

MAINTENANCE COMMITTEE MEMBERS

2024-2025

Sl.No	Designation	Name	Contact No
1	Principal	Dr.P.Mahesh	9490284863
2	Administrative Officer	S. K. Basha	9703547275
3	Professor, Department of Periodontics	Dr. Suryakanth Malgikar	9591212165
4	Senior Lecturer, Department of Orthodontics	Dr. M. Naresh Kumar	9985704649
5	Engineering Department (KIDS)	P. Narsi Reddy	9703874870
6	Engineering Department (KIMS)	K. Nagaraju	9705342552



Graduate School of Dental Science

Sreepuram, Narketpally 508254, Nalgonda (Dist.) Telangana, India.
(O) - 08682 - 279999 (6255) (6366) | E-mail: info@kidsdentalcollege.org
Website: www.kidsdentalcollege.org

**(Accredited with 'A' Grade by NAAC)
ISO 9001, 14001 & 50001 Certified**

Recognized by the GOI Vide Letter No: F. No. V-12017/43/2001-PMS/DF Dated: 31st January 2007
Affiliated to K.N.R University of Health Sciences, Warangal, Telangana.

RESPONSIBILITIES OF THE MAINTENANCE COMMITTEE

A maintenance committee is typically responsible for overseeing and ensuring the proper functioning, maintenance, and upkeep of the infra-structure, equipment, building and organization's assets. The specific responsibilities generally include the following:

1. Routine Maintenance and Repairs

- **Scheduling regular inspections:** Ensuring that regular checks are made to identify issues before they become significant problems.
- **Overseeing repairs:** Managing and coordinating repairs of all equipments including its electrical, and structural components.
- **Managing service contracts:** Supervising contracts with external vendors for services like preventive maintenance, AMC's etc.,

2. Budgeting and Financial Oversight

- **Allocating funds:** Creating and managing a budget for maintenance costs, including emergency repairs and long-term projections by submitting the estimates to the office well in advance.
- **Tracking expenses:** Monitoring costs and ensuring that spending stays within budget.
- **Planning for future costs:** Developing a plan for future maintenance expenses.

3. Preventive Maintenance

- **Setting schedules for regular servicing:** Ensuring that all equipments like dental chairs, radiology equipments, surgical equipments and other teaching aids are regularly serviced.
- **Proactive issue identification:** Detecting potential problems early through inspections and using predictive maintenance strategies when necessary.

4. Safety and Compliance

- **Ensuring compliance with regulations:** Ensuring that all the equipments complies with acceptable standards for patient safety, and environmental regulations.
- **Addressing safety hazards:** Identifying and resolving all safety concerns of all infrastructure and equipment related issues including fire and electricity issues.
- **Emergency preparedness:** Developing and implementing emergency response plans for things like sudden machinery failure, fires, or system failures.



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5. Long-Term Planning and Improvements

- **Planning for major renovations:** Identifying areas for improvement and planning future renovations or replacements.
- **Sustainability initiatives:** Implementing energy-efficient practices and to improve the productivity to achieve the optimal utilization of the equipment.

6. Record-Keeping and Documentation

- **Maintaining logs:** Keeping detailed records of inspections, repairs, maintenance work, and any issues encountered.
- **Tracking warranties:** Ensuring that warranties for equipment or materials are up-to-date and adhered to.

7. Vendor and Contractor Management

- **Hiring and overseeing contractors:** Coordinating with external contractors and service providers for specialized equipment repairs and maintenance.
- **Evaluating performance:** Ensuring that the hired contractors deliver quality work on time and within budget.
- **Negotiating contracts:** Managing and reviewing contracts with maintenance companies or contractors.

8. Handling Emergency Maintenance

- **Developing an emergency plan:** Having protocols in place for urgent maintenance issues, such as unexpected breakdown of equipment with effective alternatives.
- **Responding to urgent situations:** Ensuring that there is a system in place for dealing with emergencies promptly and efficiently.

By fulfilling these responsibilities, the maintenance committee helps ensure that the college remains safe, functional, and well-maintained, benefiting the students, patients, and the organization.

