



Mid-West University School of Management (MUSOM)
Infrastructure Usage and Maintenance Policy and Plan 2023

Approved by MUSOM Governing Council on Wednesday, Aug 2, 2023 (2080/04/17)

Birendranagar, Surkhet, Karnali Province

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1. Introduction

Facilities and operations play a fundamental role in addressing business school priorities pertaining to infrastructure and related services. Proper maintenance is also required on building architectural, structural, mechanical, and electrical systems as well as lab, library, and other facilities to ensure that the school operates on the appropriate building and safety codes.

The MUSOM is committed to creating, developing, providing, and maintaining necessary infrastructure in all the domains and providing all possible modern and essential amenities and infrastructure for all the stakeholders. Establishing and maintaining a well-developed infrastructure is very important for any business school. Hence the infrastructure policy of the school is to ensure the present requirements and future needs in terms of necessary infrastructure. The policy guidelines cover the following domains.

1. General Infrastructure
2. Infrastructure for teaching, learning, and evaluation
3. IT Infrastructure
4. Hostel infrastructure
5. Infrastructure for maintenance of Greenery
6. Others

2. Objectives

To develop and maintain procedures for infrastructure development as a strategic process that uses a healthy planning framework designed to deliver the school's strategic outcomes.

This policy supports infrastructure developments in the school premises while adhering to the University's Mission and Vision.

3. Responsibilities

The maintenance department of the school will monitor and carry out the necessary activity for the maintenance of the building, classroom, lab, library, transport, and other infrastructure facilities.

It shall also conduct periodic audits to ensure the effective working conditions and efficiency of all the facilities.

Housekeeping services in the school shall be arranged and provided.

Housekeeping will be monitored by the supervisor during day time for the cleanliness of washrooms and restrooms as well as the school premise.



4. Maintenance Activities

4.1 Physical Facilities/Buildings

The overall maintenance of the school infrastructure including the buildings and the garden, shall be under the direct control of the Building and Maintenance

Department of the school, under whose supervision any kind of repair/service/work shall be carried out.

Procurement of any civil engineering/electrical/plumbing material/books/startup equipment/furniture shall be allowed only with the permission of the Building and Maintenance department of the school.

The Building and Maintenance department is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, whitewashing the buildings once in three years, and certain important buildings every year, Plumbing works, rectifying leakages in pipelines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on the requirement, and ensuring a clean environment on the whole campus with the help of the housekeeping staff and other employee appointed by the University for the specific purpose.

The Building and Maintenance Department must ensure the availability of Toilet facilities for the physically challenged, power backup facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.

4.2 Classrooms

The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and libraries.

The Heads of the Departments shall ensure that the classrooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.

All furniture, green/whiteboards, smart classrooms, LCD/Overhead Projectors, Publish Addressing System, and Podium must be utilized for academic and research pursuits.

The classrooms/lecture halls must be utilized only for academic purposes.

Stock Register/Log Book must be maintained and annual Stock Verification must be done with the help of the committee instituted by the Registrar.

Damage/loss of the goods/leakage should be instantly reported to the maintenance department. Any repair work/service must be performed by the University electricians/plumbers/carpenters for proper functioning.

Cleanliness inside and outside class rooms must be given utmost priority.



4.3 IT infrastructure

The CCTV, Biometric Devices, Public Address System, in addition to the Audio Visual Aids, are to be maintained by the technical staff of IT department appointed by the university

4.4 Incubation

The Business Incubation must be utilized for enhancing/demonstrating the pursuers' practical ability, for research and entrepreneurship activities.

Proper timetable must be adopted for the exact utilization of the incubation.

Prior permission from the School Authority must be sought for conducting training, boot camp, and related activities.

The equipment for the incubation should be purchased by inviting quotations as per university norms and orders to be placed with the organization offering standard equipment at a feasible rate after preparing the comparative statements.

The service and maintenance of the equipment should be performed by the respective suppliers as per procurement policy.

Stock Register for incubation types of equipment must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the director.

Internet and Wi-Fi facilities for the entire school are to be maintained by skilled technicians appointed by the school for this specific purpose.

4.5 Carpentry, Electrical, and Plumbing

The administration will conduct an annual audit and collects the reports from all the departments including the canteen, hostel, etc for the repairs on carpentry, electrical, and plumbing work.

All the requests will be solved annually and/or need and urgency basis.

In case of any unexpected worn outs the maintenance is done by the persons available for the service full time in the premises.

3.6 Library infrastructure

The Librarian is the custodian of the School Library.

Library shall function from 6:00 a.m. to 1:00 p.m. on all working days.

Photocopying and scanning must be utilized with prior permission

The racks and furniture in the reading hall should always be kept clean.

The books have to be organized subject-wise and shelved with clear labeling and numbering systems for easy access by the users.

Online and offline catalogs must be updated with every new procurement.



Stock Register must be maintained and verified annually by the committee appointed by the director.

The Gate Register, and Issue Register must have the record of daily users.

Access, issue, and return of the books must be under careful vigilance of the Librarian.

Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, and E-Journal usage Statistics Reports when there is necessary.

Stock verification must be done once every year (Library Guidelines).

4.7 School Grounds

Gardening and housekeeping staff will maintain the school, providing horticultural, landscape, and snow and leaf removal service coordination action with the Department of Science.

It will include maintaining grassy areas, trees, shrubs, plants and flower beds throughout the school.

4.8 Sports Infrastructure

The Sports officer is the complete in-charge of the proper utilization and maintenance of the Sports Infrastructure.

Regular practice to students on Athletic events such as, Kabaddi, Volley Ball, Ball Badminton and practice for Athletes should be given in the playground.

Regular practices for Shuttle Cork, Table Tennis, Chess etc. should be provided to the students in the hostel common room.

All sports equipment should be maintained in good condition by the head of the Department of physical education for regular use by the students.

Stock Register must be updated with every new procurement/condemnation

Annual Stock Verification must be performed with the help of the committee instituted by the director.

4.9 Safety Equipment

Fire extinguishers will be made available for every floor by the maintenance.

These will be maintained and inspected at regular intervals when specifically indicated.

The annual maintenance will be done by fire equipment professionals. They will be monitored electronically for check of pressure and to confirm there is no obstruction. And proper documentation is maintained for the same.

Routine Maintenance Tasks	Frequency
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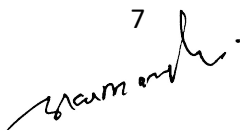
Remove leaves and debris from gutters and downspouts	Bi-annually
Remove any herbs growth	Bi-annually
Inspect and clean pre-screening devices and first flush diverters	Quarterly
Inspect and clean storage tank lids	Annually
Inspect for and repair any clogging	Annually
Inspect and repair mosquito screens	Annually
Inspect tank and remove sediment build up	Every 3 years
Clear overhanging vegetation and trees over roof	Every 3 years
Check integrity of backflow preventer	Every 3 years
Inspect structural integrity of tank, pump, pipe, and electrical system and repair any damage	Every 3 years
Replace damaged or defective system components	As needed

4.10 Sewage Treatment Plant

Annual service and maintenance of the sewage treatment plants shall be arranged by the administration and will be carried out by professionals. Proper documentation shall be maintained regarding the following for every service conducted.

- a) Date
- b) Place
- c) Air blower strength/efficiency
- d) Air filter check/change
- e) Final water quality
- f) Mechanical component checks/replacements
- g) Air pipe checks
- h) Diffuser checks
- i) Health of bacteria
- j) Transportation/ Vehicles

1. All school vehicles must be utilized only for official purposes.
2. All the vehicles are to be maintained in good condition by the drivers and conductors appointed by the university.
3. The Building and Maintenance department is authorized for allocating duty to the drivers and conductors.
4. The drivers must maintain the log book for diesel and other repair works of the vehicles.
5. The Fitness Certificate for all the vehicles is to be renewed with the RTO office every year during the vacation period.

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5. General Maintenance Procedure

The heads of departments/ department heads shall inform the Building and administration for any kind of repair/breakdown in writing/mail.

The Building and Maintenance Department shall depute the technician/electrician to the department/department concerned to complete the job within two days.

Upon completion of the work, the technician/electrician shall record the nature of the work completed in the maintenance register and get it attested by the concerned head of the department/department.

If any accessories are needed to complete the work, the carpenter/technician/electrician should intimate to the Building and Maintenance Department to purchase and provide them within an approximate time frame to complete the work.

All the condemned items should duly be reported to the purchasing department, under whose purview such items will either be discarded or put into auction/scrap scale once a year.

All the departments and departments must maintain proper stock registers and the university shall constitute a committee for stock verification once in two years and report to the authorities.

6. Maintenance Policy

Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual maintenance) shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.

Periodic Maintenance: Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility for the work. The school's electric equipment and electronic gadgets, buildings, gardening, water bodies, transport gymnasium/sport/games equipment etc. are to be done with due proceedings.

Break-down Maintenance: For the breakdown of any asset/property/facility/ equipment which, needs urgent repair, the University shall attend to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, public Address System lab equipment come under the Break-down maintenance system. For the break-down of any Electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement.

7. Utilization Policy

The School mandates and ensures optimum utilization of any facility but for the gadgets/equipment/systems which need cooling/recovery time/rest.

Stock Registers: All Departments/Departments must maintain stock registers which are to be updated with every new purchase or condemnation.



The School mandates and ensures Annual Stock Verification by the persons assigned with that duty which is duly recorded in the respective department/department as well as in Building and Maintenance Department.

Condemned items are to be reported in writing to the Purchase Department for necessary action.

Optimum utilization of Library resources by the staff and students is mandated by the school.

Review

Management Council shall carry out periodic review and decide upon the enhancement.

8. MUSOM MAINTENANCE PLAN

Date	Activity	Frequency	Record of actions undertaken
January	Steam cleaning of carpets	annually, each January	date
	Internal painting as designated in five year cycle	annually, each January @ 20% of buildings	date building details
	Security system audit	annually, each January	date
	Termite check, upgrade	annually, each January	date company and contact details
	Garden mulching	annually	date
	Electrical testing and tagging	annually	date
	Tree audit and lopping	bi-annually, each January and July	date
	Cleaning equipment service	bi-annually	date plant and equipment
	Fire equipment and hydrant maintenance and service	bi-annually, each January and July	date company and contact details
	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details

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	Drink tap and fountains audit and maintenance	monthly	date
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Fire bell maintenance	monthly	date
February	Door latch, lock, hinge repairs	annually	date
	Tractor service	bi-annually, February and August	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
March	Tool audit and maintenance	annually	date
	Fume cupboard maintenance	annually	date
	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Fire bell maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
April	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details

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	General lawn/oval maintenance, fertilise, top-dress as needed, aerate as needed, insecticide, herbicide	each December, April and August	date fertiliser, chemicals used
	Drink tap and fountains audit and maintenance	monthly	date
	External lighting check and maintenance	monthly	date
	Fire bell maintenance	monthly	date
	Internal lighting check	monthly	date
May	Servicing and maintenance of garden equipment, whipper snipper, brush cutter etc	annually	date
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
June	Servicing of plant e.g. ride on mower	bi-annually, each June and December	date, plant and equipment
	Cleaning equipment service	bi-annually	date plant and equipment
	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date

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	Fire bell maintenance	monthly	date
July	Tree audit and lopping	bi-annually, each January and July	date
	Fire equipment and hydrant maintenance and service	bi-annually, each January and July	Date Company and contact details
	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
August	Tractor service	bi-annually, February and August	date, company, contact details
	General lawn/oval maintenance, fertilise, top-dress as needed, aerate as needed, insecticide, herbicide	each December, April and August	date fertiliser, chemicals used
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	Monthly	date
September	Internal pest control	quarterly, March, June, September, December	date, company, contact details
	Internal lighting check	monthly	date

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	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
October	Playground and outdoor area audit and maintenance	3 monthly, January, April, July, October	date
	Air conditioner unit servicing	3 monthly, January, April, July, October	date, company, contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
November	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date
December	Security and Key access update	annually	date
	Servicing of plant and equipment e.g. ride on mower	bi-annually, each June and December	date, plant and equipment
	General lawn/oval maintenance, fertilise, top-dress as needed, aerate as needed, insecticide, herbicide	each December, April and August	date fertiliser, chemicals used
	Internal pest control	quarterly, March, June,	date, company,

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		September, December	contact details
	Internal lighting check	monthly	date
	External lighting check and maintenance	monthly	date
	Drink tap and fountains audit and maintenance	monthly	date
	Fire bell maintenance	monthly	date

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