



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

FACILITY MAINTENANCE AND UTILIZATION **STANDARD OPERATING PROCEDURES**

FACILITY MAINTENANCE AND UTILIZATION SOP

1. OBJECTIVE

The objective of this SOP is to establish a systematic approach for the maintenance and utilisation of physical, academic, and support facilities at Kottakkal Farook Arts and Science College. This ensures that all facilities are in good condition, safe, and accessible for academic, administrative, and extracurricular activities.

2. Scope

This SOP applies to all facilities at Kottakkal Farook Arts and Science College, including classrooms, laboratories, the library, sports complexes, IT infrastructure, common areas, and other support facilities.

3. Responsibilities

3.1 Management Team:

- Review and approve major maintenance and upgradation projects.
- Allocate budget and resources for maintenance activities.
- Conduct weekly meetings to monitor the status of facilities.

3.2 General Maintenance Team:

- Perform daily cleaning and maintenance tasks.
- Report any major issues to the Management Team for further action.
- Coordinate with external vendors for specialised repairs.

3.3 Technical Team:

- Maintain IT infrastructure and ensure the availability of technical resources.
- Troubleshoot and resolve technical issues promptly.
- Conduct bi-weekly meetings to assess the condition of technical equipment.

3.4 Departmental Heads:

- Oversee the maintenance of departmental laboratories and facilities.
- Ensure the proper utilization of equipment and resources.
- Report maintenance needs to the General Maintenance Team.

3.5 Library Committee:

- Maintain the library environment and resources.
- Ensure timely procurement of new materials and equipment.
- Monitor the condition of the library and report issues to the General Maintenance Team.

3.6 Sports Facilities Committee:

- Oversee the upkeep of sports facilities and equipment.
- Coordinate with the Physical Education Department for necessary repairs or upgrades.
- Ensure facilities are available and in good condition for scheduled activities.

3.7 Security Team:

- Maintain campus security through CCTV surveillance and security personnel.
- Ensure all safety equipment, such as fire extinguishers, is regularly checked and maintained.
- Respond promptly to any security or safety incidents.

4. Procedures

4.1 General Maintenance:

- **Daily Tasks:** Classrooms, staff rooms, and common areas should be cleaned daily. Restrooms should have a continuous water supply, and sanitary napkin vending machines should be refilled.
- **Weekly Tasks:** Inspect the overall condition of classrooms, labs, and public areas. Address any minor repairs such as fixing lights, furniture, or equipment.
- **Monthly Tasks:** Conduct a thorough inspection of all facilities, including the condition of walls, flooring, electrical systems, and furniture. Submit a report to the Management Team for any significant maintenance needs.

4.2 ICT Maintenance:

- **Daily Tasks:** Check the functionality of all IT equipment, including computers, projectors, interactive panels, and networking devices.
- **Weekly Tasks:** Perform system updates and backups. Inspect server rooms and ensure all equipment is functioning properly.
- **Monthly Tasks:** Review the IT infrastructure for any potential upgrades or replacements. Ensure that all software licenses are up-to-date.

4.3 Laboratory Maintenance:

- **Daily Tasks:** Ensure that labs are clean and equipment is stored properly. Check that all safety protocols are followed.
- **Weekly Tasks:** Inspect all laboratory equipment for functionality. Ensure that chemicals and other supplies are stored safely.
- **Monthly Tasks:** Conduct a complete inventory of laboratory equipment and supplies. Report any needs for repairs or new acquisitions to the Purchase Committee.

4.4 Library Maintenance:

- **Daily Tasks:** Ensure the library is clean and organized. Check that all systems are operational.
- **Weekly Tasks:** Inspect library resources for wear and tear. Ensure that library equipment, such as computers and scanners, is functioning properly.
- **Monthly Tasks:** Review the inventory of library resources and submit procurement requests as needed. Conduct a safety check for all library facilities.

4.5 Sports Facility Maintenance:

- **Daily Tasks:** Clean and inspect sports grounds, equipment, and indoor sports areas.
- **Weekly Tasks:** Check the condition of sports equipment and attire. Ensure that facilities are ready for scheduled events.
- **Monthly Tasks:** Review the status of sports facilities and equipment. Submit a maintenance report to the Management Team for any required upgrades or repairs.

4.6 Safety and Security Maintenance:

- **Daily Tasks:** Monitor CCTV cameras and security personnel coverage. Ensure all access points are secure.
- **Weekly Tasks:** Inspect fire extinguishers, alarm systems, and emergency exits.
- **Monthly Tasks:** Conduct a full security audit, including reviewing CCTV footage, checking security logs, and ensuring all safety measures are in place.

4.7 Record Keeping:

- Maintain detailed records of all maintenance activities, including tasks performed, issues reported, and actions taken.
- Use maintenance logs to track recurring issues and ensure timely resolution.

4.8 Reporting:

- All significant maintenance needs must be reported to the Management Team immediately.
- Monthly reports should be submitted by each team to the Management Team, detailing the maintenance activities carried out and any issues that need addressing.

5. Review and Monitoring

The SOP will be reviewed annually by the Management Team to ensure its effectiveness and relevance. Any changes or updates will be communicated to all relevant teams.

6. Compliance

All staff and personnel are required to adhere strictly to this SOP. Non-compliance will be addressed by the Management Team and may result in disciplinary action.