



**K. R. MANGALAM UNIVERSITY**

THE COMPLETE WORLD OF EDUCATION

**Standard Operating Procedures  
for the Maintenance  
of  
Classrooms/Hostel/Buildings/Lab**



## OFFICE OF ADMINISTRATIVE OFFICER (ADMINISTRATION)

Standard Operating Procedures for the Maintenance of Classrooms/ Hostels/Buildings/ Labs.

### **Scope:**

This document describes the SOP for maintenance of all facilities located in the campus of K.R. Mangalam University.

### **Maintenance of Classrooms:**

1. The classrooms are cleaned daily by housekeeping staff and the cleanliness is supervised by concerned supervisor/ In-charge of the building.
2. The scavenging of the benches in the classrooms is also done by the housekeeping staff.
3. The maintenance of the classrooms is done on regular basis.
4. Housekeeping supervisor/ Building In-charges are responsible for the overall cleaning/scavenging and if there is any problem, the same is brought forward to the knowledge of Admin officer and corrective measures are taken to correct/rectify the same.

### **Maintenance of Restrooms:**

1. The cleaning/scavenging of the restrooms is done by the housekeeping staff appointed by the KRMU.
2. The housekeeping supervisor/ In-charge of building is responsible for supervising to ensure the regular cleaning/scavenging of the restrooms.
3. If there is any breakage of furniture / fixture, the same is reported by the Admin officer/ Maintenance in-charge for repair/ replacement as the case may be.

### **Maintenance of Fire Extinguishing Equipments:**

1. The staff to look after the day to day problems has been appointed by KRMU.
2. The services of the fire equipments are carried out by the External Service Provider (ESP).
3. The equipments are maintained by the appointed staff.



4. Major maintenance if any is also done by External Service Provider (ESP) under annual maintenance contract.

### **Maintenance of Labs:**

Maintenance of all labs and equipments is done under the supervision of lab technician and faculty of the University.

1. Annual maintenance of all equipments is done by lab technicians and obsolete equipment / parts are replaced with latest equipments.

### **Pest Control:**

1. Pest Control is carried out on a regular basis by in-house team by housekeeping staff/ External Service Provider (ESP) under annual maintenance contract.
2. Any reported incidence of pests is treated on priority.

### **Laundry Services:**

1. University provides laundry services to all the stake holders within the campus.
2. There is complete in-house laundry unit for washing and ironing purpose which is maintained by the university itself.

### **Maintenance of Hostels:**

1. The residents of the hostel (students) identify the problems and record their complaint in the complaint register maintained in the office of the warden.
2. The complaints given by the students are reported to maintenance department who in turn depute the concerned staff for execution the repair work.
3. Major repair if any is executed by the maintenance department of the university. The maintenance department is equipped with trained and qualified staff and essential equipments.
4. Follow up action is always done to ensure the promptness is carrying out the repair work.
5. Record of all the complaints and execution of the repair works is maintained.



## **Cleanliness of the Hostel:**

1. Each room of the students is cleaned by the housekeeping staff. The area surrounding the hostel is also cleaned by the housekeeping staff.
2. The proper record of cleaning the toilets in the hostel is kept by the housekeeping supervisor and the same is maintained regularly.
3. The other facilities like Gym and sports facility are maintained by University under the supervision of the Hostel Warden/ sports in-charge.

## **Warden (Administration)**

He/ She will allot hostel rooms only after ensuring the payment of hostel fee copy of the receipt must be prepared in the record.

1. He/ She will check the resident students register and the guest room register.
2. He/ She will take disciplinary action for keeping any unauthorized guest.
3. He/ She will order locking of rooms of resident students and their re-opening, when required.
4. He/ She will be responsible for the security of the hostel and will coordinate his/her responsibilities with the Security Officer of the University.
5. He/ She will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.

## **Warden (Health & Recreation):**

He/ She will be responsible for general matters relating to health with the advice of the Chief Warden.

1. He/ She will look after the common room and the sports and cultural programs of the hostel and will regulate disbursements out of the hostel's recreation grant.
2. He/ She will check the for purchase of newspapers and magazines.
3. He/ She will arrange disposal of old newspapers and magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
4. He/ She will ensure maintenance of discipline and decorum in the common room.



5. He/ She can permit the common room to stay open beyond the prescribed hour on a special occasion.
6. He/ She will purchase, at appropriate level, all complaints relating to common room items like television.

### **Warden Sanitation & Maintenance**

1. He/ She will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/ upon the advice of the Chief Warden.
2. He/ She will supervise the work of the sanitation staff, keep a control over their attendance and maintain the attendance register.

### **Warden (Mess)**

1. With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Supervisors, Cooks and Helpers under his/her charge.
2. He/ She will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
3. He/ She will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
4. He/ She will enforce discipline and decorum in the dining hall.
5. He/ She will supervise the system of purchases of mess stores, provision etc.
6. He/ She will ensure the correctness of receipts and issue of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
7. He/ She ensure that stores are kept in good and efficient condition.
8. He/ She will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Chief Warden for eviction.
9. He/ She will stop mess facilities in respect of those who have vacated the hostel or have been evicted.

### **Wet Waste Management**

1. The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.



2. The Institution has appointed ESP to collect the dry and wet waste from the bins located in the campus and dump the waste on a daily basis.
3. The waste management is done in accordance with local policy & regulation of Govt. agencies.

## E-Waste Management

1. The Institution has a designated storage space for temporarily storing all electronic waste.
2. The institution has appointed as ESP to collect the e-waste.

**Administrative Officer**

**Registrar**