



Janseva Foundation Loni Budruk
Arts and Commerce College, Shendi (Bhandardara)

At.-Chichondi, Tal.-Akole, Dist.-Ahmednagar (MS) 422604

NAAC Accredited 'B+' Grade

Unipune ID- PU/AN/AC/93/2007 Email- principal.acshendi@pravara.in

Website : www.acscollegeshedi.in



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Maintenance Process Manual



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PROCESS MANUAL

Sr. No.	Designation	Responsibilities
01	Civil Engineer	1) To Manage all maintenance of buildings
		2) Send completion report to Secretary
		3) All sorts of communication with PRES Secretary.
		4) Work according to maintenance manual
		5) Supervise on construction work.
		6) Keep track of work done by civil dept workers
		7) Billing of construction and maintenance work
02	Campus Civil Supervisor	7) Billing of construction and maintenance work
		1) Supervise construction work in campus.
		2) Supervise the work by waterman, Sanitary workers, Gardener, Carpenter, plumber, etc.
		3) Report to campus engineer about problem of Electric Pump, Generator, Filter, House, Swimming Pool, Indoor Hall, Ground etc.
4) Submit daily work report		
03	Plumber	4) Submit daily work report
		1) Maintenance of daily work related to plumbing.
		2) Provide assistance to sanitary workers, waterman when need be.
		3) Get periodical water testing reports from testing agency.
4) Submit daily work report		

04	Electrical Wireman	1) Periodical maintenance work of electric appliances and management of sound system during various programs.
		2) Operate the Generator
		3) To maintain electricity bill records
		4) Submit daily work report to superior
05	Carpenter	1) Periodical maintenance of furniture
		2) To fix the glass of windows and necessary repairing work.
		3) To repair the building furniture.
		4) To submit work report to the superior.
06	Waterman	1) Supply clean water to all buildings.
		2) Operate and maintain water filter plant.
		3) Start, stop and observe the water well motors
		4) To clean the drinking water tank.
		5) To clean the solar panel.
		6) Submit daily work report to superiors.
07	Gardner	1) Water the lawns and garden and remove pests.
		2) Appropriate pruning of the ornamental plants.
		3) Give fertilizers and sprays as and when needed.
08	Sweeper	1) To clean the campus.
		2) To clean all toilets, etc.




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Responsibilities of Security Officers:

- Patrolling of the campus.
- Guiding students to their respective destinations on the campus
- Monitoring of physical spaces
- Campus security officers promote lawful behavior and protect the welfare of students, faculty and staff as a uniformed presence on campus.
- A campus security officer performs foot and vehicle patrolling of a college campus to monitor behavior of students, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.
- They monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behavior.
- Maintenance of parking regulations when necessary.
- In emergency situations, campus security officers respond to the scene, provide and alert additional police or emergency personnel as appropriate.
- Monitoring of property against Theft, Fire and Vandalism.
- Documenting reports on incidents in the vicinity.



Responsibilities of Security Supervisor and Security Jamadar:

- Controlling material and employee movement.
- Monitoring of property against Theft, Fire and Vandalism.
- Keep watch on movement of workers.
- Maintain Entry & Exit log.
- To receive, obey and pass on to the security guards all orders and instructions received from Head Security.
- Report any untoward incident/behavior.
- To report violation of institute's rules and regulation and carry out orders as instructed.

Responsibilities Security Guard Daily Work

- Take charge of his post and all institute property in view.
- To make proper entry in the visitor log and check vendor/visitor Photo ID card after issuing vendor/visitor card.
- Perform duty in proper manner, and remain alert.
- He should quit his post only when properly relieved.
- To obey and pass all orders and instructions received from supervisor/head security.
- Talk politely with students, staff, and vendors/visitors and assist them.
- To work as a team with other security personnel to ensure optimal safety of the institute