



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:

Academic Facilities - Seminar Halls, Conference Halls/Department Library and Common Computer Center

❖ For Seminar Hall

- Department Seminar hall are maintained daily by the respective department attender, cleaning supervisors and department technician.
- Computer and projector is available in seminar hall should be configured properly and maintained by department computer technician.
- Fans, lights and projector units should be monitor daily by seminar hall in-charge, have any problems/repairs maintenance committee member is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician..
- Tables should be wiped with wet cloth by department attender timely.
- Flooring must wiped with wet cloth by sweepers and recorded the same.
- Air conditioner should be serviced as per annual maintenance.
- If any problem arises, request book is available with committee member for minor/major repairs.

❖ For Conference Hall/ Department library

- Computer and projector are available in Conference hall should be configured properly and maintained by department computer technician.
- Fans, lights and projector units should be monitor daily by seminar hall in-charge, have any problems/repairs maintenance committee member is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Tables should be wiped with wet cloth by department attender timely.
- Flooring must wiped with wet cloth by sweepers and recorded the same.

- Air conditioner should be serviced as per annual maintenance.
- If any problem arises, request book is available with committee member for minor/major repairs.
- Department conference hall are maintained daily by the respective department attender, cleaning supervisors and department technician.