



MAINTENANCE PROCEDURE

Introduction:

The purpose of this procedure is to ensure school building and other facilities are safe and in good condition to result in comfortable learning environment.

Aim:

- Ensuring physical safety of students and staff
- Maintaining and reaching new learning outcomes
- Decreasing equipment replacement costs
- Providing accessible spaces for everyone
- Increasing structural longevity
- Reducing overall operational costs
- Making the most of limited resources

Responsibility:

- Facilities in-charge
- General Maintenance Supervisor
- Administration Coordinator
- Maintenance Team

Time Based Maintenance:

- Regularly scheduled inspection
- Periodic cleaning and upkeep
- Annual repairs and replacements
- Asset categorization

Condition Based Maintenance:

- Evidence of decreased efficiency and effectiveness

Daily / Internal Maintenance:

- Staff who identifies the maintenance requirement shall inform the administrative supervisor in-charge to address the issue. Minor maintenance work that can be completed without any delay shall be addressed at the earliest. A maintenance log shall be maintained for the same.
- In case of any maintenance required within the school facilities, the administrative supervisor in charge of the respective area is responsible for documenting the issue and submitting a report to the general maintenance supervisor. Subsequently, the general maintenance supervisor forwards a copy of the report to the school maintenance officer for appropriate action. Failure to address the maintenance issue within a two-to 4 days period from the date of submission results in escalation to the administrative coordinator for resolution.



- All reports are meticulously filed for record-keeping purposes.

Annual Maintenance:

- All school buildings are inspected regularly and areas which may lead to incident or accidents will be attended in time.
- Annual maintenance of all air conditioners will be scheduled when the school is closed to avoid any breakdown.
- All electrical and plumbing works will be planned and fixed during the summer vacation.
- Annual budget will be prepared for required maintenance and the entire maintenance and repair will be scheduled during the summer vacation and before commencement of the new academic year.
- Maintenance will be carried out as per schedule based on priority.
- All reports will be maintained for administrative purpose.

Preventive Maintenance

- Supervisor on his regular site/campus inspection if identifies, any maintenance to Furniture, electrical needs, building maintenance, etc. will assign staff for rectification. This exercise will also be applicable for such cases reported by any school official including staff and school authorities.
- Report to be submitted to the Administrative Coordinator and Principal.