

## GENERAL MAINTAINANCE COMMITTEE

**Purpose:** The purpose of general maintenance committee is to ensure the maximum efficiency and availability of infrastructure to provide clean and safe environment for the Institute.

**Scope:** This SOP applies to the constitution of the general maintenance committee, roles and responsibilities of members of the general maintenance committee and maintenance of all activities and documents.

Applicable to all general equipments in the clinical and academic area and overall campus of the college.

### Objectives :

- Oversee the maintenance of physical facilities in a condition of operating excellence, cleanliness and safety.
- To attend the complaint calls/new requirements related to general maintenance and forward the same to respective in-charges through general maintenance portal.
- To keep follow up and ensure the work done.
- To update and maintain the general stock register and other documentation as required.

### Members of general maintenance committee:

- 1) Dr.Supriya Dhumale
- 2) Dr.Mugdha Oberoi
- 3) Mr Pravin Sawant
- 4) Students representative (all the years)

### Procedure:

1. Complaints regarding above mentioned areas should be entered in the complaint via Google form.
2. The complaint forwarded to respective in –charges via portal and follow up is taken. In-charges are,civil work- Mr Ajaz, plumbing, carpentry, and pest control-Mr Patnaik and Electrical-Mr.Mehedra and fire fighting- Mr Ambre.
3. The general maintenance member will ensure the work is accomplished regarding the complaint.
4. The quotations procured and forward to in-charges for repair work.Every repair quotation certified by central maintenance incharge person.
5. The new equipment entry will be done in the general maintenance dead stock register and then it will be issued to the respective area.
6. General equipments stock taking: Monthly review of the general equipments of all departments will be done by the committee members and annual stock taking.
7. General Equipments to be condemned: Broken equipments or any equipment beyond the scope of repairs will be condemned after approval from the Principal. Note of the same will be maintained in the stock register by the committee member and with accounts person for information.

Civil	Electrical	Plumbing	Carpentry
Includes maintaining and repairing basic components of campus buildings and grounds including walls,roofs,stairs, ceilings, floors, floor coverings,wall coverings,doors, windows,sidewalks, streets etc.	It includes maintenance and repair of electrical equipments in and around the campus like tubelights, fans, AC, street bulbs, corridor tubelights etc.	It includes all the plumbing equipments.	It includes all the furniture.



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**Principal**

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