



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 Sports:

- Sports equipment is checked on daily basis and handover to students is recorded by physical education department.
- In case of any damage observed, the same is recorded in the register pending further action.
- Cleaning of sports and gym equipment is done regularly by attender.
- Fans, lights and projector units should be monitor daily by attender, have any problems/repairs, maintenance committee member is responsible to handle through “Maintenance Requisition Form” and makes sure work done by electrician.
- Notice boards and circular papers should be properly arranged by attender.
- Floor must be wiped with wet cloth by sweepers and recorded the same by supervisor.
- Repairs for the equipment tables should be identified timely and inform it to college maintenance committee through “Maintenance Requisition Form” and makes sure work done.