

MAINTENANCE POLICY



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

**Shivpuri, Fatehpur - 212656
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0		Issued for Implementation
Rev.	Date	Description
	06/08/2024	Maintenance Policy

1. Introduction

The Maintenance Policy of Amar Shaheed Kanchan Singh Autonomous P.G College Shivpuri Fatehpur is designed to ensure the proper upkeep, preservation, and functioning of the college's infrastructure, facilities, and equipment. This policy outlines the principles, procedures, and responsibilities associated with maintaining the college's physical resources to support a conducive learning and working environment.

2. Objectives

The primary objectives of this Maintenance Policy are:

- To maintain a safe, clean, and aesthetically pleasing campus environment.
- To ensure the longevity and functionality of the college's infrastructure, facilities, and equipment.
- To provide timely and efficient maintenance services.
- To optimize the use of resources for maintenance activities.
- To establish clear roles and responsibilities for maintenance activities.

3. Scope

This policy applies to all buildings, grounds, facilities, equipment, and infrastructure owned or managed by Amar Shaheed Kanchan Singh Autonomous P.G College Shivpuri Fatehpur. It includes routine maintenance, preventive maintenance, and emergency repairs.

4. Definitions

- Routine Maintenance: Regular activities performed to keep the college facilities and equipment in good working condition.
- Preventive Maintenance: Scheduled maintenance activities aimed at preventing breakdowns and extending the life of facilities and equipment.
- Emergency Repairs: Unplanned maintenance activities required to address immediate and unforeseen issues that may pose a risk to safety or disrupt college operations.

5. Maintenance Principles

- Safety: Ensuring the safety of students, staff, and visitors through regular inspections and timely repairs.
- Efficiency: Conducting maintenance activities in a cost-effective manner without compromising quality.
- Sustainability: Using environmentally friendly practices and materials in maintenance activities.
- Accountability: Clearly defining responsibilities and accountability for maintenance activities.

6. Maintenance Procedures

6.1 Routine Maintenance

- Routine maintenance includes activities such as cleaning, minor repairs, painting, and servicing of equipment. These activities are scheduled regularly to ensure that the college environment remains clean and functional.
- Cleaning: Daily cleaning of classrooms, offices, restrooms, common areas, and external grounds.
- Minor Repairs: Addressing small issues such as fixing leaks, repairing broken fixtures, and patching walls.
- Painting: Regular painting of interior and exterior surfaces to maintain aesthetic appeal and protect surfaces.
- Equipment Servicing: Regular servicing of equipment such as HVAC systems, electrical systems, and laboratory equipment.

6.2 Preventive Maintenance

Preventive maintenance involves scheduled inspections and servicing to prevent potential problems and extend the life of facilities and equipment.

- Inspections: Regular inspections of buildings, equipment, and systems to identify potential issues.
- Scheduled Servicing: Timely servicing of critical systems such as electrical, plumbing, HVAC, and fire safety systems.
- Maintenance Logs: Keeping detailed records of maintenance activities, inspections, and repairs.

6.3 Emergency Repairs

Emergency repairs address urgent issues that may pose safety risks or disrupt college operations.

- Reporting: Immediate reporting of emergency issues to the maintenance department.
- Response: Quick response to emergency repair requests to minimize disruption and ensure safety.
- Documentation: Detailed documentation of the issue, repair actions taken, and follow-up inspections.

7. Roles and Responsibilities

7.1 Maintenance Department

- Director of Maintenance: Oversees all maintenance activities, sets maintenance schedules, and ensures compliance with safety and maintenance standards.
- Maintenance Staff: Perform routine and preventive maintenance tasks, respond to emergency repair requests, and maintain records of maintenance activities.

7.2 College Administration

- Principal: Provides overall leadership and support for maintenance activities and ensures adequate budget allocation for maintenance needs.

- Department Heads: Coordinate with the maintenance department to address specific maintenance needs within their departments.

7.3 Faculty and Staff

- Faculty and Staff: Report maintenance issues promptly and follow established procedures for requesting maintenance services.

7.4 Students

- Students: Report maintenance issues promptly and adhere to college policies regarding the use of facilities and equipment.

8. Maintenance Request Process

8.1 Submitting a Request

- Request Form: Maintenance requests should be submitted using the designated maintenance request form available on the college website or at the maintenance office.
- Details: Requests should include detailed information about the issue, location, and urgency.

8.2 Response Time

- Routine Requests: Routine maintenance requests will be addressed within five business days.
- Urgent Requests: Urgent requests will be addressed within 24 hours.
- Emergency Requests: Emergency requests will be addressed immediately.

8.3 Follow-Up

- Confirmation: The maintenance department will confirm receipt of the request and provide an estimated timeline for completion.
- Completion: Once the maintenance task is completed, the requester will be notified, and the task will be documented.

9. Maintenance Standards

9.1 Safety Standards

- Compliance: All maintenance activities will comply with local, state, and national safety regulations.
- Training: Maintenance staff will receive regular training on safety procedures and the proper use of tools and equipment.

9.2 Quality Standards

- Materials: High-quality materials and parts will be used for all maintenance activities.
- Workmanship: Maintenance tasks will be performed to a high standard of workmanship to ensure durability and functionality.

9.3 Environmental Standards

- Sustainability: Environmentally friendly practices and materials will be used whenever possible.

- Waste Management: Proper waste management procedures will be followed to minimize environmental impact.

10. Budget and Resource Allocation

10.1 Budget Planning

- Annual Budget: An annual maintenance budget will be developed based on anticipated maintenance needs and priorities.
- Contingency Fund: A contingency fund will be set aside for unexpected maintenance emergencies.

10.2 Resource Allocation

- Staffing: Adequate staffing levels will be maintained to ensure timely and efficient maintenance services.
- Equipment and Supplies: Necessary equipment and supplies will be procured to support maintenance activities.

11. Monitoring and Evaluation

11.1 Performance Monitoring

- KPIs: Key performance indicators (KPIs) will be established to monitor the effectiveness of maintenance activities.
- Inspections: Regular inspections will be conducted to assess the condition of facilities and equipment.

11.2 Feedback Mechanism

- Feedback: A feedback mechanism will be established to collect input from students, faculty, and staff on maintenance services.
- Improvements: Feedback will be used to identify areas for improvement and to enhance maintenance procedures.

11.3 Reporting

- Reports: Regular maintenance reports will be generated to provide an overview of maintenance activities, costs, and performance.
- Review Meetings: Periodic review meetings will be held to discuss maintenance performance and address any issues.

12. Continuous Improvement

12.1 Innovation

- Technology: Adoption of new technologies and best practices to improve maintenance efficiency and effectiveness.
- Training: Ongoing training and professional development for maintenance staff to keep up with industry standards.

12.2 Evaluation

- Annual Review: The Maintenance Policy will be reviewed annually to ensure it remains relevant and effective.

- Updates: Necessary updates will be made to the policy based on evaluation findings and feedback.

13. Conclusion

The Maintenance Policy of Amar Shaheed Kanchan Singh Autonomous P.G College Shivpuri Fatehpur is essential for ensuring the proper upkeep and functionality of the college's infrastructure and facilities. By adhering to this policy, the college aims to provide a safe, clean, and conducive environment for learning and working. Continuous improvement and effective resource management are key to achieving the objectives of this policy and supporting the college's mission and vision.

Approved By



Principal