



Campus Maintenance Policy and Procedure

Maintenance of various academic related facilities

Classrooms and tutorial rooms.

- The class rooms in the campus are managed by the a team from management side
- Maintenance of cleanliness and repairs of furniture and fittings at these venues should be handled by the respective assistant Manager and his/her team.
- Every day after the class hours the class rooms, labs, common area and other should be cleaned.

Laboratories and instrument rooms

- The Advanced and Expensive Equipment should be maintained through Annual Maintenance Contract (AMC), while small instruments /equipment like balance, microscope, pH meter, dissolution apparatus, mixer, and hot plate are repaired time-to-time and maintained periodically.
- The individual lab technicians and attenders should be trained to take up preventative and some of the corrective maintenance

Library

- Books should be physically checked before issue and return.
- Corrective actions viz. binding, repair of torn pages should be initiated to preserve the books for long

Computer Lab

- The labs should be maintained by lab attendants who ensure the maintenance of the fixtures and furniture of the lab with help of the Facility Management Department team.
- Maintenance should cover through annual maintenance contract.
- The individual lab technicians also should be trained to take-up preventative and some of the corrective maintenance.
- • The IT personal/System Admin is also responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities.



Maintenance of Sports, Cultural and other Common facilities

Sports facilities.

- The store keeper maintains the sports equipment and the gardening team maintains all playgrounds. The gym facility and indoor facility are maintained by the house keeping team

Common areas/facilities.

- The IT personal manages common computing facilities.
- Common facilities such as halls, auditorium, seminar/conference rooms, exam halls etc. are managed by the respective facilities team within each of the campuses.

General Maintenance

Cleanliness.

- Based on a periodic schedule, cleaning activities should be scheduled, executed and followed, including surprise checks.
- All departments need to adhere to the existing procedure for disposal of solid and liquid waste and regular disposal of scrap, including e-wastes.
- The facility of washroom and drinking water provided should be managed/maintained by the respective housekeeping team .

Garden.

- The Gardening team should ensures maintenance of green areas indoors and outdoors.

Maintenance of Infrastructure.

- Dedicated teams are assigned for preventive and corrective maintenance of IT, civil and electrical infrastructure.
- Annual maintenance contracts and long-term warranties should be negotiated with service providers and vendors for achieving best possible upkeep of machines and equipment

Electrical Maintenance.

- Periodic maintenance of generator sets, lighting, power distribution system, solar panel etc. should be undertaken as per standard maintenance schedule. AMC should be taken to cover long-terms maintenance needs
- The maintenance of equipment's for water supply sets, sewage treatment etc. should be undertaken as per standard maintenance schedule.



Transportation

- The college has a strong and skilled transport department to ensure the buses, vans and cars are maintained properly & efficiently.


Other facilities such as Cafeteria and Fire-Safety Equipment's

The college also provides various other services to the students, faculty and staff which are maintained by respective service providers as per contract. Cafeteria and hostel be managed by the housekeeping facilities along with the food preparation staff

- Firefighting equipment's installed in each academic blocks, labs, offices etc. should be maintained by the individual facilities team with a AMC with the OEMs

Periodic Audits should be conducted to ensure timely corrective action for proper functioning of the various equipment's.




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