



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State
(Re-Accredited at A⁺⁺ Grade by NAAC)

4.4.2

Physical Facility Maintenance Work Schedule

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS)

UJIRE-574 240

DAKSHINA KANNADA, KARNATAKA STATE

(Re-Accredited by NAAC at 'A++' Grade)

Ph: 08256-236221,236101(O) Fax: 236220 Mob. : 9148181685

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4.4.2-1

PHYSICAL FACILITY MAINTENANCE SCHEDULE

Physical Facility	Nature of work	Assigned to	Processing Time	In charge
Class Room	Cleaning	Scavengers	Daily 4.30PM	Maintenance officer
AV Rooms	Cleaning	Attenders	Daily 4.30PM	Maintenance officer
Departments	Cleaning	Attenders	Daily 4.30PM	HOD
Laboratories	Cleaning	Attenders	Daily 4.30PM	Faculty In charge
Washrooms	Cleaning	Scavengers	Daily six times	Maintenance officer
Corridors	Cleaning	Scavengers	Daily Morning before 9 AM	Maintenance officer
Gardens	Cleaning	SDMES	Fortnightly	SDMES Gardener
General Electrical maintenance	Repair and maintenances	Electrician	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer
Air-conditioner	Maintenances	Electrician	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer




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Generator and Power Supply	Maintenances	Electrician	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer
Computers	Maintenances	System Admin SDMES	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer
Internet connectivity and Wi-Fi	Maintenances	System Admin SDMES	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer
Website	Maintenances	Software cell of the college	Regular maintenances	Software cell Head
ERPMS	Maintenances	IT Infrastructure Committee	Regular maintenances	Software cell Head
CCTV and Biometric	Maintenances	Electrician	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer
Library	Cleaning	Attenders	Daily 4.30PM	Librarian
Elevator	Maintenances and repair	Out Source to Thyssenkrupp	Once in a Month Service And complaints attended within a week	Maintenance officer
Water-coolers and Purifiers	Maintenances	Electrician	Regular maintenances and in case of complaint, within a week of date of complaint	Maintenance officer
Office	Cleaning	Scavengers	Daily Morning before 9 AM	Maintenance officer




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Cleaning and Maintenance Work Schedule of the Cultural Centre

Physical Facility	Work	Assigned to	Processing time	In-charge
Dance room	Cleaning	Attender	Daily 2 times	Staff in-charge
Drama room	Cleaning	Attender	Daily 2 times	Staff in-charge
Yakshagana office & room	Cleaning	Attender	Daily 2 times	Staff in-charge
Office room	Cleaning	Attender	Daily 2 times	Staff in-charge
Corridors	Cleaning	Attender	Daily 2 times	Staff in-charge
Stock room	Cleaning	Attender	Daily 2 times	Staff in-charge
Toilet room	Cleaning	Scavengers	Daily 2 times	Office Superintendent
Garden	Cleaning	SDMES Gardener	Fortnightly	Garden Superintendent
Electrical & electronics	Repairing & maintenance	Electrician	Within the week from date of complaints	Office Superintendent
Office computer & CCTV	Repairing & maintenance	System admin SDMES	Within the week from date of complaints	Office Superintendent




Principal

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Department of Physical Education

Cleaning and maintenance Schedule of the sports complex

Physical Facility	Nature of work	Assigned to	Processing Time	In charge
Rathnavarma Heggade stadium • Office Room • Staff Room • A.V Room • Materials Room	Cleaning	Attender	Daily 9:00 AM to 11:00 AM	Physical Education Director
Multi gym and weight lifting room.	Cleaning	Attender	Daily 9:00 AM to 11:00 AM	Physical Education Director
Stadium gallery both floors.	Cleaning	Attender	Daily 11:15 AM to 12:30 PM	Physical Education Director
Volleyball Court maintenance.	Cleaning, watering and marking.	Attender	Daily 3:00 PM to 3:15 PM	Physical Education Director
Track maintenance.	Cleaning and marking.	Attender	Daily 3:15 PM to 3:35 PM	Physical Education Director
Kabaddi Court maintenance.	Cleaning, watering and marking.	Attender	Daily 3:35 PM to 3:50 PM	Physical Education Teacher
Netball and Handball Court maintenance.	Cleaning, watering and marking.	Attender	Daily 3:50 PM to 4:05 PM Daily 3:50 PM to 4:05 PM	Physical Education Director
Tennis court maintenance.	Cleaning, watering and marking.	Attender	Daily 4:05 PM to 4:25PM	Physical Education Director



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Washrooms <ul style="list-style-type: none"> • Staff room • Gym room • Ladies and gents (gym ground floor) 	Cleaning	Scavenger	Daily 2:00 PM to 5:00 PM	Physical Education Director
Indoor stadium <ul style="list-style-type: none"> • Gallery cleaning 	Cleaning	Attender	Daily 5:00 AM to 7:00 AM	Badminton coach
<ul style="list-style-type: none"> • Out side of the indoor • Wooden court - 2 • Outside the court • Dressing room 1 & 2 	Cleaning	Attender	Daily 7:00 AM to 8:00 AM Daily 3:00 PM to 4:00 PM Daily 4:00 PM to 6:00 PM Daily 6:00 PM to 8:00 PM	Badminton coach
Indoor Washrooms	Cleaning	Scavenger	Daily 3:00 PM to 3:30 PM	Attender.
Swimming pool <ul style="list-style-type: none"> • Office room • Hall • Outside passage • Washrooms • Pump house • Pool corridor 	Cleaning and mopping Garden (pot) Watering	Scavenger	Daily 8:30 AM to 1:00 PM	Attender




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