



ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP- Maintenance

Reference No: AES/MAI/SOP/O1

Process Name: School Maintenance

Process Objectives:

The purpose of this maintenance policy is to ensure the efficient and effective management of the school's facilities and equipment to support a safe and conducive learning environment for students, faculty, and staff.

Scope of the process:

This SOP is applicable to all the members involved in the School Maintenance Process of Ansar English School, Perumpilavu.

Process Owner: Ms. Saleena Kader

Process Members:

CEO

COO

Administrative Heads

Non-academic Supervisors

Building Custodians

Teachers

Non-teaching staff

Responsibilities:

- The school administration is responsible for overseeing the implementation of the maintenance policy.
- The maintenance department is responsible for carrying out routine maintenance tasks, repairs, and renovations.
- Teachers and staff should promptly report any maintenance issues or safety concerns to the maintenance department.

Process

1. Preventive Maintenance:

Establish a schedule for regular inspections and maintenance of school buildings, grounds, and equipment. Conduct routine inspections of electrical, plumbing, and structural integrity to identify potential issues before they escalate.

Implement a preventive maintenance program for equipment such as computers, projectors, laboratory equipment, and playground structures.

2. Reactive Maintenance:

Respond promptly to maintenance requests and prioritize urgent repairs to address safety hazards or disruptions to normal school operations. Maintain a system for logging and tracking maintenance requests to ensure timely resolution and accountability.

3. Safety and Compliance:

Ensure compliance with local building codes, safety regulations, and environmental standards.

Conduct regular safety inspections to identify and address hazards, such as trip hazards, fire hazards, and electrical issues. Provide training to staff on safety procedures and emergency protocols.

4. Budgeting and Resource Allocation:

Allocate sufficient funds in the school budget for routine maintenance, repairs, and capital improvement projects. Prioritize maintenance needs based on urgency, impact on safety and operations, and available resources.

5. Contractors and Outsourcing:

Establish procedures for hiring qualified contractors for specialized maintenance tasks or renovations. Ensure that contractors comply with safety regulations, obtain necessary permits, and adhere to agreed-upon timelines and budgets.

6. Continuous Improvement:

Conduct regular reviews and evaluations of the maintenance program to identify areas for improvement and implement best practices. Solicit feedback from stakeholders, including teachers, staff, students, and parents, to identify maintenance concerns and address them proactively.

7. Review and Revision:

Periodically review and update the maintenance policy to reflect changes in regulations, technology, school infrastructure, and feedback from stakeholders.

8. Approval and Implementation:

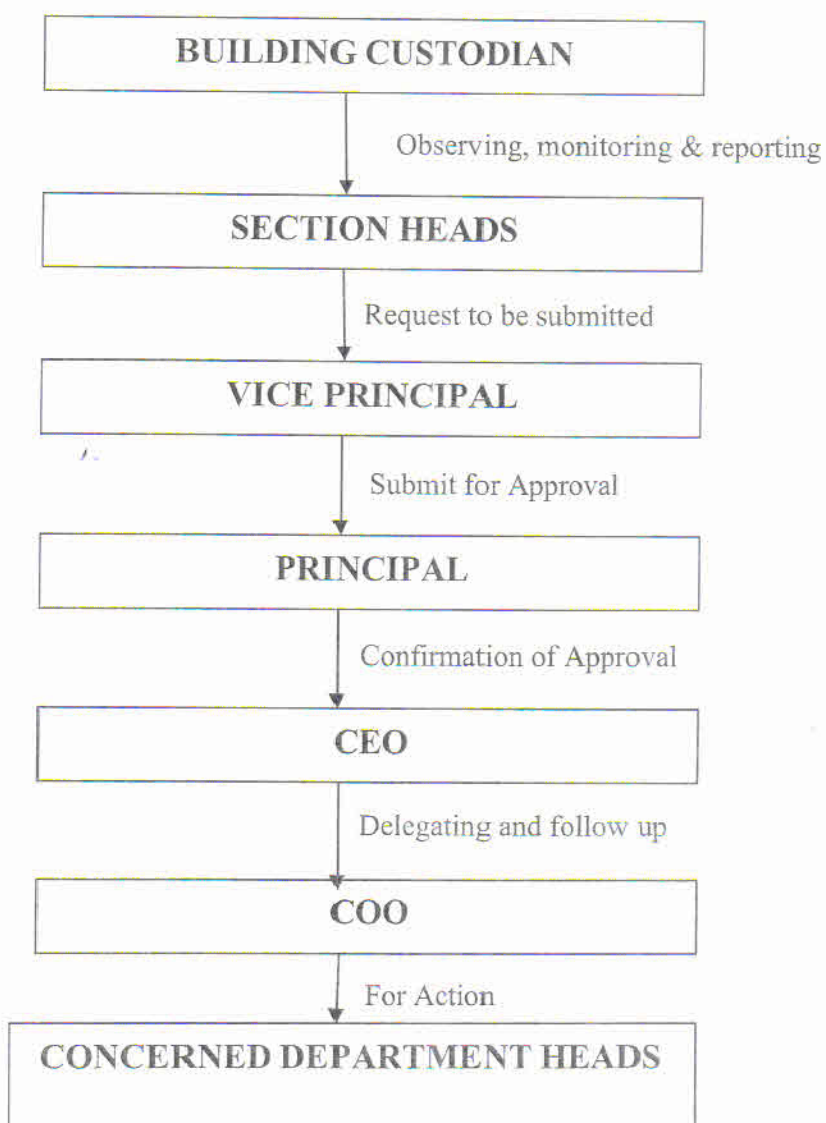
This maintenance policy shall be approved by the school administration and disseminated to all relevant stakeholders for implementation.

9. Communication and Transparency:

Maintain open communication channels between the maintenance department, school administration, teachers, and staff regarding maintenance activities and schedules.

Provide regular updates on maintenance projects, including timelines, progress, and any disruptions to normal school activities.

Communication Structure:



10. Associated Documents & Records:

- Request form from each department
- Process report after approval
- Contract Details of the maintenance team
- Time line record of completion
- MOM review meetings

Prepared by



Ms. Nimmi M K

NABET Co-ordinator



Approved by



Mr. Shihabudeen Pulath

Principal