



## **SNDT Women's University**

### **Maintenance Policy**

(This policy has been approved by the Management Council)

To preserve and elongate life of the Physical infrastructure as well as of Mechanical Equipment, Apparatus, Fixtures and Electrical equipment, maintenance plays vital role.

Since we are more than 100 years old university and having equally old infrastructure, needs are more precise and conscious about maintenance of the same. Hence, we identified and divided the maintenance under following criteria:

#### **A. On the Basis of Frequency**

1. Recurring
2. Non-Recurring

#### **B. On the Basis of Nature**

1. Comprehensive
2. Non-Comprehensive

#### **C. On the Basis of Duration**

1. Daily
2. Weekly
3. Monthly
4. Quarterly
5. Annual
6. Replacement

#### **D. Based On the Basis of Audits**

1. Structural Audit
2. Energy Audit

This categorization can make the infrastructure at its optimum use. The University always keeps special provision for maintenance. All the University campuses located in Churchgate Mumbai, Juhu and Pune are having their own budget provisions. Based on the above criteria Infrastructure is further explained as below:

## **1. Buildings:**

Building maintenance consist day to day cleaning of premises, Toilets etc. Further, the buildings are distinguished on their ages and as per the age of building maintenance are divided as follow:

- a. For 0-10 Years old Buildings - Low Maintenance
- b. For 10-30 Years old Buildings - Medium Maintenance
- c. For more than 30 Years old Buildings - Heavy Maintenance

For Low maintenance category buildings day to day cleaning and internal painting is sufficient.

For Medium maintenance buildings, day to day cleaning, Internal painting, repairing of damaged superstructure and replacement of wooden part or any damaged entity of structure and external painting after every 10 years.

For Heavy maintenance, buildings structural audit is must, based on structural audit report and recommendation, heavy repair is to be undertaken.

Apart from this, energy audit is done every year and based on recommendation work is undertaken.

## **2. Lifts And Air conditioner system:**

Lift and air conditioner system are coming under recurring, annual type maintenance. Further, it is divided in comprehensive for old lift and AC system and non-Comprehensive for new ones.

Maintenance is given to prime suppliers or vendors so that parts are available easily.

## **3. Grounds:**

Juhu and Pune campuses having two grounds each are maintained by garden superintendent of the university. The maintenance contains weekly cleaning, Periodical cutting of grass and shrubs.

## **4. Pest Control:**

Pests are one of the many nuisances that can disrupt infrastructure badly. They may seem harmless, but they can create a multitude of issues, ranging from contamination to added costs. No one is entirely immune to infections, regardless of how tidy clean the campuses are kept.

However, with the proper treatment and periodical plan to, identify, prevent and remove pests, the life of utility can be increased.

Knowledge center/ Laboratory in each campus are having their own AMC of Pest control which consists specialized treatment. The University maintains its administrative wings by periodical pest control in offices.

**5. Apparatus /Fixtures / Equipment:**

The heads of all the departments are having AMC to maintain their valuable Apparatus /Fixtures / Equipment.

**6. Vehicles:**

Vice Chancellors' secretariat maintains a Logbook for five cars of the university and maintenance of those cars is to be carried out from authorised dealers.

**7. Surveillance Instruments:**

AMC has been done for periodical maintenance of surveillance instruments installed in all the campuses.

**8. Laptops/ Computers/ Servers**

AMC has been done for periodical maintenance of laptops/ Computers / Servers under the guidance of technology committee.

**9. Electricity:**

Energy audit is conducted every year and based on the recommendations in the audit report, works are undertaken.

The university plans for green campuses and to make this dream true, real steps are already being taken by installing solar panels (which produce 500Kv electricity a day) and LED lights in all campuses.

Almost all buildings in each campus are more than 40 years old and preparation of detailed maintenance policy is under process to make the campuses more habitable and to provide sound infrastructure to the students, teaching and non-teaching staff.

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