



Center for Advanced Studies in Water

Standard Operating Procedures (SOPs) For Building Maintenance and Management

Mehran University of Engineering & Technology Jamshoro

SOP Control Information

SOP No.	01
SOP for:	Building Maintenance and Management
Drafted By:	Director Administration (USPCAS-W)
Reviewed By:	Project Management Unit (PMU)
Approved By:	BoG (USPCAS-W)
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Responsible Owner: Director Admin USPCAS-W, MUET Jamshoro

Review Schedule: To be reviewed and updated on yearly basis

Document History

Version Number	Edited by	Approved by	Effective Date
1	PMU	BoG	1 st March, 2019

Communication Plan

This SOP will be communicated in hard and soft format to all concerned.

1. Scope

This Standard Operating Procedure (SOP) applies to Management of USPCAS-W Building, MUET Jamshoro. It entails all aspects of building and grounds maintenance with clean secure and safe environment, while ensuring necessary facilities.

2. Purpose

The main goal is to manage the center building for property upkeep including structural, electrical and plumbing systems, furniture and fixtures, availability of water, and security and safety besides routine janitorial cleaning and maintenance of grounds and lawn etc. SOP describes policies, procedures and key processes along with allocation of responsibilities and time lines for management of USPCAS-W building. This will be done by integrating the roles and responsibilities of administration and concerned offices/sections.

3. Process

The building management is responsible for each and every facility utility operation within the Centre for successful and effective management of the centerbuilding. The following process should be done:

- Plan for repair or replacement of the facility
- Communicate with facility provider/maintenance engineer
- Estimate the cost and get approval from competent authority
- All documentation should be maintained and recorded

House Keeping

Sr.No.	Building Components	Description	Frequency
1	All Offices	Spray windows and glass surfaces with water or appropriate cleaning solution and dry it with sponge or cloth	Weekly
		Remove garbage from dustbins and clean them if required	Daily
		Spray disinfectant on a dry cloth and clean telephone mouth piece, ear piece and telephone instrument.	Weekly
		Furniture need to be cleaned or vacuumed thoroughly	Weekly
		Mop with a damp cloth to remove all dust and dirt from the floor	Daily
		Mop all the tiles with a damp cloth	Daily
2	Building Washrooms	Apply diluted cleaning solution on to the scrubber and clean sink area.	Daily
		Tiles / Floor have to be cleaned daily with diluted Cleaning solution.	Daily
		Wipe all surfaces with a dry cloth.	Daily
		Spray mirror with a glass solution & clean with cloth, sponge or tissue.	Daily
		Remove garbage from dustbins and clean them if required	Daily
		Fill soap for hand wash and insert bath rolls	As needed
		Lab staff is responsible for maintaining their laboratory	Daily
		Food / Beverages are not allowed in the labs.	NA
		Wash your hands after handling chemical materials, after removing gloves, and before leaving the laboratory.	As needed

3	Laboratories	Lab technician will supervise the cleaning staff.	Daily
		Floors should be mopped with soap solution.	Daily
		Clean equipment according to individual equipment's SOPs by lab staff.	As needed
		Remove all materials from work surfaces that hinder thorough cleaning.	Daily
4	Conference, Auditorium, Faculty Lounge, Girls Common Room and Class Rooms Facilities	Spray windows and glass surfaces with water or appropriate cleaning solution.	Weekly
		Remove garbage from dustbins and clean them if required	Daily
		Spray disinfectant on a dry cloth and clean telephone mouth piece, ear piece and telephone instrument.	Weekly
		Furniture need to be cleaned or vacuumed thoroughly.	Weekly
		Mop with a damp cloth to remove all dust and dirt from the floor	Daily
		Mop all the tiles with a damp cloth daily	Daily
5	Lobbies and Stairway Handrails	Remove garbage from dustbins and clean them if required	Daily
		Spray windows and glass surfaces with water or appropriate cleaning solution.	Twice in a Week
		Furniture need to be cleaned or vacuumed thoroughly.	Twice in a Week
		Sweep the lobby floor thoroughly	Daily
		Mop with a damp cloth to remove all dust and dirt from the surface	Daily
		Mop all the tiles with a damp cloth	Daily
		Lift need to be cleaned on a daily basis thoroughly.	Daily

General Components of Building

1	Electricity	Overall layout of building's electric plan	NA
		Inspect all electrical cords for any damage	Monthly
		Check test power circuit breakers to ensure that they are in a working condition	Monthly
		Inspect all electrical plugs	Monthly
		Check all the light and fan switches and ensure that they all working properly	Monthly
2	Water system	Check the toilet flushing mechanism	Weekly
		Inspect sinks, emergency showers, and basins for any crack, signs of damage or leakage	Weekly

		Inspect the drainage on both the kitchen and bathroom drainage system to ensure there aren't any blockages	Weekly
3	Gas	Inspect all the gas connections for any leaks	Weekly
		Inspect the gas meters to make sure its working properly	Weekly
4	Internet	Provide access to free search websites like sciencedirect.com for research purpose	NA
		Check internet speed	Weekly
		Evaluate internet data speed	Weekly
		Maintain/check internet quality	Weekly
5	CCTV cameras	Proper recording with high resolution of cameras and extra zooming.	NA
		Maintain and archive all recording	NA
		Control room monitors the CCTV cameras	Daily
6	Indoor safety	First Aid: Should be in all class rooms and offices	NA
		Locks: Check movability of all locks of doors and windows	Monthly
		Keys: Examine keys that these are no more old in condition and are in easy-to-use state	Monthly
7	Outdoor safety	Compound walls: Check all compound walls with focus on cracks or any other damage	Monthly
8	Lawn & Parking Lot	Check the water drainage system and ensure that it is working properly	Monthly
		Inspect the condition of the gutters and check for any damages	Monthly
		Check for any signs of a possible insect or rodent infiltration	Monthly
		Parking lot needs to be sweep.	Weekly

9	Complain Guide	First submit the complaint to logistic officer to resolve initially by him/her	NA
		If the logistic officer does not pay heed to the issue, then the issue will be pursued	NA
		Administration of the Centre will be contacted for resolving the issue after it is pursued	NA
10	Generators, Lifts and ACs	Generators, Lifts and ACs are maintained by third parties, Orient Energy, Geewajee and PakAC respectively.	NA
11	Record keeping	Maintain record of all assets of the building	NA
		Keep record of maintenance in digital format and hard copy	NA

		Keep record secured	NA
		Confidential record will be kept secret	NA
12	Monthly Review Meeting	Issue notice of the meeting	Monthly
		Inform venue of the meeting	
		Share agenda of the meeting	
		Discuss progress of all activities done in the month for building maintenance	
		Develop new tasks for the next month	
		End meeting with final decision	

Special Visits

For special visits such as missions, executive meetings, seminar and workshops etc., frequency of maintenance will be enhanced e.g. daily cleaning instead of weekly etc.