MAINTENANCE POLICY

COLLEGE MAINTENANCE COMMITTEE (CMC)

SETHU INSTITUTE OF TECHNOLOGY

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MAINTENANCE POLICY

The College Maintenance Committee (CMC) of Sethu Institute of Technology is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of units and properties and striving to provide the best service to the users. The following policy statements are designed to establish the structure of an effective and efficient maintenance system.

The overall objective of the Maintenance Department 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.

Further, this objective is specifically intended to provide:

1. *Buildings and their components that function safely and at top efficiency.*
2. *Facilities and equipment that minimize the possibility of fires, accidents, and safety hazards.*
3. *Continuous use of facilities without disruptions to the educational program.*
4. *Protection of college property through proper planning, scheduling, and preventive maintenance.*
5. *Quality management of maintenance projects and tasks.*
6. *Conservation of energy through utilization of the latest technology and energy conservation measures.*
7. *A quality maintenance program through effective management and efficient utilization of resources.*

To maintain and upkeep the infrastructure campus facilities and equipment, following activities are taken by college.

1) The College buildings are maintained by the Estate Office and it is monitored by the HoD of Department of Civil Engineering.

2) The College electrical Installations, waterlines are maintained by the Electrical Section of the College and it is monitored by the HoD of Electrical and Electronics Engineering.

3) The College vehicles are maintained by the Transport section of the College and the repairs of the vehicles are outsourced, when ever necessary

4) Keeping department wise stock register by the concerned laboratory-in-charge under the observation of Head of the Department.

5) Department wise annual stock verification is done by a Committee formed by the Principal.

6) Regular maintenance of laboratory equipment and chemicals are done by laboratory-in-charge of concerned Laboratory.

7) Overall Cleanliness of the campus is done by House Keeping Section of the college.

8) Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college House Keeping Section and Gardening Staff.

9) College campus maintenance is monitored through regular inspection.

10) To upkeep all facilities and cleanliness of environment in hostels, through House Keeping Section and Estate Office.

11) Outsourcing is done, whenever necessary, for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updation of software by computer hardware technician.

12) The maintenance of the reading room and stock verification of library books is done regularly by library staff.

For the purpose of implementing these policies and procedures a Maintenance Cell is formed out of the members of the Maintenance Committee and the technical staff of SIT as organized below (in next page).

I MAINTENANCE CELL ORGANIZATION

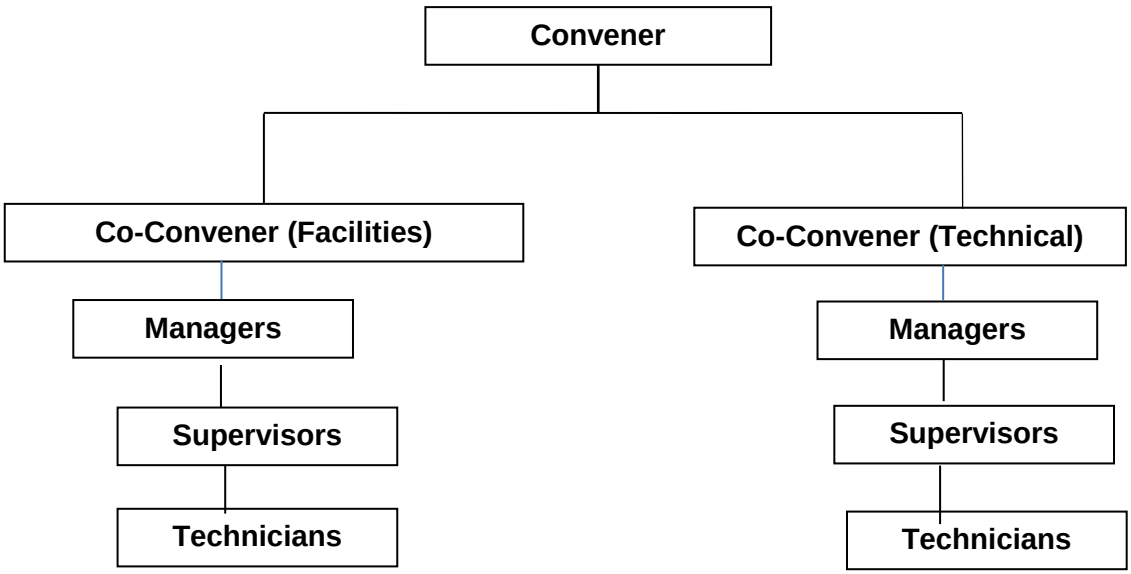

Fig. 1 MAINTENANCE CELL

The Convener and the Co-conveners of the Maintenance Committee of SIT will occupy the similar positions of the Maintenance Cell too. The Co-conveners will have a set of maintenance teams each for the works assigned to them. The Co-conveners shall report to the Convener who in turn will report to the Principal of SIT.

(In the following, the term 'Manager' refers to the Manager of the specific maintenance work.)

Section I-A DIVISION OF WORK

The various maintenance works identified are grouped under two broad heads: 'Facilities' and 'Technical', the former covering civil works and the latter covering mechanical, electrical and other support systems. One Co-convener is assigned to each one of these groups.

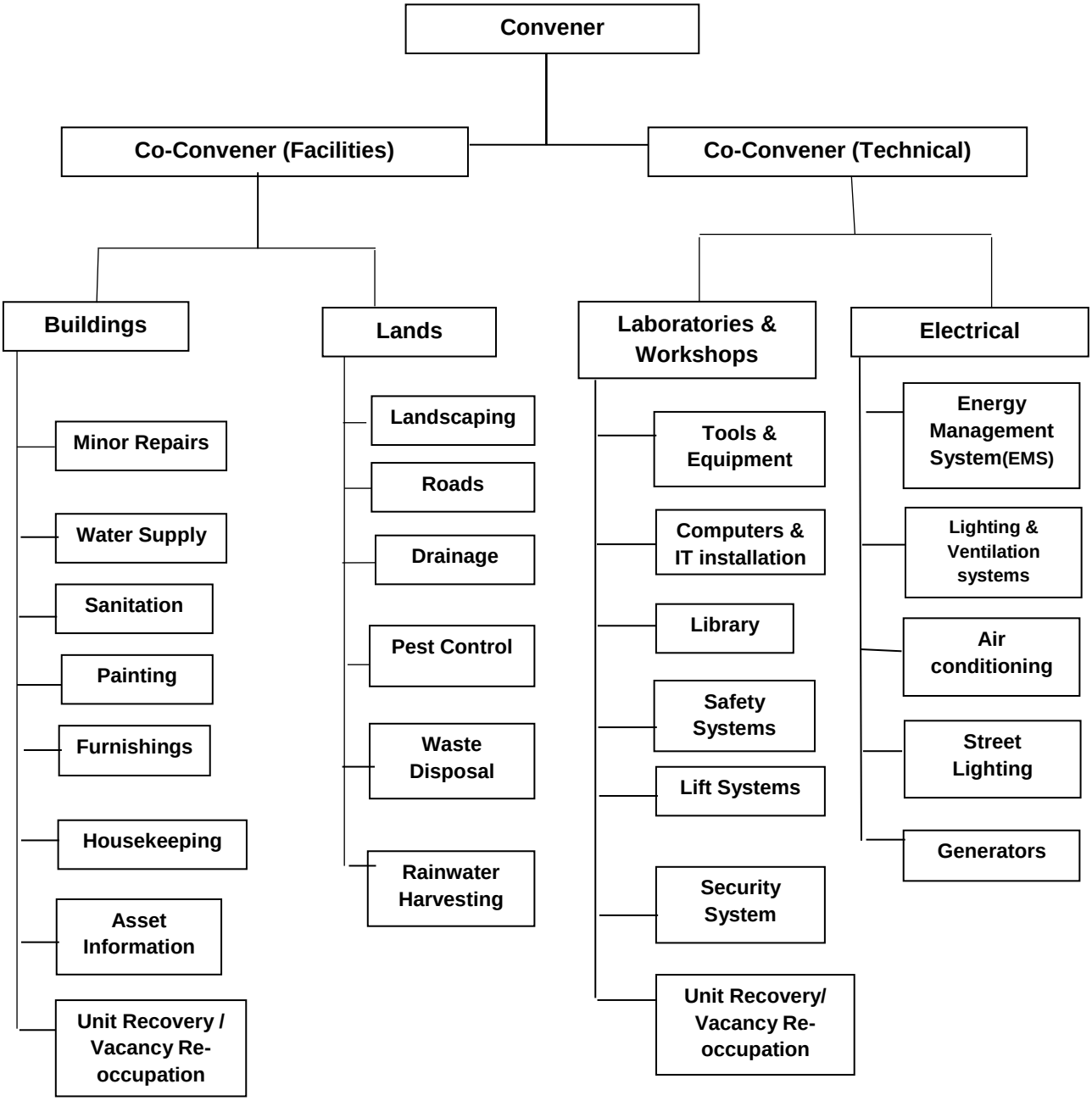

Fig. 2 DIVISION OF WORK

II COMPONENTS OF THE MAINTENANCE SYSTEM

The Sethu Institute of Technology (SIT) maintenance system shall include the following components:

A. Prioritization of work
B. Work procedures
C. Performance standards
D. Work order system
E. Training and Improvements
F. Long-range planning
G. Maintaining the property

By developing a maintenance system that has these components in place, the Management will have the tools it needs to control the performance of maintenance work at the Sethu Institute of Technology.

II - A PRIORITIZATION OF WORK(WRQ)

(a) The work priorities adopted by SIT exemplify its philosophy of delivering maintenance services. 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.

(b) The maintenance priorities of Sethu Institute of Technology are marked by the Manager in the Work Request as ordered as below:

1. Emergency Repairs
2. Preventive Maintenance
3. Unit Recovery / Vacancy Reoccupation
4. User/Occupant Requests
5. General Cleaning
6. Inspection
7. Miscellaneous

(c) Preventive maintenance and vacancy preparation works are important to maintain control of the maintenance work by performing scheduled and preventive work first. By doing so, the authority will decrease on-demand work and maintain the property in a manner that will keep its usable condition high.

II – B WORK PROCEDURE (WP)

(a) The Co-conveners 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;
3. Any forms needed to carry out the activities; and
4. The frequency of any specified activities.

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

(b) Task List will be prepared for each maintenance work and will be followed diligently when carrying out the maintenance activities. The Task List will be reviewed and updated annually.

II - C PERFORMANCE STANDARDS (PS)

(a) The Co-conveners and their Managers will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards the Co-conveners will take into consideration certain factors:

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

(b) The SIT Maintenance Committee may also set a standard that is higher than that contained in the above documents. These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

II - D WORK ORDER SYSTEM (WO)

(a) The Maintenance Cell 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.

(b) 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

II - E TRAINING AND IMPROVEMENTS(T&I)

(a) In order to allow its staff members to perform to the best of their abilities, Sethu Institute of Technology recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures and practices. Each employee must participate in at least 32 hours of training annually.

(b) Suggested training subjects may include (but not limited to)

1. Safety Procedures
2. Health and Safety Standards
3. Trade specific skills updates
4. Building Code updates
5. Trends in campus amenities
6. Modernization of laboratories
7. Removal of obsolescence

(c) The Co-convener is responsible for developing a training agenda/curriculum for the training and for working with the related department staff to identify the means of delivering the training.

II - F LONG RANGE PLANNING (LRP)

(a) Sethu Institute of Technology will put in place and maintain a long-range maintenance planning capability in order to ensure most cost-effective use of the college resources and maximum useful life of college properties.

(b) The Co-convener and the Managers will develop a property-specific long-range planning process that includes the following components:

1. A property maintenance standard;
2. An estimate of the work required to bring the property to the maintenance standard;
3. An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit reuse/reoccupation, inspection requirements and on-demand work;
4. An estimate of the on-going cost of operating the property at the maintenance standard;
5. A market analysis of the property to determine if there are any capital improvements needed to make the property more competitive;
6. A cost estimate to provide the specified capital improvements; and
7. A revised work plan and cost estimate of maintaining property at the improved standard.

(c) By developing a work plan, the college authority will be able to anticipate its staff, equipment and materials needs. It will also be possible to determine need for contracting particular services.

II - G MAINTAINING THE PROPERTY (MTP)

(a) All maintenance work performed at SIT properties can be categorized by the source of the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a user request.

II – G.1 RESPONDING TO EMERGENCIES (MTP/EMG)

(a) Emergencies are the highest priority source of work. The Maintenance Cell will consider a work item to be an emergency if the following occur:

1. The situation constitutes a serious threat to the life, safety or health of users/residents or staff; or

2. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four hours.

(b) If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her HoD/related Manager. If the HoD/Manager is not available, the employee will use his or her best judgment to make the decision.

(c) For emergencies that occur after regular working hours, the Maintenance Cell shall have a twenty-four emergency response system in place, wherever it is necessary. This response system includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to campus materials and supplies. The designated employee shall prepare a work order and report to the Convener/Co-Convener on any emergency within twenty-four hours after abatement of the emergency.

II – G.2 UNIT RECOVERY / VACANCY REOCCUPATION (MTP/VR)

(a) It is the policy of the SIT Management to reoccupy/recover vacant/impaired units as soon as possible. This policy allows the college to maximize the utilization of its properties and operate them in safe conditions. 'Unit' refers to all properties like built space, facilities, machinery, tool, equipment, plants, and furniture.

(b) The Co-convener and the related Manager, along with HoD, are responsible for developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. In order to do so, they must have a system that can perform the following tasks:

1. Forecast unit preparation needs, based on previous years' experience
2. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
3. Control work assignments to ensure prompt completion.

(c) The maintenance procedure for reoccupying vacant units relies on the prompt notification by the HoD of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for the unit. The Co-convener and Manager will have the ability to create special teams for vacancy turnaround or to hire contractors when that is required to maintain college goals.

II – G.3 PREVENTIVE MAINTENANCE PROGRAM(FORMS: MTP/PM)

(a) Preventive maintenance is part of the planned or scheduled maintenance program of the Maintenance Cell. The purpose of the scheduled maintenance program is to allow the college to anticipate maintenance requirements and make sure the college can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties in usable condition. These systems include air conditioning, electrical, life safety, water supply and plumbing.

II -G.3.1 GENERAL OPERATING SYSTEMS (GOP)

(a) The heart of any preventive maintenance program is a schedule that ensures the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the college.

(b) The systems covered by the preventive maintenance program include but are not limited to:

Storm Drainage

Pumps

Emergency lighting

Exhaust fans

Exterior lights

Fire extinguishers and other life safety systems

Mechanical equipment and vehicles

Sanitary drains

AC systems

Water supply

(c) A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will also be listed so that they will be available when needed. An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

II – G.3.2 ROOF/TERRACE REPAIRS/ REPLACEMENT (RR)

(a) Maintenance of roofs and terraces requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies. The Co-convener and the Manager are responsible for the development of a roof maintenance plan that includes these features:

1. The type, area, and age of roof
2. Company/contractor that installed the roof
3. Expected useful life of roof
4. Warranties and/or guarantees in effect
5. History of maintenance and repair
6. Inspection schedule

(b) The college maintenance staff will usually undertake only minor roof repairs. Therefore there should be a list of approved contractors to take on more serious problems for roofs/terraces that are no longer under warranty.

II – G.3.3 VEHICLE/EQUIPMENT MAINTENANCE (VM)

(a) SIT will protect the investment it has made in vehicles and other motorized equipment by putting in place a comprehensive maintenance program. The vehicles and equipment to be covered include (but not limited to):

Cars, buses, trucks and vans

Tractors

Weed cutters

Lawn Mowers

Power tools

(b) The Co-convener and the Manager are responsible for the development of this plan which shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

(c) The Co-convener and the Manager shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification.

II-G.3.4LIFE SAFETY SYSTEMS (LSS)

(a) SIT shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Co-convener and the Manager shall be responsible for the development and implementation of a schedule that includes inspection, servicing and testing of this equipment.

(b) Below is a list of Life Safety items that are routinely handled:

Elevators	Passengers possibly trapped in elevator, not working, lights out, phone not working, inspections (weekly and monthly), etc.
Environmental Protection	Spill Prevention Control - transformers, generators, fuel tank, grease traps; Disposal of fluorescent lamps, LED lamps, etc.
Disability Provisions	Doors, access ramps, restrooms, parking, sidewalks, etc.
Emergency Lighting	Exit lights, generator power for lights, parking lights, street lights, walkway lighting, etc.
Fire Prevention	Fire alarms, fire extinguishers, sprinklers, fire pumps, fire suppression systems, etc.

(c) The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor.

II- G.4INSPECTION PROGRAM (FORMS: MTP/IP)

(a) SIT's goals of efficiency and cost-effectiveness are achieved through ensuring that the facilities are maintained in a manner that is neat, safe, and sanitary and in good repair. This program ensures compliance of the Local and State Building and Fire Safety Codes.

(b) In any case where there is a conflict between two or more standards/regulations the more restrictive of them will be applied.

(c) The inspection will encompass the following areas

1. Building Systems
2. Building Exteriors
3. Labs & Other facilities
4. Common Areas
5. Site (Grounds)
6. Residential Units
7. Health and Safety

(d) The Co-convener and the Manager will know at all times the condition of each unit. The achievement of these goals may require more than the minimum annual inspection. The Co-convener is responsible for developing a unit inspection program that schedules inspections at the frequency required.

(e) For all non-emergency inspections, the user shall be given at least two days' notice (by email/other notification) of the inspection. The Maintenance staff shall normally perform the unit inspection program of unless it is determined that the inspection program is contracted to an outside source.

(f) During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Sethu Institute of Technology inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 30 days of the inspection.

(g) All Maintenance Staff are responsible for monitoring the condition of Residential units (hostels, guest houses, staff quarters, etc.). Whenever a Inspection or Maintenance staff member enters a Residential unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the unit. These work items shall also be converted to a service request within twenty-four hours of discovery.

Nothing in this policy shall prevent any SIT staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reported to the manager of the appropriate property either directly or through HoD.

II-G.5 SCHEDULED MAINTENANCE (FORMS: MTP/SM)

(a) This work category includes all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the appeal and comfort of the property.

II-G.5.1 PEST CONTROL/EXTERMINATION (MTP/SM/PC)

(a) SIT will make all efforts to provide a healthy and pest-free environment for its residents. The Maintenance Cell will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

(b) The Co-convener and the Manager will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed authority personnel.

(c) The extermination plan will begin with an analysis of the current condition at each property. The Co-convener and the Manager shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to rats and cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

(d) Residents' cooperation with the extermination plan is essential. All rooms in a building must be treated for the plan to be effective. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

II-G.5.2 LANDSCAPING AND GROUNDS (LAG)

(a) The Co-convener and the Manager will prepare a maintenance schedule for the maintenance of the landscaping and grounds of the college that will ensure their continuing attractiveness and usability. This will include:

1. Litter control
2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower and shrubbery beds and trees
5. Maintenance of playgrounds, benches and fences.

(b) The Co-convener and the Manager shall be responsible for the development of a routine maintenance schedule that shall include:

1. A clearly articulated standard of appearance for the grounds that conforms to, but is not limited to, any local code standards;
2. A list of tasks that are required to maintain that standard and the frequency with which the tasks must be performed;
3. The equipment, materials, and supplies required to perform the tasks and a schedule for their procurement.

II-5.3 BUILDING EXTERIORS AND INTERIOR COMMON AREAS (BCA)

(a) The appearance of the outside of the college buildings as well as their interior common areas is important to their appeal. Therefore, the Maintenance Committee will establish a maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies and verandahs
2. Hallways and stairwells
3. Restrooms (Common & Private)
4. Lighting fixtures
5. Common rooms and community spaces
6. Exterior porches and railings
7. Building walls
8. Windows

(b) The Co-convener and the Manager are responsible for the development of a maintenance schedule for building exterior and interior common areas. The schedule shall be based on the following:

1. A clearly articulated standard of appearance for the building
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed
4. A list of materials, equipment and supplies required to perform the tasks.

II-G.5.4 INTERIOR PAINTING (MTP/SM/IP)

(a) The appearance and condition of the paint within each unit is important to unit condition and user satisfaction. Accordingly, the Co-convener and the Manager will develop a plan to ensure that the interior paint in residential units is satisfactorily maintained. As part of this plan painting standards will be developed that include:

1. Surface preparation
2. Color and finish
3. Paint quality
4. Methods of application approved
5. Protection of non-painted surfaces

(b) The plan will set out the conditions for the consideration of a painting request. These standards include the period of time that has elapsed since the last time the unit was painted.

II-G.6 USER ON-DEMAND SERVICES (MTP/ODS)

(a) This category of work refers to all user-generated work requests that fall into no other category. These are non-emergency calls made by users seeking maintenance service. These requests for service cannot be planned in advance or responded to before the user calls.

(b) It is the policy of the Committee to complete these work requests within seven (7) days. However, unless the request is an emergency or entails work that affects the usability of the unit, these requests will not be given a priority above scheduled and preventive maintenance. By following this procedure, the Committee believes it can achieve both good user service and a maintenance system that completes the most important work first and in the most cost effective manner.

II-G.7 CONTRACTING FOR SERVICES(MTP/CON)

(a) Sethu Institute of Technology will contract for maintenance services when it is in the best interests of the college to do so.

(b) When the employees of the college have the time and skills to perform the work at hand, they will be the first choice to perform a given task.

(c) When the employees of the college have the skills to do the work required, but there is more work than there is time available to complete it, the college Management will determine whether it is more cost effective to use a contractor to complete the work.

(d) If the college staff do not have the skills to complete the work, a contractor will be chosen. In the last instance, the college will decide whether it will be cost effective to train a staff member to complete the work.

(e) Once the decision has been made to hire a contractor, the process set out in the Sethu Institute of Technology Procurement Policy will be used. These procedures vary depending on the expected cost of the contract. The Co-convener and the Manager will work with the Principal to facilitate the contract award. The Principal will decide about the contribution of the Maintenance Committee to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the college to get the work product it requires.

APPENDIX	FORMS GROUPS OF CMC	-

Section No.	Section Title	Forms Group	Person(s) Responsible	Remarks
A.	PRIORITIZATION OF WORK	WRQ	Manager	
B.	WORK PROCEDURES	WP	Co-convener & Manager	
C.	PERFORMANCE STANDARDS	PS	Co-convener & Manager	
D.	WORK ORDER SYSTEM	WO	Co-convener/Manager	
E.	TRAINING AND IMPROVEMENTS	T&I	Co-convener & Manager	
F.	LONG RANGE PLANNING	LRP	Convener, Co-convener & Manager	
G.	MAINTAINING THE PROPERTY	MTP	Co-convener & Manager	
G.1	RESPONDING TO EMERGENCIES	MTP/EMG	Co-convener & Manager	
G.2	VACANCY REOCCUPATION	MTP/VR	Co-convener & Manager	
G.3	PREVENTIVE MAINTENANCE PROGRAM	MTP/PM	Co-convener & Manager	
G.4	INSPECTION PROGRAM	MTP/IP	Co-convener & Manager	
G.5	SCHEDULED MAINTENANCE	MTP/SM	Co-convener & Manager	
G.6	USER ON-DEMAND SERVICES	MTP/ODS	Co-convener & Manager	
G.7	CONTRACTING FOR SERVICES	MTP/CON	Co-convener & Manager	

Sample Form I

G.4	**REPORT ON INSPECTION OF EQUIPMENTS**	MTP/IP/*dept/no.*

1. Name of the Laboratory :
2. Date of Inspection :
3. Equipment inspected :

4. Action needed for each equipment to make them function:

Signature of Inspecting Staff

5. Action initiated by HOD :

Signature of the HOD

6. Approval of the Principal :

Sample Form II

II-A	**WORK REQUEST FORM (ELECTRICAL / PLUMBING)**	WRQ/EEE/no.

Name: **Date:**

Designation & Dept.:

Intercom Number: **Mobile Number:**

Details of the Electrical / Plumbing / Maintenance work required

Signature of Requesting Faculty **HOD** **Principal**

(For Electrical / Plumbing Section Use)

Estimated Budget: Rs ……. **Duration required: …….. Day(s)**

Electrical Maintenance Engineer **Electrical Engineer** **Faculty Coordinator**

Approved by

HoD/EEE **PRINCIPAL** **JCEO** **CEO** **CHAIRMAN**

	Sample Form III	

II-A	**WORK REQUEST FORM** **(CONSTRUCTION/MAINTENANCE WORK)**	WRQ/CVL/no.

SETHU INSTITUTE OF TECHNOLOGY
(An autonomous Institution)
Pulloor, Kariapatti – 626115, Virudhunagar District

ESTATE OFFICE

CONSTRUCTION / MAINTENANCE WORK

REQUEST FORM

Date:

Name :

Designation & Department :

Intercom Number : **Mobile Number :**

Details of the Construction / Maintenance work required

Signature of Requesting Faculty **HOD** **Principal**

(for Estate Office Use)
Estimated Budget : **Duration required :** **Project Engineer / Estate Officer**

Approved by

HOD **PRINCIPAL** **JCEO** **CEO** **CHAIRMAN**

II-B	**WORK PROCEDURE (STANDARD OPERATING PROCEDURE -SOP)**	WP/SNA/SOP/no.

Information Technology Services	Standard Operating Procedure
Procedure Name:	Procedure Number: XX-XXX-XXX
Category:	Original Effective Date: xx/xx/xx
Owner:	Revised Effective Date: xx/xx/xx

I. PURPOSE

This procedure will detail the steps to shutdown the [application name] servers and all related services. This includes the application and database servers. Please follow this procedure for any planned system downtime event. Any questions regarding this material should be directed to the Primary Contact listed in this procedure.

II. RESPONSIBILITY

This procedure applies to all employees responsible for maintaining the [application name] information system under the control of [department name]. IT is responsible for enforcing this procedure, therefore, all IT staff with administrative responsibility for information systems support will be accountable for following this procedure , which includes third party contractors and/or vendors.

II. PROCEDURE

Understanding the system and database administration responsibilities related to production servers will ensure that all IT employees utilize appropriate security controls to maintain the availability and functionality of information services that support patient care, financial, and other administrative business processes.

Procedure Steps:

1.

PROCEDURE IDENTIFICATION:

Procedure Title:		
Original Date:		
Author(s):		
	Title	**Signature**
Approved By:		

REVIEW/REVISION HISTORY:

Version	Review Date	Next Review Date	Description of Change (section and description)	Review/ Revision by	
				Name	Title

Procedure Name Page 1 of 1 Last revised: 11/20/2009

Sample List

II-G.4(1) STANDARD BASIC INSPECTION ITEMS

A. Building Systems

1. AC plants
2. Electrical System
3. Emergency Power
4. Fire Protection
5. Lifts
6. Sanitary System
7. Water Supply

B. Building Exterior

1. Doors
2. Fire escapes
3. Foundations
4. Lighting
5. Ramps & steps
6. Roofs & terraces
7. Walls
8. Windows

C. Labs & Other Facilities

1. Laboratories
2. Workshops
3. Computers
4. IT installations
5. Library

D. Campus Outdoor

1. Roads & Driveways
2. Fences & compound walls
3. Street & Ground Lighting
4. Mail & Suggestion boxes
5. Parking
6. Play areas & equipment
7. Rainwater drainage
8. Signs and display boards
9. Waste disposal
10. Ramps, platforms & steps

E. Common areas

1. Basement
2. Community space
3. Corridors & stairs
4. Garage
5. Halls
6. Closets
7. Office
8. Patio/Portico/Balcony
9. Restrooms
10. Store rooms
11. Utility

F. Residential Units

1. AC System
2. Bathroom
3. Ceiling
4. Doors
5. Electrical System
6. Fire alarm
7. Floors
8. Lighting
9. Outlets
10. Patio/Portico/Balcony
11. Stairs & Ramps
12. Switches
13. Walls