



Institute of Business Management

Maintenance Department Policy & Procedures



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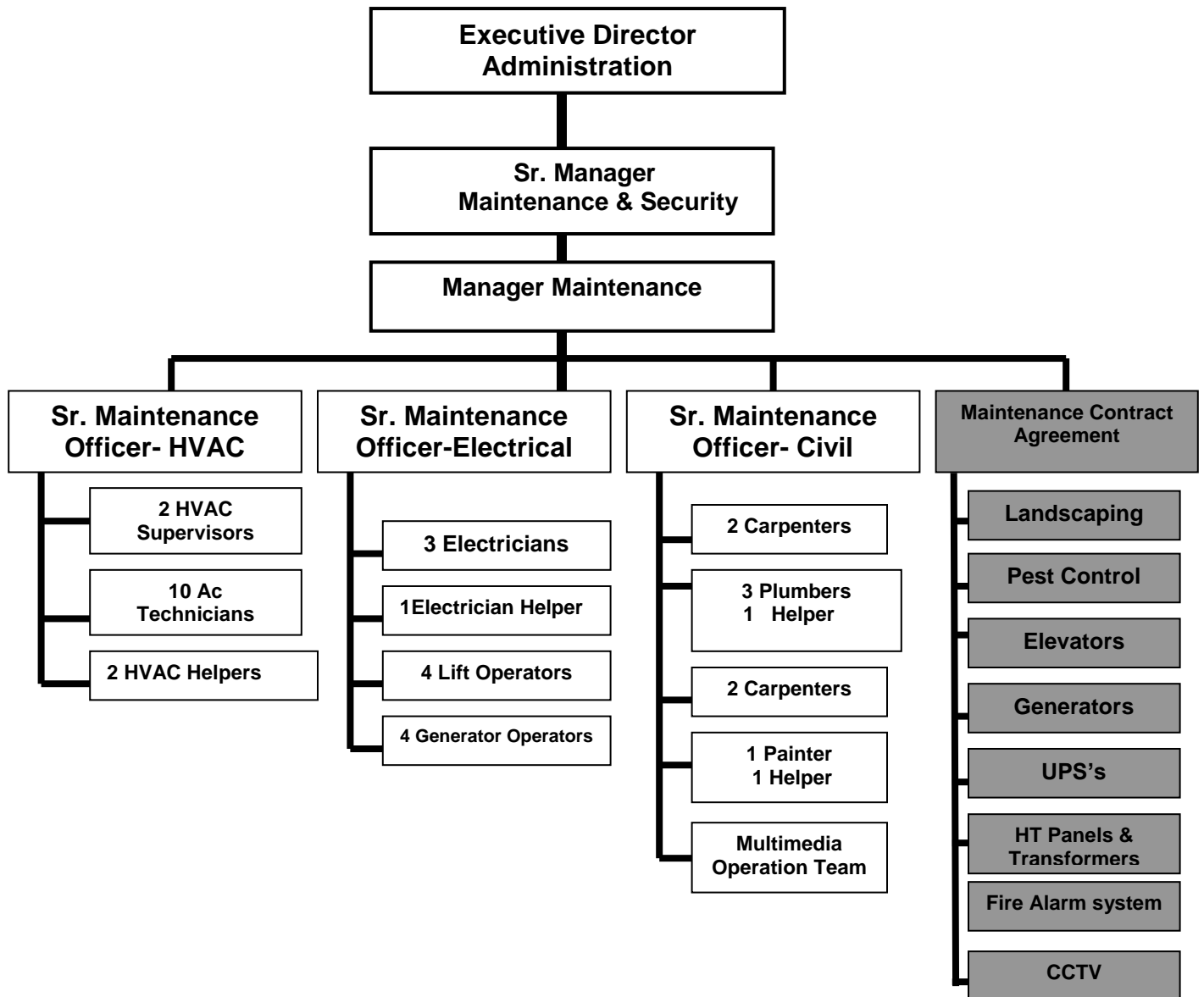
OBJECTIVE

The objective is to develop SOPs for repair, maintenance and projects by exploiting the principles and procedures of general engineering to provide an effective and efficient professional maintenance service.

Mission Of Maintenance Department

The Technical Services Team of the Maintenance Department of IoBM is responsible for managing the maintenance function in the most cost effective manner while maximizing the useful life of equipment and properties while striving to provide the best service.

MAINTENANCE DEPARTMENT ORGANIZATION CHART



TYPES OF MAINTENANCE

1. Traditionally, 5 types of maintenance have been distinguished, which are differentiated by the nature of the tasks that they include:

- a. **Corrective maintenance:** The set of tasks is destined to correct the defects to be found in the different equipment and that are communicated to the maintenance department by users of the same equipment.
- b. **Preventive Maintenance:** Its mission is to maintain a level of certain service on equipment, programming the interventions of their vulnerabilities in the most opportune time. It is used to be a systematic character, that is, the equipment is inspected even if it has not given any symptoms of having a problem.
- c. **Predictive Maintenance:** It pursues constantly know and report the status and operational capacity of the installations and operational ability. To apply this maintenance, it is necessary to identify physical variables (temperature, vibration, power consumption, etc.). The variation in physical variable is indicative of problems that may be appearing on the equipment. This maintenance is the most technical, since it requires advanced technical resources, and technical knowledge.
- d. **Zero Hours Maintenance (Overhaul):** The set of tasks whose goal is to review the equipment at scheduled intervals before appearing any failure, when the reliability of the equipment has decreased considerably. These reviews will replace or repair all items subject to wear and tear. The aim is to ensure, with high probability, a good working time fixed in advance.
- e. **Periodic maintenance (Time Based Maintenance TBM):** the basic maintenance of equipment made by the users of it. It consists of a series of elementary tasks (data collections, visual inspections, cleaning, lubrication, retightening screws,) for which no extensive training is necessary, but perhaps only a brief training.

2. **Responsibilities of Maintenance Department:** Maintenance department is responsible to:

- a. Coordinate and liaison with all other departments for the procurement and maintenance of all real property (all blocks, buildings, assets etc), equipment, utility services, and communication services.
- b. Prepare the Maintenance department's budgets. Coordination of other departments in the preparation of their maintenance budgets.
- c. Prepare the Project cost estimates; proposal, justification and management of capital projects and expenditures.
- d. To manage and maintain the Utilities Operation and energy management systems that includes:-
 - i. To look after the Operation and Maintenance of all utility systems and equipment in the facility.
 - ii. Completion of operating logs, reports, and records required by concerned local agencies and the company.
 - iii. Liaison with public utilities departments.
 - iv. Procurement of fuel for Stand-by Gen-sets through Purchase department.
 - v. Maintenance of back-up utility system (Standby Generator sets & Solar System).
- e. Repair, Maintenance and upkeep the following:
 - i. HVAC
 - ii. Electrical appliances
 - iii. Civil infrastructure
 - iv. Landscaping
 - v. Standby Generators and solar system
 - vi. UPSes
 - vii. Fire Alarm Systems and Fire extinguishers
 - viii. Elevators
 - ix. Transformers
 - x. Electrical distribution system (11 KVA MV panels)

- xi. Training Aids (like Multimedia, sound systems, LCDs, Printers)
- xii. Security and surveillance systems
- xiii. Vehicles and Motorcycles
- xiv. Water managements
- xv. Projects
- xvi. Drainage water recycle system (for gardening)
- xvii. Monitoring of outsource contracts.

3. CATEGORIES OF COMPLAINTS: Category of complaint are as under:

- a. **Emergency Works:** Emergencies are the **highest priority of work.** Maintenance personnel will consider a work item to be an emergency if the following occur:

- i. The situation constitutes a serious threat to the life, safety or health of residents/occupants or staff.

or

- ii. The situation will cause serious damage to the property structure or systems if it is not repaired immediately or within twenty-four (24) hours.

If a staff member is not assured of whether or not a situation is an emergency, he will consult with his supervisor. If a supervisor is not available, the employee will use his best judgment to make the decision.

- b. **Routine Complaints / Faults:** Receive through telephone calls, emails Or **Computerized Maintenance Management System (CMMS).**
- c. **Faults / Disorder Reported by Own Staff / Housekeeping Staff:** Any observation made by maintenance department staff or housekeeping staff be immediately reported to maintenance department officials / supervisors.

4. ACTIONS TO ADDRESS THE COMPLAINT: After receiving a complaint following steps will be followed:-

- a. Complaints are converted into work orders through CMMS.
- b. Work order then assigns to the concerned discipline's Senior Maintenance Officer i.e. SMO-Electrical, SMO-HVAC and SMO-Civil.

- c. The SMO will analyze and evaluate the work required to be done and will ascertain the time period required for the completion of the job.
- d. The SMO will then hand over the work order to his supervisor / technician / maintenance staff for execution within the completion time frame given on the work order.
- e. The supervisor / technician / maintenance staff will execute the job within the given time frame for completion of job.
- f. Any material required for the work execution will be issued from the Store of the Purchase department on the submission of prescribed Material Issuance Form to the Store (See attached Annexure “B” for sample Form).
- g. The issued material is utilized / consumed either against the replacement of a defective / unserviceable material / item of the equipment or for additional supportive requirement for the resolution of the complaint.
- h. If the required material is not available in the store then a Purchase Requisition form (See Annexure “A” for sample Form) is filled mentioning the details of the material required i.e. item description, specifications, quantity required, time period within which the availability of material is required along with the reason for the requirement of the item / material etc.
- i. The filled form is submitted to the Purchase Department after completion of all necessary formalities (Signatures from the Requesting departmental head, and if needed Administrative approval from the Executive Director).
- j. The Purchase department will ensure the availability of the requested material / items within the requested time.
- k. The Purchase department will inform maintenance department about the availability of the requested items / materials and will request for the inspection of the purchased material / items.
- l. Maintenance department personnel (SMO or Supervisor) will inspect the make and type, specifications and quality of available material / items.
- m. The inspection criteria will be based upon the requested material / items specifications, brand and quality etc.

- n. On the basis of the inspection, the available items / material is approved / accepted or disapproved / not accepted.
- o. If the item / material is not approved / not accepted then the Purchase department will return back the purchased material to the concerned supplier and will instruct the supplier to ensure availability of the material as per required specification, quality and brand etc mentioned by the maintenance department.
- p. After acceptance of spare / material or item, the same is issued to maintenance department for their necessary repair / rectification action.

5. **Disposal of Unserviceable Items / Materials:** Faulty Items / materials or parts of the faulty item are critically inspected and segregated as per following categories:

- a. **Repairable items / Material:** Can be repaired through own resources or through local market in order to utilize them in future
- b. **Not repairable / Beyond Economic Repair (BER):** Items with conditions that cannot be repaired or their repair required expenses that are not feasible to expend for such repair be declared as BER.
- c. **Retrieval of Parts for BER Equipment:** BER items are inspected for retrieval of useable parts that can be utilized for repair of such type of items in future.
- d. **Disposal of Retrieved items / Parts:** The repaired / retrieved items and usable parts / spares of the defective equipment are listed and handed over to the store / purchase in order to be taken on charge and for storage so that the same may be utilized in future.
- e. **Disposal of Scrap:** The leftover BER items / material are declared as scrap and disposal of scrap is done as per following procedure:
 - i. The declared scrap material is placed / collected in a predefined / designated space.
 - ii. Vendors are invited by the maintenance department to submit their bid / offer for the scrap.

- iii. Comparative statement of the given bid are prepared.
 - iv. Memo for approval of best bit is forwarded to Executive Director Admin for necessary approval.
 - v. After approval from the ED Admin the selected vendor is awarded the contract for disposal of scrap material.
 - vi. Collected amount is deposited to finance department.
- f. **Trade Off / Trade Back of BER items with new one:** Useful equipment / Spare (Such as Video Projection System **VPS**, or Compressors) can be trade off with new equipment / spare if found feasible and economical. Maintenance department would suggest the tradeoff / trade back of the faulty / beyond repair equipment with new one from a vendor / supplier in order to reduce the purchased cost.

6. Projects:- If the scope of work is beyond capabilities and available resources and time then such works are included under the category of Projects. Such works are usually outsourced i.e. executed through the contractors having the expertise of such required field. The contractors are selected through procedure as per paragraph 7. The job execution is supervised by the maintenance department to ensure the execution of job as per specifications, required quality and standards. Maintenance department can stop the work if at any point the quality of work being done is found against the required specifications, quality. And the Vendor be instructed to redo the job as per the required specifications, quality and standards.

7. Selection of Contractor / Outsource for Execution of a particular Job / Project:-

- a. Maintenance department explore and evaluate the contractors technically to assess their profile, capabilities / expertise, resources, previous experience of execution of similar jobs.
- b. Selected contractors are invited to submit their quotations for the execution of a particular job or project.
- c. At least 2 or preferably 3 contractors are invited for submission of quotation.
- d. Negotiations are carried out with the contractors to achieve quality products at competitive rates for the execution of the said job. On the basis of the negotiations the contractor with the lowest bid is selected.
- e. Comparative Statement are prepared and necessary approval from competent authorities (ie President / Executive Director Admin) be incorporated.
- f. After getting approval the job / Project / contract be awarded to the approved contractor, without compromising the quality and quantum of work.

Note:

- a. Any job with already approved rates within current fiscal year, may be awarded on the authority of previous approval.
- b. Any job with less than Rs 10'000/ value may be awarded on single quotation dependent upon the situation.
- c. Any specialized job for which there is no facilities in local market or OEM base equipment may be awarded without comparative statement.

8. COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS):

The Maintenance Department has kept in place comprehensive work order system software i.e. **Computerized Maintenance Management System (CMMS)**. If there is any complaint or a need for repair and maintenance work, then the concern person / department will lodge a work request into this CMMS system software. The procedure for lodging complaints via CMMS software is given as under

- a. For registration of complaints the requester /user has to type the following link address on their Google Chrome search space.

Link:- <https://iobmmaint.macmms.com/>

- b. The user just needs to use the above link and register complaints. The following screen will appear.

The screenshot shows a web browser window with the address bar displaying <https://iobmmaint.macmms.com>. The page features the Institute of Business Management logo at the top. Below the logo, there is a prominent button labeled "Submit a Maintenance Service Request" with a clipboard icon. A text box below this button states: "Allow users to easily submit a **Service Request** from your website: [click to get the HTML widget!](#)". The main content area is titled "Institute of Business Management" and contains a sign-in section with the text "Sign in to your account". This section includes two input fields for username and password, a "Sign In" button, and a link for "Forgot your password?". At the bottom of the page, there is a footer with "Terms", "Privacy", and "Copyright 2019 Fix" links, and a Windows taskbar at the very bottom showing the time as 12:53 PM on 5/4/2019.

- c. The user will just click on “Submit a Maintenance Service Request” and the following form will appear on the screen

SUBMIT MAINTENANCE SERVICE REQUEST

Requester Full Name

Requester Phone Number

Requester Email

Work Order Code 9555 Work Order Status Requested

Description

Asset Maintenance Type

Priority Suggested time (hours)

OK [Show Video Help](#)

- d. Now the user has to enter the required information in the blank fields provided in the form i.e. his details (Name, Phone number, email etc) and the compliant details to be filled under the blank space for description.
- e. After the Selection of Maintenance type, priority, and suggested time (hours) the user will click on the button Ok.
- f. In this way the work request will be saved in CMMS software and will be automatically routed to the concerned maintenance department personnel.
- g. An automatic email will also be generated and received by the complainant as a token of receipt of the work request lodged by him.
- h. In case of any problem or confusion in registering complaints the user may contact our concerned maintenance personnel on telephone **Extension 637**, for further assistance. He will guide the user further accordingly.
- i. All the departments should always use the above mentioned procedure for registration of maintenance complaints.
- j. The Work Request received through CMMS system is converted into a work order within the software which is routed to the concerned

maintenance personnel on the basis of the nature of job required to be done in the work request. A work order contains following details:

- i. Preprinted work order number
 - ii. Source of request (planned, inspection, raised by the requester, etc.)
 - iii. Priority assigned
 - iv. Location of work
 - v. Date and time received
 - vi. Date and time assigned
 - vii. Worker(s) assigned
 - viii. Description of work requested
 - ix. Description of work performed
 - x. Estimated and actual time to complete
 - xi. Materials used to complete work
 - xii. Sign off Signatures of the Maintenance Personnel after completion
 - xiii. Complainant/Requester Verification Signatures for completion
- k. All above informations are required for the maintenance department to plan for the delivery of maintenance services as well as evaluation performance/efficiency can also be determined.
 - l. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded.
 - m. After completion of a particular work order the concerned maintenance personnel will close the said work request in the CMMS system.
 - n. As soon as the work request is closed in the CMMS system automatically generate and email to the complainant / requestor of the completed Work Request for intimation of the completion of the said work request and necessary feedback.

TO BE FILLED IN BY DEPARTMENT PLACING REQUEST				FOR USE OF PURCHASE DEPARTMENT	
Name of Department: Maintenance				S. No. _____ P.R. No. : / /2019	
S. No.	Item Description with Specifications	Quantity	Measuring Unit	Unit Price (Rs.)	Total Price (Rs.)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
Justification :				Total	
				Tax	
				GST 1 %	
				Grand Total	
				<u>Comments: (purchase)</u>	
<u>HoD</u> Name: _____ Signature: _____ Department:_____ Date: _____					
<u>Stock position :(store)</u>					

	_____ Signature: _____

<u>Approved By Manager Purchase</u> (Up to Limit Rs. 10,000/-)	<u>Approved By Executive Director</u> (Over Rs. 10,000/-)
_____	_____
_____	_____
_____ Signature	_____ ED ADMIN /EMEC



Institute of Business Management

Sample Requisition Form

S.NO	ITEM	Qty	S.NO	ITEM	Qty
1	1 gang 1 way switch		53	Face plate flat pin (Clipsal)	
2	1 Switch Brown (switch kid)		54	Face plate light plug	
3	Sand PVC		55	Face plate power plug	
4	Band PVC 1 inch		56	Fan bracket 18 inch	
5	Band PVC 3/4 Inch		57	Fan Capacitor 3.5 UF	
6	Band PVC electric		58	Fan Ceiling S6 Inch	
7	Battery Cell 9 w		59	Fan Ceiling 56 Inch (out of order)	
8	Bel! Push Button		60	Fan Dimmer	
9	Bulb 100 W (Screw type)		61	Fan Exhaust 8 Inch	
10	Bulb 2.SV (torch bulb)		62	Fancy light	
11	Bulb 60 W (Pin type)		63	Fixture light 500 W	
12	Bulb 60 W (Screw Type)		64	Holder PVC	
13	Bulb Chock 125 W HPL		65	HPL bulb 400 w	
14	Bulb halogen 150 W		66	HPL-N bulb 400 W	
15	Bulb Holder (Use for 400 W)		67	HPL -N bulb 250 W	
16	Bulb Holder E-27 (pin type)		68	Igniter (Use for light SN 58)	
17	Bulb Holder E-27 (Screw type]		69	Igniter (Use for light Z 400 M)	
18	Bulb Holder PVC		70	indication light	
19	Cable Clip (Wlro Clip)		71	Junction box 1 1/4	
20	Candle Bulb 60 W		72	Junction Box 1 1/2	
21	Capacitor 4.5 UF		73	Junction box 1 Inch	
22	Capacitor for light 32 UF		74	Key chain Hook	
23	Capacitor for light 35 UF		75	Light Choke 400 W HPL	
24	Cell Battery 1.5 V		76	Multi plug flat pin	
25	Cell 1.5 (Green)		77	Multi plug light plug	
26	Coil 4 mm Pakistan cable		78	Multi plug power plug large	
27	Coil 6 MM Pakistan cable		79	Nito Tape	
28	Connector Strip 30 AMP		80	Nutt Bolt	
29	Connector Strip 60 AMP		81	Osram bulb 50 W 12 V	
30	Concealed Open box		82	Osram Bulb 70 W	
31	Down light (Different type)		83	Osram bulb Halogen display optic Lamp 250 W Z4 V	

32	Energy Saver 14 W		84	Rawal Plug purple	
33	Energy Saver 18 W		85	Rawal Plug while	
34	Energy Saver 11 W		86	Saddle 1 1/4 pvc	
35	Energy Saver 8 W		87	Tube light 20 w	
36	Face plate flat pin (Clipsal)		88	Tube light 40 w	
37	Saddle 1 Inch		89	Tube Light Black 350 15 Vv	
38	Saddle pvc electric 2 1/2		90	Tube light choke 20 w	
39	Socket		91	Tube Light Choke 40 W	
40	Socket 2 pin(Switch Kid)		92	Tube Light Holder	
41	Socket Two Pin		93	Tube light P4	
42	Socket pvc electric		94	Tuba light P4	
43	Socket pvc electric 1/4		95	Tube light Patti fitting 40 w	
44	Socket PVC electric 2 1/2		96	Tube light starter S10	
45	Sogo Emergency Light GPN 207		97	Tube light starter S2	
46	Switch (Clipsal)		98	Tube light toshi 10 W	
47	Switch Kid Fan Dimmer		99	Tungsvan bulb screw type	
48	Switch Kid Sheet 6 way		100	Two Pin Plug	
49	Three Pin Top (Power Plug)		101	Two pin plug flat pin	
50	Three pin top flat pin		102	Tung seven bulb screw type	
51	Three Pin Top Light Plug		103	Two Pin Plug	
52	TPC-32		104	Two pin plug flat pin	

Requisition From: (Name)

Department

HoD

Approved By
Manager Purchase

Incharge Central Store & Record

Received By

Appendix 1

JOB DESCRIPTION		
1. DEPARTMENT Maintenance	2. DESIGNATION Manager Maintenance	3. POSITION STATUS Permanent
4. DEFINITION AND PURPOSE OF POSITION Responsible for efficient operation of all HVAC systems, electrical distribution systems, Generators, Lifts, Civil infrastructure and Landscaping Areas of IoBM by implementing effective preventative maintenance and minimizing break downs.		
5. NATURE AND SCOPE		
5.1 Reports to: Senior Manager (Maintenance), Administration and Finance		
5.2 Supervises: All maintenance staff pertaining to civil works, power generation, distribution and K Electric Network. HVAC system, CTV, Firefighting and Multimedia Staff.		
5.3 Key Accountabilities: Responsible for management and maintenance of following sections through maintenance officers. <ul style="list-style-type: none"> • HVAC Systems (Air Conditioning Systems) • Power Generation and distribution & KESC related matters. • Civil works including water supply, sanitary and plumbing works and carpentry works. • Firefighting equipment • CTV system and Multimedia system. • Preparation of Maintenance contract for power generation, elevators, UPS system and fire alarm system. • Day to day checking of maintenance procedures of all above mentioned sections. • Put all out efforts to Keep the above services functional and incase of any emergency of sudden failure, take immediate action to contract the concerned parties for rectification of the defects. • To ensure the quality, timeline and progress to all projects under maintenance department. • Checking and verification of maintenance contractors invoices for maintenance work. 		
6. KEY INTERACTIONS		
6.1 External: Dealing with Contractors, Suppliers and consultants etc		
6.2 Internal: Sr Manager (Maintenance), ED Admin, President & HoDs of Management & Faculties.		
7. FUNCTIONS OF THE POSITION		
7.1 Principal Functions: <ul style="list-style-type: none"> • For smooth functioning of all Air- Conditioning System. • Smooth operation of Power Generation & KESC Network. • Smooth functioning of all utilities including Fire Alarm System, UPS & Generators, sound system and Multimedia system. • Preparation of Maintenance Contracts for Power Generation, Fire alarm Systems, UPS and Elevators and Gardening of Landscaping Areas. 		
7.2 Routine Functions: <ul style="list-style-type: none"> • Day to day checking of maintenance procedures. • Trouble shooting of all utilities. 		

- Decision making for remedial actions.
- Communicating with stock holders both internal & external i.e contractors, suppliers, purchasers & consultants.

8. SPECIFICATION

8.1 Academic Professional Qualification:

- BE. (Electrical from NED University)
- Life Membership of PE (Pakistan Engineering Council)
-

8.2 Experience & Training:

- More than 23 years of Professional Experience in the field of engineering and maintenance management.

9. COMPETENCIES

9.1 Personal Competencies

- Good leadership skills
- Good Communication Skill.
- Report writing
- Proactive
- Timely decisions.

9.2 Technical Competencies

- To access technical problems and recommend solution to address and rectify the problems.
- Awareness of all HVAC, Electrical, Multimedia and Civil systems etc.

10. PREPARED BY

NAME: Syed Adnan Faisal

SIGNATURE

11.1 REVIEWED & APPROVED BY

NAME: Ms. Sabin Mohsin
Executive Director Administration

SIGNATURE

12. ACCEPTED BY

NAME : Syed Adnan Faisal

SIGNATURE

Appendix II

Job Description for Supervisor (All Sections)

Report to: Maintenance Officer & Manager Maintenance

Reported by: Respective Technicians & Helpers

Summary of Responsibilities:

- Resolving User's complaints, delivering, connecting & maintaining items, equipment, systems.
- Promptly respond to User's complaints.
- To schedule and ensure implementation of Preventive Maintenance.
- Let no complaint remain unresolved for more than 01 day.
- Install all equipment within 01 week of arrival.
- Ensure no User is unsatisfied due to assigned job performance.
- Let no complaint remain unsolved during shut down maintenance period.
- Ensure weekly, fortnightly preventive maintenance of all items, equipment, systems.
- Report any unsafe equipment or working conditions of respective systems to Asst. Maintenance Engineer / Officer.
- Inform all Users of safety and equipment operating procedures.
- To check the performance and duties of Technicians.
- Perform other duties as assigned by management and will enforce & uphold the cooperative's credit policy.
- Uphold cost effective and efficient policy as described by the management.

Academic Professional Qualification:

- Should be minimum Matriculate having Technical Diploma / Certificate from any Polytechnic Institute or Vocational Training Center in respective field.
- Should have minimum 10 years of practical experience of handling & maintaining respective items, equipment, systems.

Appendix III

Job Description for AC Technician

Report to: AC Supervisor & Assistant Maintenance Engineer/ Maintenance Officer (HVAC)

Summary of Responsibilities:

- To assist AC Supervisor and perform all the duties as assigned to him by his supervisor

Daily Check & Service (if required)

For AC Units:

- Leakages
- Fan Motors
- Insulation
- Cooling Condition
- Physical Condition

For Chiller Units:

- Temperature of inlet and out let
- Compressor pressures suction and discharge
- Pump pressure inlet / outlet
- AHU suction and discharge pressure (only for Petra Chiller at Library Block)
- Check thermostat of AHU (for Petra Chiller) and FCU (for RHOSS Chiller)

Weekly Check & Service:

For AC Units:

- Check the pressure of refrigerant R-22 Gas
- Check the working of compressor
- Check the LP and HP pressure switches
- Check the wiring
- Check the electrical components

- Check the condenser Coil
- Check the leakages and repair if found

For Chiller Units:

- Check the pressure of R-22 Gas
- Check the working of compressor
- Check the electrical components
- Check condenser coil
- Check the wiring

Fortnight Check & Service:

For AC Units:

- Check and service the condenser coil with water pressure.
- Check the gas pressure
- Check the LP and HP switches
- Clean the filters
- Check blower
- Check all the accessories of electrical components
- Check voltage and amperes of the electrical components
- Check leakages and repair if found
- Check the temperature of the coil
- Check the dampers and ducting of AC Units
- Paint the rusty components

For Chiller Units:

- Check and service the condenser coil with water pressure
- Check the gas pressure
- Check the LP and HP switches

- Clean the filters
- Check blower
- Check all the accessories of electrical components
- Check voltage and amperes of the electrical components
- Check leakages and repair if found
- Check the temperature of the coil
- Check suction & discharge pressure
- Check the dampers and ducting of AC Units

Academic Professional Qualification:

- Should be minimum Matriculate having Technical Certificate from any Polytechnic Institute or Vocational Training Center in Air – Conditioning & Refrigeration.
- Should have minimum 05 years of practical experience of handling & maintaining all types of AC Units and Chillers.

Appendix IV

Job Description for AC Helpers

Report to: AC Technician & AC Supervisor

Summary of Responsibilities:

- Provide all assistance to AC Technicians in their Job as required.
- To ensure for executions of all jobs as assigned by the AC Technician.
- Should learn all the technical methods for resolving AC repairs,/Checking and Servicing issues.

Academic Professional Qualification:

- Knowledge and Experience of Basic Air Conditioning procedures of servicing/ repairing.
- Should know reading & writing English / Urdu.

Appendix V

Job Description For Carpenter

Report to: Sr Maintenance officer (Civil)

Summary of Responsibilities:

- To maintain all wood work of IoBM campus.
- Promptly respond to User's complaints for locks & keys of doors & cabinets.
- Perform other duties as assigned by Sr Maintenance officer (Civil)

Appendix VI**Job Description for Electrician**

Report to: Sr Maintenance officer (Electrical).

Summary of Responsibilities:

- To maintain all electrical connections, of IoBM campus.
- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools.
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools.
- Promptly respond to User's complaints regarding electrical connections.
- To install new DB & circuit breaker, fans & power sockets & switches.
- Perform other duties as assigned by Sr Maintenance officer (Electrical)
- To ensure Safety in all Electrical Activities performed by him.
- To ensure servicing and cleaning of all Electrical DB's and Panels on regular intervals.

Academic Professional Qualification:

Should be valid Electrician License Holder.

Appendix VII

Job Description for Electrical Helper

Report to: Electrician

Summary of Responsibilities:

- To provide all assistance to Electrician in maintaining all Electrical works.
- To Ensure and follow all safety procedures in all Electrical Activities performed by hi.
- Perform other duties as assigned by Sr Maintenance officer (Electrical)

Academic Professional Qualification:

Should be basic knowledge of electrical wiring , can read and write English and urdu.

Appendix VIII

Job Description For Plumber

Report to: Sr Maintenance officer (Civil)

Summary of Responsibilities:

- To maintain all Sanitary & plumbing installations of IoBM campus.
- To maintain the water supply system of IoBM campus.
- To maintain all drainage system of IoBM campus.
- Promptly respond to User's complaints.
- Perform other duties as assigned by Sr Maintenance officer (Civil)

Job Description for Generator Operator

Report to: Senior Maintenance Officer Electrical &
HoD Maintenance

Summary of Responsibilities:

- Monitor, Maintain and Operate Power Plant Generators and auxiliaries in professional manner.
- Maintain Power House Auxiliary equipments, to supply fuel, Lube oil, cooling /ventilation fans, radiators.
- To ensure on time availability of the Generators, perform daily test run of Generators for few minutes.
- Daily check the generator lube oil level, diesel level, Coolant Level, Battery Voltages.
- Daily cleaning of generator top to bottom, radiator, Air Filter.
- Ensure monthly maintenance/visit Schedule.
- Ensure Bi-annual or 200 Hrs Service schedule.
- Maintain Generator Operation Log Sheet, update in real time.
- Maintain and clean associated HT/LT Switch and Gear Panels.
- Maintain and clean all Synchronizing and Load Sharing Panels.
- Thoroughly monitoring of diesel levels at both ends i.e. underground tank and day tank.
- Receiving and ensuring safe unloading of diesel from diesel tanker.
- Timely update daily K-electric hourly monitoring log sheet.
- If observed any abnormality in generators and auxiliaries inform to SMO Electrical.

Academic Professional Qualification:

- Should be minimum Diploma certificate from any Polytechnic Institute or Vocational Training Center in Electrical / Mechanical
- Should have minimum 05 years of practical experience of handling & maintaining of Diesel generators, load sharing and synchronizing panels, understanding of HT / LT switch and gears panels.

Job Description for Lift Operators

Report to: Senior Maintenance Officer (Electrical)

Summary of Responsibilities:

- Operate the installed Lifts/Elevators with full skill and ensure trouble free operation of lifts.
- Preliminary checking of all operational switches.
- Cleaning of the lift cabin.
- Must understand all the methods and principles of basic elevator operation
- In case of power failure may bring the lift cabin at ground floor.
- Assist the lift technician in weekly maintenance of lift.

Academic Professional Qualification:

- Should have basic knowledge of Lift Operations
- Should know reading & writing English / Urdu.

Job Description of Lift Technician

Reports to: SMO-Electrical, AC Supervisor & HVAC Engineer

Summary of Responsibilities:

- To keep the installed lifts in working condition.
- Preliminary checking of all operational switches.
- To maintain the lift engine and cabin in good working condition.
- To coordinate with maintenance vendors
- In case of sudden Power Failure may bring the lift cabin at Ground Floor.

Academic Professional Qualification:

- Should have basic knowledge of Lift Operations
- Should know reading & writing English / Urdu
- Should know reading & writing English / Urdu.