

MAINTENANCE POLICY

Procedure for Housekeeping and Maintenance

1.0 Purpose

To lay down a procedure to ensure that the housekeeping and the maintenance of the building, equipments and other infrastructure are done to facilitate smooth operation.

2.0 Scope

This applies to all cleaning of the premises, classrooms, maintenance of equipments including the repair of furniture.

3.0 Responsibility

Maintenance worker: repair and maintenance of equipment, furniture and building

Caretaker: Cleaning of the premises, classrooms and offices

Principal/ Director: Approval of maintenance/ repair request, random check to verify the completion of work

Maintenance supervisor: verification of the completion of the work

Originator of complaint/ request: verification of the completion of the work

4.0 Procedure

4.1 Housekeeping and Cleaning.

4.1.1 The sweeping and cleaning of the premises, classrooms, canteen, staff room, administrative block etc are done daily.

4.1.2 The toilets are cleaned and sanitized everyday

4.1.3 The details of cleaning and sanitation conducted are recorded in the cleaning check list register F60-0 and same is maintained by Housekeeping & Maintenance Supervisor.

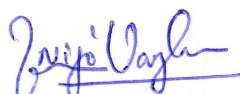
4.2 Maintenance

4.2.1 Furniture and other accessories

The Staff/HOD identifies any breakdown or damage occurred to furniture or other accessories and reports the same in the Maintenance Request Register F- 61.

On receipt of the report, the Housekeeping & Maintenance Supervisor verifies the breakdown or damage and arrange for rectification or repairing of the furniture/accessories.

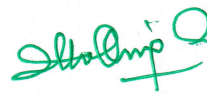
The details of rectification/maintenance are recorded in the maintenance request form F61-0.




Prepared by MR



Reviewed by Principal



Approved by Director

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	QUALITY SYSTEM PROCEDURE	

4.2.2 Maintenance of equipment.

The maintenance of equipment includes the maintenance of computers (except those in Computer lab), electronic lab equipment such as CRO, Function generator, etc. and the equipment used for practical as part of the Hotel management course such as oven, cooking ranges etc.


The maintenance of these equipment is conducted by approved agency and the record of the same is maintained in the concerned department.

Annual inspection & maintenance of all the equipment and facilities should be conducted.

4.2.3 Proper asset register to be maintained by the Housekeeping and Maintenance Supervisor F – 22.

4.2.4 Maintenance of computers in Computer Lab: A record of maintenance of computers in the Computer Lab will be maintained by the Computer Lab In-charge.




Fr. Dr. PAULACHAN K.J.
Principal