



SETHU INSTITUTE OF TECHNOLOGY

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Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
Pulloor -626115, Kariapatti.

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:

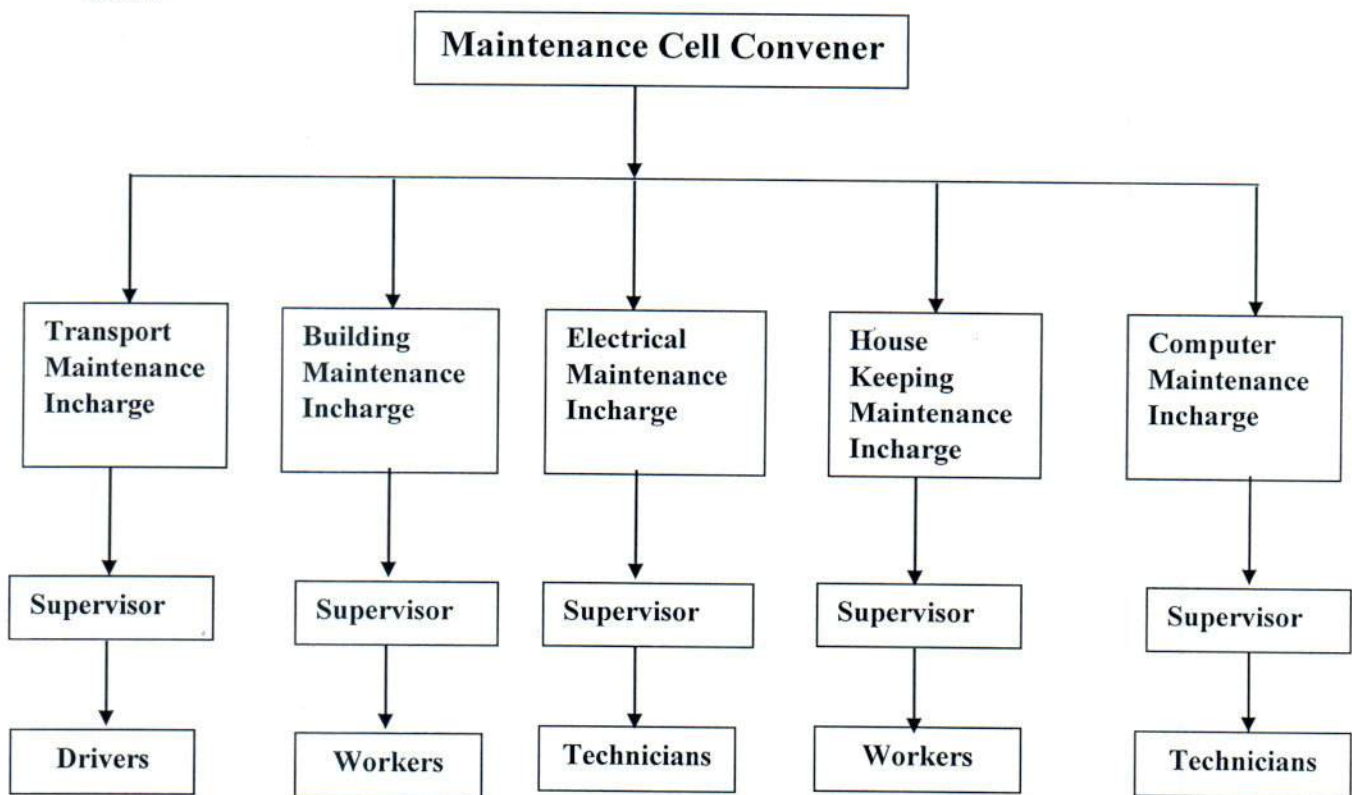
1. Buildings and their components that function safely and at top efficiency.
2. Facilities and equipment that minimize the possibility of fires, accidents, and safety hazards.
3. Continuous use of facilities without disruptions to the educational program.
4. Protection of college property through proper planning, scheduling, and preventive maintenance.
5. Quality management of maintenance projects and tasks.
6. Conservation of energy through the 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, the following activities are taken by the college.

1. The College buildings are maintained by the Estate Office and it is monitored by the HoD of the department of Civil Engineering.
2. The College electrical Installations and 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, whenever necessary
4. Keeping department wise stock register by the concerned laboratory-in-charge under the observation of the 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 the 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 the 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 repair of IT infrastructures such as computers, internet facilities including Wi-Fi and broadband, and updation of software by computer hardware technicians.
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



2. PRIORITIZATION OF WORK

2.1 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 the unused or unusable condition of a unit or facility or space.

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

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

2.3 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.

3. WORK PROCEDURE

3.1. The 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. Permission from the management for work
2. Submitting work requests to the maintenance section
3. Any forms needed to carry out the activities
4. The frequency of any specified activities.
5. Estimate the cost to complete the work.

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

3.2. 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.

4. PERFORMANCE STANDARDS

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

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

4.2 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.

5. MAINTAINING THE PROPERTY

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

6. RESPONDING TO EMERGENCIES

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

- a. The situation constitutes a serious threat to the life, safety or health of users/residents or staff; or
- b. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four hours.

6.2. 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.

6.3 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 maintenance 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.

7. PREVENTIVE MAINTENANCE

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 most cost-effectively. 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.

8. SCHEDULED MAINTENANCE

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

9. VEHICLE/EQUIPMENT MAINTENANCE

- a. SIT will protect the investment, which has been made in vehicles and other motorized equipment by putting in place a comprehensive maintenance program.
- b. The 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.

10. REVISIONS TO THIS POLICY

It is anticipated, with the speed of development in maintenance, that revisions may from time to time be necessary to this policy document. In any case, the policy document will be reviewed annually and updated as necessary in the light of developments within the College.


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