



MAINTENANCE

Policy:

- To maintain a clean, green, and hygienic campus environment.
- To preserve the stability and cleanliness of all buildings, including classrooms, laboratories, halls, auditoriums, playgrounds, and gardens.
- To Ensure all equipment, computers, electrical, and electronic products are in efficient working condition is a priority.

Procedures:

- A dedicated maintenance supervisor is appointed to oversee all maintenance activities.
- Periodic contracts are signed with security service providers to ensure campus security.
- Support staff are allocated to various blocks on campus by the maintenance supervisor.
- Specialized laboratory equipment maintenance is outsourced to qualified professionals.
- Continual maintenance of library books is conducted.
- Annual stock verification is performed.
- Periodic Annual Maintenance Contracts (AMC) are signed for all computers.
- Sports facilities, including courts and grounds, are maintained by assistant markers and support staff.
- All equipment maintenance contracts are renewed periodically.
- Daily cleaning and sweeping of classrooms and the campus are conducted.
- Fire extinguishers are strategically placed at focal points throughout the campus for the safety of all occupants.

Outcomes:

- Guaranteeing the safety of individuals, buildings, and all assets on campus.
- Offering students access to top-notch facilities for optimal learning experiences.
- Creating a hygienic and conducive environment for every individual on the campus.