



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : [Info@madhadentalcollege.com](mailto:Info@madhadentalcollege.com) Website : [www.madhadentalcollege.com](http://www.madhadentalcollege.com)

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

## MAINTENANCE COMMITTEE STANDARD OPERATING PROCEDURE

### 1. Objective

The Maintenance Committee SOP aims to establish clear guidelines and procedures for the effective management, maintenance, and safety of facilities, equipment, and infrastructure within the dental college. It outlines the roles, responsibilities, and protocols to ensure a safe and conducive environment for students, faculty, and staff.

### 2. Composition of the Maintenance Committee

The Maintenance Committee comprises key members responsible for overseeing various aspects of facility management. Members may include:

- Chairperson of the Maintenance Committee (Appointed by the Dean)
- Facility Manager or Coordinator
- Representatives from different departments
- Maintenance Staff

### Committee constitution:

The following will be the members of the Maintenance Committee with effect from 03/08/2024. The committee shall be effective for five years from the aforementioned date.

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S. no	Name	Designation	Position Held
1.	MrSivamurugan	Manager for manufacturer	Chairperson
2.	Mr. Ramamoorthy	Administrative officer, Director Project works	Deputy Chairperson
3.	Mrs. Sherine	Girls Hostelwarden	Chief Warden
	Mr.Dravidamani	Boys Hostelwarden	Chief Warden
4.	Mr. Thangaraj	Sr. Civil Engineer	Member
5.	Mr. Venkatesan	Technician	Member
6.	Mr. Kamalakar	Manager Maintenance	Member
7.	Mr. Saravanan	Manager Plumbing	Member
8.	Dr. Dharani	Senior lecturer, Department of Pedodontics and Preventive dentistry	Member

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### **3. Roles and Responsibilities**

#### **3.1 Chairperson of the Maintenance Committee**

Provide leadership and direction to the Maintenance Committee.

Represent the committee in discussions with college administration.

Oversee the strategic planning and development of maintenance initiatives.

#### **3.2 Facility Manager or Coordinator**

Manage day-to-day maintenance operations.

Develop and implement preventive maintenance schedules.

Coordinate with external contractors for specialized maintenance.

#### **3.3 Department Representatives**

Communicate department-specific maintenance needs to the committee.

Collaborate with the committee to prioritize maintenance projects.

Provide feedback on the effectiveness of maintenance activities.

#### **3.4 Maintenance Staff**

Perform routine inspections and maintenance tasks.

Report maintenance issues and concerns to the Facility Manager.

Collaborate with other staff to address maintenance needs promptly.

### **4. Functions**

- To establish regular maintenance of the building and the equipment of the institute.
- The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor regular annual maintenance of the institute and related infrastructure.
- To monitor and plan major and minor repairs of lab equipment's and office accessories.
- To update and maintain registers of annual maintenance of infrastructure and equipment

### **5. Preventive Maintenance**

#### **5.1 Develop a Preventive Maintenance Plan**

  
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Identify critical facilities, equipment, and systems requiring preventive maintenance.

Establish a schedule for routine inspections, cleaning, and upkeep.

## **5.2 Inspections and Assessments**

Conduct regular inspections of buildings, laboratories, classrooms, and other facilities.

Assess the condition of equipment, electrical systems, plumbing, and other infrastructure.

## **5.3 Preventive Maintenance Records**

Maintain detailed records of preventive maintenance activities.

Document dates, tasks performed, and any identified issues.

## **6. Reactive Maintenance**

### **6.1 Reporting System**

Establish a system for reporting maintenance issues and requests.

Ensure that all staff and students are aware of the reporting process.

### **6.2 Priority System**

Implement a priority system for addressing maintenance requests.

Classify issues based on urgency, potential impact, and safety considerations.

### **6.3 Timely Response**

Ensure that maintenance staff respond promptly to reported issues.

Communicate progress and resolution timelines to the requestor.

## **7. Emergency Response**

### **7.1 Emergency Procedures**

Develop and communicate emergency procedures for facility-related incidents.

Conduct drills and training for maintenance and response teams.

### **7.2 Emergency Contacts**

Maintain an updated list of emergency contacts for maintenance-related incidents.

Ensure that relevant authorities are notified promptly in case of emergencies.

### **7.3 Disaster Recovery Plan**

Develop a disaster recovery plan for unforeseen events affecting facilities and infrastructure.

  
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Establish communication and coordination protocols for recovery efforts.

## 8. Environmental Sustainability

### 8.1 Sustainability Initiatives

Identify opportunities for incorporating sustainability practices into maintenance activities.

Implement energy-efficient measures and waste reduction strategies.

### 8.2 Green Building Practices

Explore and implement green building practices to enhance environmental performance.

Collaborate with architects and contractors to integrate sustainable features.

## 9. Budgeting and Resource Allocation

### 9.1 Annual Budget Planning

Collaborate with the finance department to develop an annual maintenance budget.

Allocate resources based on priorities and anticipated needs.

### 9.2 Resource Optimization

Explore cost-effective solutions for maintenance activities.

Prioritize projects that contribute to long-term cost savings.

### 9.3 Grant Applications (if applicable)

Identify and apply for grants or external funding for major maintenance projects.

Develop proposals outlining the scope, budget, and expected outcomes.

## 10. Communication

### 10.1 Communication Plan

Develop a communication plan to keep stakeholders informed of maintenance activities.

Establish regular updates through newsletters, emails, or bulletin boards.

### 10.2 Reporting to Administration

Provide regular reports to the college administration on maintenance activities, challenges, and achievements.

Include budget utilization and future plans in the reports.



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## **11. Schedule of Meetings**

The Committee shall formally meet at the start of the academic year to plan for the maintenance activities of the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the maintenance activities of the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

## **12. Documentation and Record Keeping**

### **12.1 Maintenance Records**

Maintain accurate and up-to-date records of all maintenance activities.

Archive documentation for auditing purposes and reporting requirements.

### **12.2 Manuals and Guidelines**

Develop and update manuals and guidelines for maintenance staff.

Ensure that all staff are familiar with maintenance procedures.

## **13. Review and Revision**

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in maintenance policies or institutional goals.

## **14. Approval**

This SOP is approved by the Principal or relevant academic authority and will be reviewed annually or as needed.



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