



**PRIYADARSHINI DENTAL COLLEGE & HOSPITAL  
MAINTENANCE POLICY**

**VERSION: 03**

**DOC NO: PDCH/MP/10/2022**

**DATE OF ISSUE: 06/10/2022**

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## INTRODUCTION:

The PDCH Maintenance Policy and Procedure Manual provides the policies and procedures for systematic operations to be performed from time to time in maintenance of all Infrastructure. The Standard Operating Procedure should follow in Maintenance of Infra related to Academics, Research and administrative areas in the Institution. It also provides guidelines to follow to administer these policies.

PDCH will keep all Maintenance policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedure.

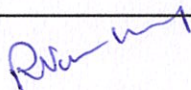

## Policy Statement:

Clearly state the purpose and importance of the maintenance policy.

Emphasize the college's commitment to providing a safe, functional, and aesthetically pleasing environment for students, faculty, and staff.

the college requires the use of two types of maintenance: preventive, and break down.

1. Preventive Maintenance Policy
2. Breakdown Maintenance Policy

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**Preventive Maintenance Policy:**

Preventive maintenance is maintenance that is regularly performed on a piece of equipment that it provides periodic inspection, adjustment, minor repair, lubrication, reporting, and data recording necessary to minimize building equipment and utility system breakdown and maximize system and equipment efficiency.

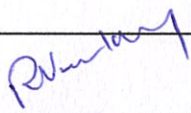
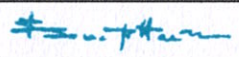
**Procedures:**

**Maintenance of Classrooms and Tutorial Rooms:**

Classrooms and Tutorial rooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

The Heads of Departments report to the administration periodically for all the maintenance works.

Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. The following services are in work force for upkeep of classrooms and tutorial rooms.

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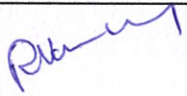



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Service	Frequency	Responsible authority
Cleaning of Conference Halls\ Seminar Halls\ Auditoriums	Daily	Attender
Floors dust mop, wet mop, High and low dusting	Daily	Attender
Emptying wastebaskets	Daily	Attender
Working condition of PA system, Computer system, projector, and projector screen	Daily	Technician

#### **Maintenance of Conference Halls, Seminar Halls and Auditoriums:**

Conference halls, Seminar halls and auditoriums are under the various departments. Cleanliness is taken care of by the housekeeping team. Effective utilization of classrooms, seminar halls and auditoriums for organizing academic meetings, seminars, conferences, and cultural events is made.

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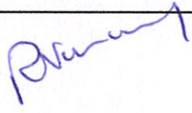

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#### **Maintenance of Outpatient Area:**

Service	Frequency	Responsible authority
Maintenance of records and case reports	Daily	Receptionist
Maintenance of records and case reports in every department	Daily	CRRI's
Cleanliness and sanitation in every department	Daily	Attender

#### **2. Breakdown Maintenance Policy:**

The breakdown maintenance is a type of maintenance that involves using a machine until it completely breaks down and then repairing it to working order. University has employed 80 technical staff who takes care of all the maintenance activities of college in various levels. All break down maintenance activities are classified into following four categories.

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- Building maintenance
- Electrical maintenance
- Computer maintenance
- Workshop maintenance

### **Procedures**

#### **Building Maintenance**

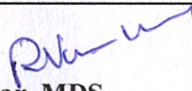
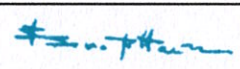
Concerned personnel should be appointed for looking after building maintenance activities such as plumbing, sanitation, and painting works etc. The following is the procedure for resolving the building maintenance request through PDCH portal.

**Step1:** Respective department logs the complaint in portal.

**Step2:** Building maintenance administrator monitors the portal to identify the services requested by various departments

**Step3:** He initiates the actions to solve the problem with his supporting staff and technical staff such as plumbers, carpenters etc.

**Step4:** He updates the portal after completion of the service request.

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### **Electrical Maintenance**

Concerned personnel should be appointed for looking after electrical maintenance activities such as repair works of all electrical equipment like fans, lights, intercoms, MCBs, UPS and exhaust fans etc. The following is the procedure for resolving the electrical maintenance request through PDCH portal.

**Step1:** Respective department logs the complaint in portal.

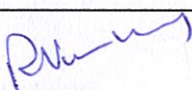

**Step2:** Electrical maintenance administrator monitors the portal to identify the services requested by various departments.

**Step3:** He initiates the actions to solve the problem with his supporting staff and technical staff such as electricians etc.

### **Computer Maintenance**

Concerned personnel should be appointed for looking after computer maintenance activities such as software updates, hardware repairs, antivirus installations, and network issues etc. The following is the procedure for resolving the computer maintenance request through PDCH portal.

**Step1:** Respective department logs the complaint in portal.

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**Step2:** Computer maintenance administrator monitors the portal to identify the services requested by various departments.

**Step3:** He initiates the actions to solve the problem with his supporting staff and technical staff such as hardware technicians etc.

**Step4:** He updates the portal after completion of the service request

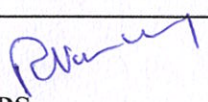

#### **Workshop Maintenance**

Concerned personnel should be appointed for looking after workshop maintenance activities such as carpentry works, flexes erection, furniture repairs etc. The following is the procedure for resolving the workshop maintenance request through PDCH portal.

**Step1:** Respective department logs the complaint in portal.

**Step2:** Workshop maintenance administrator monitors the portal to identify the services requested by various departments.

**Step3:** He initiates the actions to solve the problem with his supporting staff and technical staff such as, carpenters and mechanics etc.

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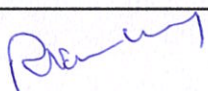
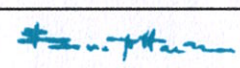


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**Step4:** He updates the portal after completion of the service request.

#### **CONCLUSION :**

In conclusion, a well-designed college maintenance policy plays a crucial role in ensuring the efficient functioning, safety, and overall quality of the educational environment. By outlining clear objectives, procedures, responsibilities, and priorities, this policy establishes a framework that supports the institution's commitment to excellence in teaching, learning, and research.

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