



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 Computer Facilities

- Computers available in respective labs should be configured properly, tie their cables by lab technician.
- The configuration of each system should be checked and update by the lab technician in the lab maintenance slot.
- All kinds of IT infrastructure like servers, desktops, printers, CC camera, Projectors etc., are purchased with initial warranty. Preventive maintenance and breakdown maintenance procedure is followed so as to ensure maximum availability of the systems in the lab.
- Installation of antivirus and firewall ensure that the software and system is secured. A daily status check on the hardware and software condition of the machines is undertaken and the same is noted in a register. This ensures that the problem is identified and rectified at an early stage itself.
- Breakdown maintenance wherein the system fails due to SMPS problem or boot failure is recorded in a register. If the problem is minor, the technical support staff of the lab will rectify it. For major failures, support from vendor is taken.
- If any system has minor repairs and/or rehabilitation is required, lab technician is responsible to request the facility through “Maintenance Requisition Form” and make a signature from head of the institute and submit to System Admin.
- Each computer and their tables should be wiped with soft cloth on timely according to maintenance slot given to each lab separately by the attender.
- Lab flooring must wiped with wet cloth by sweepers and recorded the same in the given maintenance slot.
- Air conditioner pads should be cleaned timely and serviced as per annual maintenance by lab technicians.
- Ceiling lights and wall hanging fans should be monitor by the lab technician, have any repair/problem, lab technician is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Usage of first-aid kits in the labs should be monitor by lab technician and record the same in a book which is made available in the kit.

