



SREE NARAYANA NURSING COLLEGE

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Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006 and

A.P. Nurses & Midwives Council, letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. Y.S.R. University of Health Sciences, A.P. Vijayawada.



MAINTAINANCE POLICY

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MAINTENANCE POLICY

Effective maintenance of facilities, equipment, and resources is essential for ensuring a safe, functional, and conducive learning environment at Sree Narayana Nursing College. This policy outlines the procedures, roles, and responsibilities for the maintenance of college infrastructure, including classrooms, laboratories, and IT resources.

Objectives

- To ensure the optimal functioning and longevity of college facilities and equipment.
- To promote a clean, safe, and healthy environment for students and staff.
- To establish clear roles and responsibilities for maintenance activities.
- To implement a systematic approach to maintenance and repair.

Roles & Responsibilities

1. Chairperson

- Oversee the overall functioning of the Maintenance Committee.
- Schedule and lead committee meetings, ensuring agendas are set and minutes are recorded.
- Act as the primary liaison between the committee and college administration.
- Prepare and present maintenance reports to the administration.

2. Secretary

- Maintain records of meetings, including minutes and action items.
- Disseminate information to committee members and relevant stakeholders.
- Track action items from meetings and ensure completion.

3. Facilities Coordinator

- Inspection: Conduct regular inspections of college facilities to assess maintenance needs.
- Develop and implement a maintenance schedule for all college infrastructure.
- Identify and report maintenance issues to the committee for action.

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Action Plan:

1. Maintenance Committee

- Oversee the implementation of the maintenance policy.
- Conduct regular inspections of college facilities and equipment.
- Develop and monitor maintenance schedules and budgets.

2. Cleanliness & Sanitation Committee

- Ensure that all areas of the college are clean and hygienic.
- Implement regular cleaning schedules and protocols.
- Monitor sanitation practices and compliance with health regulations.

3. Nursing Lab Equipment Maintenance

- Ensure all nursing lab equipment is regularly checked and maintained.
- Schedule preventive maintenance and immediate repairs as needed.
- Train staff on the proper use and care of lab equipment.

4. Computer Maintenance

- Maintain and upgrade computer systems and software regularly.
- Ensure data security and backup procedures are followed.
- Provide technical support to faculty and students.

5. Purchase Committee

- Manage the procurement of new equipment and supplies.
- Evaluate vendor proposals and negotiate contracts.
- Ensure all purchases comply with college policies and budgets.

6. Human Resource Committee

- Facilitate training for maintenance staff and personnel.
- Ensure adequate staffing for maintenance and support functions.
- Evaluate performance and recommend improvements.

7. Security & Safety Committee

- Ensure compliance with safety regulations and protocols.
- Conduct regular safety audits and risk assessments.
- Respond to incidents and implement corrective measures.

8. Support System

- Establish a reporting system for maintenance requests and issues.



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- Provide a helpdesk for technical and maintenance support.
- Maintain communication channels among committees for efficient operations.

B. Kelpare
VERIFIED BY


APPROVED BY


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