

STANDING OPERATING PROCEDURE
MAINTENANCE OF EQUIPMENT HELD BY
ARMY COLLEGE OF NURSING, JALANDHAR CANTT

INTRODUCTION

1. Army College of Nursing has been established at Jalandhar Cantt to impart quality nursing education to the female wards of serving and retired Army personnel.
2. The new College and Hostel complex has been constructed with a total cost of Rs 33 crores. For construction & furnishing of the new college, various equipment/ items have been installed and the same are required to be maintained/serviced, as per their prescribed schedule.

AIM

3. The aim of this SOP is to lay down the procedure for maintenance of the equipment held by Army College of Nursing, Jalandhar Cantt.

SCHEDULE OF PERIODIC MAINTENANCE

Lift

4. The college has one Lift of Quality Elevators with capacity of 1020 Kgs. The lift was fixed in 2014 and is being maintained as follows:-
 - (a) AMC is being done with the selected vendor.
 - (b) The vendor visits once every three months and checks gen maint, to incl:-
 - (i) Oiling.
 - (ii) Lubrication.
 - (iii) Servicing.
 - (iv) General checking.
 - (c) In case of any breakdown, the same is reported to the Coy and is to be repaired within 24 hrs.

Water Tanks

5. The college has two types of Water Tanks; Roof Top and Underground.
 - (a) **Roof Top Water Tanks**. The college has the following types of Roof Top Water Tank:-



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(i) **Hostel.**

(aa) Four Tanks having in Hostel with the capacity of 5000 ltr (4 x ltr). Total capacity is 20000 ltr.

(ab) Three Tanks having capacity of 1000 ltr. (1 x Faculty's Residential Bldg, 1x Principal Residence and 1x Café).

(ac) One Tank capacity of 500 ltr in Service station.

(ii) **College**

(aa) There are four Water Tanks with the capacity of 10000 ltr (4x 10000 ltrs). Total capacity 40000 ltr of which two Water Tanks are kept for Fire Fighting only.

(ab) 1x Tank of 500 ltr has fixed at main gate.

(b) **Underground Water Tank**. There are two underground Water Tanks of 80000 ltrs are placed in hostel area (2x 80000 ltr).

6. **Cleaning of Water Tanks**. All tanks are cleaned once in a year by selected vendors. Tanks are cleaned properly from inside and washed with Surf, Harpic, chemical and bleaching powder and properly dried before filling the water again. The whole process of cleaning is done hygienically and properly.

Water Coolers.

7. There are 12 Water Coolers; 07 in the Hostel and 05 in the College. All Water Coolers are cleaned once a month with detergent. Register for the same is maintained properly and checked by the Registrar.

Air Conditioners

8. The College has the following types of ACs:-

(a) **VRV System**. There are four Nos of VRV AC of Daikin, which are fixed in the Multi Purpose Hall.

(b) **Cassette AC**. There are 26 Nos of AC fixed in the Lib, Seminar Hall and Conf Hall in the college.

(c) **Split AC**. There are 20 Nos of Split AC and 02 Nos of Window AC fitted in the office complex, Faculty Staff Room, TV Room of hostel, Lib and Gym.

(d) **Servicing**. Servicing of all type of ACs is done by the selected / auth vendors before starting of the summer season and Register is maintained for the purpose.

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Genr Sets

9. There are 03 x Genr Sets of Kirloskar Company held in the college for power backup. Details are as follows:-

- (a) 02 x 180 KVA Genr Set.
- (b) 01 x 100 KVA Genr Set.

10. Servicing.

(a) By Selected Vendors. Gen check up is done by the selected vendors on quarterly basis as follows:-

- (i) Oil check.
- (ii) Bty check.
- (iii) Coolant check.
- (iv) Fan Belt & Gen checkup

(b) By Kirloskar Company. Proper servicing by the Dealer of Kirloskar Company is done once in a year as follows:-

- (i) Engine Oil change.
- (ii) Filter change.
- (iii) Coolant change.
- (iv) Cleaning of Air Cleaner.

Electric Panel

11. An Electric Panel of L&T Company has been installed in the college Electric Panel Room.

12. Servicing. Servicing of Electric Panel is done once in a year by the selected vendors of L&T Company. Register is maint for the same which is checked by the Registrar.

Transformer.

13. The College has an Electronic Transformer of 800 KVA capacity. This Transformer has been supplied by M/s Universal Power "Transformer Pvt Ltd.

14. Servicing. Service of Transformer is done once in a year and register is maint for the purpose. Details of checking during servicing are as follows:-

- (a) Checking of Oil level and Greasing.
- (b) Cleaning of Circuit.
- (c) Checking of Colour of Silica Gel.
- (d) Checking of Leakage, if any.



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Water Purifiers.

15. There are 12 No of Water Purifiers (Aqua Guard) in the college and hostel. Details are as follows:-

(a) **College.** 5x Aqua Guard purifiers fitted in the college campus with water coolers.

(b) **Hostel.** 7x Aqua Guard purifiers fitted with the water coolers of hostel Pantries and Dinning Hall.

16. **Servicing.** Service of Aqua Guard is done on six monthly basis and register is maint for the same. Details of checking during servicing are as follows:-

(a) Checking of plastic pipes.

(b) Checking of filters.

(c) Gen checkup.

COLLEGE MAINTENANCE COMMITTEE

17. A College Maintenance Committee (CMC) shall be constituted as follows: -

- (a) Presiding Officer - Registrar
- (b) Secretary - Estate Supervisor
- (c) Members - Accountant.
Teacher Incharge Infrastructure.
Store Keeper.
Hostel Warden
Student Incharge Hostel (SNA)
Floor Incharges (12 students).
Electrician.
Plumber

18. **Meetings.** The CMC shall meet once a quarter. This meeting can be co-opted / planned during the Quarterly General Body Meet (GBM) of the Students Nurses Association (SNA). Secretary of the CMC shall be responsible for recording of the minutes of the meetings and ensure timely action. CMC meetings to be held in the Quarter Ending Mar every year shall be utilised for preparation and discussion of the maintenance budget for the forthcoming Financial Year. Maintenance Budget shall form part of the main budget of the college.

19. **Roll on Plan.** CMC shall prepare, update, implement, monitor and review a 'Five Year Roll on Plan' for maintenance of major equipment of the college.



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MAINT BUDGET

20. A separate budget estimate will be allocated in every financial year for the purpose of maint of all the eqpt of ACN. Eqpt will be maint / replaced from the some fund that it has been purchased / procured. This will also include the expdr required for AMC of any eqpt, so reqd.

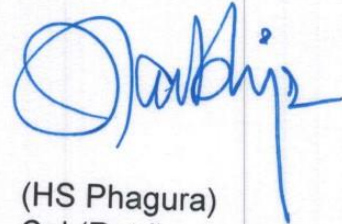
INSURANCE

21. All the college property including equipment has already been insured. All equipment to be purchased by the college in future will also be incorporated / included.

CONCLUSION

22. The service life of the costly equipment can be increased provided the equipment is handled carefully and periodic service of the item is carried out as specified by the manufacturer. All store holders / incharge will ensure timely and proper maintenance and service of equipment held on their charge.

23. This supersedes this college SOP on the subject issued vide letter No 2001/ACN/SOP/21 dated 23 Jan 2021.



(HS Phagura)
Col (Retd)
Registrar

Army College of Nursing
Deep Nagar, Jalandhar

2001/ACN/SOP/21

21 Sep 2021

Distr:-

1. SOP Folder.
2. Estate Supervisor.
3. SOP File.



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