



Date: 11 July 2024

## Maintenance Policy

### Purpose

The purpose of this Maintenance Policy is to ensure the optimal functioning, safety, and longevity of laboratory equipment and infrastructure.

### Scope

This policy applies to all laboratory equipments, facilities, and infrastructure within the College, including but not limited to:

- Laboratory instruments and tools
- Computer systems and software
- Classrooms and lecture halls
- Workshop
- Library
- Canteen
- Gymnasium
- Safety equipments
- Electrical and plumbing systems

### Objectives

1. To maintain all equipment and infrastructure in a state of operational readiness.
2. To ensure compliance with safety regulations and standards.
3. To minimise downtime and disruptions to academic and research activities.
4. To provide a safe and conducive learning environment for students and staff.

### Responsibilities

#### 1. Maintenance Team (Department level / Institute level)

- Conduct regular inspections and preventive maintenance of equipment and infrastructure.
- Document maintenance activities, including repairs and replacements.
- Maintain an inventory of all laboratory equipment and track its condition.

#### 2. Faculty and supporting Staff

- Report any equipment malfunctions or infrastructure issues immediately to the Maintenance Team.
- Ensure proper use and care of laboratory equipment.
- Participate in training sessions on equipment handling and safety protocols.

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### **3. Students**

- Adhere to safety guidelines and operational protocols while using laboratory equipment.
- Report any problems or unsafe conditions to faculty or supporting staff.

### **Maintenance Procedures**

#### **1. Preventive Maintenance**

- Schedule regular preventive maintenance checks for all laboratory equipment, ideally every semester.
- Create a checklist for each type of equipment to ensure all necessary maintenance tasks are performed.

#### **2. Corrective Maintenance**

- Reporting and addressing equipment failures or infrastructure issues to Heads of Department / Session Incharges
- Prioritise repairs based on the urgency and impact on academic activities.

#### **3. Safety Inspections**

- Conduct safety inspections of laboratories and classrooms at least once per semester.
- Ensure that safety equipment (e.g., fire extinguishers, first aid kits) is accessible and functional.

#### **4. Training and Awareness**

- Provide regular training for faculty, supporting staff, and students on the proper use of equipment and safety procedures.
- Update the community on any changes to maintenance procedures or safety protocols.

#### **Documentation**

- Maintain a comprehensive log of all maintenance activities, including preventive maintenance schedules, repairs, inspections, and training sessions.
- Keep records of equipment warranties and service contracts.

#### **Review and Improvement**

- Review this policy annually to ensure its effectiveness and relevance.
- Gather feedback from faculty, staff, and students to identify areas for improvement in maintenance practices.

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