

Technical Committee (Repair & Maintenance) Policy

1. PURPOSE

The Technical Committee (Repair & Maintenance) is established to ensure the efficient functioning, safety, and upkeep of all physical and technical infrastructure within the school. The committee is responsible for maintaining a safe, hygienic, and well-equipped learning environment that supports academic and co-curricular activities.

2. SCOPE

This policy applies to:

- ☐ School buildings and infrastructure
- ☐ Electrical, plumbing, and civil systems
- ☐ ICT infrastructure (computers, smart boards, networks)
- ☐ Laboratory equipment and technical resources
- ☐ Furniture, fixtures, and classroom facilities
- ☐ Safety systems (fire safety, alarms, CCTV, etc.)

3. OBJECTIVES

- ☐ Ensure timely repair and preventive maintenance of all facilities
- ☐ Minimise disruption to academic activities due to technical issues
- ☐ Maintain safety standards and compliance with regulatory norms
- ☐ Optimise the lifespan and performance of school assets
- ☐ Establish accountability and systematic reporting mechanisms

4. COMPOSITION OF THE COMMITTEE

The Technical Committee shall include:

- ☐ **Chairperson:** Principal / Head of School

- ❑ **Coordinator:** Admin Manager / Operations Head
- ❑ **Members:**
 - IT Head / ICT Coordinator
 - Maintenance Supervisor
 - Laboratory In-charge (Science/Computer Labs)
 - Safety Officer
 - Representative Teacher
- ❑ **External Members (as required):**
 - Certified Electrician / Plumber / Technician
 - Vendor Representatives

5. ROLES AND RESPONSIBILITIES

5.1 Chairperson

- ❑ Provide strategic direction and approvals
- ❑ Ensure compliance with safety and regulatory standards

5.2 Coordinator

- ❑ Oversee daily maintenance operations
- ❑ Maintain records and reports
- ❑ Coordinate with vendors and service providers

5.3 IT Head / ICT Coordinator

- ❑ Ensure smooth functioning of all digital infrastructure
- ❑ Maintain hardware, software, and network systems
- ❑ Plan upgrades and cybersecurity measures

5.4 Maintenance Supervisor

- ❑ Execute repair and maintenance tasks
- ❑ Conduct routine inspections
- ❑ Supervise support staff and technicians

5.5 Laboratory In-charge

- ❑ Ensure proper functioning and safety of lab equipment

- ☐ Report faults and maintenance needs

5.6 Safety Officer

- ☐ Monitor safety compliance (fire, electrical, structural)
- ☐ Conduct safety audits and drills

6. KEY FUNCTIONS OF THE COMMITTEE

6.1 Preventive Maintenance

- ☐ Develop and implement a **maintenance calendar** (monthly/quarterly/annual)
- ☐ Conduct regular inspections of:
 - Electrical systems
 - Plumbing and sanitation
 - Classroom infrastructure
 - ICT systems
- ☐ Maintain service logs and inspection reports

6.2 Breakdown Maintenance

- ☐ Ensure immediate response to repair requests
- ☐ Categorise issues based on urgency:
 - **Critical (same day resolution)** – safety hazards, major failures
 - **High (within 24 hours)** – essential classroom disruptions
 - **Routine (within 2–3 days)** – minor repairs
- ☐ Maintain a **complaint tracking system**

6.3 ICT & Technical Systems Management

- ☐ Maintain computers, servers, smart boards, and internet connectivity
- ☐ Ensure regular data backup and cybersecurity protocols
- ☐ Plan upgrades and replacements

6.4 Vendor Management

- ☐ Identify and empanel qualified vendors
- ☐ Ensure annual maintenance contracts (AMCs) where required
- ☐ Monitor service quality and compliance
- ☐ Maintain vendor performance records

6.5 Safety & Compliance

- ☐ Ensure adherence to fire safety, electrical safety, and building norms
- ☐ Maintain safety equipment (fire extinguishers, alarms, CCTV)
- ☐ Conduct periodic safety audits and mock drills
- ☐ Ensure compliance with local authority regulations

6.6 Inventory & Asset Management

- ☐ Maintain an updated inventory of all assets
- ☐ Tag and track equipment
- ☐ Record repairs, replacements, and depreciation
- ☐ Plan procurement based on need analysis

7. STANDARD OPERATING PROCEDURES (SOPS)

7.1 Reporting a Complaint

- ☐ Staff to log complaints via:
 - Maintenance register / digital system
- ☐ Complaint must include:
 - Location
 - Nature of issue
 - Urgency level

7.2 Issue Resolution Workflow

1. Complaint logged
2. Assigned to maintenance staff/vendor
3. Issue assessed and categorised
4. Repair carried out
5. Verification and closure
6. Record updated

7.3 Emergency Response

- ☐ Immediate action for:
 - Electrical faults
 - Water leakage/flooding
 - Fire hazards
- ☐ Inform Principal and Safety Officer
- ☐ Evacuate area if required

8. DOCUMENTATION AND RECORDS

The committee shall maintain:

- ☐ Maintenance logs and registers
- ☐ Asset and inventory records
- ☐ AMC agreements and vendor details
- ☐ Safety audit reports
- ☐ Complaint and resolution records
- ☐ Budget and expenditure reports

9. MEETINGS

- ☐ The committee shall meet:
 - **Monthly** for review of maintenance activities
 - **Quarterly** for strategic planning and audits
- ☐ Minutes of meetings shall be recorded and shared

10. BUDGETING AND RESOURCE ALLOCATION

- ☐ Prepare an annual maintenance budget
- ☐ Allocate funds for:
 - Routine maintenance
 - Emergency repairs
 - Upgrades and replacements
- ☐ Monitor expenditure and ensure cost-effectiveness

11. MONITORING AND EVALUATION

- ☐ Regular review of:
 - Response time to complaints
 - Quality of repairs
 - Vendor performance
- ☐ Feedback from staff and students
- ☐ Periodic audits by school leadership

12. POLICY REVIEW

This policy shall be reviewed annually and updated as required to ensure alignment with institutional needs and regulatory standards.

13. DISCLAIMER

The school reserves the right to take necessary action in case of negligence, non-compliance, or misuse of resources related to maintenance and technical systems.