



# Inderprastha

## Dental College & Hospital

### MAINTENANCE POLICY

1. The maintenance committee should meet at least **once in a month** to discuss the work of the committee.
2. The committee head will have a meeting with the principal **bi-annually** where he/she will sum up & report all the major issues faced by the committee.
3. The committee should undertake the maintenance of certain equipments & campus facilities at regular intervals; such as –
  - a) Maintenance of the compressors
  - b) Maintenance of the street lights in the campus
  - c) Servicing & maintenance of the air conditioners & coolers
  - d) Servicing & maintenance of the water coolers in the college & hostels
  - e) Maintenance of the rain water harvesting system
  - f) Maintenance of the solar panels
  - g) Servicing & maintenance of the gas burners in the Prosthodontics lab
  - h) Servicing & maintenance of the microscopes in various departments
  - i) General maintenance of the hostel facilities

Following are the contact persons for any issue related to the infrastructure in the campus

**Dr Raghvendra Kumar:- 9560728095**

**Mr Dileep :- 9911190156**

4. Following protocol to be followed for the issues regarding the equipments and general maintenance -





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## MAINTENANCE PROTOCOL

### AT DEPARTMENT LEVEL

Any problem regarding maintenance of any equipment or general infrastructure

Reported in the repair & maintenance register maintained in each department

Register sent to the maintenance department immediately or at the end of the day, depending upon the problem

### IN THE MAINTENANCE DEPARTMENT

All the issues received from various departments entered in the central register

Segregation and work allocation of the issues to the concerned committee member (depending upon the issue) by the head or supervisor of the committee

Site visit & inspection & evaluation of the issue

If possible to resolve internally by the committee members, to be resolved at the earliest

If not possible to resolve at the campus level

Expert personnel called from outside

Sent to the concerned company / personnel for rectification of the issue

Issue addressed & resolved

Follow-up after a week's time by the concerned committee member to evaluate the condition







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## MAINTENANCE OF THE EQUIPMENTS

