

RISE KRISHNA SAI GANDHI GROUP OF
INSTITUTIONS::ONGOLE



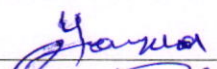
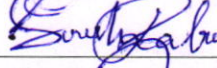

Policy on Maintainance

VERSION 1.0

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Approved By	Date of Release
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Prepared By

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Policy on Maintenance of Campus Amenities

RISE Krishna Sai Gandhi Group of Institutions

I. Purpose:

To outline systematic procedures and guidelines for the regular maintenance and upkeep of the diverse amenities within the RISE Krishna Sai Gandhi Group of Institutions, ensuring a safe, functional, and conducive environment for all stakeholders.

II. Scope:

This policy encompasses all maintenance activities related to electrical systems, physical infrastructure, transport, and other associated amenities within the campus premises.

III. Policy Statement:

RISE Krishna Sai Gandhi Group of Institutions is committed to delivering high-quality educational experiences in an environment that is safe, well-maintained, and conducive for learning. Proper maintenance and regular inspections of campus amenities are vital to this commitment.

IV. Procedures:

A. Electrical Maintenance:

Routine Inspection:

- Conduct monthly checks of all electrical panels, circuits, outlets, and appliances.
- Document findings and address minor repairs immediately.

Emergency Protocols:

- Maintain an emergency response team for electrical mishaps.
- Periodically train staff and students on electrical safety procedures.

Upgradation:

- Upgrade old wiring systems and electrical fixtures as needed, ensuring they adhere to safety standards.

B. Physical Facilities:

- Building and Infrastructure:
- Schedule quarterly inspections of all buildings to identify cracks, seepages, or other damages.
- Undertake annual maintenance like painting, roofing, and waterproofing.

Water and Sanitation:

- Monitor water sources, storage, and pipelines for cleanliness and functionality.
- Ensure regular cleaning and disinfection of restrooms.

Safety Equipment:

- Regularly check fire extinguishers, smoke detectors, and other safety equipment, ensuring they're operational.

C. Transport:

Vehicle Maintenance:

- Service all institution-owned vehicles quarterly or as per manufacturer guidelines.
- Regularly inspect for wear and tear, ensuring timely replacements of parts.

Safety Checks:

- Ensure all vehicles have functional seatbelts, brakes, and emergency exits.
- Train drivers in safety protocols and emergency response.

Schedule Adherence:

- Monitor adherence to transport schedules, making adjustments as needed for efficiency.

D. Miscellaneous:

Landscaping and Grounds:

- Regularly trim trees and shrubs, ensuring they don't interfere with buildings or walkways.
- Maintain gardens, playgrounds, and other open spaces.

HVAC Systems:

- Service air conditioning and heating systems biannually or as recommended by the manufacturer.

Security Systems:

- Monitor and maintain CCTV cameras, security alarms, and access control systems.

V. Roles & Responsibilities:

Facilities Manager:

- Oversee all maintenance activities, coordinating with respective departments.
- Procure necessary materials and resources.

Maintenance Teams:

- Implement maintenance activities as scheduled.
- Report damages or issues promptly.

Transport Manager:

- Oversee the transport fleet's maintenance, ensuring safety and schedule adherence.

All Campus Members:

- Report any observed issues or damages related to campus amenities.
- Ensure responsible use of amenities to minimize wear and tear.

VI. Budget:

Allocation:

- Allocate a specific annual budget for the maintenance of each amenity.
- Keep provisions for emergency repairs or replacements.

Annual Review:

- Review the maintenance budget yearly, making adjustments based on past expenditures and future projections.

VII. Review:

This policy is subject to a biennial review to accommodate the evolving needs of the institution and to remain compliant with industry standards and regulations.