

Maintenance Policy



**C P PATEL AND F H
SHAH COMMERCE
COLLEGE, ANAND
(AUTONOMOUS)**

Sl. No.	Content	Page No.
I	Purpose	01
II	Objectives	01
III	Policy Coverage	02
IV	Classification of Maintenance	02
V	Maintenance Composition	03
VI	Physical Infrastructural Maintenance	04
VII	Complaint Register	04
VIII	Maintenance of Classroom	05
IX	Maintenance of Laboratories	06
X	Maintenance of Library	06
XI	Maintenance of Auditorium/Seminar Halls/ Conference Halls	07
XII	Maintenance of Sports Complexes	07
XIII	Maintenance of Housekeeping and Security	07

Maintenance Policy

I. PURPOSE

The purpose of this policy is to ensure effective maintenance, handling, and management of various physical, academic and support facilities of the college to ensure that not to break down unexpectedly. Preventive Maintenance Program procedures are designed to fulfil the needs of the Facility. The purpose of the program is to produce cost savings by:

- Cutting down on equipment and system downtime.
- Increasing the lifespan of buildings and machinery.
- Increasing the reliability of equipment.
- Ensuring that equipment is operated properly.
- Improving the facility's overall appearance.

II. OBJECTIVES

- To provide amenities that meets the College's requirements; have an environment friendly ambience for students, staff and faculty; and ensure the health and security of all stakeholders.
- To carry out maintenance on a periodic basis.
- To identify possible areas early within the setting of the preventive maintenance system so that corrective measures may be planned, estimated in the budget and completed in a timely manner.
- To abide by an orderly program so that administrative costs are minimized and the workload for human resources is organised at a relatively constant level.
- To preserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.
- To maintain good relations with users by providing well-maintained facilities and details on preventive maintenance activities.
- To identify and implement possible advances that will reduce costs, improve service, and result in more efficient operation.
- To upgrade the amenities in accordance with technological advancements in building engineering.

III. POLICY COVERAGE

The Policy applies to all units of the College through continuous maintenance mechanisms in order to achieve the Mission and Vision of the institution.

IV. CLASSIFICATION OF MAINTENANCE

These generally consist of operations aimed at keeping buildings, services, and works in regular use in good working order. The purpose for which buildings are created is a major determinant of the required level of care. The repair works are classified in under the following mentioned categories:

- 4.1.1 Day to day repairs/service facilities
- 4.1.2 Annual repairs
- 4.1.3 Special repairs
- 4.1.4 Preventive Maintenance