

TKM COLLEGE OF ENGINEERING, KOLLAM-691005

MAINTENANCE POLICY

Facility Management Cell (FMC) shall coordinate the maintenance activities of the college.

Personnel assigned for maintenance shall follow the following instructions:

1. Prepare and maintain routine checklist and preventive maintenance schedule
2. Perform routine checks and preventive maintenance as scheduled
3. Emergency maintenance shall be coordinated and the report be sent to FMC.
4. AMC shall be maintained, if required. The details of the equipment under AMC has to be reported to FMC.
5. The yearly consolidated report of the maintenance undertaken shall be forwarded to the FMC.

Responsibilities for maintaining equipment/facility shall be according to the following table:

Sl. No.	Equipment	Responsibility			Monitoring Authority
		Routine check	Preventivemaintenance	Emergency maintenance	
1	Laboratory equipment	Lab-in-charge	Lab In-charge	Lab In-charge	HOD
2	Air conditioner and cooler	FMC In-charge	FMC In-charge	FMC In-charge	FMC Co-ordinator
3	General electrical appliances	FMC In-charge	FMC In-charge	FMC In-charge	FMC Co-ordinator
4	Generator and Power supply	Engineer-in-charge, Power supply	Engineer-in-charge, Power supply	Engineer In-charge, Power supply	Prof.-in-charge, Power supply
5	Wi-fi, LAN,	IT Cell in-	IT Cell in-charge	IT Cell in-	IT Cell

	Internet	charge		charge	coordinator
6	CC TV and IP Camera	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
7	Biometric	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
8	Sms Service and website	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
9	Computer , server and software	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
10	Civil works	In-charge infrastructure	In-charge infrastructure	In-charge infrastructure	Coordinator infrastructure
11	Plumbing	FMC in-charge	FMC in-charge	FMC in-charge	FMC coordinator