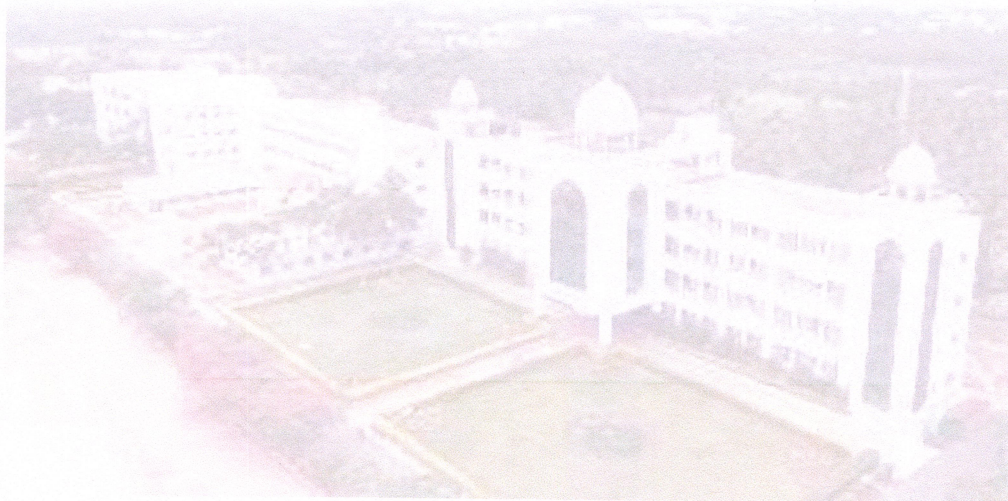# MAINTENANCE POLICY

POLICY DOCUMENT

UNITED INSTITUTE OF TECHNOLOGY
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Name of the policy	Maintenance Policy	Policy Number	U201707
Prepared by	Mr.C.Saravana Murthi	Date of Submission	15.06.2017
Reviewed by	Dr.Amirthagadeswaran, Principal, UIT	Revised Date (if any)	Nil
Approved by	Mr.S.Shanmugam, Chairman,UIT Educational Trust	Date of Approval	16.06.2017
To whom the policy is applicable	Staffs of UIT	Version Number	1

S.No.	Name of the Authority	Designation	Signature
1	Mr.C.Saravana Murthi	AP/Mechanical	
2	Dr.Amirthagadeswaran	Principal, UIT	
3	Thiru.S.Shanmugam	Chairman,UIT Educational Trust	

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MAINTENANCE POLICY

United Institute of Technology (UIT) has an established system and procedures for infrastructure maintenance and utilization of the resources. The Infrastructure maintenance policy includes maintenance of buildings, electrical equipments, laboratories, library, sports complex, transport, housekeeping and garden.

The adequacy of infrastructure facilities is ensured with the norms of statutory bodies like All India Council for Technical Education (AICTE) and Affiliating University (Anna University). Records of the infrastructure facilities including laboratory equipments, computer, software, printer and furniture are maintained by all the departments that are entered in stock register.

All departments shall strictly follow the procedures and policies of the institute with regard to cleanliness and preventive and corrective maintenance of infrastructure. This shall include the following.

- Regular cleaning as per the checklists
- Periodic inspection and maintenance of equipment
- Preventive maintenance as per its schedules and maintenance of records.
- Annual maintenance of contract and maintaining record of service / maintenance
- Corrective maintenance and its records.

Building Maintenance

Building Maintenance includes carpentry, painting, plumbing and minor construction works. All the works are carried out under the supervision of the estate officer. A Maintenance committee is formed which inspects and schedules the maintenance activities. Major works are carried out during semester holidays whereas minor works are carried out whenever need arises. The maintenance area includes furniture in all classrooms, seminar halls and tutorial halls, floor, walls and ceiling, doors and windows and other hardware in restrooms.

- A building inspection schedule is prepared by the estate officer and is carried out by the supporting staff under the supervisor for each section. The observations are recorded during the inspection and necessary actions are initiated.
- Complaints are registered in the complaint register which is maintained by the estate officer and maintenance works are carried out on complaint basis.
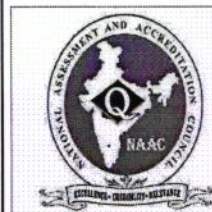
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- Class committee meeting is conducted thrice in a semester which discusses on infrastructure of the classroom, laboratories and other facilities. Feedback from students are collected are necessary actions are taken.

Electrical Maintenance

It includes maintenance of electrical facilities such as generator, UPS, air-conditioner, lights, fans and switches in academic block and hostels. All the electrical equipments are monitored regularly and replaced whenever a fault occurs.

An in-house electrician is present in the college premises who attend the complaints registered such as failure of light, fan or problem in generator or UPS. Annual maintenance contract is signed for service and maintenance of UPS.

Housekeeping

All class rooms, laboratories, staff rooms corridors, Seminar hall, rest rooms and toilets, Hostel rooms, mess and kitchen are cleaned daily and record is maintained by concerned In charge.

Garden Maintenance

Garden Maintenance includes watering, weeding, fertilizing, pest monitoring and lawn maintenance. Gardeners under the supervision of estate officer take necessary steps to maintain the green cover of the college premises.
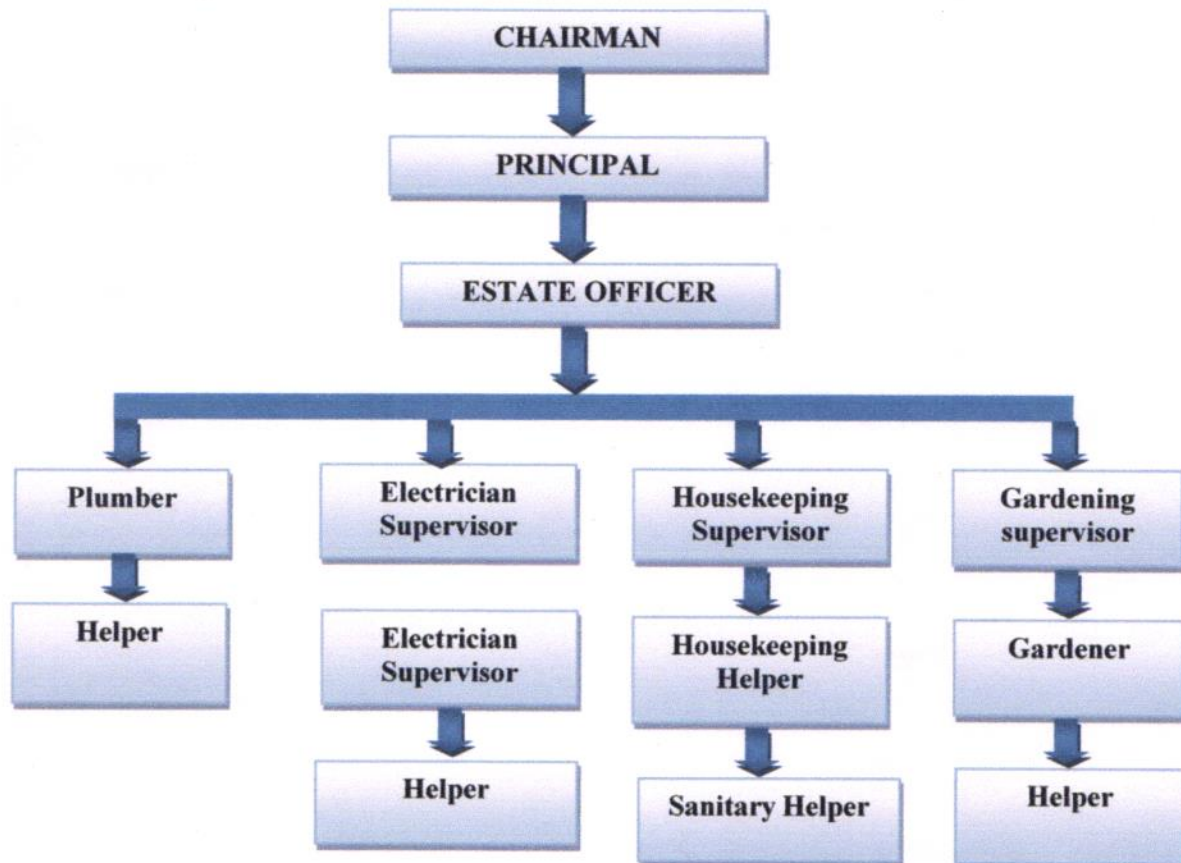
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                          CHAIRMAN
                              │
                          PRINCIPAL
                              │
                       ESTATE OFFICER
                              │
        ┌──────────┬──────────┴──────────┬──────────┐
     Plumber    Electrician         Housekeeping    Gardening
                Supervisor          Supervisor      supervisor
        │          │                    │              │
      Helper    Electrician         Housekeeping    Gardener
                Supervisor          Helper
                   │                    │              │
                 Helper            Sanitary Helper   Helper
```

Laboratory Maintenance

Daily maintenance:
- Equipments and work tables are cleaned by the lab technicians.
- Floor of the labs is cleaned by housekeeper which is recorded in the register.

Weekly maintenance:
- Floor mopping of labs are done once in a week by the housekeeper.
- Maintenance of battery & UPS in computer laboratories
- Working condition of the equipments is checked by the lab technician.

Semester-wise maintenance:
- All the equipments are checked and calibrated.

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- If required, external technician is hired to rectify the fault.
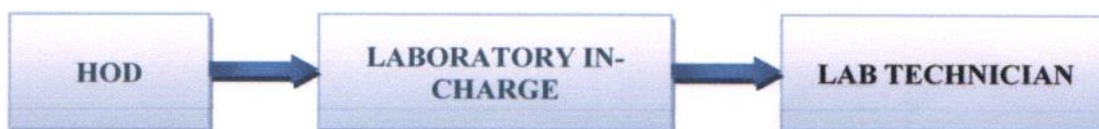
Yearly maintenance:
- Scrap items in the laboratories are identified with the concern of the lab in charges and HOD
- The scrap items are sent to the scrap yard by the estate officer.

Preventive maintenance:
- The students are asked to follow the dress code (overcoat and shoes) while entering the laboratories.
- The students are given instructions in handling the equipments before doing experiments.
- Laboratory manual is given to the students which include Do's and Don'ts of the laboratory, list of experiments and the procedure of doing the experiments.
- Stock register is maintained in laboratories.
- The working conditions of the equipments are periodically checked.
- UPS back up is provided for all system based laboratories
- Regular Antivirus software updating for proper working of the systems

Breakdown maintenance:
- Minor repairs are carried out by the lab technicians.
- In case of Major repair, a request letter is submitted to the Principal and on approval an external person is hired to rectify the fault. .
- Service register and breakage register is maintained in each laboratory.

HOD → LABORATORY IN-CHARGE → LAB TECHNICIAN

Library Maintenance

Library committee headed by Librarian is constituted and met once in a semester to discuss on the adequacy of books and e-learning materials. Actions are taken based on the observations of the meeting and are recorded.
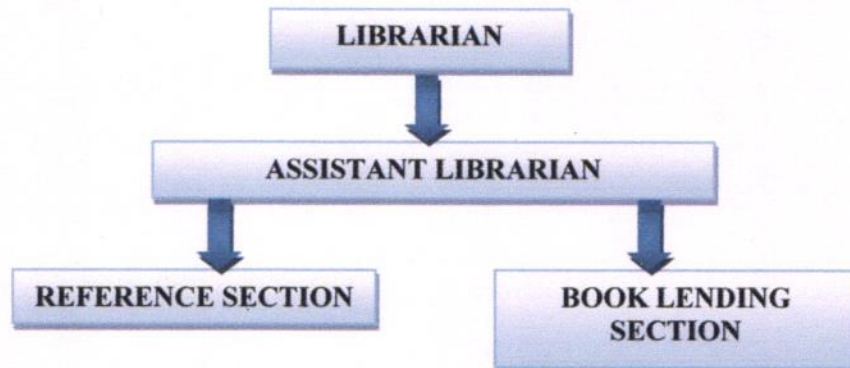
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```
                    LIBRARIAN
                        │
                        ▼
               ASSISTANT LIBRARIAN
                 │              │
                 ▼              ▼
       REFERENCE SECTION    BOOK LENDING
                              SECTION
```

Sports Complex

Sports complex Indoor and Outdoor Games Equipment, Courts, Playground and Gym are supervised by the Physical Education Director and the support staff of the college.

- The grounds are maintained at regular intervals by the rollers by the marker of sports department.
- The grounds are marked periodically.
- The gym equipment is cleaned and lubricated properly.
- The sports equipment is checked and serviced at regular intervals by physical education director

Transport Maintenance

There are 8 buses and 4 travellers in the institution. Each bus is serviced and maintained regularly and recorded in the service register. Faults in the buses are reported to the transport in-charge and rectified then and there.

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            ESTATE OFFICER
                  │
                  ▼
          TRANSPORT MANAGER
                  │
                  ▼
               DRIVER
                  │
                  ▼
              CLEANER
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Security

The security of the college is headed by Estate officer who is supported by security officer and security guards.

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┌─────────────────────┐
│   ESTATE OFFICER    │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│  SECURITY OFFICER   │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│   SECURITY GUARDS   │
└─────────────────────┘
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PRINCIPAL

Principal
United Institute of Technology
Coimbatore - 641 020.

CHAIRMAN

S. SHANMUGAM, B.E., M.S., MISTE.,
CHAIRMAN
UNITED INSTITUTE OF TECHNOLOGY
COIMBATORE - 641 020