



# Don Bosco Institute of Technology

## House-keeping and Maintenance Procedure

Don Bosco Institute of Technology, Mumbai follows the following procedure for maintaining our existing infrastructure facilities on campus.

### Classroom Maintenance:-

1. The maintenance of the classroom is done by the cleaning supporting staff on the regular basis.
2. The cleanliness is supervised by the respective class teacher and the cleaning staff supervisor.
3. Any issue related to the housekeeping and maintenance of the class room is reported to the concerned Housekeeping and Maintenance In-charge. For any major issues, Dean Administration will be reported.
4. Respective Class teacher ensures the functioning of all the required facilities in the classroom like lights and fans, LCD projector and Audio system, Internet connection and adequacy of benches for the students before the beginning of the semester.
5. During Semester Class teacher and student class representative are responsible for addressing the day to day requirements and monitoring the smooth functioning of all the facilities in the classroom.

### Laboratory Maintenance:-

1. The maintenance of the Laboratory is done by the cleaning supporting staff on the regular basis
2. The cleanliness is supervised by the respective Lab Assistant and Lab In-charge.
3. Any issue related to the housekeeping and maintenance of the laboratory is reported to the concerned Housekeeping and Maintenance In-charge by the Lab In-charge. For any major issues, Dean Administration is reported for the necessary corrective action.
4. Respective Lab Assistant and Lab In-charge ensures the functioning of all the required facilities in their laboratory like lights and fans, LCD projector, printers, scanners, Audio system, Internet connection and adequacy of stools and practical/working tables for the students before the beginning of the semester.
5. After the inspection of the infrastructure and all the required facilities in the laboratories, the issues related to replacement/repair of broken furniture, LCD projector, printer, scanner, equipments, computer machines are reported to the Dean Administration through the Housekeeping and Maintenance In-charge for the necessary corrective action.



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6. The follow up of these repair/replacement issues is done by the respective Lab in-charge and Lab assistant to ensure the repair is done at the earliest depending on the urgency. Housekeeping and Maintenance In-charge also helps to do follow up to solve the problem.
7. Respective Lab in-charge ensures the current semester requirement of the laboratory like prescribed software, instruments and computer machines as per the curriculum in consultation with subject teacher.
8. Every semester regular inspection of all the machines in the workshop, equipments/computers in the laboratories is done by the Housekeeping and Maintenance In-charge of the department.
9. Routine maintenance of all the Equipments and Calibration of the Measuring instruments is done as per the schedule and it is ensured by the concerned authority.
10. Records for the housekeeping and maintenance of the laboratory are documented in the respective laboratories by the Lab in-charge along with Lab assistant.
11. In case of any breakdown Lab in-charge informs to the Head of Department (HoD) and the necessary breakdown maintenance is taken care of by the Dean Administration / Administrator in consultation with Management.
12. Before the next semester begins, Lab In-charge in consultation with the subject teacher gives the requirement for the procurement of consumables, raw materials and purchase of the new equipment/computers in the laboratory as per the curriculum to the HoD.
13. Lab assistant along with Lab In-charge handles the upkeep of all the Laboratory Equipments and maintains the Dead Stock Register (DSR) and the routine maintenance of the Laboratory.

### Store Maintenance:-

#### A. Requirement of stationery by Teaching and Non-teaching Staff:

1. Staff members submit their stationery requirement through Online - MIS software to the Store In-charge and collect the order as per the availability of stationery.
2. Report of stationery requirements and related distribution to the staff is maintained using Online - MIS software.

#### B. Requirement of stationery by Supporting Staff:

Supporting staff gives their requirements verbally to the Store In-charge who does that entry into the MIS software to maintain the records and do the distribution.



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### C. Procurement of stationery:

As per the requirement of academic and administrative functions, Store In-charge gives the order to purchase the stationery to the concerned authority.

### Infrastructure Maintenance:-

For the maintenance of the campus infrastructure, Campus specific initiatives are as follows:

- Regular painting of the building.
  - Hourly cleaning of the corridors and washrooms.
  - Cleaning of the classrooms on daily basis.
  - Green Campus – Planting and maintenance of trees, the field etc.
1. Infrastructural requirements are either provided by the heads of the department (HoD) to the Dean Administration/Administrator like painting, renovation, restoration, modernization of IT infrastructure etc. as per their requirement.
  2. The House keeping and Maintenance committee of the institute inspects the facilities like toilets, water coolers, classrooms, corridors and conveys any specific requirement to the Dean Administration/Administrator.

### Water Cooler Maintenance:-

1. All the water coolers in campus are thoroughly cleaned twice in a month by the concerned cleaning supporting staff under the supervision of the cleaning staff supervisor.
2. Water filter of the water coolers and common RO system maintenance and service contract, AMC are quarter-yearly done by the third party, respective costing bill if any being approved by the Dean Administration/Administrator.
3. In case of the non-working of any of the water coolers, cleaning supporting staff informs to the cleaning staff supervisor. The necessary corrective action for the repair/replacement of the water cooler is taken by the Dean Administration/Administrator.



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### **Lift Maintenance:-**

1. Annual Maintenance and service Contract (AMC) for all the lift on the campus is given to the third party. This is monitored by the security guards under the supervision of the Dean Administration.
2. All security guards are trained to operate lift and solve the related minor problems.
3. Security guard will be informed for the issues related to the working\maintenance of the lift.
4. In case of any major action to be taken, security guard will report it to the Dean Administration for the necessary corrective action.
5. Annual Maintenance and service Contract (AMC) will be renewed based on the recommendation of Dean Administration/Administrator.

### **Air Conditioner Maintenance:-**

1. Annual Maintenance and service Contract (AMC) for all the air conditioners in the campus is given to the third party, Acme Service Center. It is well monitored by our Diakin Center of Excellence, St. Joseph's Industrial Training Institute Service Center on the campus.
2. In case of non-working of any of the air conditioners, concerned staff member informs to the House keeping and Maintenance In-charge/HoD. This is further communicated to the Dean Administration for the necessary corrective action.
3. For the major repair/replacement of the air conditioner recommendation is given to the Dean Administration/Administrator.