



DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

(Affiliated to JNTU Kakinada, Approved by AICTE New Delhi)

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

GENERAL MAINTENANCE COMMITTEE

Maintenance Procedure for:

❖ Department Laboratory

- Lab equipped available in respective labs should be configured properly by lab technician.
- The specification of each equipment should be checked and update by the lab technician in the lab maintenance slot.
- If any system has minor repairs and/or rehabilitation is required, lab technician is responsible to request the facility through “Maintenance Requisition Form” and make a signature from head of the institute and submit to System Admin.
- Each hardware equipment along with their tables should be wiped with soft cloth on timely according to maintenance slot given to each lab separately by the attender.
- Lab flooring must wiped with wet cloth by sweepers and recorded the same in the given maintenance slot.
- Air conditioner pads available in computer labs should be cleaned timely and serviced as per annual maintenance by lab technicians.
- Ceiling lights and wall hanging fans should be monitor by the lab technician, have any repair/problem, lab technician is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Usage of first-aid kits in the labs should be monitor by lab technician and record the same in a book which is made available in the kit.
- Repairs for the student/faculty chairs should be identified timely and report it to department maintenance committee member by the lab technician.
- Notice Boards available in each lab should be maintained properly by lab technician, should be cleaned by attender whenever required.
- After end of every lab session, lab board should be cleaned by the attender and makes sure the availability of neat duster in the lab.

- If any problem arises, request book is available with committee member for minor/major repairs.
- Lab general maintenance register is maintained with the lab in-charge consists of following format, which is a record of whether lab is maintained on specific slot or not.