

Standard Operating Procedure for Repair and Maintenance

1.0 PURPOSE

This policy describes the general guidelines for maintenance, repair and renovation etc. in the campus premises provided by OCMS.

2.0 CORE FUNCTIONS:

2.1 IN-HOUSE WORKS:

- 2.1.1: Carpenter works
- 2.1.2: Plumbing works
- 2.1.3: Paint works
- 2.1.4: Mason works

2.2 OUT-SOURCE WORKS

- 2.2.1: Aluminum works
- 2.2.2: Glass works
- 2.2.3: Fabrication works
- 2.2.4: Texture Paint works
- 2.2.5: Offices Renovations
- 2.2.6: Fire Safety Apparatus
- 2.2.7: Civil works (on small scales)

3. SCOPE & RESPONSIBILITIES:

3.1 Repair and Maintenance Facilities:

Repair and Maintenance section of OCMS is responsible for a comprehensive, University-wide program to identify and carry out necessary maintenance and repair of University facilities. The repair and maintenance team conducts periodic, detailed inspections to evaluate the maintenance condition of buildings and facilities and to identify any necessary corrective work.

3.1.1 Repairing of Office Furniture

The repairing of furniture across the campus premises is carried out on regular basis and as per requirement of the staff / faculty members. In this regard, the nature of work shall be inspected; and if minor repair is needed, the same shall be carried out on the same day; otherwise, if any material/part is required, the same shall be entertained as subject to availability of funds for purchase purpose.

3.1.2 Hanging of Flexes and Steamers

The hanging of flexes and steamers inside the campus premises is the responsibility of OCMS – Repair & Maintenance only at the designated places and on the iron frames for flexes with detail as follow:

Main Building (North Block):

- 1) 30' * 8' 2) 12' * 4' 3) 8' * 15'

Main Building (South Block):

- 1) 30' * 8' 2) 8' * 15'

SEN Building (Ground Side)

- 1) 8' * 16' (2 frames)

In case of hanging of Steamers, please note that maximum quantity of steamers for one campaign may not exceed 25 with maximum utilization of light / flag poles so that it serves the purpose without damaging the walls/trees etc. with a frame size of 2.5' * 5'

NOTE: A prior intimation of at-least two working days before the scheduled event via email is required by checking the availability of frames from OCM / OEM for hanging of flexes and steamers

3.1.3 Sanitary works

The section is responsible for overall supply of water in the campus premises. Moreover, maintenance of sanitary fitting is carried out on regular basis.

3.1.4 Civil nature works

The survey of the civil nature works carried out bi-annually and it includes maintenance of roads, rooftops, walls, marble, tiles etc.

3.1.5 Paint works

The paint work across the campus premises is carried out on regular basis except classrooms / labs which has been done during semester break. Exterior painting is scheduled on a cyclical basis, modified when necessary by actual need to program exterior painting frequently enough to avoid deterioration of facilities. A special color scheme is developed only after approval of the competent authority otherwise normal color shall be followed.

3.1.6 Reverse Osmosis Plant:

The section is responsible for repair and maintenance of Reverse Osmosis Plant and filling of 19L drinking bottles for campus.

3.1.7 Handling of Fire Extinguishers:

The section is responsible to look after / refilling of fire extinguishers already installed in the campus premises.

3.2 Renovation / New Projects:

Repair and Maintenance section of OCMS is prepared to plan and carry out all renovation, alteration and improvement of the University's academic, research, and support buildings and facilities as needed to accommodate new or changed programs. Work may be assigned to this force or completed under outsourced contract. Normally, renovations work will be subject to a Make/Buy cost comparison (a competitive quotation process) unless the nature of the work is such that it could be completed through the in-house work force and involved lesser amount of expenditure.

4. Requesting Services:

The complaints regarding Repair and Maintenance / New Projects / Renovation needs should be reported via official email. However, urgent nature work(s) may be conveyed through tel. ext. or on official mobile phone. Furthermore, detail of core team is as under:

New Projects / Renovation / Major Repair Issues	Muhammad Sajjad Civil & Maintenance Engineer E-mail: muhammad.sajjad@umt.edu.pk Tel. Ext: 3648 Mob: 0300-7080501 Location: 2N-07, 1 st Floor, Main Building
General / Routine Complaints	Danish Iqbal Maintenance Supervisor Mob: 0308-8400131 Waqar Ahmed Maintenance Supervisor Mob: 0306-0474978