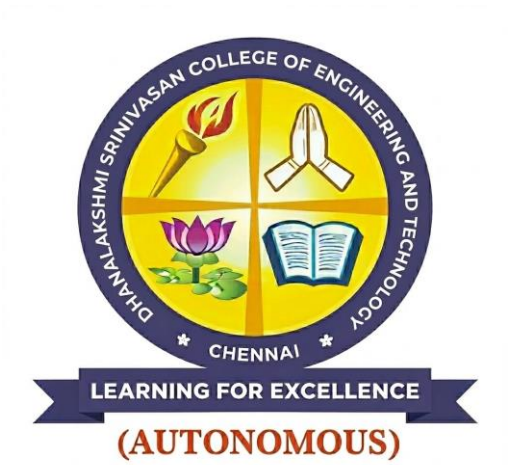
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)



Maintenance Policy

Objectives:

The objective of this policy is to ensure proper maintenance of institutional infrastructure and equipment, prevent breakdowns, provide a safe campus environment and extend the useful life of institutional assets.

Scope:

Dhanalakshmi Srinivasan College of Engineering and Technology (Autonomous), Chennai, is committed to maintaining all institutional infrastructure, equipment and campus facilities in good working condition. The College Maintenance Committee (CMC), in coordination with the college administration, shall plan, coordinate and monitor maintenance activities to ensure the proper functioning of buildings, classrooms, laboratories, furniture, electrical and plumbing systems, ICT facilities, sports facilities and campus surroundings. Regular inspections, preventive maintenance and timely repairs shall be carried out to avoid breakdowns and provide a safe, clean and comfortable environment for teaching, learning and administrative activities. Necessary budgetary provisions shall be made for maintenance works, and proper schedules and records of maintenance activities shall be maintained. Wherever possible, maintenance work in classrooms, laboratories and other academic areas shall be planned during holidays to minimize disturbance to academic activities. ICT, internet and Wi-Fi facilities shall also be checked periodically to ensure their proper functioning.

Maintenance Guidelines:

The institution follows the following maintenance practices:

1. Buildings, classrooms and common areas are maintained regularly.
2. Electrical installations, lights, fans and other electrical equipment are checked periodically.
3. Water supply, plumbing and drainage systems are inspected and maintained.
4. Laboratory equipment and machinery are serviced regularly.
5. Computers, printers and other IT equipment are maintained to ensure proper functioning.
6. Furniture, doors, windows and other facilities are repaired whenever required.
7. Gardens, lawns and campus surroundings are maintained properly.
8. Fire safety equipment and other safety facilities are inspected periodically.
9. Maintenance complaints are attended to by the concerned maintenance personnel.
10. Records of maintenance activities are maintained by the institution.

Types of Maintenance:

Building Maintenance:

- Regular inspection of classrooms, laboratories, offices and other buildings.
- Repair of damaged walls, roofs, doors, windows and flooring.
- Maintenance of roads, pathways and drainage facilities.

Electrical Maintenance:

- Inspection and repair of electrical wiring, lights, fans and switches.
- Maintenance of generators, electrical panels and other installations.
- Replacement of damaged electrical components.

Plumbing and Water Supply Maintenance:

- Inspection of water pipelines, taps, tanks and pumps.
- Repair of water leakages and drainage problems.
- Regular cleaning and maintenance of water storage facilities.

Laboratory and Equipment Maintenance:

- Periodic servicing of laboratory equipment and machinery.
- Repair and replacement of damaged equipment.
- Maintenance of computers, printers and other electronic devices.

Furniture and General Maintenance:

- Repair and maintenance of desks, chairs, cupboards and other furniture.
- Maintenance of doors, windows and classroom facilities.
- Replacement of damaged items whenever required.

Campus and Garden Maintenance:

- Regular cleaning of campus surroundings.
- Maintenance of gardens, lawns and trees.
- Proper maintenance of roads, pathways and common areas.

Safety Equipment Maintenance:

- Periodic inspection of fire extinguishers and other fire safety equipment.

- Maintenance of emergency exits and safety arrangements.
- Repair of damaged safety equipment whenever necessary.

Administrative Measures:

1. The Administration shall coordinate and monitor maintenance activities.
2. The Maintenance Department shall attend to repair and maintenance requirements.
3. Heads of Departments shall report faults and maintenance requirements in their respective departments.
4. Laboratory in-charges shall ensure proper maintenance of laboratory equipment.
5. Maintenance complaints shall be reported to the concerned department for necessary action.
6. Periodic inspections shall be carried out to identify maintenance requirements.
7. External service agencies may be engaged for specialized repair and maintenance work.
8. Maintenance activities and expenditure shall be recorded and documented.