



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: info@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

MAINTENANCE – POLICY DOCUMENT

Policy Number: SJCW005

GBM: 01-08-2022

Objective:

Maintenance plays a pivotal role in upholding quality assurance and ensuring the efficient functioning of the institution. It encompasses various policies, procedures, and practices aimed at safeguarding the physical infrastructure, equipment, and amenities within the campus.

Policy:

1. Prioritize maintaining a clean, green, and hygienic campus environment.
2. Ensure the stability and cleanliness of all buildings, including classrooms, laboratories, halls, playgrounds, and gardens.
3. Maintain all equipment, including computers, electrical and electronic devices, in optimal working condition.

Procedures:

1. Assign a maintenance supervisor to oversee all maintenance activities.
2. Engage security service providers regularly to ensure campus safety.
3. Allocate support staff to various campus blocks under the supervision of the maintenance supervisor.
4. Outsource specialized laboratory equipment maintenance.
5. Continuously maintain library books.
6. Conduct annual stock verification.
7. Periodically sign AMC (Annual Maintenance Contracts) for all computers.
8. Delegate maintenance of sports facilities, such as courts and grounds, to the assistant marker and support staff.
9. Renew maintenance contracts for gym equipment periodically.
10. Conduct daily cleaning and sweeping of classrooms and the campus.
11. Ensure the presence of fire extinguishers at focal points for safety.

Maintenance of Physical Facilities:

1. Restrooms: Cleaned three to five times a day.
2. Water tanks: Maintained once every three months.
3. Maintenance and cleaning of water ducts: Conducted once a week.
4. Whitewash and painting of all buildings: Done as and when required.
5. Service intercoms, closed-circuit cameras, and digital boards periodically.
6. Regular maintenance of generators and UPS systems.

Dr. S. Jyoti

PRINCIPAL
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Outcomes:

1. Ensure the safety of individuals, buildings, and assets on campus.
2. Provide students with access to top-notch facilities conducive to learning.
3. Create a hygienic and favorable environment for everyone on campus.

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