



AMITY UNIVERSITY

HARYANA

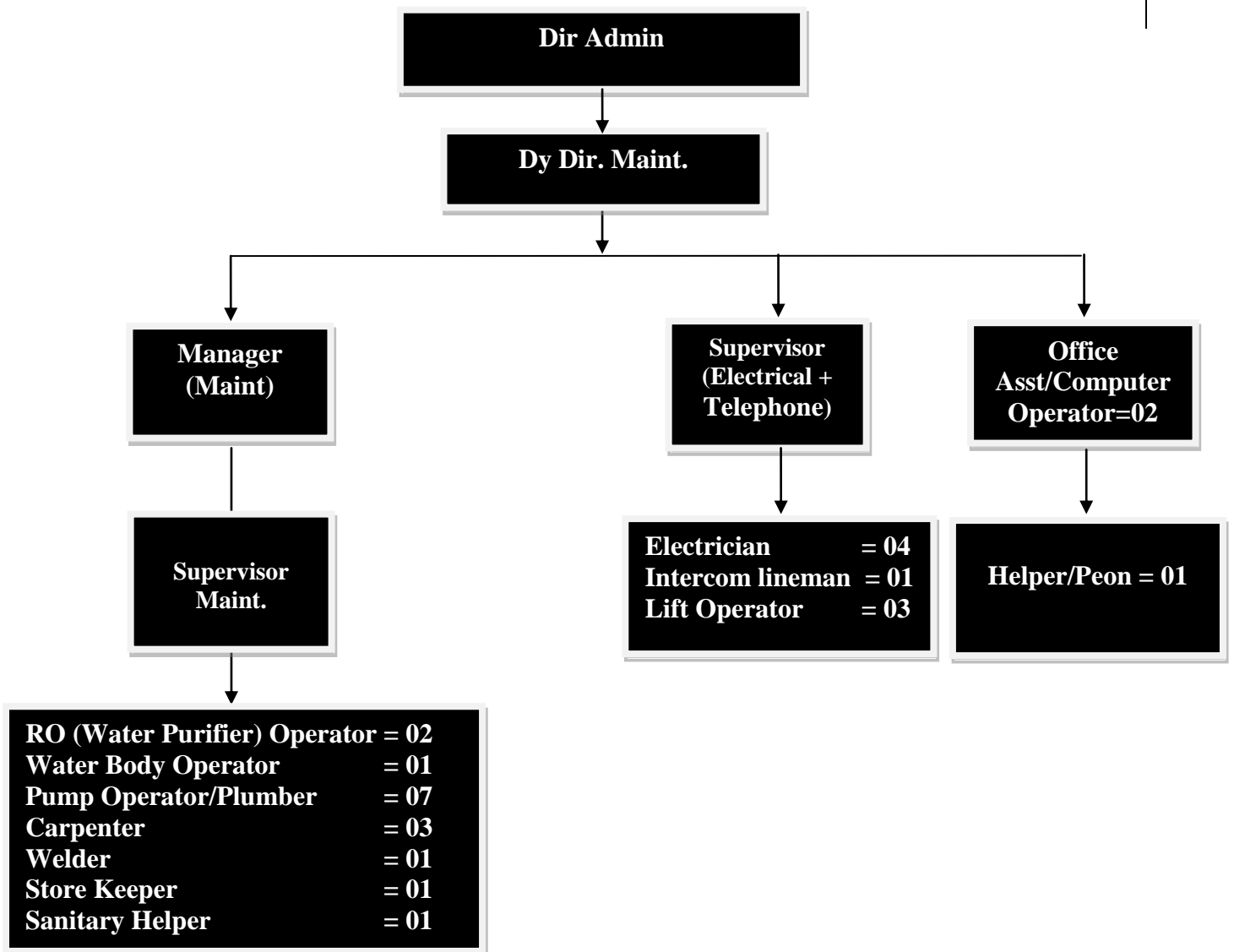
(Accredited with Grade 'A' by NAAC)

GUIDELINES OF MAINTENANCE



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Organization Chart of Maintenance Section.



Maintenance of Campus Infrastructure

1. Water Management System (RO Plant, Bore Well Pumps/Mono Block Pumps, STP/ETP & Domestic Water Supply).
2. Plumbing and Sanitary Work.
3. Furniture repairing of all buildings of campus.
4. Fitment work like Door Closers, Door Latches, Door/Window Stoppers, Door Locks etc.
5. All Electrical Fittings/Equipment's.
6. Civil work:
 - ❖ Masonry work.
 - ❖ Water leakage/Seepage repairing work.
 - ❖ Periodical Color wash/OBD/Painting of Buildings (Through outsource).
 - ❖ Replacement of broken Glass Panes.
 - ❖ Overall updating of buildings of University campus.
7. EPABX System & Intercom.
8. Elevators (Maintenance through AMC).
9. AC Plant (Through AMC).
10. STP/ETP (Through AMC).
11. Pest Control (Through outsourcing service).

Methodology-For Efficient Maintenance Services

- ❖ **Deputy Director Maintenance:** Over all coordination, supervision and support of Maintenance activities to AUG. That mainly includes.
 - Responsible to provide all the maintenance related services for all activities as institute/department.
 - Routine monitoring of the complaint status and immediate solution/action plan for the unsolved problems.
 - Monitoring and providing the required inputs for completion of work.

- Submission of proposal of Monthly/quarterly requirements of Electrical, Plumbing and Fitment/Carpentry items to higher authorities to obtain necessary approvals. POs are released accordingly (locally/through Central Purchase)
- Timely proposal for awarding the AMCs.
- Routine monitoring of Store/Stock Position including inventory and Material Consumption.
- To explore the most Prospective Vendors/Sources for achieving, better and cost effective services.

❖ **Supervisor Maintenance (General)**

Water supply System (RO Plant, Bore-well submersible Pumps, Mono-Block Pumps, Sump Pumps, STP & ETP Plants), Water Bodies, Plumbing & Sanitary, Carpentry/Fitment and Civil related work.

❖ **Supervisor Maintenance (Electrical)**

Electrical repairing work, EPABX & Phone Line, AC Plant, Window/Split ACs, Ductable AC, Water Coolers, Water Geysers, Lifts etc.

Measures for Efficient Services (General)

- Submission of proposal of Monthly/quarterly requirements of Electrical, Plumbing and Fitment/Carpentry for approvals.
- Procurement is through authorized vendor/local market as per the procedure. A proper “Material Stock Register” is maintained for accountability of material.
- Timely proposal for awarding the AMCs (like AC Chiller Plant, Water Coolers, Lifts, ETP/STP etc).
- Routine monitoring of Store/Stock Position including inventory and Material Consumption status.
- Effort is made to explore the most Prospective Vendors/Sources for achieving, better and cost effective services.
- Check the main water tanks per shift per day.
- Per day check of PH & TDS value of RO water and maintain their log book properly.
- Check the pump room, all equipment and fountain/water body properly.

- Maintain their log book properly.
- Operate the system as required.
- Attend the complaints timely.
- Preventive maintenance by periodical cleaning of overhead/underground Water tanks as per schedule.
- Periodical (every 15 days) cleaning of water cooler tanks.
- Prompt repair, maintenance of electrical services ,telephone lines and EPABX
- Sub meter readings and preparing monthly Electricity charges list, for all vendors and residents of campus.
- Regular check of all area lights. Repair and change the Bulbs, Fans, Tube Rods, CFLs etc.
- Supervise and quality check of outside vendor for maintenance job work.
- Regular check all exhaust and fresh air fans in all blocks, cafeteria, labs etc.
- Keep the record of all equipment in Store, issued and scrap.
- Day to day repair and maintenance work in the institute Hostels and office buildings as per the complaints received from the users.
- The routine monitoring the work of internal man power as well as AMC/outsourced vendors.

Complaints Monitoring System

- **Input**

- **Hostel Blocks:-**

Three separate complaint registers in each Hostel office for.

- ❖ Electrical Complaints.
- ❖ Plumbing Complaints.
- ❖ Civil / Furniture / Fitment Complaints.

- **Academic Blocks, Faculty Flats, Hostel Faculty Flats, Security Gates / Security Barracks etc.**

Three separate complaint registers in Maintenance office for.

- ❖ Electrical Complaints.
 - ❖ Plumbing Complaints.
 - ❖ Civil / Furniture / Fitment Complaints.
- **AIMC and ADA:** - Complaint register at their respective office.
 - Information received through E-Mail/ ION and telephonic calls.
 - Maintenance Problems observed during the inspection round by “Maint/Admin Team”.

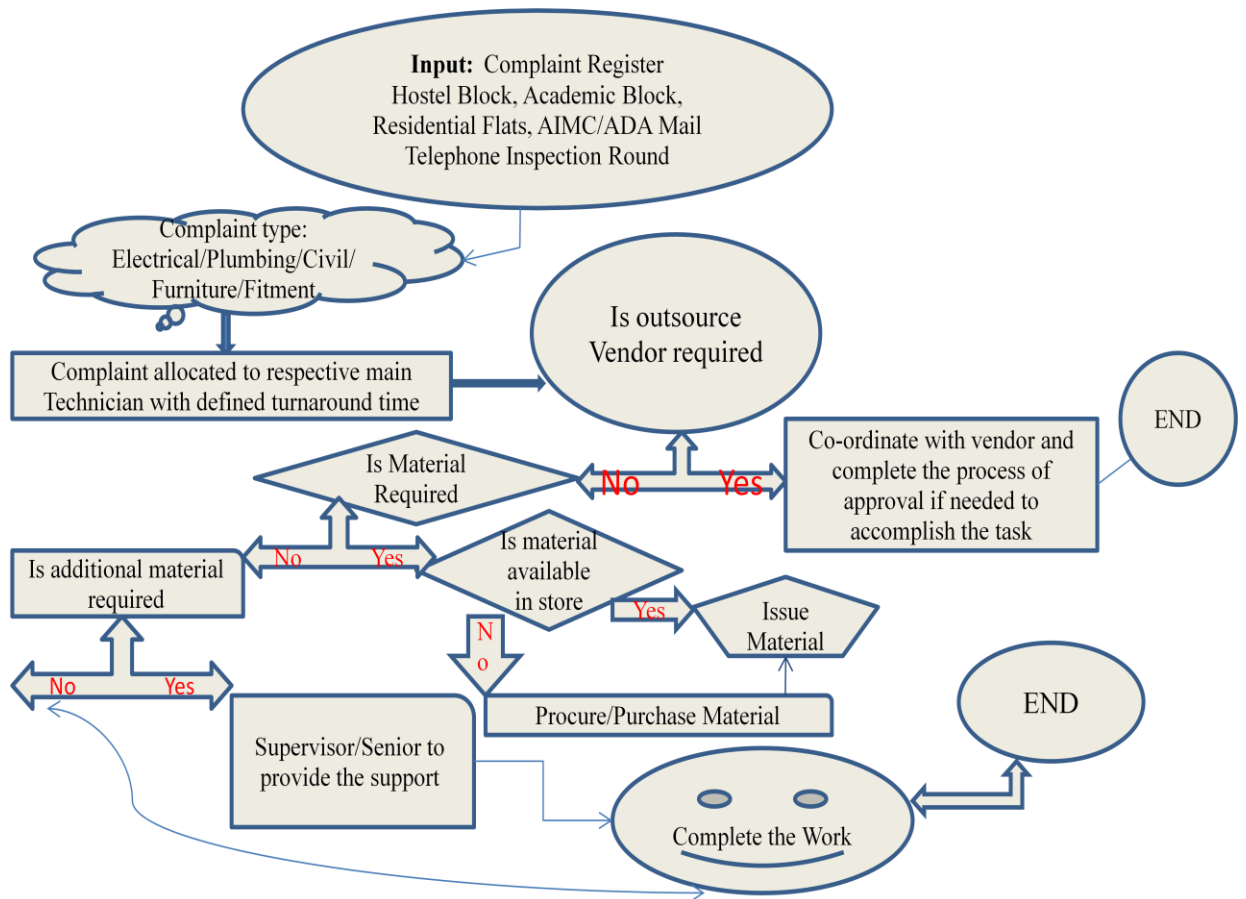
Methodology of Monitoring the Complaints

- Job allotment to respective operators in respect to above feed backs.
- The material/parts required to execute the repairing work is issued from Maintenance store after due approval.
- The material is issued from the store against exchange of faulty material.
- At the end of the shift the status of repairing are entered in respective complaint register.
- The analysis is done on day to day basis by Supervisors. For unresolved complains, appropriate action is initiated at earliest.

Feed Back System

1. Fortnightly report on Major Breakdown/Damage with probable reasons, action plans for repairing with approx. repairing cost.
2. Monthly report on Consumption and Inventory status of material of Maintenance store.
3. Quarterly expenditure report.
4. Monthly report on Complaint v/s Repairing Status.
5. Quarterly material consumption report & Store demand.

Redressal of Complaints: Key Procedures



ASSET DETAILS

Water Tanks

Over Head Tanks RCC 10000 Ltr	-	09
Over Head Tanks RCC 45000 Ltr	-	02
Over Head Tanks RCC 55000 Ltr	-	23
Overhead Tank Sintex	-	73
Under Ground Tank (60000 Ltr each)	-	03

Water Treatment Plant

ETP (0.5 Lac Ltr per day)	-	01
STP (4.5 Lac Ltr per day each)	-	02
RO Plant (3000 LPH)	-	01
RO Plant (150 LPH)-MTC	-	01
RO Plant (25 LPH)-ADA	-	01
Water Bodies	-	05

AC Plant

Chiller Plant (800TR)	-	03
Chiller Plant (600TR)	-	02
Air Handling Unit	-	517
Cooling Tower	-	05 Set
Ductable (327 TR)	-	39 Units
Window/Split AC (1.5/2 TR)	-	68
Fan Control Unit – Hostel B-1 & F-1	-	270
Cassette AC	-	65

Gen Set – 5100 KVA

750 KVA	-	06
600 KVA	-	01

Elevators- 17 No

KONE Make	-	5 No
OTIS Make	-	10 No
Schindler Make	-	2 No

Escalator

KONE Make	-	2 No
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Telephone Exchange (EPABX)

1. Type of Exchange –Panasonic EPABX model KXTDA 600 BX – 2 Units.
2. Total subscriber capacity – 312 lines.
3. Present working connection-283.
 - Connection with ‘0’ facility -258 nos.
 - Connection without ‘0’ facility -25 nos
4. Junction (PRI) line -1 - 2337015 Common service (Reception).
5. Junction (PRI) line -2 -2337016 Call center.
6. After working hours/on holidays- voice mail with recording facility available. Checked every morning and forwarded to concern Dept.