



KBN COLLEGE
ESTABLISHED IN 1965

Maintenance of Infrastructure Facilities



Policy Document on Maintenance of Infrastructure Facilities

Introduction:

At KBN COLLEGE, we recognize the critical importance of maintaining high-quality physical and academic facilities to provide an optimal learning environment for our students and to support the scholarly endeavors of our faculty. This policy document outlines the guidelines and procedures for the maintenance of both physical infrastructure and academic resources within the college premises.

Objective:

The primary objective of this policy is to ensure that all physical and academic facilities are well-maintained, safe, and conducive to teaching, learning, and research activities. Through regular inspection, timely repairs, and efficient management, we aim to uphold the standards of excellence expected within our institution.

Responsibilities:

- 1. Administrative Oversight:** The college administration, under the direction of the Principal, shall oversee the implementation of this policy and ensure compliance with all maintenance guidelines.
- 2. Maintenance Committee:** A Maintenance Committee consisting of representatives from various departments shall be formed to coordinate maintenance activities, prioritize repairs, and allocate resources as needed.
- 3. Facilities Management Staff:** Trained facilities management staff shall be responsible for conducting routine inspections, addressing maintenance requests, and performing necessary repairs within designated timelines.

Maintenance Procedures:

- 1. Regular Inspections:** Scheduled inspections of all physical facilities, including classrooms, laboratories, libraries, administrative offices, and outdoor spaces, shall be conducted on a quarterly basis to identify any maintenance issues or safety hazards.
- 2. Maintenance Requests:** Faculty, staff, and students are encouraged to report any maintenance issues or concerns promptly through an online portal or designated channels. Maintenance requests shall be logged, categorized based on urgency,

and addressed in a timely manner.

- 3. Emergency Response:** Immediate attention shall be given to emergency maintenance issues, such as electrical failures, plumbing leaks, structural damage, or safety hazards. A designated emergency response team shall be available to address such incidents promptly.
- 4. Preventive Maintenance:** A preventive maintenance schedule shall be established for all critical systems and equipment, including AC systems, electrical systems, plumbing fixtures, and safety devices. Regular maintenance tasks shall be performed to prevent equipment failures and ensure optimal performance.
- 5. Contracted Services:** For specialized maintenance tasks or repairs beyond the scope of in-house capabilities, qualified contractors or service providers shall be engaged through a competitive bidding process. Contracts shall be awarded based on factors such as expertise, reliability, and cost-effectiveness.

Budget Allocation:

A dedicated budget shall be allocated annually for the maintenance of physical and academic facilities, including funds for routine maintenance, emergency repairs, equipment upgrades, and infrastructure improvements. Budgetary decisions shall be made in consultation with the Maintenance Committee and approved by the appropriate authorities.

Compliance and Monitoring:

Regular audits and performance reviews shall be conducted to monitor compliance with this policy and assess the effectiveness of maintenance activities. Feedback from stakeholders, including faculty, staff, and students, shall be solicited to identify areas for improvement and address any recurring maintenance issues.

At KBN COLLEGE, we are committed to providing a safe, functional, and aesthetically pleasing environment that fosters academic excellence and student success. Through proactive maintenance practices and diligent oversight, we strive to uphold the highest standards of quality and ensure the long-term sustainability of our



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