

BETHLAHEM INSTITUTE OF ENGINEERING, KARUNGAL



MAINTENANCE POLICY

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1. INTRODUCTION

The institution adopts established standards, systems, and procedures for maintaining its physical, academic, and support facilities. Below are extracts for reference.

2. PROCEDURE FOR MAINTAINING EQUIPMENT AND INFRASTRUCTURE

- * A history card is maintained for all equipment. Annual maintenance contracts (AMCs) are in place for computers, printers, photocopiers, water coolers/filters, gardening and cleaning services.
- * A vendor is designated for the maintenance of books in the library. A book search machine is also available in the library.
- * The Lab technician maintains records of equipment, materials and furniture.
- * In case of any breakdown or repair, the Lab technician inform to the purchase officer through the concerned lab in-charge, HoD and the Principal. The purchase officer contacts the vendor from whom the equipment was purchased to inspect and rectify the fault.
- * The workshop department handles repairs related to the workshop.

3. GENERAL MAINTENANCE

- * Maintenance plays a crucial role in ensuring the institution's effective functioning. The campus adheres to well-established standard systems and procedures for maintaining physical, academic and support facilities. These are overseen by supervisors, subcommittees and department heads at the college level.
- * They oversee various aspects such as the maintenance of buildings, laboratories, classrooms, library, computers and sports complex. Any additions or renovations to physical facilities are handled through the respective committees.
- * The cost of regular maintenance is minimal compared to the expense of significant breakdowns resulting from neglected maintenance. The primary goal of regular maintenance is to ensure maximum efficiency at all times.

3.1 Campus Maintenance

The college housekeeping team handles toilet cleaning, vacuuming, dusting, and mopping. These activities are outsourced for efficient management and execution.

- * Dustbins are maintained across the campus.
- * Mineral water supply is consistently maintained.
- * Restroom wash (deep cleaning) is conducted daily.
- * Repairs of frequently damaged components such as window glasses, plumbing fixtures, sanitary ware, floor tiles, doors, classroom benches, boards, furniture, and faculty rooms are promptly addressed.
- * All buildings are periodically painted.
- * Campus CCTV surveillance and Wi-Fi connections are regularly maintained.
- * The security team monitors parking areas.
- * College vehicles undergo daily maintenance.
- * Fire extinguishers and waste disposal systems are regularly serviced.
- * The canteen food court is well-maintained.
- * Separate maintenance is ensured for girls' and boys' hostels.

3.2 Building Maintenance

Electrical

- * Electrical storerooms are maintained on campus.
- * Electrical engineers conduct immediate repairs in case of faults in campus lights or electrical circuits.

Plumbing

- * All replacement, repair activities or execution of new additional services in plumbing and carpentry works are initiated based on requests submitted by faculty through heads of various departments. Upon approval from the Principal, the maintenance team undertakes the work.
- * The maintenance team, led by a maintenance engineer, includes technical personnel assigned to execute the tasks. Necessary materials and accessories are stocked and used as required. Before commencement of the work, a detailed estimate is prepared and submitted to the Principal for approval.

- * Plumbers are dedicated to monitoring and maintaining the hostel's pipelines and water supply.
- * Every six months, during summer and winter holidays, thorough checks of pipelines and accessories are conducted to detect and rectify any leaks or defects.
- * Faucets, pipes, and plumbing lines are regularly inspected for leaks, and any identified leaks are promptly addressed by replacing the setup or parts to minimize water loss.

4. CLASSROOM MAINTENANCE

- * Classrooms are cleaned daily.
- * The classrooms are well-furnished, and the desk benches are correctly kept.
- * The green board is cleaned daily.
- * Students are instructed to use dustbins for waste disposal.
- * The student representative informs the class advisor if there is any electrical fault, such as a fan or tube light malfunction. The class advisor or floor in charge then communicates this to the Head of the Department, who informs the relevant section (Work Section/Electrical Maintenance Section).
- * Computers and projectors in classrooms are ensured to be switched off when students leave the classroom every day.
- * The students switch off the classroom lights and fans before leaving each day.
- * The technician in charge rectifies any computer faults reported by the student representative to the class advisor.

5. GARDENING MAINTENANCE

- * The green campus is well-maintained by the scavengers.
- * The team plants grass, flowers, and airy trees while maintaining the campus lush and green.

6. EQUIPMENT MAINTENANCE

- * Every piece of equipment is maintained periodically by the lab technician.
- * Lubricants are used periodically to ensure the smooth functioning of the equipment.
- * Failed equipment is replaced within the specified time by the suppliers.

7. LABORATORY MAINTENANCE

- * Lab technicians guarantee the proper functioning of equipment in all laboratories every semester. They perform minor repairs, such as installing replacement parts as needed, and document each service in a register.
- * Stock registers are maintained in all laboratories, and a stock authentication committee conducts audits annually to verify equipment availability and condition. Lab technicians assess equipment daily for functionality and clean equipment and work tables daily.
- * The college's housekeeping department performs daily floor cleaning and mops lab floors once a week.
- * Regular upkeep and maintenance, including repairs, are crucial for adequately operating any engineering laboratory. Upon receiving a complaint, which includes details such as the guarantee period, the following procedure is followed.
- * Outdated equipment, chemicals, and instruments are discarded according to established procedures.
- * The first aid kit inside the laboratory is maintained perfectly, and expired medicines are promptly replaced.
- * Lab technicians verify equipment functionality in all laboratories each semester.
- * Any breakage or repairs are reported to the Head of the Department and the lab faculty in charge.
- * Lab technicians verify safety devices within laboratory equipment before each lab session.

8. COMPUTING LABORATORY MAINTENANCE

- * The Technician in charge performs regular maintenance according to the schedule supervised by the Lab in charge and records these activities in the maintenance register.
- * Systems and peripherals are maintained and serviced by the technician.
- * If the technician cannot rectify a fault, the supplier or manufacturer is informed about the nature of the issue and requested to provide service.
- * The maintenance work described above is cross-verified by the faculty in charge and the Head of Department at the end of each semester.

9. LIBRARY MAINTENANCE

- * The library team operates efficiently.
- * The library's stock is managed effectively.
- * A book circulation register is used to track library usage.
- * Library staff handles entries for book issues, returns, and renewals.
- * New books are listed by the library staff and with permission from the Principal and approval from management are added to the collection.
- * Following the Head of the Department's recommendations new technical books are periodically incorporated into the library.
- * New journals are acquired regularly.
- * Due dates are monitored consistently.
- * Any discrepancies in book returns result in fines collected from students and faculty.
- * Newspapers, journals, and special reports are placed in designated locations after use.
- * The library staff provides logins for access to DELNET and other e-journals.
- * Books and periodicals are organized daily.
- * Library bookshelves are straightened each evening.
- * Seating areas are cleaned every morning.
- * The digital library is maintained meticulously.
- * The working condition of all computer systems and printers is checked daily.
- * Damaged books are identified and repaired daily.

10. SPORTS MAINTENANCE

- * The sports department maintains the playgrounds at regular intervals.
- * All sports equipment is stored in a dedicated sports room and is well-maintained.
- * The sports committee holds regular meetings to discuss budget proposals and plan tournaments for each academic year.
- * An issue/return register is kept for tracking sports equipment.
- * The grounds are marked periodically.
- * The physical education director regularly checks and services the sports equipment.

11. TRANSPORT SECTION COLLEGE VEHICLE MAINTENANCE

A dedicated transport in-charge manages the maintenance of the transport facility. Minor vehicle servicing is handled internally, while periodic and major servicing is conducted by the relevant suppliers.

Here is a rephrased version of the text:

- * Joint bolts and wheel bolts are checked and tightened daily.
- * Grease and lubricants are applied at regular intervals.
- * Engine oil levels are monitored and maintained.
- * The radiator is cleaned periodically, and coolant levels are checked and replenished regularly.
- * A water service is performed at the service station every three months.
- * Battery water levels are maintained consistently.
- * Repairs to doors, footsteps and the vehicle body are performed as needed.
- * The gearbox and crown oil are inspected and refilled regularly.
- * Water leakage from the vehicle roof is checked and sealed.
- * A first-aid kit is maintained in all vehicles.
- * Expired medicines in the first-aid kits are replaced.
- * Fire extinguishers are refilled every two years.
- * Vehicle insurance is renewed annually.
- * Insurance, road tax and fitness certificates are renewed as required.
- * The emission certificate is renewed on schedule.