equipment, and infrastructure function efficiently and safely. They encompass a variety of areas, including laboratories, classrooms, IT infrastructure, mechanical systems, and buildings. Below are common elements of these procedures and policies:

1. General Maintenance Policies

- **Regular Inspections:** Schedule routine inspections of buildings, electrical systems, HVAC, plumbing, and mechanical systems to identify and address potential issues early.
- **Preventive Maintenance:** Implement preventive maintenance to avoid unexpected breakdowns, particularly for critical systems like power supply, water systems, and IT infrastructure.
- **Safety Compliance:** Ensure all maintenance work complies with local building codes, safety regulations, and industry standards.
- **Documentation and Record Keeping:** Maintain records of all inspections, repairs, and upgrades for future reference and regulatory compliance.

2. Classroom and Office Maintenance

- **Electrical Systems:** Regularly inspect wiring, lighting, projectors, and other electrical systems to ensure they are in good working order.
- **Furniture and Fixtures:** Maintain desks, chairs, boards, and other classroom and office fixtures to avoid damage that could affect productivity.
- **Cleaning:** Establish a cleaning schedule for classrooms, offices, and common areas. Ensure sanitation practices are in place to meet health guidelines.

3. Laboratory Equipment Maintenance

- **Equipment Calibration and Servicing:** Schedule regular calibration and servicing of laboratory equipment like microscopes, testing machines, and electronic devices.
- **Inventory Management:** Keep an updated inventory of all lab equipment and conduct regular audits to ensure everything is in working order.
- **Safety Equipment:** Ensure that fire extinguishers, safety showers, eyewash stations, and other safety equipment are functional and accessible.
- **Chemical Storage:** Implement strict policies for the handling and storage of hazardous materials, ensuring compliance with safety standards.

4. IT and Network Infrastructure Maintenance

- **Server and Network Maintenance:** Perform regular updates and maintenance of servers, routers, and switches to prevent downtime and ensure network reliability.
- **Data Backup:** Ensure there is a robust data backup system in place for critical files, with regular checks to confirm backups are successful.
- **Software Updates:** Maintain regular updates and security patches for software used in classrooms, labs, and administrative offices.
- **Security:** Ensure network security protocols, such as firewalls and antivirus programs, are in place and regularly updated to protect against cyber threats.

5. Building and Grounds Maintenance

- **Building Structure:** Regularly inspect roofs, walls, and floors for signs of wear and tear or damage that could lead to more significant problems.
- **HVAC Systems:** Ensure that air conditioning and heating systems are properly maintained to provide a comfortable learning environment.
- **Landscaping and Groundskeeping:** Maintain outdoor spaces, including lawns, parking lots, and walkways, to ensure safety and aesthetics.
- **Waste Management:** Establish efficient waste management practices, including recycling programs and hazardous waste disposal for labs.

6. Mechanical and Workshop Maintenance

- **Machine Maintenance:** Ensure all mechanical equipment such as lathes, milling machines, and CNC machines are regularly serviced and maintained to prevent malfunctions.
- **Lubrication and Calibration:** Establish schedules for lubrication, cleaning, and calibration of workshop machinery.
- **Tool Management:** Implement a tool inventory and management system to track and maintain tools used in workshops.
- **Safety Inspections:** Conduct regular safety checks of workshops to ensure compliance with safety standards, including protective gear, emergency stops, and ventilation systems.

7. Energy and Resource Management

- **Energy Audits:** Conduct periodic energy audits to identify areas where energy usage can be reduced or optimized.
- **Sustainable Practices:** Implement eco-friendly policies, such as the use of energy-efficient lighting, solar panels, or water conservation measures, to reduce the college's environmental footprint.
- **Water Management:** Ensure that plumbing systems, including drinking water fountains, toilets, and laboratory water systems, are functioning efficiently.

8. Emergency Maintenance Policies

- **Emergency Response Plan:** Develop a comprehensive emergency maintenance plan that outlines procedures for handling urgent issues such as power outages, equipment failures, or building emergencies.
- **24/7 Support:** Ensure there is a system in place for round-the-clock reporting and response to maintenance emergencies.
- **Communication Protocols:** Establish clear communication channels for reporting maintenance problems, including a helpdesk or online ticketing system.

9. Vendor and Outsourcing Management

- **Third-Party Contractors:** When maintenance tasks require external vendors (e.g., HVAC repair, IT infrastructure), maintain contracts with reliable service providers.
- **Performance Monitoring:** Monitor the performance of third-party contractors to ensure they meet the college's standards and deadlines.
- **Procurement of Spare Parts:** Keep an inventory of critical spare parts or maintain contracts with suppliers for quick procurement.

10. Budgeting and Resource Allocation

- **Annual Maintenance Budget:** Allocate a budget for routine and emergency maintenance needs, taking into account future upgrades and expansions.
- **Cost Monitoring:** Regularly review maintenance expenses to ensure costs are controlled and resources are used efficiently.

