



Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's  
**ARTS, COMMERCE AND SCIENCE COLLEGE,**  
**KHAREPATAN**



Affiliated to University of Mumbai - No. ICM / I / 558 / 2012 - 13  
Swatantrya Sainik Guruvarya Veer Shankarrao G. Pendharkar Educational  
Campus, Kharepatan  
Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India

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Principal

## Infrastructure Maintenance Policy Document

Arts, Commerce, and Science College, Kharepatan

Campus Area: 5 Acres

Number of Buildings: 1+1+1+1+1+1

Built-up Area (Sq. Mtr): 5287 Sq Mtr

Number of Washrooms /Toilets: 5

### Objective

This policy establishes a framework for maintaining the college's infrastructure, ensuring a safe, efficient, and conducive learning environment, particularly given the college's remote and rural setting. It outlines maintenance procedures, responsibilities, and standards across various areas.

#### 1. Building Maintenance

Objective: Ensure all buildings are safe and in good repair.

Responsibilities: Conduct bi-annual inspections for structural issues and perform necessary repairs and upgrades.

Procedures: Maintain an inspection log, engage certified professionals for repairs, and allocate a budget for maintenance.

#### 2. Electrical and Lighting Maintenance

Objective: Maintain safe and efficient electrical systems and lighting.

Responsibilities: Conduct monthly checks of electrical systems and address issues immediately.

Procedures: Keep an inventory of supplies, train staff to recognize hazards, and implement energy-efficient solutions.





### 3. Plumbing and Water Supply Maintenance

Objective: Ensure a reliable and safe water supply.

Responsibilities: Inspect plumbing systems regularly and promptly repair leaks.

Procedures: Schedule inspections, stock supplies, and engage professional plumbers as needed.

### 4. HVAC Maintenance

Objective: Ensure efficient HVAC operation for comfort.

Responsibilities: Conduct bi-annual HVAC inspections and address issues promptly.

Procedures: Maintain a schedule for filter changes and train staff on basic maintenance.

### 5. Grounds and Landscaping Maintenance

Objective: Maintain outdoor aesthetics and functionality.

Responsibilities: Regularly maintain lawns and gardens and ensure outdoor areas are clean.

Procedures: Develop a landscaping schedule and engage professionals for large projects.

### 6. Computer and IT Systems Maintenance

Objective: Ensure IT systems are functional and secure.

Responsibilities: Maintain hardware and software, address issues promptly, and implement cybersecurity measures.

Procedures: Maintain equipment inventory and schedule regular data backups.

### 7. Furniture and Equipment Maintenance

Objective: Ensure furniture and equipment are safe and functional.

Responsibilities: Conduct inspections and repair or replace damaged items.

Procedures: Manage inventory and budget for repairs and replacements.

### 8. Library Maintenance

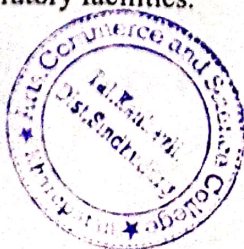
Objective: Maintain an organized and functional library.

Responsibilities: Keep the library catalog updated and repair or replace damaged materials.

Procedures: Conduct periodic audits and budget for new acquisitions.

### 9. Laboratory Maintenance

Objective: Ensure safe and functional laboratory facilities.





**Responsibilities:** Inspect equipment regularly and ensure safety standards are met.

**Procedures:** Maintain a log of inspections and provide safety training for users.

#### 10. Security Systems Maintenance

**Objective:** Maintain effective security systems.

**Responsibilities:** Conduct regular checks of security equipment and address malfunctions.

**Procedures:** Perform security audits and train personnel in emergency procedures.

#### 11. Cleaning and Janitorial Maintenance

**Objective:** Maintain a clean and hygienic campus.

**Responsibilities:** Ensure daily cleaning and efficient waste management.

**Procedures:** Develop a cleaning schedule and conduct regular inspections.

#### 12. Painting and Renovation Maintenance

**Objective:** Maintain the aesthetic appeal and integrity of buildings.

**Responsibilities:** Regularly check for areas needing painting or renovation and address issues.

**Procedures:** Plan and budget for projects and engage professional contractors.

#### 13. Sports Facilities Maintenance

**Objective:** Ensure safe and functional sports facilities.

**Responsibilities:** Inspect equipment and facilities regularly and address issues.

**Procedures:** Maintain an inventory and provide safety training for users.

#### 14. Waste Management and Recycling Maintenance

**Objective:** Implement effective waste management and recycling practices.

**Responsibilities:** Efficiently collect and dispose of waste and implement recycling initiatives.

**Procedures:** Develop a waste management plan and partner with local facilities.

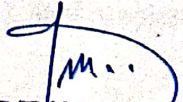
#### 15. Fire Safety Equipment Maintenance

**Objective:** Ensure all fire safety equipment is functional.

**Responsibilities:** Conduct routine inspections and address issues promptly.

**Procedures:** Maintain a log of inspections and conduct safety training.



  
**PRINCIPAL**

Arts, Commerce & Science College, Kharepatan,  
A/p. Kharepatan, Tal. Kankarli, Dist. Sindhudurg.