



DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

(Affiliated to JNTU Kakinada, Approved by AICTE New Delhi)

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

GENERAL MAINTENANCE COMMITTEE

Maintenance Procedure for:

Physical Facilities - RO Plant, Fire Extinguishers, Solar Systems, Hostels (B&G), Transport, Canteen, Guest Room, Greenery, Dispensary, CCTV, and Security guards,

- Each corridor of floor wise in the department has water purifiers.
- Water purifier's inner tanks should be cleaned on every month by department attender and record the same.
- Hygienic around the water purifiers should be maintained by attenders and cleaning supervisor.
- Fire extinguishers are available at selected places of corridors, labs, and seminar halls.
- Boards about Usage of fire extinguishers based on their type should be displayed properly wherever required.
- Committee member should monitor the expiry/validity date on the fire extinguishers.
- Annual maintenance for replacement of air/gas/powder in the fire extinguishers should be done by department maintenance committee members through college maintenance committee coordinator.
- Solar panel are cleaned on regular basis, should be serviced as per annual maintenance.
- Hostels room flooring must wiped with wet cloth by sweepers and recorded the same by supervisor, Hygienic around the water purifiers should be maintained.
- Transport buses to various locations are thoroughly checked by drivers and supervisors. Bus conditions are maintained as per RTA norms.
- Hygienic environment is maintained in and around canteen, water purifiers should be maintained.

- Guest Rooms are maintained with air conditioners and water purifiers should be checked on regular basis.
- For campus beautification and green environment lawns and gardens are maintained. A gardener has been designated for the responsibility of daily inspection, cleaning, watering, de-weeding and maintenance of hedges, lawns and horticulture equipment.
- The dead leaves from roads and garden are cleaned every day to maintain the neatness.
- A Separate record is kept to record the maintenance of lawns.
- Medical facilities are available on campus through a dispensary staffed by a medical officer and nurse.
- CCTV privilege is maintained in each corner of the campus. Monitoring of entire campus is done among HODs, and administrative officials, system admin is responsible to regularly maintain the CCTV camera's position and view.
- Security guards are appointed on shifts basis to guard the campus on 24*7. Separate log Record is maintained on two ends of the gates to monitor in and out of the campus.
- Fans, lights, projector units and tables available in various places should be monitor by in-charge, have any problems/repairs maintenance committee member is responsible to handle through "Maintenance Requisition Form" and makes sure work done by electrician.

Sample "Maintenance Requisition Form" which is available in departments.

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Approved by AICTE NEW DELHI, Affiliated by JNTUK KAKINADA
Ganguru - 521 139, Vijayawada - Andhra Pradesh

522 **REQUEST FORM - GENERAL MAINTENANCE**

Name of the Department: BSE II Location/Room Number: CSE A, ECE-NOB, CE/G-13, 16 & 17, 302 Date: 11-12-2018
Problem Description: 1 tube light repair in each section (ECE-2A, ECE-B, ECE)
change tube light position to middle in ECE-A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z (6-13017)
Signature of Faculty Incharge: [Signature] Head of Dept: [Signature] 11/12/18

For Office use only

Request Allocated To: Electrician Date: 11/12/18
change location
in lab

To be Filled by Technician

Details of Fault - Action Taken: work completed
Request attended Date & Time: 13/12/2018 and 4:30 PM
Signature of Technician: [Signature] Faculty Incharge: [Signature]

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214 **REQUEST FORM - GENERAL MAINTENANCE**

Name of the Department: MECH Location/Room Number: TE lab Date: 15/11/18
Problem Description: Two water inlet pipes to be replaced in the
Eggs Lab.
Signature of Faculty Incharge: [Signature] Head of Dept: [Signature]

For Office use only

Request Allocated To: [Signature] Date: 15/11/18
to
replace
the
pipes
in
the
lab

To be Filled by Technician

Details of Fault - Action Taken: Replaced with new one
Request attended Date & Time: 16/11/2018
Signature of Technician: [Signature] Faculty Incharge: [Signature]