

AKKINENI NAGESWARA RAO COLLEGE

(WITH POST - GRADUATE COURSES)

Estd. 1950



Post Box No. 20, **GUDIVADA - 521 301**, Krishna District, A.P., India
Autonomous & Affiliated to Krishna University
Aided College by Govt. of A.P., Re-Accredited by NAAC at 'A' Grade
An ISO 9001 : 2015 Certified Organization

Maintenance Policy and Procedure Manual

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Introduction

The Akkineni Nageswara Rao college Maintenance Policy and Procedure Manual provides the policies and procedures for systematic operations to be performed from time to time in maintenance of all Infrastructure. The Standard Operating Procedure should be followed in Maintenance of Infrastructure related to Academics, and administrative areas in the Institution. It also provides guidelines to follow to administer these policies.

Akkineni Nageswara Rao College will keep all Maintenance policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

MAINTENANCE POLICY GOALS

The inclusion of the following goals should help a Facility formulate a successful operation and maintenance of institute program:

1. Perform maintenance on a periodic basis.
2. Provide functional facilities that
 - a. meet the College's requirements;
 - b. have an environmentally acceptable atmosphere for students, faculty, and staff; and
 - c. ensure the health and safety of all personnel.
3. Identify potential problems early within the context of the preventive maintenance system so that corrective action may be planned, included in the budget cycle, and completed in a timely manner.
4. Follow an orderly program so that administrative costs are minimized and the workload for personnel is maintained at a relatively constant level.
5. Conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.
6. Maintain credible relations with users by providing well-maintained facilities and information on preventive maintenance activities.
7. Identify and implement possible improvements that will reduce costs, improve service, and result in more efficient operation.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome and will be incorporated in next revision after thorough review by stakeholders.

In order to provide a safe, health, and secure environment, the College requires the use of two types of maintenance: preventive, and break down.

1. Preventive Maintenance Policy
2. Breakdown Maintenance Policy

Preventive Maintenance Policy

Preventive maintenance is that regularly performed on of equipment that provides periodic inspection, adjustment, minor repair, lubrication, reporting, and data recording necessary to

minimize damage to equipment and utility system breakdown and maximize system and equipment efficiency. It is performed while the equipment is still working so that it does not break down unexpectedly. Preventive maintenance will be taken care by In-house staff. Akkineni Nageswara Rao College takes the help of outsourcing for the equipment like copier machines, Air Conditioners, which are under annual maintenance. Preventive maintenance required for Classrooms, Seminar Halls, Laboratories, Library, Gymnasium center, and Computers center.

Purpose of the Policy

This policy provides guidelines for the maintenance of physical, academic and support facilities of the university to ensure that not to break down unexpectedly. Preventive Maintenance Program

procedures are designed to fulfill the needs of the Facility. The purpose of the program is to produce cost savings by:

- Reducing the downtime of critical systems and equipment.
- Extending the life of facilities and equipment.
- Improving equipment reliability.
- Ensuring proper equipment operation.
- Improving the overall appearance of facilities.

Procedures

Maintenance of Classrooms

Class rooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The Heads of Departments report to the administration periodically for all the maintenance works. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. The following services are in work force for up keeping of classrooms.

Service	Frequency	Responsible Authority
Cleaning of Classrooms, and Chalkboards	Daily	Attender
Emptying Dustbins		Sweeper
Removing of unwanted circulars from Notice Boards		Attender
Working condition of computer system, projector and projector screen		Technician

Maintenance of Laboratories

The respective faculty members, staff, lab technicians and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, log books, 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 principal.

Standard operating procedures for all the equipments are made available to the users. In campus users register in the log books and are responsible for the safe handling of the equipments. Breakage and repair if any, are reported to the Head of Department or the faculty in charge, as the case may be and suitable measures are taken for speedy functioning of the equipment.

Breakage of glassware intended for use by students is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year. The condemned/obsolete items are discarded and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of equipments and servers and computers.

The following services are in work force for up keeping of Laboratories

Service	Frequency	Responsible Authority
Cleaning of Laboratories and Chalkboards	Daily	Attender
Emptying Dustbins		Attender
Working condition of equipment in laboratory		Lab Technician(s)

Maintenance of Conference Room, Seminar Halls and Auditorium

Cleanliness is taken care by the housekeeping team. Effective utilisation of classrooms, seminar halls and auditoriums for organising academic meetings, seminars, conferences, and cultural event is made. For accessing the facilities, the organising faculty/staff member submits a request form, through HOD and the date of event is registered. Then the halls are accessed on priority basis. The following services are in work force for upkeeping of Conference room, Seminar Halls and Auditorium.

Service	Frequency	Responsible Authority
Cleaning of Conference room\ Seminar Halls\ Auditoriums	Daily	Attender
Emptying Dustbins		Attender
Working condition of AV system, Computer system, projector, and projector screen		Technician

Maintenance and Utilisation 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.

The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning using vacuum cleaners should be done regularly and carefully.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to

save them from silverfishes. Spread of kerosene oil, DDT or gammoxene powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.

Repellants are used to save materials from Rats.

The following services are in work force for maintenance of library and library resources.

Service	Frequency	Responsible Authority
Book Binding	Once in a year	Asst. Librarian
Taking of Pest control measures		
Old Volumes maintenance		
Cleaning of Tables, Chairs, and Bookshelves.	Daily	Attender

Maintenance of Sports Department

The sports equipments, fitness equipments, ground and various courts are supervised and maintained by the Physical Director and supporting members of Physical Education Department. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Supporting members and students of Physical Education jointly maintain the sports equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education Department along with the students. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education. The following services are in work force for upkeeping of Physical Education department and Sports.

Service	Frequency	Responsible Authority
Watering	Daily	Physical Education Staff
Rolling		
Marking		
Grass Pulling		
Grass Cutting in Cricket Court	Weekly	Physical Education Staff
Poles Painting in all courts/Courts Painting	Once in a Year	Physical Education Staff

Maintenance of Computers

The hardware technicians and support staff maintain the ICT facilities including computers, servers. The maintenance includes the required software installation, antivirus and up gradation. Campus Wi-Fi is maintained by respective centre. The following services are in work force for Up keeping of computers.

Service	Frequency	Responsible Authority
Software Installation	Weekly	Respective Staff
Hardware Repairs		Respective Staff
Computer Peripherals		Respective Staff

Maintenance of Housekeeping

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 respective staff. Toilets are cleaned thrice every day.

Service	Frequency	Responsible Authority
Offices		
Cleaning of office rooms, furniture	Daily	Attenders
Emptying dustbins		
Removing of unwanted circulars from Notice Boards	Daily	Office supporting staff
Staircases and corridors		
Cleaning of steps and floor	Daily	Sweeper
Wet mop	Weekly	Sweeper
Rest Rooms		
Cleaning of Toilets	Thrice in a Day	Sanitation Staff
Disinfecting all Washbasins and restrooms	Thrice in a Day	Sanitation Staff
Emptying Dustbins	Daily	Sanitation Staff

Breakdown Maintenance Policy

The breakdown maintenance is a type of maintenance that involves using an asset and when it completely breaks down repairing is done to going it to working order. College has employed technical staff who take care of all the maintenance activities of college in various levels. Breakdown maintenance will be taken care by In-house staff only. If required AMC takes the help of outsourcing.

All break down maintenance activities are classified into following three categories.

- * Building maintenance
- * Electrical maintenance
- * Computer maintenance

Purpose of the Policy

This policy provides guidelines for the maintenance of various facilities of the college to ensure that in working condition.

Procedures

Building Maintenance

Concerned personnel are appointed for looking after building maintenance activities such as plumbing, sanitation, and painting works, etc, with the help of outsourcing staff. Log the complaint is submitted to the principal. He initiates the actions to solve the problem with his supporting staff and technical staff such as plumbers, carpenters etc.

Electrical Maintenance

Concerned personnel are appointed for looking after electrical maintenance activities such as repair works of all electrical equipment like fans, lights, intercoms, MCBs, UPS and exhausters fans etc. Respective department submit the complaint to the management through Principal. They initiate the actions to solve the problem with his supporting staff and technical staff such as electricians etc.

Computer Maintenance

Concerned personnel are appointed for looking after computer maintenance activities such as software updates, hardware repairs, antivirus installations, and network issues etc. Respective department logs the complaint to the management through the Principal. They initiates the actions to solve the problem with supporting staff and technical staff such as hardware technicians etc.