

International Centre of Excellence in Engineering and Management

Gut No.4, Opposite Bajaj Auto Ltd, Aurangabad-Pune Highway, Aurangabad 431136. (M.S.)

Tel.: 0240-2558101-10, Fax: 0240-2558111; E-mail: director@iceemabad.com, Website: www.iceemabad.com

Policy Document Maintenance, Housekeeping

Office Order

Following committee has been formed for smooth functioning of the work

Maintenance & Housekeeping Committee

1. Prof. Dilip Gour Director/ Chairman
2. Mr. Ashish Jahagirdar In charge
3. Mr. Dwarkadas Kasture Member/Electrician
4. Mr. Ashok Indurkar Member/ Store Keeper
5. Mr. Vishnu Alanjekar Member/ House Keeping

Objective:

The objectives of **Maintenance, Housekeeping** committee is to guide and instruct the members to provide well maintained clean and safe educational environment for effective resource utilization under Administrative Officer.

Standard Operating Procedure (SOP):

A. Maintenance:

- The committee will process maintenance work orders as per the need and the requests from staff through the head of department.
- After the work order is registered, Functional Head in consultation with the Administrative Officer will assign work orders to appropriate committee member.

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- If work order requires assignment of work to a contractor the same shall be forwarded for consideration and further action to Administrative Officer and Director.
- If a member identifies a facility problem or Laboratory maintenance problem in campus, they either resolve the problem themselves or if they need assistance in completing work, it will be reported to the Functional Head for further processing.
- The Functional Head assigns and monitors the Preventive Maintenance work orders. The documentation of completed work and an analysis of maintenance expenses are done.
- Meeting of all committee members is conducted as and when required by Administrative Officer, a review is taken and further necessary action for improvement is discussed in the meeting.
- Every year budget is allocated for maintenance & housekeeping.
- Necessary & required instrument are calibrated as per the need & norms.

B. Housekeeping:

Housekeeping includes day to day cleaning activities like sweeping, washing, sanitizing inside the campus.

- Regularly cleaning & sweeping of the campus building premises.
- To identify & clean the area around the building periodically.
- Regular sanitizing the washrooms to maintain cleanliness.
- Schedules and records for housekeeping duties are maintained.

