

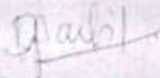
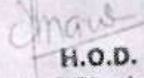

**PRAKASH INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE,
URUN-ISLAMPUR**

**Maintenance & Green Campus
Committee**

Standard Operating Procedure (SOP)




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Prepared by	Reviewed by	Approved by
Name- Dheeraj Patil Assistant Member	Name-Dr.Mane .A.Y Member Secretary	Dr.Watve V.J Chairmen
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Fills committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities.

The committee ensures that annual maintenance requirements are satisfied.

Objectives

- To ensure proper maintenance of physical property and facilities in the campus
- Ordinary preventive maintenance as well annual maintenance.
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of infrastructure and other facilities.




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Roles and Responsibilities:

- Develop a plan to respond quickly and appropriately to maintenance emergencies
 - Co-ordinate maintenance work with concerned staff
 - To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy through different sections
 - To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
 - To arrange agency for different audit reports
 - To regulate services of maintenance by Internal Service Provider(ISP) or dedicated staff of respective maintenance section or External service provider(ESP).
 - Periodic submission on requirements of repairs and maintenance by the different maintenance sections to the Administrative office &1101.
 - To process the remained requirements collectively in (Cr) vicar at the end
- so as to keep things ready for the new year.

Maintenance services divided in to 3 categories

a Emergency: service requests shall be classified as an emergency when the work requires immediate action to eliminate hazards that could endanger life or cause serious injury to personnel, to prevent damage to College property, or to restore essential services.




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b. Urgent: service requests shall be classified as urgent when repairs or restoring services do not immediately endanger personnel or property, but which would soon lead to property damage, or affect the health or wellbeing of personnel, or a user group priority (i.e. fume hoods, etc.).

c. Routine: service requests shall be classified as routine when they do not qualify as Emergency or Urgent, or when further work is required after arresting emergency) conditions.

Maintenance Department categorized into different sections as follows

- IT Infrastructure Maintenance
- Civil & Infrastructure related Maintenance. Electrical Maintenance
- Green practices & Sports Section Maintenance
- Stock Maintenance




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IT Infrastructure Maintenance

- Maintenance IT help desk is functioning in the campus for resolving the issues like hard ware trouble shooting, software installation and network related issues are monitored and maintained.
- Website support & maintenance, Preparation of requirements, Uploading of data on college website
- System & Network support whatever required for examination by exam department.
- Design, Configure & test computer hardware, network software & operating system software. Recommend changes to improve system & network configurations, & determine hardware & software requirements related to such changes.
- Keeping the records & maintain of all computers, printers & all related equipment's
- Preparation of computers by formatting, installation of desired software as per requirement & IP address assigning
- Plan, Coordinate & implement computer security measures in order to protect data, software & hardware.
- Maintenance, installation & support of CCTV cameras & related work
 - Cabling, Instrument maintenance, Intercom system management.
 - Maintenance & support for lease line li)r internet & Wi-Fi support in college& Hospital.



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- LCD, UPS and CCTV management and technical support provided for repairing & maintenance of in the college.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all
- The complaints are informed through call/application letter and resolved immediately.
- Complaint Record maintained at individual department or section of campus as well this maintenance section

Civil & Workshop related maintenance

- Civil & Workshop team are involved in the maintenance of infrastructure facilities.
- This team looks after the regular maintenance of facility such as water supply facilities, Water harvesting systems, furniture repairs, masonry and plaster works, painting, carpentry, plumbing, in the campus.
- Classrooms, Seminar Halls, Library are maintained by this section.
- Fulltime dedicated staff is appointed for maintain facilities & external service provider may be appointed wherever required as per need.
- The complaints are inbred through call/application letter and resolved immediately.




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Electrical Maintenance

- Facilities department electricians maintain and repair all existing electrical systems and associated hardware including interior and exterior lighting, outlets and receptacles, switches, electric panels and circuit breakers, electric motors systems, UPS, Generators, Fans, Lights, etc.
- Additionally, some of the services our electricians provide are electrical rewiring, installation of light fixtures and electrical outlets, repair of some electrical appliances, as well as lid fulfilling special electrical needs for events held on campus.
- To collect audit report of, electrical equipment, Switches, Inverters, and UPS related to requirement 01' repair & maintenance work to their individual departments & process on that for same.
- The electrical supervising team consists of trained and authorized persons to take care of the power management system.
- To maintain & install energy saving equipment's for reducing energy consumption
- The maintenance work is carried out by trained in-house experts as well as outsourced to appropriate outside agencies wherever required.
- To arrange agency for energy audit report.
- Under this Preventive maintenance & Annual Maintenance carried out with ISP or ESP.
- Complaint Record maintained at individual department dr section of campus as well this maintenance section.




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- The complaints are informed through call/application letter and resolved immediately.

Green Practices & Sports facility maintenance

- The Green Cover of the campus is well maintained by a full time gardening team
- Regular maintenance of lawns & plants of the College by gardeners.
- To arrange agency for Green audit reports
- To make a plan & execute different green practices in the campus.
- Sports facility like grounds, courts, gymnasium, different sports equipment are maintained with the help of other maintenance section.

Stock Maintenance

- Laboratories are also maintained under this with equipment in it.
- Maintenance of lab equipment by this section
- To maintain all record of dead stock material in campus.
- To instruct all department & sections to maintain material stock registers.
- All material categorized & Maintained in registers
- All bills & details of material are maintained.
- Unique ID assign to every instrument in central lab dead stock as well on instrument as per policy of ID assignment.

- Outdated or permanent unrepeatable material condemned with proper permission HOD&HOI.




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- From Condemned Material F-waste identified & processed as per E-waste MOIJ guidelines.

***All Complaints reported through paper (application) or on call as per nature & urgency of IN work.**



A handwritten signature in purple ink, appearing to be "RK".

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Complaint raised



Reported to HOD/Section in charge by respective staff



Reported to particular section of maintenance committee as per type of complaint



Dedicated staff will observe complaint from that section



Assign to LSI) or ISP as per corrective actions needed



If [hr repairing any cost needed. then processed



Repairing cost identified & sent to account department store for billing & Purchase sections to process



If assign to ISP then complaint closed within limited time



If ESP is assigned as per guidelines, then quotation for work is asked 84: sanction with permission of authority in major repair or Work assign to list of authorized sanctioned ESP list



Work order, Billing is done within the help of store & account department



Complaint is closed by corrective action by ESP within timelimit



Billing of maintenance work is maintained by account departments as well dept.



Repair & maintenance report maintained by respective section of maintenance committee as well departments



Complain closed




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Maintenance form

To,

_____ Section,

Maintenance Committee,

DrVPMCHRC, Nashik.

Date & time _____

Details of complaint _____

Name of department & HOD signature _____

By Manitenancesection

Responsible Person Name _____

Root Cause _____

Assign to ESP or ISP with its details _____

Corrective Action taken _____

Complaint closed on date _____

Remark & Signature of Responsible Person _____




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Format of Department Maintenance Register.

Sr.No	Date & time of Complaint Reported	Nature & Details of Complaint (Maintenance Section Name)	Rout Cause	Action Taken	Remark & Date of complaint closed	Signature of Responsible person	Signature of HOD after complain closed




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Sr, No.	Date & time of Complaint Reported	Nature & Details of Complaint (Maintenance Section Name)	Root Cause	Action Taken	Remark & Date of complaint closed	Signature of responsible person	Signature of HOD after complain closed
1	22/02/2020	Electrical Section Fan is not working	Condenser of Fan Damaged	Condenser replaced	Fan is in working 24/02/2020	Signature of electrical section responsible person	Signature of respective head of Department

- Supposed fan will not be working in our department then
- We have to complain this to electrical section of maintenance committee on call/maintenance form
- Write Date & time of complaint
- In nature & details have to write exact problem that fan is not working
- After that particular person of Electrical section will observe & find out root cause & write that condenser of fan is damaged.
- Action taken is condenser replaced by that person
- Signature of responsible person of that maintenance section after complaint closed & remark
- Signature of HOD after complaint closed




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Here different maintenance sections

Electrical section- All Electrical Equipment

Sports Section-Sports facility & Gymnasium

Dead stock section- I AI) equipment & Dead stock register related

Civil & Infrastructure Section-Plumbing, Carpentering, Laboratory, Classroom, Seminar

Hall, Library IT infrastructure section- Computer hardware, software, Internet etc.

**Departments are instructed to take Xerox copy of all bills & service reports/
maintenance reports of repaired instrument & maintained in department year
wise in file**

**Same way all departments are also instructed to maintain records of AMC,
CMC, Service reports, Installation reports, New purchase equipment bilis related
to your department are also maintained year wise**




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Format of different Maintenance section register of maintenance committee

Sr. No.	Date & time of Complaint Reported	Details of Complaint	Department-Name	Root Cause	Action Taken	Remark & Date of complaint closed	Signature of HOD after complain closed	Signature Of responsible person




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For Example

Sr. No.	Date & time of Complaint Reported	Details of Complaint	Department Name	Root Cause	Action Taken	Re-mark&Date of complaint closed	Signature of HOD after complain closed	Signature of responsible person
1	22/02/2020	Fan is not working	Biochemistry Department	Condenser of fan Damaged	Condenser replaced	Fan is in working 24/02/2020	Signature of respective head of Department	Signature of electrical section responsible person

- Supposed fan **will** not be working in biochemistry department then
- **Complaint will be reported** to electrical maintenance section **on** call/maintenance form
- Write Date & time of **complaint**
- in nature & details have to write exact problem that fan is not working
- After that particular person of Electrical section will observe & find out root cause & write that condenser of fan is damaged
- Action taken is condenser replaced by that person
- Signature of HOD after complaint closed
- Signature of responsible person of that maintenance section after complaint closed & remark




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- All maintenance section are instructed to take Xerox copy of all bills & service reports / maintenance reports of repaired instrument & maintain year wise in file.
- And also ensure that same copy is maintained by respective department regarding that complaint
- Same way maintenance section are also instructed to maintain records of AMC,CMC,Service reports, Installation reports, New purchase equipment bills are also maintained year wise
- And also ensure that same copy is maintained by respective department regarding the same




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