



# KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES

GST Road, Chinna Kolambakkam, Padalam (po), Chengalpattu (dt)  
Madhuranthagam(tk), Tamilnadu 603 308

## MAINTENANCE COMMITTEE POLICY DOCUMENT

### Objectives :

- To ensure proper maintenance of the physical property and facilities in the campus
- Ordinary preventive maintenance as well annual maintenance
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of the infrastructure and other facilities

### Rules and regulations:

- Develop a plan to respond quickly and appropriately To maintenance emergencies
- Coordinate maintenance work with concerned staff
- To regularly review the condition of the campus building , ground utilities and other infrastructure to ensure their adequacy through different sections
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities.
- The maintenance log will be held in the office wherein the issues of the concerned departments need to be registered.
- The maintenance log book will be periodical scrutinized by a staff in charge , in rotation from the maintenance committee once in two weeks.
- Any issue in the library related to physical facilities and facility related to books will be inspected and addressed periodically
- Any issue regarding to sports facility will be surveyed and tackled in a timely manner.

  
Dean

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