



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:

❖ For Class Rooms

- Each class room is maintained daily by the respective department attender and cleaning supervisors.
- He/she makes sure the availability of neat duster in class room.
- Every day, after end of the class work, class board should be cleaned with wet cloth by the attender.
- Faculty podium and student tables should be cleaned with wet cloth daily.
- System cabin and CPU should be cleaned daily.
- Fans, lights and projector units should be monitor daily by attender, have any problems/repairs, maintenance committee member is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Notice boards and circular papers should be properly arranged by attender.
- Class room flooring must wiped with wet cloth by sweepers and recorded the same by supervisor.
- Repairs for the student tables should be identified timely by department maintenance committee member and inform it to college maintenance committee through “Maintenance Requisition Form” and makes sure work done.
- Class maintenance record should be maintained on daily basis by the general maintenance department committee member.
- Department maintenance committee member need to be monitoring the class rooms on daily basis.
- If any problem arises, request book is available with committee member for minor/major repairs.

❖ **For Faculty Rooms**

- Floor wise faculty rooms are maintained daily by the respective department attender and cleaning supervisors.
- Faculty tables should be wiped with wet cloth timely by attender.
- Arrange the water bottles on faculty tables every day.
- Faculty computer system should be kept clean.
- Faculty room flooring must wiped with wet cloth by sweepers and recorded the same by supervisor.
- Fans, lights and projector units should be monitor daily by attender, have any problems/repairs maintenance committee member is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Repairs for the faculty chairs should be identified timely by department maintenance committee member and inform it to college maintenance committee through “Maintenance Requisition Form” and makes sure work done.
- Department committee member need to be maintaining the maintenance record, and monitor the faculty rooms on daily basis.
- If any problem arises, request book is available with committee member for minor/major repairs.