

# ADITYA

## COLLEGE OF PHARMACY

Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA  
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 99498 76664  
Email: [office@acop.edu.in](mailto:office@acop.edu.in)  
Website: [www.acop.edu.in](http://www.acop.edu.in)

### CRITERION - IV

Criterion	Description
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratories, library, sports, complex, computers, classrooms etc.



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SURAMPALEM-533 437



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### MAINTENANCE POLICY:

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – like Class rooms, Labs, Library, Animal house, Medicinal garden, Sports and General maintenance**

**Class rooms:** All class rooms in the college were well built with good ventilation. Each class room has the capacity of sixty students. Every class room in the college maintained with convenient sitting arrangements. ICT facilities in class rooms are maintained by hard ware person of the college.

**Labs:** All labs in the college are incorporated with sophisticated equipment. The equipment in all labs are maintained by lab technicians under the supervision of lab in charge.

**Library:** A senior faculty of the college assigned as the library in charge. The library in charge take the charge of placing purchase order for books, periodicals, journals, e-books and other library materials. Before placing the purchase order the library in charge will discuss with all the senior faculty of the college regarding requirement of new books. After careful consideration order will be placed and the acquired books were added to the library collection. Library is completely digitalized, day to day operations like books issues, returns and upkeep of books and other operations related to library were carried out by library staff.

**Animal house:** Animal house in the college is maintained very neatly and the responsibility of the animal house was assigned to lab technician of pharmacology lab and faculty are advised to maintain the animals properly and the utmost care is taken with respect to their health. Animals like albino rats, frogs and rabbits were maintained in the lab. Feeding and cleaning works of animal house are maintained by the technicians following clean and hygienic procedures.

**Medicinal garden:** Garden in the campus is maintained by the gardeners every day. In the garden medicinal plants are available and every plant is named with its botanical name and its therapeutic use.

**Sports:** Physical director is present within the College on full time. Facilities for Indoor games like chess and caroms are available to the students. Outdoor games like Cricket, volley ball, badminton, Basketball are available for the students.

**CCTV:** Multiple CC cameras are fixed in the Campus that would help and maintain the various aspects in the college premises.

**Air conditioning:** Air conditioners are available in principal chamber, Central instrumentation lab and Animal House in the college were maintained by the AC mechanics.

**Electrical inspections:** Electrical fittings, connections, and other equipment in labs are maintained on regular basis. Generators in the campus would be great help to ensure that the Classes, labs were not disturbed by the Power Outages.

**Plumbing:** water pipes, pipes for waste and drainage and all the plumbing system in entire college including labs are monitored regularly by the plumber staff.



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**Ambulance Service:** On any medical emergency, the management is providing ambulance service in the college. First aid room is included with in the campus, if any minor medical issue to the student or staff can utilise the facility. On any medical emergency to the students or staff they will be sent to super speciality hospital.

**Pest Control:** pest control which includes general disinfection, rat treatment, is carried out on a regular basis. Anti-termite treatment is also performed on a pre-determined time.

**Fire alarm system:** The Institute has installed fire alarm systems as directed by the Kakinada Municipal Corporation's Chief Fire Officer. The system's upkeep is delegated by municipally appointed entity. The agency performs monthly maintenance on the Equipment and reports to the Security Officer.

**Routine Maintenance of the building:** Cleaning, Sweeping, Dusting and Mopping of all spaces is done on regular basis by the appointed housekeeping staff and they were overseen by the Building in charge. Cleaning of the roofs, Sealing and Painting are done by the appointed workers regularly at pre-determined time intervals. The general Maintenance record is also maintained by the building supervisor. Carpenters, Masons, Plumbers are among the institute staff for minor repairs.



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# Equipment maintenance:

56		Colorimeter			
Date	Maintenance done	Person done SIS	Lab Incharge SIS	Remarks	Date
15/03/2022	Dust cleaned	Suvarthi	Q		6/03/2023
20/03/2022	Dust cleaned	Suvarthi	Q		15/03/2023
12/04/2022	Dust cleaned	Suvarthi	Q		11/04/2023
25/04/2022	Dust cleaned	Suvarthi	Q		8/04/2023
30/04/2022	Dust cleaned	Suvarthi	Q		29/04/2023
2/05/2022	Dust cleaned	Suvarthi	Q		13/05/2023
14/05/2022	Dust cleaned	Suvarthi	Q		23/05/2023
2/06/2022	Dust cleaned	Suvarthi	Q		3/06/2023
28/05/2022	Dust cleaned	Suvarthi	Q		15/06/2023
4/06/2022	Dust cleaned	Suvarthi	Q		26/06/2023
11/06/2022	Dust cleaned	Suvarthi	Q		
18/06/2022	Dust cleaned	Suvarthi	Q		
25/06/2022	Dust cleaned	Suvarthi	Q		
2/07/2022	Dust cleaned	Suvarthi	Q		
9/07/2022	Dust cleaned	Suvarthi	Q		
16/07/2022	Dust cleaned	Suvarthi	Q		
23/07/2022	Dust cleaned	Suvarthi	Q		
30/07/2022	Dust cleaned	Suvarthi	Q		
13/08/2022	Dust cleaned	Suvarthi	Q		
25/08/2022	Dust cleaned	Suvarthi	Q		
6/09/2022	Dust cleaned	Suvarthi	Q		
22/09/2022	Dust cleaned	Suvarthi	Q		
16/10/2022	Dust cleaned	Suvarthi	Q		
29/10/2022	Dust cleaned	Suvarthi	Q		
9/11/2022	Dust cleaned	Suvarthi	Q		
19/11/2022	Dust cleaned	Suvarthi	Q		
3/12/2022	Dust cleaned	Suvarthi	Q		
10/12/2022	Dust cleaned	Suvarthi	Q		
12/12/2022	Dust cleaned	Suvarthi	Q		
7/01/2023	Dust cleaned	Suvarthi	Q		
21/01/2023	Dust cleaned	Suvarthi	Q		
30/01/2023	Dust cleaned	Suvarthi	Q		
10/02/2023	Dust cleaned	Suvarthi	Q		
20/02/2023	Dust cleaned	Suvarthi	Q		



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Books	Date	Maintenance done	Person done S/G	Lab Incharge S/G	Remarks
	6/03/2023	Dust cleaned	Swathi	(A)	} good
	15/03/2023	Dust cleaned	swathi	(A)	
	11/04/2023	Dust cleaned	swathi	(A)	
	8/04/2023	Dust cleaned	swathi	(A)	
	29/04/2023	Dust cleaned	swathi	(A)	
	13/05/2023	Dust cleaned	swathi	(A)	
	23/05/2023	Dust cleaned	swathi	(A)	
	3/06/2023	Dust cleaned	swathi	(A)	
	15/06/2023	Dust cleaned	swathi	(A)	
	26/06/2023	Dust cleaned	swathi	(A)	



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Date	Maintenance done	Person done Sig.	Lab Incharge	Remarks
3/02/2023	washing	sunthi	AS	} Good
17/02/2023	washing	sunthi	AS	
25/02/2023	washing	sunthi	AS	
6/03/2023	Dust cleaned	sunthi	(A)	} good
15/03/2023	washing	sunthi	(A)	
21/03/2023	washing	sunthi	(A)	
1/04/2023	washing	sunthi	(A)	
8/04/2023	dust cleaned	sunthi	(A)	
29/04/2023	Dust cleaned	sunthi	(A)	
13/05/2023	washing	sunthi	(A)	
23/05/2023	washing	sunthi	(A)	
3/06/2023	washing	sunthi	(A)	
8/06/2023	washing	sunthi	(A)	
15/06/2023	Dust cleaned	sunthi	(A)	
24/06/2023	washing	sunthi	(A)	
26/06/2023	Dust cleaned	sunthi	(A)	



# Haematology Analyser

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Date	Maintenance done	reason done given	Lab Incharge	Remarks
4/07/2022	Auto cleaning	swathi	Q	In good condition
16/07/2022	weast is drain	swathi	Q	
22/07/2022	Dust cleaned	swathi	Q	
30/07/2022	Dust cleaned	swathi	Q	
13/08/2022	weast is drain	swathi	Q	
25/08/2022	Auto cleaning	swathi	Q	Good
6/09/2022	Dust cleaned	swathi	Q	
22/09/2022	Auto cleaning	swathi	Q	
15/10/2022	Auto cleaning	swathi	Q	
23/10/2022	weast is drain	swathi	Q	
9/11/2022	Auto cleaning	swathi	Q	Regular changing of solutions must be done. Good.
19/11/2022	Auto cleaning	swathi	Q	
3/12/2022	Dust cleaning	swathi	Q	
10/12/2022	Auto cleaning	swathi	Q	
30/12/2022	Wash solutions changed	swathi	Q	
30/12/2022	Maintenance service done	swathi	Q	good
6/01/2023	Auto cleaning	swathi	Q	
11/01/2023	Dust cleaned	swathi	Q	
24/01/2023	Auto cleaning	swathi	Q	
7/02/2023	Auto cleaning	swathi	Q	
17/02/2023	weast is drain	swathi	Q	good
25/02/2023	Auto cleaning	swathi	Q	
15/03/2023	Dust cleaned	swathi	Q	
21/03/2023	weast is drain	swathi	Q	
1/04/2023	Aut cleaned	swathi	Q	
8/04/2023	Dust cleaned	swathi	Q	good
29/04/2023	Auto cleaning	swathi	Q	
13/05/2023	Dust cleaned	swathi	Q	
23/05/2023	weast is drain	swathi	Q	
3/06/2023	Dust cleaned	swathi	Q	
15/06/2023	Auto cleaning	swathi	Q	good
24/06/2023	Auto cleaning	swathi	Q	
26/06/2023	Dust cleaned	swathi	Q	





# Biochemistry Analyser 17

Remarks	Date	Maintenance done	Person done S/G	Lab Incharge S/G	Remarks
Good	19/03/2022	Dust cleaned	Swathi	Ⓢ	Good In condition
	26/03/2022	Dust cleaned	Swathi	Ⓢ	
	4/04/2022	washing	Swathi	Ⓢ	
	9/04/2022	wast is drain	Swathi	Ⓢ	
	16/04/2022	Dust cleaned	Swathi	Ⓢ	
Regular monitoring necessary	23/04/2022	washing	Swathi	Ⓢ	Working good
	30/04/2022	wast is drain	Swathi	Ⓢ	
	7/05/2022	Dust cleaned	Swathi	Ⓢ	
	14/05/2022	washing	Swathi	Ⓢ	
	21/05/2022	wast is drain	Swathi	Ⓢ	
Regular monitoring necessary	28/05/2022	Dust cleaned	Swathi	Ⓢ	Good condition
	4/06/2022	Dust cleaned	Swathi	Ⓢ	
	11/06/2022	washing	Swathi	Ⓢ	
	18/06/2022	Dust cleaned	Swathi	Ⓢ	
	25/06/2022	washing	Swathi	Ⓢ	
Regular monitoring necessary	2/07/2022	Dust cleaned	Swathi	Ⓢ	Good condition
	9/07/2022	washing	Swathi	Ⓢ	
	16/07/2022	Dust cleaned	Swathi	Ⓢ	
	23/07/2022	washing	Swathi	Ⓢ	
	30/07/2022	Dust cleaned	Swathi	Ⓢ	
Regular monitoring necessary	13/08/2022	washing	Swathi	Ⓢ	Regular monitoring & cleaning must be done
	25/08/2022	washing	Swathi	Ⓢ	
	6/09/2022	wast is drain	Swathi	Ⓢ	
	22/09/2022	washing	Swathi	Ⓢ	
	15/10/2022	washing	Swathi	Ⓢ	
Good	29/10/2022	Dust cleaned, washing	Swathi	Ⓢ	Good
	7/11/2022	washing	Swathi	Ⓢ	
	19/11/2022	washing wast is drain	Swathi	Ⓢ	
	3/12/2022	washing	Swathi	Ⓢ	
	9/12/2022	washing	Ⓢ	Ⓢ	
	30/12/2022	service	Ⓢ	Ⓢ	Good
	7/01/2023	Dust cleaned, washing	Ⓢ	Ⓢ	
	23/01/2023	Dust cleaned	Ⓢ	Ⓢ	





## Eddy's Hot plate

Date	Maintenance done	Person done sig	Lab Incharge sig	Remarks	Date
9/01/2022	Dust cleaned	Swathi	8	Good	30/01
18/01/2022	Dust cleaned	Swathi	8		10/02
22/01/2022	Dust cleaned	Swathi	8		20/02
8/02/2022	Dust cleaned	Swathi	8		6/03
18/02/2022	Dust cleaned	Swathi	8		15/03
25/02/2022	Dust cleaned	Swathi	8		21/03
12/03/2022	Dust cleaned	Swathi	8		11/04
26/03/2022	Dust cleaned	Swathi	8		8/04
9/04/2022	Dust cleaned	Swathi	8		29/04
16/04/2022	Dust cleaned	Swathi	8		13/05
23/04/2022	Dust cleaned	Swathi	8		23/05
7/05/2022	Dust cleaned	Swathi	8		3/06
14/05/2022	Dust cleaned	Swathi	8		2/06
28/05/2022	Dust cleaned	Swathi	8		15/06
11/06/2022	Dust cleaned	Swathi	8		26/06
18/06/2022	Dust cleaned	Swathi	8	In condition	
25/06/2022	Dust cleaned	Swathi	8		
9/07/2022	Dust cleaned	Swathi	8		
23/07/2022	Dust cleaned	Swathi	8		
30/07/2022	Dust cleaned	Swathi	8		
13/08/2022	Dust cleaned	Swathi	8		
25/08/2022	Dust cleaned	Swathi	8		
6/09/2022	Dust cleaned	Swathi	8		
22/09/2022	Dust cleaned	Swathi	8		
15/10/2022	Dust cleaned	Swathi	8		
09/10/2022	Dust cleaned	Swathi	8		
9/11/2022	Dust cleaned	Swathi	8		
19/11/2022	Dust cleaned	Swathi	8		
3/12/2022	Dust cleaned	Swathi	8		
10/12/2022	Cleaned	Swathi	8		
17/12/2022	Cleaned	Swathi	8		
7/01/2023	Cleaned	Swathi	8		
21/01/2023	Cleaned	Swathi	8		



rooms	Date	Maintenance done	Person done sig	Lab Incharge sig	Remarks
	30/01/2023	Dust cleaned	swathi	AS	Good
	17/02/2023	Dust cleaned	swathi	AS	
	20/02/2023	Dust cleaned	swathi	AS	
	6/03/2023	Dust cleaned	swathi	AS	good
	15/03/2023	Dust cleaned	swathi	AS	
	21/03/2023	Dust cleaned	swathi	AS	
	1/04/2023	Dust cleaned	swathi	AS	
	8/04/2023	Dust cleaned	swathi	AS	
	29/04/2023	Dust cleaned	swathi	AS	
	13/05/2023	Dust cleaned	swathi	AS	
	22/05/2023	Dust cleaned	swathi	AS	
	3/06/2023	Dust cleaned	swathi	AS	
	8/06/2023	Dust cleaned	swathi	AS	
	15/06/2023	Dust cleaned	swathi	AS	
	26/06/2023	Dust cleaned	swathi	AS	





## Rotarod 5 Compartment

Date	Maintenance	Person done S/S	Lab Incharge S/S	Remarks	Date
8/12/2021	Dust cleaned	Swathi	8	Good	10/12/20
18/12/2021	Dust cleaned	Swathi	8		17/12/20
29/12/2021	Dust cleaned	Swathi	8		21/12/20
7/01/2022	Dust cleaned	Swathi	8		7/01/21
18/01/2022	Dust cleaned	Swathi	8		21/01/21
29/01/2022	Dust cleaned	Swathi	8		30/01/21
9/02/2022	Service done	Surush	8		10/02/21
18/02/2022	Dust cleaned	Swathi	8		20/02/20
25/02/2022	Dust cleaned	Swathi	8		6/03/20
9/03/2022	Dust cleaned	Swathi	8		15/03/20
15/03/2022	Dust cleaned	Swathi	8	In Condition	21/03/20
26/03/2022	Dust cleaned	Swathi	8		1/04/20
19/04/2022	Dust cleaned	Swathi	8		8/04/20
23/04/2022	Dust cleaned	Swathi	8		19/04/20
2/05/2022	Dust cleaned	Swathi	8		29/04/20
14/05/2022	Dust cleaned	Swathi	8		13/05/20
25/05/2022	Dust cleaned	Swathi	8		23/05/20
4/06/2022	Dust cleaned	Swathi	8		3/06/20
12/06/2022	Dust cleaned	Swathi	8		8/06/20
24/06/2022	Dust cleaned	Swathi	8		15/06/20
7/07/2022	Dust cleaned	Swathi	8		26/06/20
16/07/2022	Dust cleaned	Swathi	8		
22/07/2022	Dust cleaned	Swathi	8		
26/07/2022	Dust cleaned	Swathi	8		
13/08/2022	Dust cleaned	Swathi	8		
25/08/2022	Dust cleaned	Swathi	8		
6/09/2022	Dust cleaned	Swathi	8		
29/09/2022	Dust cleaned	Swathi	8		
15/10/2022	Dust cleaned	Swathi	8		
21/10/2022	Dust cleaned	Swathi	8		
9/11/2022	Dust cleaned	Swathi	8		
19/11/2022	Dust cleaned	Swathi	8		
3/12/2022	Dust cleaned	Swathi	8		





# TABLET PUNCHING MACHINE

13.

Date	Maintenance Done	Responsible	Lab Incharge	Remarks
5/12/2022	power supply was checked	Sig	Sig	Good
2/1/2023	Dust was cleaned	Sig	Sig	well done
12/1/2023	speed controller was checked	Sig	Sig	Good
25/1/2023	Apply the lubrication oil	Sig	Sig	Good
25/1/2023	cleaning the punches	Sig	Sig	Good
1/02/2023	maintenance was done	Sig	Sig	Good
10/02/2023	Indication light was checking	Sig	Sig	well done
16/02/2023	Replaced the punches	Sig	Sig	Good
21/02/2023	Dust was cleaned	Sig	Sig	Good
10/03/2023	cleaning the punchie	Sig	Sig	Good
28/03/2023	dust was cleaned	Sig	Sig	Good
2/04/2023	power supply was checked	Sig	Sig	Good
11/04/2023	cleaning the punchies	Sig	Sig	Good
20/04/2023	Dust was cleaned	Sig	Sig	Good
15/05/2023	speed controller was checked	Sig	Sig	Good
22/05/2023	Indication light was checking	Sig	Sig	Good
31/05/2023	Maintenance The equipment	Sig	Sig	Good
7/06/2023	power supply was checked	Sig	Sig	Good
14/06/2023	Dust was cleaned	Sig	Sig	Good
23/06/2023	rotation speed was checked	Sig	Sig	Good
3/07/2023	speed rotating wheel was checking	Sig	Sig	Good
11/07/2023	dust was cleaned	Sig	Sig	Good
21/07/2023	maintenance of The Done	Sig	Sig	Good
30/07/2023	Apply the lubrication oil	Sig	Sig	Good
1/08/2023	Dust was cleaned	Sig	Sig	Good
10/08/2023	speed controller was checked	Sig	Sig	Good
21/08/2023	Maintenance of The Apparatus	Sig	Sig	Good
31/08/2023	dust was cleaned	Sig	Sig	Good
2/09/2023	lubrication oil Applied and cleaned	Sig	Sig	Good
15/09/2023	Indication light was checking	Sig	Sig	Good
21/09/2023	Dust was cleaned	Sig	Sig	Good
29/09/2023	maintenance of the Done	Sig	Sig	Good

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## HOT PLATE

DATE	EQUIPMENT MAINTENANCE	SIGN OF LAB TECHNICIAN	SIGN OF LAB INCHARGE	REMARK
10-08-22	Dust was cleaned	P	V	Good
17-8-22	corrosin was checked	P	V	Verified
24-8-22	Lubrication was done	P	V	Done
30-8-22	Temperature was checked	P	V	Verified
07-09-22	maintenance done	P	V	Done
15-09-22	All parts of the hotplate checked	P	V	Verified
23-09-22	corrosin was checked	P	V	Verified
30-09-22	Temperature was checked	P	V	Verified
10-10-22	Lubrication was checked	P	V	Verified
17-10-22	Dust was cleaned	P	V	Good
25-10-22	Corrosin was checked	P	V	Verified
01-11-22	Temperature was checked	P	V	Verified
08-11-22	maintenance done	P	V	Done
15-11-22	Lubrication was checked	P	V	Verified
22-11-22	corrosin was checked	P	V	Verified
29-11-22	Dust was cleaned	P	V	Good
07-12-22	Temperature was checked	P	V	Verified
15-12-22	Dust was cleaned	P	V	Good
22-12-22	corrosin was checked	P	V	Verified
30-12-22	Lubrication was done	P	V	Done
03-01-23	Temperature was checked	P	V	Verified
10-01-23	maintenance done	P	V	Done
24-01-23	Dust was cleaned	P	V	Good
30-02-23	All parts of the hot plate checked & cleaned	P	V	Good
17-02-23	checked & cleaned	P	V	Good
25-02-23	Dust was cleaned	P	V	verified
13-03-23	corrosin was checked	P	V	Done
20-3-23	maintenance done	P	V	good
01-04-23	Dust was cleaned	P	V	verified
08-04-23	Temperature was checked	P	V	good
29-04-23	lubrication was checked	P	V	Done
13-05-23	maintenance done	P	V	good
23-05-23	corrosin was checked	P	V	verified



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# PH METER

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DATE	EQUIPMENT MAINTENANCE	SIGN OF LAB TECHNICIAN	SIGN OF LAB INCHARGE	Remarks
04-07-22	calibration checked with diff. Buffer	(P)	A	Done
11-07-22	Dust cleaned	(P)	A	Done
18-07-22	Maintenance done	(P)	A	Done
25-07-22	water changing	(P)	A	Done
02-08-22	Dust cleaned	(P)	A	Verified
10-08-22	maintenance done	(P)	A	Done
17-08-22	water changing	(P)	A	Done
24-08-22	calibration checked	(P)	A	Good
30-08-22	Dust cleaned	(P)	A	Done
07-09-22	water changing	(P)	A	Done
15-09-22	calibration checked with diff. Buffer	(P)	A	Verified
23-09-22	maintenance done	(P)	A	Done
30-09-22	Dust cleaned	(P)	A	Good
10-10-22	water changing	(P)	A	Done
17-10-22	calibration checked	(P)	A	Verified
25-10-22	maintenance done	(P)	A	Done
01-11-22	Dust cleaned	(P)	A	Good
08-11-22	maintenance done	(P)	A	Done
15-11-22	calibration checked	(P)	A	Verified
22-11-22	water changing	(P)	A	Done
29-11-22	maintenance done	(P)	A	Done
07-12-22	Dust cleaned	(P)	A	Good
15-12-22	water changing	(P)	A	Done
22-12-22	calibration checked	(P)	A	Verified
30-12-22	calibration checked with diff. Buffer	(P)	A	Done
10-01-23	water changing	(P)	A	verified
24-01-23	calibration checked	(P)	A	Good
30-01-23	maintenance done	(P)	A	Good
06-02-23	calibration checked	(P)	A	verified
13-02-23	Dust cleaned	(P)	A	verified
20-02-23	water changing	(P)	A	verified
06-03-23	Dust cleaned	(P)	A	verified





## CENTRIFUGE

DATE	EQUIPMENT MAINTENANCE	SIGN OF LAB TECHNICIAN	SIGN OF LAB INCHARGE	REMARK
27-04-22	Lubricant applied	(P)	A	Good
05-05-22	Knobs checked	(P)	A	Done
12-05-22	Maintenance done	(P)	A	Good
19-05-22	Exterior and interior parts cleaned	(P)	A	Done
26-05-22	Corrosion checked	(P)	A	Done
03-06-22	Knobs checked	(P)	A	Good
10-06-22	Lubricant applied	(P)	A	Done
17-06-22	Corrosion & residue checked	(P)	A	Verified
24-06-22	Maintenance done	(P)	A	Done
01-07-22	Maintenance done	(P)	A	Good
08-07-22	Knobs checked	(P)	A	Verified
15-07-22	Exterior & interior parts cleaned	(P)	A	Good
22-07-22	Lubricant applied	(P)	A	Good
29-07-22	Maintenance done	(P)	A	Good
11-08-22	Corrosion checked	(P)	A	Verified
20-08-22	Knobs checked	(P)	A	Verified
26-08-22	Lubricant applied	(P)	A	Done
02-09-22	Maintenance done	(P)	A	Done
09-09-22	Corrosion & residue checked	(P)	A	Verified
16-09-22	Knobs checked	(P)	A	Done
23-09-22	All parts cleaned	(P)	A	Verified
30-09-22	Lubricant applied	(P)	A	Good
10-10-22	Maintenance done	(P)	A	Done
18-10-22	Corrosion checked	(P)	A	Good
26-10-22	Exterior & interior parts cleaned	(P)	A	Good
01-11-22	Knobs checked	(P)	A	Verified
08-11-22	Maintenance done	(P)	A	Done
15-11-22	Corrosion checked	(P)	A	Verified
22-11-22	Maintenance done	(P)	A	Good
29-11-22	Lubricant applied	(P)	A	Done
7-12-22	Exterior & interior parts cleaned	(P)	A	Done





# CENTRIFUGE

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DATE	EQUIPMENT MAINTENANCE	SIGN OF LAB TECHNICIAN	SIGN OF LAB INCHARGE	REMARK
15-12-22	corrosion checked	P	V	Done
22-12-22	knobs checked	P	V	Good
30-12-22	Lubricant applied	P	V	Good
03-01-23	maintenance done	P	V	Done
10-01-23	all parts cleaned	P	V	verified
24-01-23	Dust cleaned	P	V	Good
30-01-23	External & Internal parts cleaned	P	V	verified
06-02-23	corrosion checked	P	V	Good
13-02-23	knobs checked	P	A	verified
20-02-23	Lubricant applied	P	A	Good
25-02-23	maintenance done	P	A	verified
06-03-23	Dust cleaned	P	A	verified
15-03-23	External & Internal parts cleaned	P	A	verified
21-03-23	Corrosion checked	P	A	verified
01-04-23	Knobs checked	P	A	verified
08-04-23	Lubricant applied	P	A	Good
29-04-23	all parts cleaned	P	A	Good
12-05-23	Dust cleaned	P	A	Good
23-05-23	maintenance done	P	A	verified
03-06-23	knobs checked	P	A	Done
08-06-23	Lubricant applied	P	A	Good
24-06-23	corrosion checked	P	A	Done
03-07-23	knobs checked	P	A	verified
12-07-23	corrosion checked	P	A	Done
21-07-23	Lubricant applied	P	A	verified
28-07-23	Dust cleaned	P	A	Done
				verified



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## Building maintenance:

		2022-23													
		July 1	July 11	July 19	July 27	Aug 4	Aug 13	Aug 20	Aug 27	Sept 3	Sept 10	Sept 17	Sept 24	Oct 1	Oct 8
A. EXTERIOR WALLS	Clear	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Flashing Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	no paint work on	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Other														
B. DOORS	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Secure Hardware	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Handles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Locks working	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Glass Condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C. WINDOWS	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Latches in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Weather stripping	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Hinges Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Other														
D. ROOF	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Plumbing Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vents clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Access clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	No Evident leaks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ELECTRICAL PANELS RECEPTILES	Boxes in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Nothing left plugged in	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	plugged in	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WATER FAUCETS	No leaking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Winterized	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓





		Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
G. SEAT/TABLES	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Severely damaged	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
H. ASHCAN WASTCAN	Secured	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Emptied	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
I. SHELTER	Clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
J. EXTERIOR LIGHT LIGHTING	Bulbs working	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Lense in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Covers in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	NO Exposed wire	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
K. EXTERIOR CAMERAS	Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Wires Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	NO Obstructions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Top Rated	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
L. FENCE/GATES	Good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Hardware Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	NO Obstructions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Top Rated Secure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Long	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Good Seng	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12





		Aug-1	Aug-8	Aug-15	Aug-22	Aug-29	Aug-6												
		Aug-1	Aug-8	Aug-15	Aug-22	Aug-29	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29
M PAINTING	Scrubbing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Garden cleaning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Cutting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Painting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
N CCTV	Lens cleaning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Monitor Screening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Control panel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Cable Connection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
O GARDENING	Isolating	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Scissoring cutting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Gross Cutting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Pest Control spray	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



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