



MAINTENANCE POLICY (GENERAL)

DAV UNIVERSITY JALANDHAR

The University has distinct procedures and policies for maintaining and utilizing academic support facilities like laboratories, library, computers, classrooms etc. The University has a dedicated estate office for overseeing the maintenance of physical infrastructure. The estate office is responsible for managing a breakdown and takes preventive maintenance activities related to the physical infrastructure. The Estate office looks after the maintenance of approach roads connecting the entire premises. Most of the civil work is adequately monitored and maintained by the Estate office. The maintenance activities are generally initiated by putting the request by the user through a job card. The complaint is attended by the dedicated mechanics and technicians including electricians/plumbers/carpenters/masons as soon as possible.

The Facility maintenance is also managed by the Estate Office in coordination with other Departmental Heads through Annual Maintenance Contracts (AMC's). The Estate Office is responsible for overseeing both the maintenance and housekeeping of these facilities. Below is a brief overview of how the facilities are maintained and utilized.

Introduction:

The maintenance of a building is crucial for ensuring that its facilities, including services and horticultural aspects, remain functional, efficient, and up-to-date. The goals of maintenance are to:

- **Ensure Proper Functionality:** Keeping machinery, buildings, and services in working order to support their intended use.
- **Restore and Maintain Condition:** Efforts are made to return and maintain the building to its original standards and condition as much as possible.
- **Upgrade Amenities:** Updating facilities in line with technological advancements to enhance the building's performance and relevance.

Despite the progress in building technologies, all structures naturally deteriorate over time. The rate of this degradation is influenced by various factors, many of which may be beyond the control of the inhabitants. Effective maintenance requires a blend of skills and expertise, tailored to the specific needs of the building and its occupants. Planning and executing maintenance tasks to keep a building in optimal condition involves careful programming and continuous feedback. This feedback loop is essential for improving the design and construction

phases of future projects, ensuring that maintenance efforts contribute to better long-term outcomes.

Repair & Maintenance of the University

- The Estate Office is responsible for the overall Repair & Maintenance of all the Blocks of the University.
- The Main Areas which are covered under repair & maintenance are Electrical, Plumbing, Carpentry, Masonry, etc.
- Apart from the above mentioned repair & maintenance works Two Major responsibility are to ensure regular Electric & Water Supply.
- So, the Operations of the DG Sets and Pump Room become equally important along with repair & maintenance works.
- All Electricians, Plumbers, Carpenter, Mason, Sewer Man, Pump Room Operator and Helpers are placed under Estate Office.
- If there is any repairs & maintenance is required anywhere in the University, it is reported to the Estate Office through Job Cards.
- The Job Cards are available on the DAVIS Portal from where concerning Job Card's print is taken, problem is being written and sent to the Estate Office.
- The Estate Office on receiving the Job Card's, assigns the Job Card to the concerned person for repair and maintenance.
- After the repair and maintenance work is done by the concerned person, it is being endorsed that, required repair & maintenance work has been done by the person who had reported the problem.
- The duly endorsed Job Card is kept as a record in the Estate Office.
- In case of emergency situations the matter is reported to Estate Office and corrective measures are taken immediately to resolve the problems and afterwards it is taken on record.
- Separate Files are being maintained according to the nature of the repair & maintenance work.

Maintenance Services:

- Maintaining a building involves various types of repairs to ensure functionality, safety, and compliance. Here's a summary:

- **Day-to-Day Repairs/Service Facilities:** Routine fixes and minor repairs to address immediate issues and keep daily operations smooth.
- **Annual Repairs:** Scheduled maintenance, such as system inspections and servicing, performed yearly to prevent major problems.
- **Special Repairs:** Extensive repairs for significant issues or damage that go beyond routine maintenance.
- **Preventive Maintenance:** Proactive measures to prevent breakdowns and extend the lifespan of systems through regular checks and upkeep.

Key points:

- Avoid excessive updates; balance with current needs.
- Ensure safety and compliance with regulations.
- Maintenance frequency may vary based on usage levels.

Here's a concise summary of the maintenance types and responsibilities at the DAV university:

Civil Maintenance:

Responsibilities: The Estate Office looks after the repairs & maintenance related to Plumbing, Carpentry, Whitewashing, and other Minor Masonry Works (civil works). Each area is being looked after by technical team of the Estate Office specialized in handling that particular area only. Major civil tasks are completed before the semester starts.

Electrical Maintenance:

Responsibilities: The Estate Office looks after the Maintenance of Lighting, Power Distribution, Motors, Solar Panels, DG Sets, etc., as per schedules made according to Job Cards received. The Electrical Issues are resolved by Electricians and sometimes to resolve bigger issues Department of Electrical Engineering is also involved.

Computers and IT Maintenance:

Managed by: Incharge University IT cell.

Responsibilities: Maintenance of computers, network, Wi-Fi, LCD projectors, and other IT equipment.

Laboratory Equipment:

Managed by: Lab/Workshop In-charge with advice from Dean/HOD and Responsibilities: Maintenance of lab equipment and devices. Major repairs are handled through quotations and actions coordinated by indenter.

Sports Complex/Ground/Equipment:

Managed by: Department of Physical Education/Director sports

Responsibilities: Overseeing sports activities, issuing equipment, and handling repairs. Grounds-men and staff handle daily maintenance.

Library:

Managed by: Librarian and supporting staff

Responsibilities: Stock verification, book lending, and maintenance. Repairs and binding of old books.

Health Centre:

Responsibilities: Provides medical services to students and staff supported by doctors, pharmacists, and nurses.

This streamlined approach ensures that various university facilities are well-maintained and functional, catering to the needs of students, staff, and the surrounding community.


(Registrar)

REGISTRAR
DAV UNIVERSITY
JALANDHAR