

# Maintenance Policy



# ROHINI

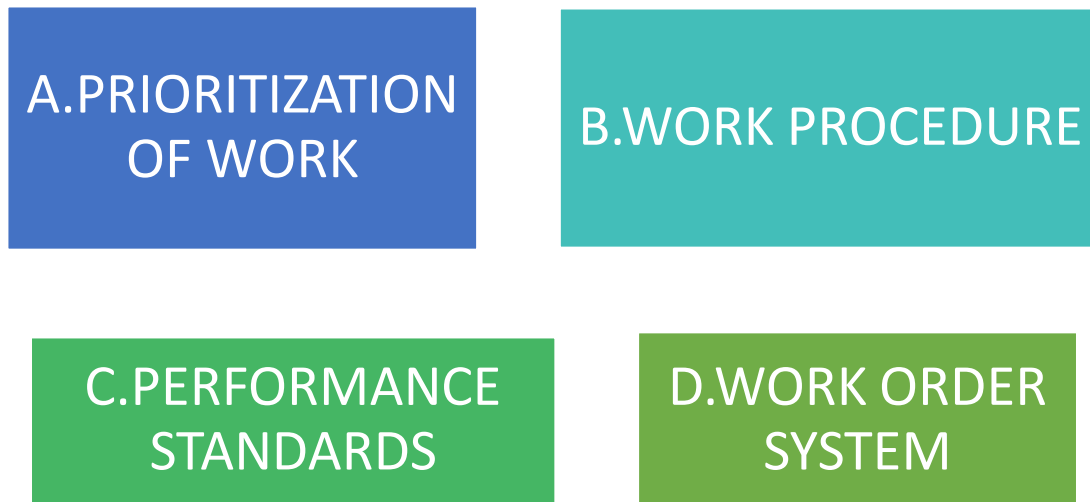
**COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE and Affiliated to Anna University, (An ISO Certified Institution)

Rohini College of Engineering and Technology (RCET) maintenance policy statements are designed for an effective and efficient maintenance system. The objective is to maintain, throughout its expected useful life, the interior and exterior of college buildings, the grounds, and the roadways, and all fixed and moveable equipment through preventive maintenance and repairs.

### **COMPONENTS OF THE MAINTENANCE SYSTEM:**

The RCET maintenance system has the following components to provide cost effective best service.



#### ***A. Prioritization of work***

The most important maintenance work is prioritized and ensures the effective maintenance system with immediate effect. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. ‘Vacancy’ refers to unused or unusable condition of a unit or facility or space.

The maintenance priorities are listed as follows

- Emergencies
- Preventive Maintenance
- Inspection
- Routine Work
- Based on Requests

Programmed maintenance emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first.

### ***B. Work procedures***

The monitoring authority will ensure that there are sufficient clear procedures in place, for the works charged to them, to allow staff to implement this maintenance policy statement.

All procedures will include the following:

1. A statement of purpose
2. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure; and
3. Any forms needed to carry out the activities;

After their adoption, maintenance procedures will be reviewed and updated.

### ***C. Performance standards***

The Monitoring Authority will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards, the Authority will take into consideration certain factors:

1. Local/State Building and Fire Safety requirements
2. DTCP requirements
3. TNEB requirements
4. RCET agreements/contacts (if any)
5. RCET job descriptions of the staff assigned

### ***D. Work order system***

The maintenance work shall have a comprehensive work order system that includes all work request information:

- source of work,
- description of work,

- priority,
- cost to complete,
- days to complete, and
- hours to perform.

This information is required for the Management to approve the work and to evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

1. Preprinted number
2. Source of request (planned, inspection, user, etc.)
3. Priority assigned
4. Location of work
5. Date and time received
6. Date and time assigned
7. Worker(s) assigned
8. Description of work requested (with task number from the Task List)
9. Description of work performed (with task number from the Task List)
10. Estimated and actual time to complete
11. Materials used to complete work
12. Estimated and actual cost
13. Amount charged to the user

The college helps to keep the infrastructure in optimum working condition. Many preventive maintenance policies are functional to prevent breakdown of facilities such as generators, internet and Wi-Fi, gardening, housekeeping.

**RESPONSIBILITIES OF MAINTENANCE:**

<b>Sl.No.</b>	<b>Equipment/Infrastructure</b>	<b>Routine Check</b>	<b>Monitoring Authority</b>	<b>College Level Co-ordinator</b>
1.	General Electrical maintenance	Lab Assistant and Lab-in charge	Electrician	Head of Electrical Department
2.	Air-conditioner	Department Level Co-ordinator	Head of Mechanical Department	Head of Mechanical Department
3.	Generator and Power Supply	Lab Assistant and Lab-in charge	Electrician	Head of Electrical Department
4.	Solar Thermal Systems	Lab Assistant	Head of Mechanical Department	Head of Mechanical Department
5.	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Department Level Computer Co-ordinator	System Administrator	System Administrator
6.	Internet connectivity and Wi-Fi	Lab Assistant and Lab-in charge	System Administrator	System Administrator
7.	Website	Lab Assistant and Lab-in charge	System Administrator	System Administrator
8.	ERP	IT Infrastructure Committee	Principal	Faculty Co-Ordinator

9.	CCTV	IT Infrastructure Committee	System Administrator	System Administrator
10.	Software/ Lab Equipments	Lab in-charge and Subject In-charge	Head of respective Department	Head of respective Department
11.	Library	Librarian	Principal	Library Committee
12.	Telephone-EPABX	Lab Assistants	College-level Co-ordinator	College-level Co-ordinator
13.	Workshop	Workshop Superintendent	Principal	Head of Mechanical Department
14.	Civil Works	Head of Civil Department	Principal	Head of Civil Department
15.	Water-coolers and Purifiers	Lab Assistants	Head of Chemistry Department	Head of Chemistry Department
16.	Plumbing	Lab Assistants	Head of Civil Department	Head of Civil Department
17.	Classroom-benches and overall furniture including notice boards	Central Workshop	Faculty Co-ordinator	Faculty Co-ordinator
18.	Gardening	Lab Assistant and Lab-in charge	Head of Agriculture Department	Head of Agriculture Department