



# **MALWANCHAL UNIVERSITY, INDORE**



## **Maintenance Policy**

**Year - 2021-22**



# Maintenance Policy

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# MALWANCHAL UNIVERSITY, INDORE

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## **1-INTRODUCTION**

Malwanchal University has formed an effective management policy to execute maintenance activities across all constituent units, Index hospital and hostels. The maintenance activities are all done according to certain priorities and realistic guidelines to improve the quality of service.

## **2-PURPOSE**

To assure the maintenance and safety of and cleanliness of all buildings, Laboratories, furniture's, equipments, campus ground, sports facilities and canteens.

## **3-SCOPE**

This policy is applicable to all constituent units.

## **4-OBJECTIVES**

- To ensure high quality of maintenance through-
- Motivated and well trained maintenance staff
- To ensure safety through reliable working equipment
- To ensure healthy environment through proper waste management
- To ensure energy and water saving, security protection and greenery.

## **5-MAINTENANCE COMMITTEE**

The organization has formed a Maintenance committee for effective management on daily, monthly and annual Maintenance. Dedicated Maintenance staff is trained in NABH standards. Maintenance staff is available round the clock. The composition of the Maintenance committee is as follows:

<b>S.No</b>	<b>Committee Members</b>	<b>Designation</b>
1.	Mr. R.S. Ranawat (Director planning and Administration)	Chairperson
2.	Mr. Sudhir joshi (Civil Engineering)	Member
3.	Mr. Shoeb mansuri	Member
4.	Mr. Abhishek Bhadoria (Facility Manager)	Member
5.	Mr. Shubham Saini (Transport)	Member
6.	Mr. Ghanshyam Vishwakarma (Electrician)	Member
7.	Mr. Lakhan Panwar (IT Department)	Member

8.	Mr. Pankaj Kumar Singh (civil store)	Member
9.	Mr. Manibhushan Singh (Laundry /Oxygen)	Member
10.	Mr. R.C. Yadav (Additional Director)	Member

The log books are properly maintained. Facility manager do the regular scheduling of the work and take facility rounds daily. The report of facility rounds is submitted quality office. The areas of Maintenance include.

### **5.1-ROLES AND RESPONSIBILITIES OF MANAGEMENT TEAM**

- Collection of daily failure or breakdown reports pertaining to infrastructure electricity plumbing equipment failure
- Planning the daily priority list and working plan
- Plan and ensure availability of this stock of regular needed consumables spares instruments etc
- Men and ensure availability of stock of regular needed consumable space
- Men and ensure availability of stock of regular needed consumable space instrument
- Follow up and supervision of maintenance activities through daily facility round by facility manager
- Supervision of proper general and Biomedical Waste Management
- Planning and supervision of renovation and repair activities
- Plan annual maintenance activities
- To insure availability of maintenance staff around the clock
- To ensure patient and fire safety

### **6-POLICY STATEMENT:**

The maintenance is done on daily and monthly and annual basis

The dedicated staff is trend in NABH standard and the maintenance exports staff include biomedical engineer electricians carpenters plumbers project engineer etc

The director planning and administration the facility manager to regular schedule of the work and insure log books maintenance and optimum uses of Manpower available facilities

Monthly maintenance planner is prepared

## **7-PROCEDURE**

The Complaints are received by respective department by facility manager and person responsible for the particular facility it is entered in the log after compliance the signature of the Department Head or person authorities is taken

In case of any major breakdown the matter is reported to director planning and maintenance and decision is taken in meeting of maintenance committee and according the action plan is prepared

Infrastructure maintenance of all building include

The head of the department and laboratory Incharge report the issues to biomedical engineers he inspect the present his report to the committee along with remedial measure to be taken

IT management

Biomedical Waste Management general cleaning of campus safety committee electricity maintenance of sports games facility maintenance of sewerage plant

Monitoring and Record Keeping regular monitoring is done by maintenance committee and log book are maintain

### **7.1-INFRASTRUCTURE MAINTENANCE:** Of all buildings

- Repairs, Renovation
- Painting, Plaster work
- Carpentry, furniture repair
- Water tanks Maintenance, Plumbing
- Approval roads Maintenance
- It includes all buildings, hostels, laboratory, library, sport grounds, class rooms, guest house, university building, hospital and other facilities
- Facility manager and supervisor are made responsible.

### **7.2- EQUIPMENT MANAGEMENT:**

Biomedical engineer maintains are equipments. He maintains log books on daily basis. He ensures annual Maintenance contracts (AMC).

- Under warranty equipments are maintained by vendors
- High-end equipments such as CT scan, MRI Dialysis, and C Arm etc are maintained by annual maintenance.
- Inspection is done regularly stickers are placed on each equipments indicating dates of the Maintenance.

### **7. 3-IT MANAGEMENT:**

IT department ensures Maintenance of CCTV cameras, computer systems and other audio visual aids frequent updation of IT facility is done by IT in charge

### **8-BIOMEDICAL WASTE MANAGEMENT:**

The waste from hospital and laboratories is done as per NABH guidelines. Proper collection management in specific bins, segregation disinfection and disposal is done by trained staff. MOU with Hoswin company is has been done for regular Maintenance of biomedical waste.

### **9-GENERAL CLEANLINESS OF CAMPUS:**

Adequate housekeeping staff is employed to maintain cleanliness of campus, gardens and buildings .The duties are assigned to them and monitored by supervisors.

### **10-SAFETY COMMITTEE:**

Looks after Maintenance of fire equipments, compressed gas room, infection control, radiation safety etc through regular maintenance.

Review off all activities is done by quality Team.

### **11-ELECTRICITY MAINTENANCE:**

Electricity department maintains of all electricity fittings, electricity operated equipments, DG set, lighting of entire campus including hospital, hostels, college buildings etc. Daily log book is maintained

Safety audits are performed. Dedicated staff is made available round the clock.

Bimonthly Maintenance plan is prepared and implemented.

### **12-SPORTS FACILITIES:-**

Sport grounds, courts gymnasiums, sports equipments are maintained regularly.

### **13-MAINTENANCE OF SEWERAGE PLANT:-**

The sewerage treatment plant (STP) are maintained by the Maintenance staff. 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 safe and adequate drinking water supply Using water purifiers. Fire extinguishers are installed in all Hostels, Institutes blocks and Hospital and are maintained by the Maintenance Cell.

Gardens are maintained by the gardeners every day.

### **14-MONITORING AND RECORD KEEPING:-**

Regular monitoring is done by maintenance committee and log books are maintained.