

**Dr.D.Y Patil Arts, Commerce & Science College
Pimpri Pune-18**

Maintenance Policy Document

1. Introduction

The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

2. Maintenance of Physical Facilities

In-charge of the civil section shall look after the maintenance of physical infrastructural facilities. The services of plumbers, electricians, carpenter and computer analysts are available round the clock in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc.

3. Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Emergency maintenance repairs are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories.

4. Maintenance and Utilization of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. By the housekeeping staff members cleaning done regularly and carefully.

5. Maintenance and Utilization of Seminar Halls

Seminar halls cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a form available with office through HOD and Principal and the date of event is registered and the halls are accessed on priority basis.

6. Maintenance of Computer and Accessories

The college has adequate number of the computers with internet connections. Computer maintenance and peripheral repairs, replacements are either carried by technical support staff or Central IT department of organization.

7. Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Authority.

8. Maintenance of Sports and Games Facility

The sports equipments, fitness equipments, ground and various courts in Campus are supervised and maintained by the Physical Director.

9. Maintenance of Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who is reporting the completion of work to the Authorities.

10. Maintenance of other amenities

The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the civil engineer. The college garden is maintained by the gardening contractor gardener appointed by the institute.

11. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, computer facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

12. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the appointed supportive staff of Plumber, Carpenter & Electrician.

Guidelines for the maintenance of physical infrastructure:

1. Prepare the routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of supportive staff
3. Emergency maintenance shall be completed on priority basis
4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.