



SRI VENKATESHWARAA DENTAL COLLEGE

ARIYUR, PUDUCHERRY -605102

MAINTENANCE POLICY & PROCEDURES

Basic Services

Facilities Management includes all activities necessary to operate, maintain, and provide services for University buildings, mechanical equipment and utilities to keep them in good operating condition. These activities include building operational maintenance, custodial servicing, refuse removal and recycling, utilities services and distribution and other university services.

Basic Services includes:

- Repairing heating, cooling, ventilation, and building air conditioning systems. Building HVAC systems are designed to keep room temperatures at comfortable levels throughout the year.
- Repairing plumbing systems, stopped drains, drinking fountains, etc.
- Custodial services.
- Performing housekeeping and cleaning services. Facilities Management is responsible for cleaning offices, classrooms, circulation space, restrooms, laboratories, studios, auditoriums, gyms and conference rooms. These services are accomplished on a set Schedule to ensure the facility is clean, stocked and usable to accomplish University Management.
- Providing routine custodial services include cleaning public spaces, pest control, trash removal and recycling. The Building Services Department and the Building Coordinator
- Works together to develop cleaning specifications for each building that are unique to its operating requirements.
 1. Repairing electrical systems, defective lights, etc.
 2. Repairing interior and exterior doors, windows, etc.

3. Repairing roofs, masonry work, plazas, etc.
4. Maintaining general classroom furniture
5. Repairing elevators
6. Removing solid waste, recycling, and surplus materials (except hazardous waste requiring special disposal)

Repair of Equipment and Requests for Service Requires:

- Submitting a Service Request to Facilities Management.
- Departments may request a cost estimate and an estimate of time for completion of the service by indicating the need for this information.
- If the service will be completed by Facilities Management they will assume overall responsibility for completing the service. This includes arranging any required bids through the Purchasing Department.
- All charges for services performed will be accumulated against the Service Request number assigned by Facilities Management.

Grounds & Utilities

The Grounds Department of Facilities Management is responsible for the repair, maintenance and upkeep of all grounds and associated plant materials, the selection and propagation of plant materials, maintenance of Facilities Management vehicles and equipment, disposal process of solid waste and support services for University special events.

MAINTENANCE OF LECTURE HALLS:

The Class schedules are sent to the classroom in-charge well in advance from different departments for making prior arrangements for lectures in-time.

Unscheduled extra classes are also informed to the concerned personnel for making the arrangements. After each lecture, the hall is cleaned with support from housekeeping department and made ready for the next schedule.

If any of the equipments are not working properly, the same is addressed to the Maintenance department. The Maintenance department handles the repair and maintenance of audio visual equipments. Software updating (antivirus) and other applications are handled by the IT section.

EQUIPMENT POLICY-DEPARTMENT OF BIOMEDICAL ENGINEERING POLICY GUIDELINES

Roles and Responsibilities

Biomedical Engineer supports and advances patient care by applying engineering and managerial skills to health care technology. The department functions round the clock to render emergency service support on breakdown/ failure of equipment's. Department of Biomedical Engineering provides safe, calibrated and operational equipment for delivery of the best health care possible reducing the inconvenience caused by malfunctioning equipment and the time lost because of non-availability of equipment.

The responsibilities include testing, repairing, and maintaining the hospital's diagnostic and therapeutic equipment in proper and safe operating condition by carrying out daily rounds, planned preventive maintenance and calibration as per planned schedule.

MAINTENANCE OF THE EQUIPMENT:

Medical equipment must be maintained in working order and periodically calibrated for effectiveness and accuracy of the results.

The Maintenance consists of:

Planning Procurement Inspection Inventory and documentation Commissioning and acceptance Condemnation and decommissioning Maintenance Monitoring of use and performance

1. Planned Preventive Maintenance
2. Breakdown Maintenance
3. Calibration

CONDEMNATION POLICY & DISPOSAL

- On finding out that equipment is beyond economical repair, an official letter is given to the administrator describing its status and cost of repair.
- Once the request for condemnation is approved by the higher authorities the equipment is brought back to Biomedical department.
- The equipment then undergoes a process called cannibalization where as far as possible the spare parts are used up.
- On receiving intimation from General Stores that e-waste disposal is going to take place in the institution, a list of all the equipments to be disposed is made.
- The equipments are then sent to general stores from where it is given out for disposal to the vendors authorized by the Pollution Control Board to buy e-waste.

ORIENTATION, TRAINING AND EDUCATION

It is the responsibility of the end user department manager or designee to provide training that addresses the capabilities, limitations and special applications of the equipment included in the Equipment Management Program.

FIRE SAFETY POLICY

The Institute is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures.

POLICY ON MAINTAINING FIRE RELATED EQUIPMENTS

PURPOSE: The purpose of this policy is to document YMCH strategic and operational maintenance plan for fire related Equipments.

SCOPE: Maintenance department & user department.

RESPONSIBILITY: Maintenance Staff ensures that all the activities mentioned below are carried out by monitoring log books/registers and periodic inspections.