

SOP ON MAINTENANCE

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1.1 Purpose: The aim of this Standard Operating Procedure(SOP) is to ensure that there is an established procedure for maintenance of the infrastructure facilities and equipment in the Institution.

1.2 Scope: This is applicable for all infrastructure facilities and equipment in the Institution.

1.3 General policy: To ensure that there is regular maintenance of infrastructure facilities and equipment in the Institution.

1.4 Responsibilities:

- 1.4.1 Maintenance Department
- 1.4.2 Heads of Departments

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1.5 Maintenance of Classrooms:

- 1.5.1 The supervisors shall survey the classroom to assess the furniture, ICT needs and suggest improvements if needed.
- 1.5.2 The departments shall submit infrastructural requirements for Acharya students at the beginning of the academic year.
- 1.5.3 The systems department has to monitor the operation of the ICT facilities in the classrooms.
- 1.5.4 Maintenance requirements with respect to furniture and fixtures shall be made known through ERP.

1.6 Maintenance of infrastructural facilities:

- 1.6.1 Verification of the auditoria, seminar and conference hall furniture, functionality of audio visual, ICT and other facilities shall be done periodically by the maintenance and technical staff.
- 1.6.2 Any immediate requirements of maintenance shall be met prior to any programme.
- 1.6.3 A repair register shall be kept in the office to record maintenance requirements of various infrastructural facilities and equipment.
- 1.6.4 All maintenance issues shall be addressed at the earliest.
- 1.6.5 Maintenance requests shall be made known through ERP.

1.7 Maintenance of library:

- 1.7.1 The Library Advisory Committee shall take care of the purchase of books and journals as per the requirement of students and staff, and update library services to incorporate the latest technologies.
- 1.7.2 The Committee shall be responsible for the effective functioning of the library.
- 1.7.3 The librarian shall be in-charge of the library and its maintenance.
- 1.7.4 Integrated Library Management System shall be maintained through AMC.

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1.8 Maintenance of Laboratories:

- 1.8.1 Maintenance of laboratories, equipment and other facilities of lab shall be taken care of by the respective departments, lab technicians and support staff.
- 1.8.2 Procurement details shall be provided by the respective departments and the needs shall be met on time.
- 1.8.3 Periodic stock verification shall be carried out on a regular basis. Repair and maintenance work shall be carried out and recorded in a register.
- 1.8.4 AMC agreements shall be made for media lab, studio equipment, camera, high-value printers, Telephone, DG set and all lab instruments.

1.9 Maintenance of Green Campus:

- 1.9.1 A team of gardeners shall tend to the green parks of the college under an estate supervisor.
- 1.9.2 All types of waste shall be segregated and recycled according to the institutional policy on waste segregation.
- 1.9.3 A campus supervisor and technician shall inspect the sewage treatment plant everyday to verify if the plant is functioning optimally.
- 1.9.4 Any defect shall be rectified immediately by the service provider.

1.10 Maintenance of solar panels:

- 1.10.1 A campus supervisor/technician shall inspect the solar panels every day to verify if the plant is functioning optimally.
- 1.10.2 AMC agreement is made for Solar Plant.

1.11 Maintenance of electrical and electronic appliances:

- 1.11.1 Technicians qualified in electrical /electronic engineering shall be employed full time to install and maintain various electrical, electronic and public address systems.
- 1.11.2 Based on the requests made by departments and various centers, new systems shall be installed or existing ones shall be repaired to increase efficiency.

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1.11.3 AMC agreements shall be renewed for the maintenance of generators, air conditioners, CCTV, UPS and other electronic devices.

1.12 Maintenance of safety equipment:

1.12.1 The college shall adhere to the statutory fire safety regulations and maintained by Security department.

1.12.2 Fire safety drills and audits shall be carried out. Fire safety equipment shall be inspected and maintained by the AMC partners maintained by Security department.

1.13 Maintenance of elevators:

1.13.1 AMC agreements shall be made for the maintenance of elevators.

1.14 Maintenance of water purifiers and Softeners:

1.14.1 Water potability shall be checked periodically, RO units and Softners shall be serviced through AMC.

1.15 Maintenance of ICT facilities:

1.15.1 ICT infrastructure shall be maintained by qualified and trained in-housesystem administrators with the support of AMCservice partners.

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1.1 Purpose: The aim of this Standard Operating Procedure(SOP) is to ensure cleanliness and good ambience of the class rooms, lecture halls, seminar halls etc.

1.2 Scope: This is applicable for all such physical and academic facilities in the Campus of Acharya Institutes.

1.3 General policy: To ensure that facilities used by all stakeholders of Acharya Institutes are clean and tidy at all times.

1.4 Responsibility: Housekeeping

1.5 Procedure for housekeeping of class rooms:

- 1.5.1 The housekeeping personnel should wear PPEs such as cleaning uniform, mask and gloves.
- 1.5.2 Place the caution board(cleaning in progress) at the entrance where cleaning is to be carried out.
- 1.5.3 Clear all the garbage from the rooms.
- 1.5.4 Dust the tables, chairs and dais in the class rooms and look for ceiling and corners for cobweb..
- 1.5.5 Clean the writing boards cleanly with a Duster.

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- 1.5.6 Use a chemical sprayed scrubber for spot cleaning of any visible stains.
- 1.5.7 Use a dry duster to wipe off any excess moisture.
- 1.5.8 Sweep the floor and allow it to dry.
- 1.5.9 Start mopping the area either Zig-Zag or 8 shapes by moving backward so that the area mopped is not stepped on and messed up.
- 1.5.10 Mop from one corner to other clockwise or anti-clockwise so that the area is completely covered.
- 1.5.11 Change the mopping water frequently when its dirty to get best cleaning result.
- 1.5.12 Check the final look of the area before leaving the place and if not in use lock the rooms.

1.6 Procedures for housekeeping of staff rooms:

- 1.6.1 The housekeeping personnel should wear PPEs such as cleaned uniform, mask and gloves.
- 1.6.2 Place the caution board on the floor where cleaning is to be carried out.
- 1.6.3 Clear all the garbage from the staff rooms.
- 1.6.4 Dust the phones, computers, keyboards, mouse, frames, tables, chairs and pedestals in staff rooms.
- 1.6.5 Use a chemical sprayed scrubber for spot cleaning of any visible stains.
- 1.6.6 Use a dry duster to wipe off any excess moisture.
- 1.6.7 Dry mop the stipulated area.
- 1.6.8 Remove the furniture of the particular area proposed to be mopped so that those under the furniture are also covered.
- 1.6.9 Squeeze the water from wet mop and start mopping the area either eight shaped or Zig-Zag.
- 1.6.10 Mop from one corner to other clockwise or anti-clockwise so that the area is completely covered.
- 1.6.11 Change the mopping water frequently when its dirty to get best cleaning result.
- 1.6.12 Ensure the area is dry after mopping.
- 1.6.13 Check the area for cleanliness before leaving the place.

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1.7 Procedures for housekeeping of wash rooms:

- 1.7.1 The housekeeping personnel should wear PPEs such as cleaning uniform, mask and gloves.
- 1.7.2 Place the Caution board/cleaning in progress card in front of the door or hangs the same on the door handle.
- 1.7.3 Knock the door thrice and announce housekeeping in a gap of 10 seconds.
- 1.7.4 Place the cleaning caddy on one side where it is easily accessible.
- 1.7.5 Apply OR6 to all W.C, Washbasin and urinals and leave it for 5 to 10 minutes.
- 1.7.6 Meanwhile dust the whole area like windows etc.
- 1.7.7 Clear all the garbage from the washroom.
- 1.7.8 Scrub the W/C with W/C cleaner and wipe down the seat and cover with OR6.
- 1.7.9 Scrub the urinals with W/C cleaner and wipe out side area with sanitizer. (Only gents rest room).
- 1.7.10 Scrub the wash basin and vanity counter area with washroom cleaning chemical and wipe the area after washing with a dry cloth.
- 1.7.11 Spray the sanitizer chemical on to the duster and sanitize the door, walls and other surfaces.
- 1.7.12 Clean the mirror with glass cleaner with the help of applicator and squeezer.
- 1.7.13 Check for cobwebs and clean the same with cobweb stick if necessary.
- 1.7.14 Dust the area clockwise or anti clockwise and from top to bottom.
- 1.7.15 Check all the amenities are replenished like toilet rolls, tissue paper, liquid hand wash, hand sanitizer, room freshener etc.
- 1.7.16 Mop the entire floor with multipurpose chemical and allow it to dry.
- 1.7.17 Spray room freshener if required.
- 1.7.18 Take the final look of the rest room before leaving the place.

1.8 Procedure for housekeeping of Laboratory:

- 1.8.1 The housekeeping personnel should wear PPEs such as cleaning uniform, mask and gloves.
- 1.8.2 Wear PPEs such as cleaning uniform, mask and gloves.
- 1.8.3 Block the area of cleaning to movement of people and place appropriate caution boards.
- 1.8.4 Clear all the garbage from the laboratory.

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- 1.8.5 Apply chemical on duster and apply on surface.
- 1.8.6 Dust the phones, computers, keyboards, mouse, frames, table, chairs and other materials objects in the Lab.
- 1.8.7 Use a chemical sprayed scrubber for spot cleaning of any visible stains.
- 1.8.8 Use a dry duster to wipe off any excess moisture.
- 1.8.9 Sharps of any type (e.g., Pasteur pipettes, needles etc.) must NOT be placed in plastic bags.
- 1.8.10 In the event of a chemical spillage, clean up IMMEDIATELY.
- 1.8.11 Ensure caution signs are put in place and notify co-workers of any potential hazards.
- 1.8.12 Suitable personal protective equipment (PPE) must be worn by the persons dealing with the spillage.
- 1.8.13 Ensure that all equipment in the laboratories are kept in an ordered manner.
- 1.8.14 Check the area before leaving the place.

1.9 Procedures for housekeeping of Library:

- 1.9.1 The housekeeping personnel should Wear PPEs such as cleaning uniform, mask and gloves:
- 1.9.2 Place the Caution board/cleaning in progress card in front of the door or hang the same on the door handle.
- 1.9.3 Wear PPEs such as cleaned uniform, mask and gloves
- 1.9.4 Place the cleaning caddy on one side where it is easily accessible.
- 1.9.5 Clear all the garbage from the Library. Spray the sanitizer chemical on to the duster and sanitize the door, walls and other surfaces.
- 1.9.6 Cobweb to be checked and dust clockwise or anti clockwise and from top to bottom.
- 1.9.7 Apply chemical on duster and apply on surface.
- 1.9.8 Dust the phones, computers, keyboards, mouse, frames, table, chairs and pedestals in library.
- 1.9.9 Use a chemical sprayed scrubber for Spot Cleaning of any visible stains.
- 1.9.10 Use a dry duster to wipe off any excess moisture
- 1.9.11 Mop the entire floor with Multipurpose chemical and allow it to dry.
- 1.9.12 Spray room freshener if required.
- 1.9.13 Place the Naphthalene where ever required to prevent pest.

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1.9.14 Take the final look of the library before leaving the place and all maintenance also done if required.

1.10 Procedures for housekeeping of Pathways:

- 1.10.1 The housekeeping personnel should wear PPEs such as cleaning uniform, mask and gloves.
- 1.10.2 Collect all the materials required for cleaning the areas.
- 1.10.3 Place a signage board/barricade near the area of clean up.
- 1.10.4 Set up the necessary equipment in place and wear the PPE required
- 1.10.5 Carry out high level dusting and cleaning of cobwebs.
- 1.10.6 Dry mop/vacuum the area floor from clockwise or anti clockwise.
- 1.10.7 Check for the stain marks and use scrubber to remove them.
- 1.10.8 Apply diluted multi cleaning chemical mop the area floor zig – zag or 8 shapes style from clockwise or anti clockwise.
- 1.10.9 Allow the floor to dry.
- 1.10.10 Take a final look of the area before leaving the area and make sure no streak marks.

1.11 Procedure for housekeeping of Seminar Halls:

- 1.11.1 The housekeeping personnel should Wear PPEs such as cleaning uniform, mask and gloves.
- 1.11.2 Wear PPEs such as cleaning uniform, mask and gloves
- 1.11.3 Clear all the garbage from the seminar halls after completion of every event.
- 1.11.4 Place the caution board(cleaning in progress) at the entrance where cleaning is to be carried out.
- 1.11.5 The cobweb ceiling to be checked.
- 1.11.6 Dust the chairs, hand rests and dais in the seminar halls.
- 1.11.7 Use a chemical sprayed scrubber for spot cleaning of any visible stains.
- 1.11.8 Use a dry duster to wipe off any excess moisture.
- 1.11.9 Mop the floor and allow it to dry.
- 1.11.10 Start mopping the area either Zig- Zag or 8 shapes moving backward so that the area mopped is not stepped on and messed up.
- 1.11.11 Mop from one corner to other clockwise or anti clockwise so that the area is completely covered.

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1.11.12 Change the mopping water frequently when it's dirty to get best cleaning result.

1.11.13 Check the final look of the area before leaving the place.