



# Institute of Dental Studies & Technologies

(Under the auspices of Dental & Medical Educational Trust)

**"NAAC ACCREDITED"**



Ref. No. IDST/CJA/133/2024-A

Date 28/05/2024

## MAINTENANCE COMMITTEE GUIDELINES

The maintenance committee of the institute oversees the infrastructure periodically by undertaking the required maintenance work in the institution and the maintenance head holds the responsibility to renew or update licenses and certificates.

### STATEMENT:

- To provide infrastructural facilities for enhancing value based Dental education contributing to institute development.
- Optimal utilization of the resources for maintenance and upkeep of different facilities as per the requirements in the interests of institutional upliftment.

### GENERAL ADMINISTRATION:

#### *Operational plan*

1. The maintenance department looks after overall functioning and maintenance of the various infrastructure facilities including electrical, civil and plumbing etc.
2. The sanitary supervisors maintain the cleanliness and hygiene of the institution and its surroundings.
3. The equipment of the institute (clinical and laboratories) are maintained by a team of trained Bio technicians in addition to many of the equipment being under AMC of the respective companies.
4. In case of a breakdown, the maintenance committee will be notified by the concerned department and the designated committee member will initiate process of repair of that equipment. In addition information about such breakdown will be given to maintenance head and proper record to be maintained by the same.
5. Fire fighting mechanism, including fire extinguishers and water hoses are placed at strategic locations and to be regularly maintained.
6. The Purchase team looks into the procurement of various medical, non-medicals, equipment. Consumable and non-consumable materials and maintains quality. An annual audit is conducted and submitted to the management.
7. The IT department looks into the maintenance of hardware and software related issues, anti-virus up gradation, LCD projectors, printers and ICT enabled classrooms.

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### ***Resolving Complaints***

- Complaint of equipment breakdown is made by concerned department to the maintenance committee through the complaint log slip. The same is attended to by in house technical staff on the same day. If the requirement is urgent, it is attended immediately.
- Complaint escalation matrix - Technical staff is the first resolver, if not resolved within 24 hours, the complaint goes to second resolver i.e. maintenance supervisor. If not resolved in another 24 hours, the complaint is escalated to third resolver i.e. maintenance head. If still not resolved in another 24 hours (4th day), the complaint goes to fourth resolver i.e. Principal. On 6th day, unresolved complaint is escalated to the chairman. A follow-up will be done till such time equipment is repaired.
- Time of completion of repairs shall be recorded to enable computation and monitoring of equipment down time.
- Dental chairs -the dental chair technician is called by the concerned department who prepares a list for all parts of dental chair that are checked on regular basis. Dental chair maintenance schedule is made that ensures that 12 chairs are checked /technician /day on random basis.

### ***Preventive Maintenance Plan***

- All major equipment not under warranty by the vendor has been placed under a Comprehensive Annual Maintenance Contract (CAMC). The CAMC vendor shall carryout Preventive Maintenance and a service report shall be kept as a record of Preventive Maintenance having been carried out. Calibration if applicable shall be included in Preventive Maintenance once a year.
- Annual maintenance contracts (AMC) are in place for intra-oral X ray machines, OPG, CBCT, compressors, RO water unit, generators, lifts, central air conditioning units and solar water plant. Due dates are tracked by maintenance supervisor. Checklist of service parameters is made for each of the above equipment.
- Records of service reports as provided by vendors are maintained.

Institute of Dental Studies & Technologies

  
**Dr. Nidhi Agarwal**  
**Principal**

Principal

# Maintenance Register

Institute of Dental Studies & Technologies

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Principal

26/5/23	PCr. Chair (2) Section not working wash basin Tubelight no LED eyes	Cons	6	Ram Vitor Kapil Sankaran
31/5/23	PCr. Chair, Section. Light Switch (4)	Cons	6	Ram Vitor
1/6/23	Suction not working U.G. (6) Chair Fault.	Cons	6	Ram Vitor
8/6/23	Chair not down & recline for	Cons	6	Ram Vitor
7/6/23	Chair not light not working	Cons	6	Ram Vitor
9/6/23	4 Fans are not working	Prostho	(9)	Kapil Electrician 9/6/23
9/6/23	2 Coolers are reqd. for U.G. Section	Prostho	(9)	
12/6/23	1. Ac not working PCr 1	Prostho	(4)	

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Principal

DATE S.M	PARTICULARS	DEPT NAME	MAINT DEPT	REMARKS	DEPT S. & N	MAINT MANAGER
13/06/23	Dental chairs in OPD area is not working (18 out of 18 is not working) Plz take immediate action as work is hampered.	Dental and Drift Marshall Super				
19/6/23	water pipe air leaking. Plz.	Cons	6	Revised		
24/6/23	Ure chairs to block & 1 ch. Problem.	Cons	6	Revised		
5/7/23	उत्तरांचे गिरीश नशीन काम नही कर रहा है	omr				
17/7/23	Non-kinchinal wet model trimmer ① Acrylicizer ② Diecutting machine ③ Agar mixer ④ sand blasting machine Bursen burner ⑤	Prosthodontic	1			
21/7/23	AC Not working in Per clinic	Prosthodontic	1			
21/7/23	fan not running.	Orthodontics	4			

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26/7/23	PC <del>class</del> not working	Cons. 6	6	Remainder
28/7/23	Autosh <del>Back</del> chair not working	Cons	6	Remainder
9/8/23	Refrigerator Not working	oral Pathology		
09/8/23	AC not working & bulb inside Serial blaster not working	Ortho	04	Perin
10/8/23	10 dental chairs not working	Periodontology	07	
11/8/23	4 dental chair not working	Pedodontics	05	
12/08/23	Chair Air leaking & Scaler not working	Ortho	04	Perin

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26/7/23	PG class not working	Cons. 6	6	Removals
28/7/23	Adapt chair not working	Cons	6	Removals
9/8/23	Refrigerator Not working	oral pathology		
09/08/23	AC not working & bulb inside Swirl blaster not working	Orthro	04	Removals
10/8/23	10 dental chairs not working	Periodontology	07	
11/8/23	4 Dental chairs not working	Pedodontics	05	
12/08/23	Chair Air leaking & Scaler not working	Orthro	04	Removals

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DATE & PARTICULARS	DEPT NAME	MANT DEPT	REMARKS	DEPT SIGN	MANT MANAGER
16/8/23 Chair Three way sliding not working	CENT	6			
18/8/23 P4 chair 2 not working	Pedodontics	5			
19/8/23 Chair is not working properly water controller C5 pieces are repaired on P4 chair technical Ramanatar	Pedodontics	5			
21/8/23 No electric current in chair with and metal clasp	Pedodontics	1			
22/8/23 Dental Pedodontics chair - 3, 4, 6 denture not working for exam checking	Pedodontics	05			
22/8/23 Dental Chair not working	Ortho	04			



23/8/23	Change position for Dental chair in Radiology	OMR	01	Nil
28/8/23	Leakage from battery Pls.	Case	6	Remediate
29/8/23	Chair is not working from and Water Gases not working	OMR	1	
5/9/23	Pg chair suction not working	Case	6	Remediate
09-9-23	Chair is not working from	Simulation Center		
09-9-23	@ AC on unit plan etc etc	CBCT	01	
11/9/23	Pg clinic @ chair not working	Case	6	Remediate
	Unit Block D, B Foot control missing Three way spring chair Pg. ② chair not work	Case	6	Remediate

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DATE	S.N	PARTICULARS	DEPT NAME	DEPT	MAINT DEPT	REMARKS	DEPT S.G.N	MAINT MANAGER
13/9/23		Pc. (5) chair not working suction.	Cozd		6	Remedies		
15/9/23		Pc chair working light / light and	Cozd		6	Remedies		
15/9/23		3 destination chairs not working	Priso		5	Electrical		
15/9/23		and 3 chairs not working and light to them				Recheck		
18/9/23		Uc. (3) Chair Block C not working	Cozd		6	Remedies		
		For 2 chair suction others				"		
18/9/23		Simulation chair not working						
		Air and suction						
28/9/23		Pc chair (1) suction not work						
		cluster not						
		Uc. B: e block chair (3)	Cozd		8	Remedies		
		some problem -						

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25/9/23	Suction not working / not over night Per.	Cons	6	Renuvator
25/9/23	3 chair light not working	O.S	3	
26/9/23	Per. Chair water leakage Over Chair Pipe not	Cons	6	Renuvator
27/9/23	Per. Chair Suction not working Dr. Alshabari	Cons	6	Renuvator
27/9/23	P.G. Clinic 3 Dental chairs Not working in P.G.	Per. Station	3	Rekha
31/10/23	Per. (3) chair leakage high pressure	Cons	6	Renuvator
03/11/23	Dental Chair not working	Ortho	(4)	Rashmi
3/11/23	Air leakage for Dental Chair Less air coming from 3rd way Spring	Pedo	(5)	

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DATE	S.N	PARTICULARS	DEPT NAME	MAINT DEPT	REMARKS	DEPT P. No	MAINT MANAGER
9/16/23		Office chair not work Switcher Don.	Congis	6	Reminded		
9/10/23		New Desktop Required	Ped	05			
9/10/23		2) Double Disc trimmer Repair	Ped	05			
		3) LED TV not working	Ped	05			
		4) Refrigerator Networking					
11/10/23		Office chair (2) Three way spring light	Congis	6	Reminded		
12/10/23		Splosion water leakage	Ped	7			
23/10/23		PC Chair (3) light not working	Congis	6	Reminded		
14/10/23		Door latch breaker (staff room)	Prosthodontics	1			
14/10/23		Water is not coming in dental chair	Ped	1			
19/10/23		Hydraulic Sitter, Chair (2), Pressure malfunction	PEDD	-			

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19/10/23	Water pressure in chair	Pross	1	P
19/10/23	Chair water not working	Cons	6	Romney
20/10/23	UG chair <del>not</del> not working Per. chair	Cons	6	Romney
27/10/23	R.G. SUCTION TIP -> PIPE connecting is SHORT AND VERY HARD (Please Adjust)	Pross	2	P
27/10/23	Per. chair water filter block	Cons	6	Romney
27/10/23	Dental chair is not working	Cons	7	
28/10/23	Tap leakage in Pl.I <sup>st</sup> & Gents Washroom (Flush not working)	Antro	04	Rahat
27/11/23	Per chair suction not working	Cons	6	Romney

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DATE S. No	PARTICULARS	DEPT NAME	MAINT DEPT	REMARKS	DEPT	MAINT
02/11/23	Dental Chair water problem	Ortho	04	Earth	S.G.N	MAINT
03/11/23	Central Box not working (micromotor)	Ortho	04	Plaster		MANAGED
04/11/23	1) Gen. Chair not working	Cons	06	Removable		
06/11/23	2) Per. Chair (1) not working 02. Chair	Cons.	06	Removable		
17/11/23	James connector of light stands for in Prostho light and Prostho lab	Prostho	2			
08/12/23	P.G. & Hunkhachandran 1st chair 1/2 month micro motor down 2nd chair Non Functional 3rd chair high	Cons & endo	6			
14/12/23	P.G. & Alamy Chair center big water plumb Department films send to water leaking from deaxing unit in U.G. plaster lab	Cons & endo	6			
15/12/23	Chair Not working - Pit 1	Prostho	2			
18/12/23	Chair Not working - 2 days	Cons	6			

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19/12/23	Ceramic furnace stopped	Duplicate touch & Press	Prosthodontics	01	
20/12/23	Auto Clave 18	Not working	OPD	01	Jushar
20/12/23	Tube light	is not working	OPD	02	Jushar
21/12/23	Chair not working	No pressure in chair	Prosthodontics	05	J
23/12/23	Depth Peds	OPD TV not working	Peds	05	J
26/12/23	Tube light	is not working	OPD	01	Jushar
26/12/23	Dental Chair	not working 186	Peds	05	Jelis
28/12/23	Dental chair	not working	Peds	07	Resolved
30-12-23	Compressor	3 No - Total (Next due)			01-03-24
	Biontech	1 No - 9599046147			
	Ames T water (air free)	2 No - L	Malik Saigy		93199163253

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Principal

DATE	S.No	PARTICULARS	DEPT NAME	MAINT DEPT	REMARKS	DEPT S.G.N	MAINT MANAGER
30/12/23	-	Generator 250 K.V. (Diesel eng. Sales & service) 77 220 70631			Completed		
		Next Due -		PEDD			
9/1/24		Water Leakage in chair 1			Completed		
12/1/24		Chair light not working OPD (3) Amplifier, not working (6)			- ok - ok		
17/1/24		Chair not working consult (6)					
26/3/24		UG. geyser (2) Not working					
26/3/24		UG clinic chair. Not working					
26/3/24		Sink Not working.					
05/04/24		Prosth. Lab. Display of Ceramic Furnace: Display Not Working. Prosth					
12/4/24		gate Repairing - (2) P.g clinic					



Date	S.No	PARTICULARS	DEPT	NAME	MAINT DEPT	REMARKS	DEPT S.G.N	MAINT MANAGER
15/04/24		P.G. One Lock Repair		Ortho				
20/4/24		Fans not working. Cooler Not working. Water motor		Prosth				
20/4/24		Chair not working.		I				
22/4/24		Auto Klip @ Bkasan		OS - 3				
21/5/24		Refrigerator Not working		Prosth				
13/5/24		A.C Not working.		Prosth				
23/5/24		Autoclave - Repair						
23/5/24		A.C " - Repair						
25/5/24		Dental chair damage Deptmt Coms		Coms PGI				
8/6/24		Dental chair light not working		Prosth. Pn				
26/6/24		No light in department.		P.H.D. (Prosth)	Electric			
26/6/24		No light in calling Lab		Prosth				
		UG Lab. Not working.						
26/6/24		UG Fame Not working		Coms AC	Na			

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