



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.

Principal
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