




SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 10-01-2018 |

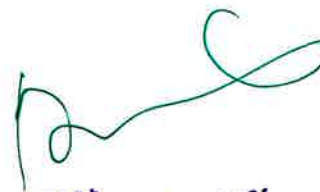
| S. No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|-------|-----------------------------------|--|--------------------------|---|---|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months by all the departments. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: switch board damage in fmw-replaced, water heater failure in mmw repaired, AC service done at Casualty, AC repair done at SICU, running maintenance done at few wards-fans & lights, Major Problems: short circuit MCB trip service done, DG failure-service done, lift for patient- maintenance service done, DG oil service done. Discussed about smart board provision for all the lecture halls and its implementation. Discussed about adding up few more street lights in side the campus. | Electrician in charge | As soon as possible / with in 24-72 hours |  |
| 3 | Civil | Minor Problems: wall construction done , grill gate fixed for psychiatry wards, ,crack rectification done, Grab bar fixed for toilets, door loaches replacement done, painting few walls & ceilings done, window repaired in fsw, Major Problems: toilet for physically challenged renovation | Civil engineer in charge | As soon as possible/ with in 24-72 | |

DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu.
Chennai - 600 069

| S. No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|-------|-------------------------------------|--|--|--|--|
| | | done at gf, 1 st & 2 nd floors, ETP plant – construction work done (shed & flooring), OT window AC duct- NET work done for preventing birds, New hostel construction work is going on, Discussed about maintenance work of hostel and quarters for staffs. | | hours | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done , , public use water cooler tank cleaning done, Major Problems: drain line leakage cleared, over head water tank cleaning done as per schedule, bore well flushing work done, Discussed about STP plant maintenance service. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: ECG & Spo2 cabin pin damage repaired, during daily rounds cleaning & maintenance done, some loose connection & power card issue corrected for OT & ICU equipments. Major Problems: ventilator service done, o2 censor issue corrected, ophthal focus light pulp issue corrected, USG machine prob filament issue corrected, | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | Discussed BMW segregation, transportation and storage are done as per NABH protocol and handed over to GJ autoclave for disposal. Segregation was not done properly in 2 wards which was discussed and advised ICN to supervise. E wastes are segregated and stored in a separate place and disposed as per guidelines. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY- BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | Discussed about Fire safety – code RED mock drill and its deficits. Advised FSO to correct the deficits, like necessary of few more fire extinguishers, sprinklers and fire alarms. Discussed about need for more securities. | | | |

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Chennai-600 069

| S. No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|-------|-----------------------------------|---|---------------------------------------|-----------------|---------|
| 9. | LAUNDRY | Discussed about maintaining separate drolly for transporting dirty & clean and its implementation at the earliest. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Discussed about the cleanliness of the hospital & college block building, as there were few complaints about general waste storage. Discussed about the few infrastructure new constructions, like lecture hall stage, hostel expansion, valley ball ground. | HK manager Civl engineer in charge | 3 months | |
| 11. | STORE PURCHASE & | Discussed About store cleanliness & pest control. Discussed about the purchase requisition from various departments. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | Discussed about the update in HIMS and training for staffs. | It in charge | immediate | |



DEAN
SRI SIVAKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chudakal, Mysore - 576 001, Mangalore
Contact: 606 069



Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE
CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

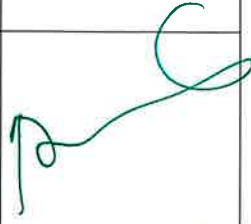
MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 18-07-2018 |

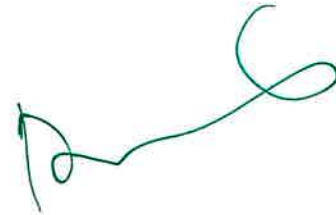
| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|--------------------------|---------------------|-----------|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months by all the departments.. Previous Requirements are mostly closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: utility service of few fans ,lights done, running maintenance work done, AC compressor complaint attended, New AC replace ment for EMS is pending, Lift switch service done, Major Problems: One patient lift service pending, Generator battery changed, electrical short circuit power cable changed, DG oil service done. | Electrician in charge | with in 24-72 hours | |
| 3 | Civil | Minor Problems: crack rectification done, bathroom door replaced, one door repaired, Major Problems: New construction work of hostels going on, lecture | Civil engineer in charge | At the earliest | Follow up |

10

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| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|------------------------|---|--|---|---|
| | | hall new platform construction work going on, | | | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done , Major Problems: RO water plant leakage issue, bore well flushing ,drainage collection tank motor foot valve blockage. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: SPO2 cable pin damage repair, wire loose connection in ECG machine, power card issue, cleanliness, battery change for defibrillator. Major Problems: microbiology lab-bacteria alert power card burnt repair, physiotherapy wax therapy - thermostat issue, OT- Light source issue for lap-camera. | BME in charge | As soon as possible / with in 24-72 hours |  |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Rest control services | Weekly office | To be Supervised by HK in charge & floor manager |
| 7. | BMW & WASTE MANAGEMENT | Discussed BMW segregation, transportation and storage are done as per NABH protocol. Collection & Transportation to BMW storage was not done properly ,it which was discussed and advised ICN to supervise. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | Additional fire safety equipments were provided. Advised to conduct CODE red mock drill once in 3 months and report to QMS. Advised to conduct regular trainings for securities (old & new). | FSO | Immediate | |
| 9. | LAUNDRY | Discussed about the manpower deficit in laundry service and the power cut issue. | Laundry in charge | 3-7 days | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|-----------------------------------|-------------|---------|
| 10. | PHYSICAL FACILITIES & CLEANLINESS | A new building construction for boys and girls hostel has started. Discussed about the security level and cleanliness during the construction work. | Civil engineer HK manager | 6 months | |
| 11. | STORE PURCHASE & | Discussed about the minor and major item purchase and its priority. discussed about the requirements as per NABH protocol. | Store manager Purchase manager | 3 days | |
| 12. | HIMS | Discussed about the necessity of few more computer system requirement for the college block. | IT in charge | One week | |



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Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 22-01-2019 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|--------------------------|---------------------|---------|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months by all the departments... Previous Requirements are successfully closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, switch board replaced in 3 rd floor , AC grill & filter cleaned in hospital & college block, Major Problems: Generator battery service done, oil leakage service done, Lift for doctors maintenance service done, transformer failure service done, UPS loose connection problem rectified, AC compressor fan service done; UPS failure rectified. | Electrician in charge | with in 24-72 hours | |
| 3 | Civil | Minor Problems: MMW floor repair done, window repair done ,window | Civil engineer in charge | At the earliest | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|---------------------|--|------------------------------|---|--|
| | | curtains replaced, toilet in MOW floor repair, ceiling painting done, crack rectification done. Major Problems: new hostel for boys & girls construction work is going on, ETP construction work started, quarters for staffs construction work started. | | | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done, few pipe leakage complaints attended, hand shower leakage rectified. drain line blockage rectified. Major Problems: hand shower for few toilets replaced, water motor service done, water tank cleaning done as per protocol, RO water pipe leakage addressed and pipe replaced, | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: daily maintenance addressed, new equipment (ventilator, syringe pump) demo training given to staffs and doctors. Oxygen valve loose connection in EMS addressed and rectified, SPO2 prob replaced in EMS, Spo2 prob service done at ICU. Major Problems: new requirement of few equipments for ENT, Respiratory medicine dept, ICU were submitted to dean, centrifuge in LAB issue rectified, X ray detector lock issue work pending, battery for defibrillator pending, portable suction machine service done. | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services | Weekly once | To be Supervised by HK in charge & floor manager |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|--|--|---|
| 7. | BMW & E WASTE MANAGEMENT | Discussed about sharp collection protocol and 2 incident of NSI and advised ICN to supervise. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY- BMW E WASTE- once in 6 months. | To be Supervise d by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. Discussed about security shortage and advised to recruit as soon as possible. | RMO | ONE WEEK | |
| 9. | LAUNDRY | Discussed about the one washing machine break down and advised to do the repair as soon as possible. | BME | At the earliest | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Discussed about the New building constructions work. | Civil engineer | | |
| 11. | STORE PURCHASE & | Discussed about the minor and major item purchase and its priority. Discussed about the condemn items and its audit. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | No major issues | | | |


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 Chikkarayapuram, Near Mangadu,
 Chennai-600 069.


Committee Chairperson



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CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 17-07-2019 |

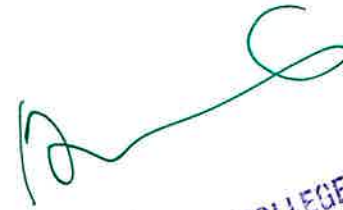
| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|--------------------------|---------------------|---------|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, few switch boards changed in college block. Major Problems: AC replacement is pending, water heater failure service done, lift maintenance service done, transformer service done. Discussed about UPS requirement for college block, lecture halls. | Electrician in charge | with in 24-72 hours | |
| 3 | Civil | Minor Problems: wash basin pipeline leakage service done, few curtains for windows changes, few window lock stuck was | Civil engineer in charge | At the earliest | |

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|------|-------------------------------------|--|---|---|--|
| | | corrected, Major Problems: New fire tank work is pending, rainwater harvesting planning is going on, new hostel and quarters construction work is going on. | | | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done ,few pipe leakage complaints attended, hand shower leakage rectified. drain line blockage rectified. Major Problems :water motor service done, drainage line maintenance service is due, over head water tank cleaning is pending, borewell flushing work done. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: daily maintenance addressed, spo2 prob replaced in ICU & ER, ECG cable loose connection service done, Major Problems: Laparoscopy camera light issue in OT was corrected, new light replacement is pending, | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. Discussed about the cleanliness and pest control in BMW storage room and E Waste storage room. | HICC/ICN HK Manager, BME GJ autoclave pvt company | DAILY- BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |

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|------|--|---|-----------------------------------|-----------------|---------|
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. Discussed about fire extinguisher refilling in entire hospital & college block. | FSO | ONE WEEK | |
| 9. | LAUNDRY | Washing machine servicing was done within 2 days and Discussed about the hazardous material storage and MSDS and advised to do training regarding. | NS NABH COORDINATOR | Immediate | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Discussed about the new construction work – hostel, quarters and cricket ground. | Civil engineer | | |
| 11. | STORE PURCHASE & | Discussed about the minor and major item purchase and its priority. Discussed about the pending printing work of forms and advised to reorder before nil balance. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | Discussed about the requirement of WIFI network for hospital and college blocks. | IT manager | One week | |



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Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

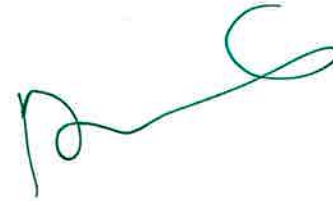
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|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 05-01-2020 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|--------------------------|---------------------|---------|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, few switch boards changed in boys hostel block, AC service done for OT and ICU. Major Problems: generator maintenance service done, UPS service is due, DG Oil Service done, lift failure service done. | Electrician in charge | with in 24-72 hours | |
| 3 | Civil | Minor Problems: toilet hand shower replaced, wash basin leakage serviced, elbow tap leakage service done, floor crack repair done, few painting walls and ceiling done after raining. Major Problems: New hostel construction work is going on, | Civil engineer in charge | At the earliest | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-------------------------------------|--|---|---|--|
| | | quarters for staffs construction work is going on, door stopper replaced in few doors. | | | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done ,few pipe leakage complaints attended, hand shower leakage rectified Major Problems: toilet flush tank replaced, RO water leakage service done, over head tank cleaning done and send for analysis as per protocol. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: daily maintenance addressed, ECG chest lead cable and bulbs replaced, Major Problems: New ventilator demo given to all ICU,ER doctors and staffs, ABG machine failure addressed, power card burnt in laboratory was rectified, | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol Register checking was done. | Paulin Pest control services | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | Discussed about improper segregation of BMW in minor OT and in MSW. Advised to do repeated training classes and awareness among doctors & CRMIs. E wastes are segregated and disposal done after condemnation audit. | HICC/ICN HK Manager, BME GJ autoclave pvt company | DAILY- BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. Discussed about CODE RED mock drill for new securities and its effectiveness. | RMO | ONE WEEK | |

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HOSPITAL & RESEARCH INSTITUTE
Chikkarayanapuram, Near Mangadu,
Chennai-600 059.

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-----------------------------------|--|-----------------------------------|-----------------|---------|
| 9. | LAUNDRY | No major issues in laundry. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Discussed about the cleanliness in hostel and quarters and pest control. | Civil engineer HK manager | | |
| 11. | STORE PURCHASE & | No major issues. Few purchase items are pending for approval from management. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | WIFI installation done for college and hospital block effectively. | IT | | |



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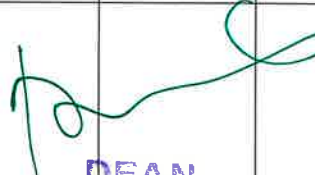
Committee Chairperson



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CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

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|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 20-07-2020 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|--|---|---------------------|---------|
| | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. |  DEAN SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE Chikkarayapuram, Near Mangadu, Chennai-600 069. | | |
| 1. | COVID 19 protocol | Discussed about Covid 19 guidelines to be followed and about hand sanitizer availability/installment in each rooms and in the entrance for public. Discussed about the safety measures and PPE availability. Discussed about the covid ward & ICU arrangements and its requirements. | DEAN,MS.RMO. NS,ICN,HK | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, few switch boards changed in hostel block, AC service done for all the ICU areas once in 15 days, Major Problems: No such major problems, DG service done, | Electrician in charge | with in 24-72 hours | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--------------------------|---|--|---|--|
| | | generator battery service done, | | | |
| 3 | Civil | Minor Problems: minor issues attended, Major Problems: construction work was with held due to covid 19,no other major issues. | Civil engineer in charge | At the earliest | |
| 4 | Plumbing | Minor Problems: daily facility rounds issues attended and rectified. Major Problems: no major issues as such., RO water tank maintenance & over head water tank cleaning done as per protocol. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: daily maintenance addressed, oxygen port in ICU, loose connection corrected. Major Problems: ventilator service done, flow censor changed, | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol and to follow covid protocol (to wear PPE during the service) | Paulin Pest control services | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | Discussed about the covid 19 guidelines to be followed for BMW and its disposal. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. | RMO | ONE WEEK | |

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|------|--|--|-----------------------------------|-----------------|---------|
| 9. | LAUNDRY | No major issues in laundry. Discussed about segregation and management linens used for covid patients and discussed about strict infection control protocols. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | No major issues. All the construction works re at holding due to covid pandemic situation. | | | |
| 11. | STORE PURCHASE & | No major issues. Discussed about purchase and storage of excess PPE, hand sanitizers, Oxygen cylinders and other disposable items. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | No major issues. | | | |



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Committee Chairperson



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CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

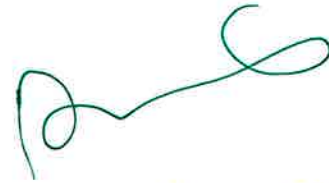
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|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 19-01-2021 |

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DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu,
Chennai-600 088

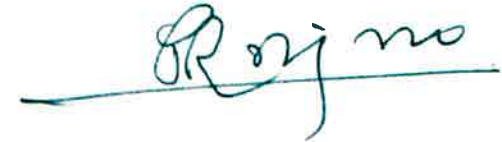
| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|---------------------------|---------------------|---------|
| | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 1. | COVID 19 protocol | Discussed about Covid 19 guidelines to be followed and about hand sanitizer stock. Discussed about the safety measures and PPE availability. Discussed about the covid ward & ICU cleanliness, infection control policies to be followed. | DEAN,MS.RMO. NS,ICN,HK | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, AC grill & filter cleaned in hospital & college block, Major Problems: Generator oil leakage service done, Lift for patients 1 maintenance service done, transformer failure service done, UPS failure rectified. | Electrician in charge | with in 24-72 hours | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-------------------------------------|---|--|---|--|
| 3 | Civil | Minor Problems: minor issues attended Major Problems: No such major problems, construction work was with held due to covid 19,no other major issues. | Civil engineer in charge | At the earliest | |
| 4 | Plumbing | Minor Problems: daily facility rounds issues attended and rectified. Major Problems: no major issues as such., RO water tank maintenance & over head water tank cleaning done as per protocol. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: daily maintenance addressed Major Problems: ventilator service done, central supply oxygen, air, alarm service done, | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol and to follow covid protocol (to wear PPE during the service) | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. Discussed about the covid 19 guidelines to be followed for BMW and its disposal. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. | | | |
| 9. | LAUNDRY | No major issues in laundry. Discussed and imposed about segregation and management linens used for covid patients and discussed about strict | | | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|-----------------------------------|-----------------|---------|
| | | infection control protocols. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | No major issues. All the construction works re at holding due to covid pandemic situation. | | | |
| 11. | STORE PURCHASE | No major issues. Discussed about purchase and storage of excess PPE, hand sanitizers, Oxygen cylinders and other disposable items. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | No major issues. | | | |



DEAN
SR. MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
 Chikkarayapuram, Near Mangadu,
 Chennai-600 069.



Committee Chairperson




SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE
CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 20-07-2021 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|-------------------------------|---------------------|---------|
| | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 1. | COVID 19 protocol | Discussed about Covid 19 national guidelines as per to be followed, Discussed about the safety measures and PPE availability. Discussed about the covid ward & ICU cleanliness, infection control policies, bed strength, oxygen supply, extra oxygen cylinder stock regarding. | DEAN, MS, BMO, NS, ICN, HK | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, Major Problems: no such major issues, maintenance service for DG, Generator, UPS done. | Electrician in charge | with in 24-72 hours | |


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Chikkarayapuram, Near Mangadu,
Chennai-600069.

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--------------------------|---|--|---|--|
| 3 | Civil | Minor Problems: minor issues attended Major Problems: No such major problems, construction work was with held due to covid 19. | Civil engineer in charge | At the earliest | |
| 4 | Plumbing | Minor Problems: daily facility rounds issues attended and rectified. Major Problems: no major issues as such. RO water tank maintenance & over head water tank cleaning done as per protocol. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: daily maintenance addressed Major Problems: ventilator service done, o2 censor issue corrected, ophthal focus light pulp issue corrected, USG machine prob filament issue corrected, | BME in charge | As soon as possible with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol and to follow covid protocol (to wear PPE during the service) | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. Discussed about the covid 19 guidelines to be followed for BMW and its disposal. | HICC/ICN HK Manager, BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. | | | |
| 9. | LAUNDRY | No major issues in laundry. Discussed and imposed about segregation and management | | | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|-----------------------------------|-----------------|---------|
| | | linens used for covid patients and discussed about strict infection control protocols. | | | |
| 10. | PHYSICAL FACILITIES CLEANLINESS & | No major issues. All the construction works re at holding due to covid pandemic situation. | | | |
| 11. | STORE PURCHASE & | No major issues. Discussed about purchase and storage of excess PPE, hand sanitizers, Oxygen cylinders and other disposable items. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | No major issues. | | | |



DEAN
SRINIVASARAO MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
 Chikkarayapuram, Near Mangedu,
 Chennai-600 069.



Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 10-01-2022 |

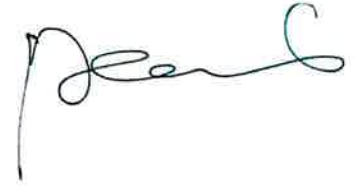
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DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu,
Chennai-600 069.

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|------------------------------|---------------------|---------|
| | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 1. | COVID 19 protocol | Discussed about Covid 19 current situation, oxygen stock, PPE and hand sanitizer stock, death audit and disposal of BMW from covid wards. | DEAN, MS.RMO. NS, ICN, HK | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, , AC service done for OT and ICU. Major Problems: generator maintenance service done, UPS service is due, DG Oil Service done. | Electrician in charge | with in 24-72 hours | |
| 3 | Civil | Minor Problems: wash basin pipeline leakage service done, Major Problems: New fire tank work is pending, rainwater harvesting planning is going on, new hostel and quarters | Civil engineer in charge | At the earliest | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|--|--|---|--|
| | | construction work is going on.: | | | |
| 4 | Plumbing | Minor Problems: daily facility rounds issues attended and rectified. Major Problems: hand shower for few toilets replaced, water motor service done, water tank cleaning done as per protocol, RO water pipe leakage addressed and pipe replaced, | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: : daily maintenance addressed Major Problems: centrifuge in LAB issue rectified, X ray detector lock issue work DONE, battery for defibrillator REPLACED, portable suction machine service done. | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol and to follow covid protocol (to wear PPE during the service) | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. Discussed about the covid 19 guidelines to be followed for BMW and its disposal. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. | | | |
| 9. | LAUNDRY | No major issues in laundry. | | | |
| 10. | PHYSICAL FACILITIES CLEANLINESS & | No major issues. All the construction works re at holding due to covid pandemic situation. | | | |


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| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-------------------------|---|-----------------------------------|-----------------|---------|
| 11. | STORE PURCHASE & | No major issues. Discussed about purchase and storage of PPE, hand sanitizers, and other disposable items. | Store manager Purchase manager | At the earliest | |
| 12. | HIMS | No major issues. | | | |

Committee Chairperson

DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
 Chikkarayapuram, Near Mangadu,
 Chennai-600 089.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE
CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

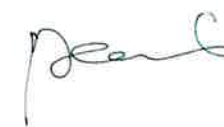
| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 21-07-2022 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|--|-------------------------------|------------------|---------|
| | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 1. | COVID 19 protocol | Discussed about Covid 19 patient strength, infection control policies to be followed, and use of hand sanitizers. Covid 19 vaccination planning was discussed. | DEAN, MS, RMO, NS, ICN, HK | | |
| 2 | Electrical | Minor Problems: running maintenance done, utility service of few fans & lights done, AC grill cleaning done for all the ACs. Major Problems: water heater service done, Generator maintenance service done, ac compressor service done, DG oil service done. Discussed about installment of PA system in the hospital block. Discussed about CCTV installation for paed ward, NICU and in | Electrician in charge | with in one week | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------|--|--------------------------|---|---------|
| | | the OG –OT corridors. Discussed about solar light panel installment. | | | |
| 3 | Civil | Minor Problems: minor issues attended Major Problems: BMW room construction going on, ETP construction work going on, STP plant work is going on-for college-recycling water for garden and toilets, grab bars fixed for extra few toilets, hostel and quarters construction work restarted, fire tank new constructed, terrace repair work and water proofing done for college and hospital. Discussed about some alteration work for upcoming DIALYSIS UNIT. | Civil engineer in charge | At the earliest | |
| 4 | Plumbing | Minor Problems: daily facility rounds issues attended and rectified. Toilet pipe line leakage rectified, drainage drain line monitored, water cooler tank cleaning done. Major Problems: over head tank and RO water cleaning done, borewell flushing work done, wash basin waste pipeline replaced. Discussed about RO installation and pipeline work for upcoming Dialysis unit. | Plumber in charge | As soon as possible. 1-2 weeks | |
| 5. | BME | Minor Problems: daily maintenance addressed, cardiac monitor cable pin damage rectified, burnt fuse issue rectified, vaccum bottle replaced in ICU, SPO2 prob repair done at OT. Major Problems: USG machine noise issue rectified, physiotherapy power card damage replaced, ICU ventilator flow | BME in charge | As soon as possible / with in 24-72 hours | |

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Gulikkarnyapuram, Near Mangadu,
Chennai-600 069.

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|---|--|--|
| | | sensor service done. Discussed about dialysis machine for the upcoming dialysis unit | | | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. Pest control monitoring was advised. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | Fire safety license renewal was discussed. BLS training and CODE RED training was given to new securities. | FSO NABH coord | | |
| 9. | LAUNDRY | No major issues in laundry. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | All the construction works re started. | CIVIL | | |
| 11. | STORE PURCHASE | No major issues. Discussed about dialysis machine (5 numbers) purchase. | Store manager Purchase manager | | |
| 12. | HIMS | Few new systems installed in hospital block for NABH. | IT | | |



Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE
CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|---------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting | Half yearly | Date | 11-01-2023 |

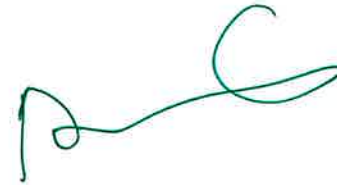
| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-----------------------------------|--|--------------------------|---------------------|---------|
| 1 | Pending Points of previous review | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: switch board damage in fmw-replaced, water heater failure in mmw repaired, AC service done at Casualty, AC repair done at SICU, running maintenance done at few wards-fans & lights, Major Problems: short circuit MCB trip service done, DG failure-service done, lift for patient- maintenance service done, DG oil service done. | Electrician in charge | With in 24-72 hours | |
| 3 | Civil | Minor Problems: wall construction done , grill gate fixed for psychiatry wards, crack rectification done, Grab bar fixed for toilets, door loaches replacement done, painting few walls & ceilings done, window repaired in fsw, Major Problems: toilet for physically challenged renovation done at gf, 1 st & 2 nd floors, ETP plant – construction work done (shed & flooring), BMW storage room work done, New hostel | Civil engineer in charge | At the earliest | |

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Chennai-600069.

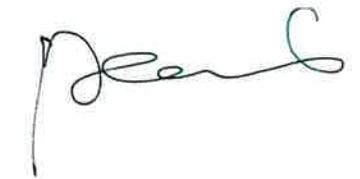
| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-----------------------------------|--|---|---|--|
| | | construction work is going on, | | | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done , , public use water cooler tank cleaning done, Major Problems: drain line leakage cleared, over head water tank cleaning done as per schedule, bore well flushing work done, | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: ECG & Spo2 cabin pin damage repaired, during daily rounds cleaning & maintenance done, some loose connection & power card issue corrected for OT & ICU equipments. Major Problems: ventilator service done, o2 censer issue corrected, ophthal focus light pulp issue corrected, USG machine prob filament issue corrected, | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. Repeated trainings conducted regarding waste management for upcoming NABH assessment. | HICC/ICN HK Manager, BME GJ autoclave pvt company | DAILY- BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |
| 8. | FIRE SAFETY & SECURITY | NO ISSUES WITH FIRE SAFETY. Repeated trainings- CODE RED mock drill conducted for upcoming NABH assessment. | FSO NABH coord | | |
| 9. | LAUNDRY | No major issues in laundry. Discussed about new signage boards for laundry. | NABH coord | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | No major issues. Discussed about new door change and alteration in the toilet | civil HK manager | | |

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Chennai-600 069.

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-----------------------------|--|-----------------------------------|-------------|---------|
| | | for physically challenged patient toilets in ground floor, 1 st & 2 nd floor. | | | |
| 11. | STORE PURCHASE & | Discussed about upcoming NABH assessment and its requirements. Discussed about introduction of new forms and printing the same. | Store manager Purchase manager | | |
| 12. | HIMS | Discussed about the HIMS guidelines as per NABH protocol. | | | |



DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
 Chikkarayapuram, Near Mangadu,
 Chennai-600 069.



Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE
CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------------|
| Venue | 4 th Floor Conference hall | Time | 12,00 PM to 01.00 PM |
| Meeting No | Quarterly | Date | 25-04-2023 |


DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu,
Chennai-600 069.

| S. No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|-------|----------------------------|--|--------------------------|-----------------|---------|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | NABH coord | One week | |
| 2 | Electrical | Minor Problems: utility service of few fans ,lights done, running maintenance work done, AC compressor complaint attended, New AC replacement for EMS , Lift switch service done, Major Problems: One patient lift service pending, Generator battery changed, electrical short circuit power cable changed, DG oil service done. Discussed about few more street lights replacement inside the campus. | Electrician in charge | with in 2 days | |
| 3 | Civil | Minor Problems: crack rectification done, bathroom door replaced, one door repaired, | Civil engineer in charge | At the earliest | |

| S. No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|-------|--|--|--|---|--|
| | | Major Problems: New construction work of hostels going on, lecture hall new platform construction work done. rain water harvesting plant work done., | | | |
| | DEAN SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE Chikkarayapuram, Near Mangadu, Chennai-600 069. | | | | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done , Major Problems: RO water plant service, bore well flushing ,drainage collection tank motor foot valve blockage done, few elbow tap installed. Discussed about rain water harvesting plant. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: SPO2 cable pin damage repair, wire loose connection in ECG machine, power card issue, cleanliness, battery change for defibrillator. Major Problems: - no such major issues. few equipment request pending. Blood bank – sealer mother board replaced after attending a over heat complaint. | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues with BMW management. E waste disposal planned during the yearly once condemnation audit. | HICC/MCN HK Manager, BME GJ autclave pvt company | DAILY- BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |

| S. No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|-------|--|--|-----------------------------------|-------------|---------|
| 8. | FIRE SAFETY & SECURITY | No major issues with fire safety management. New underground fire tank completed work. Few new securities is been recruited and advised for repeated trainings regarding all the emergency codes. | FSO NABH coord | | |
| 9. | LAUNDRY | Discussed about deficit of bed sheets and requisition given for purchase. | Laundry Purchase manager | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Discussed about water proofing and repair work of terrace in hospital & college block. Discussed about shed and flooring work for laundry. | CIVIL | | |
| 11. | STORE & PURCHASE | Discussed about purchase of BMW new bins with color coding, new EXIT signage boards and screens for ICU and triage area zone. | Store manager Purchase manager | | |
| 12. | HIMS | Discussed about new OP case file, IP admission form soft copy and its implementation. Discussed about cleanliness and pest control in MRD, ITroon and storage room. | IT | | |
| 13. | Patient safety | Discussed about <ol style="list-style-type: none"> 1. Toilet for physically challenged- flooring, doors and grab bars 2. Assured about adequate safety belts in wheel chairs and stretchers 3. To buy extra Wet floor caution boards | Civil HK manager | | |


Committee Coordinator


DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu,
Chennai-600 069.


Committee Chairperson



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

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MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram, Near Mangadu
Chennai-600 069.

| | | | |
|---------|---------------------------------------|------|----------------------|
| Venue | 4 th Floor Conference hall | Time | 12,00 PM to 01.00 PM |
| Meeting | QUATERLY | Date | 12-07-2023 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|--|--------------------------|---------------------|---------|
| 1 | Pending Points of previous review | All pending points of previous committee meeting are nearly completed. Discussed about minor, major problems & Daily Facility Rounds Observations & It's Rectifications in the last 6 months. | | | |
| 2 | Electrical | Minor Problems: running maintenance work (few lights & fan repair at wards, switch with socket replaced in wards & small repair works. Major Problems: DG oil service, AC compressor fan repair, water heater failure- repair done, new AC changed for ICU, Switch board damage repaired. | Electrician in charge | with in 24-72 hours | |
| 3 | Civil | Minor Problems: wall construction at boys hostel, crack rectification, toilet door damage, few wall painting at college building, paed ward floor repair-batch work. Major Problems: college & Hospital terrace water proofing and repair work, door loaches replacement, curtains for few windows, | Civil engineer in charge | At the earliest | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--------------------------|---|--|---|--|
| | | AC gas filling. carpentry work for few doors and windows. | | | |
| 4 | Plumbing | Minor Problems: pipeline leakage, sink leakage, hand shower leakage in few places, public use water cooler tank cleaning, drain line blockage repair, small repair works. Major Problems: RO water plant leakage issue, bore well flushing ,drainage collection tank motor foot valve blockage. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: SPO2 cable pin damage repair, wire loose connection in ECG machine, power card issue, cleanliness, battery change for defibrillator. Major Problems: microbiology lab-bacteria alert power card burnt repair, physiotherapy wax therapy - thermostat issue, OT- Light source issue for lap-camera. Discussed about the requirement of blood bank sealer. Blood bank compressor replaced due to cooling issue. Audiometry-key pad replaced due to switch mal function. RO water aqua plant installation done for Dialysis unit. | BME in charge | As soon as possible / with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues. | HICC/ICN HK Manager, BME GJ autoclave pvt. company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |


DEAN
SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE

Chikkarayapuram, Near Mangadu,
 Chennai-600 969.

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|-----------------------------------|-------------|---------|
| 8. | FIRE SAFETY & SECURITY | No major issues. | FSO NABH coord | | |
| 9. | LAUNDRY | No major issues. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Hostel and quarters construction work is going on. | CIVIL | | |
| 11. | STORE PURCHASE & | Discussed about if any pending order. | Store manager Purchase manager | | |
| 12. | HIMS | No major issues. | IT | | |
| 13. | Patient safety | Discussed about the protocol / scp to be followed for patient safety – adequate training/ classes for SNs and HK staffs. | NS HK Manager | | |

Committee Coordinator

Committee Chairperson

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SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|------------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting No | Half yearly | Date | 25-07-2023 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|----------------------------|---|-----------------------|---------------------|---------|
| 1 | Facility Inspection Rounds | Discussed about the daily and monthly Facility inspection rounds and the deficiencies & as per NABH requirements. Discussed about minor, major problems & It's Rectifications in the last 6 months. Previous Requirements are successfully closed by facility maintenance team. | | | |
| 2 | Electrical | Minor Problems: utility service of few fans ,lights done, running maintenance work done, AC compressor complaint attended, New AC replacement for EMS , Lift switch service done, Major Problems: One patient lift service pending, Generator battery changed, electrical short circuit power cable changed, DG oil service done. Discussed about few more street lights replacement inside the campus. | Electrician in charge | with in 24-72 hours | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--------------------------|--|---|---|--|
| 3 | Civil | Minor Problems: crack rectification done, bathroom door replaced, one door repaired, Major Problems: New construction work of hostels going on, lecture hall new platform construction work done. rain water harvesting plant work done., | Civil engineer in charge | At the earliest | |
| 4 | Plumbing | Minor Problems: few pipeline leakages repaired, sink leakages addressed, wash basin waste pipe replacement done , Major Problems: RO water plant service, bore well flushing ,drainage collection tank motor foot valve blockage done, few elbow tap installed. Discussed about rain water harvesting plant. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: SPO2 cable pin damage repair, wire loose connection in ECG machine, power card issue, cleanliness, battery change for defibrillator. Major Problems: - no such major issues. few equipment request pending. Blood bank – sealer mother board replaced after attending a over heat complaint. | BME in charge | As soon as possible with in 24-72 hours | |
| 6. | PEST CONTROL | Pest control service for Rat /Mosquito / Cockroach /Termites are done at the hospital & college block, hostel& canteen as per protocol. | Paulin Pest control services ICN | Weekly once | To be Supervised by HK in charge & floor manager |
| 7. | BMW & E WASTE MANAGEMENT | No major issues with BMW management. E waste disposal planned during the yearly once condemnation audit. | HICC/ICN HK Manager,BME GJ autoclave | DAILY-BMW E WASTE- once in 6 | To be Supervised by HK in charge & ICN |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|---|-----------------------------------|-------------|---------|
| | | | pvt company | months. | |
| 8. | FIRE SAFETY & SECURITY | No major issues with fire safety management. New underground fire tank completed work. Few new securities is been recruited and advised for repeated trainings regarding all the emergency codes. | FSO NABH coord | | |
| 9. | LAUNDRY | Discussed about deficit of bed sheets and requisition given for purchase. | Laundry Purchase manager | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Discussed about water proofing and repair work of terrace in hospital & college block. Discussed about shed and flooring work for laundry. | CIVIL | | |
| 11. | STORE PURCHASE & | Discussed about purchase of BMW new bins with color coding, new EXIT signage boards and screens for ICU and triage area zone. | Store manager Purchase manager | | |
| 12. | HIMS | Discussed about new OP case file, IP admission form soft copy and its implementation. Discussed about cleanliness and pest control in MRD, ITroon and storage room. | IT | | |


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Committee Chairperson



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CHIKKARAYAPURAM, NEAR MANGADU, CHENNAI – 600069

MAINTENANCE COMMITTEE - MINUTES OF THE MEETING

| | | | |
|---------|---------------------------------------|------|----------------|
| Venue | 4 th Floor Conference hall | Time | 10 AM to 11 AM |
| Meeting | Half yearly | Date | 10-01-2024 |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|--|--|--------------------------|--|---------|
| 1 | Pending Points of previous review | All pending points of previous committee meeting are nearly completed. Discussed about minor, major problems & Daily Facility Rounds Observations & It's Rectifications in the last 6 months. | | | |
| 2 | Electrical | Minor Problems: running maintenance work (few lights & fan repair at wards, switch with socket replaced in wards & small repair works. Major Problems: DG oil service, AC compressor fan repair, water heater failure- repair done, new AC changed for ICU, Switch board damage repaired. | Electrician in charge | DEAN SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE with in 24-72 hours Chikkarayapuram, Near Mangadu, Chennai-600 069. | |
| 3 | Civil | Minor Problems: wall construction at boys hostel, crack rectification, toilet door damage, few wall painting at college building, paed ward floor repair-batch work. Major Problems: college & Hospital terrace water proofing and | Civil engineer in charge | At the earliest | |

| S.No | Agenda / Topic | Action Points / Minutes | Responsibility | Target Date | Remarks |
|------|-------------------------------------|---|--|---|--|
| | | repair work, door loaches replacement, curtains for few windows, AC gas filling. carpentry work for few doors and windows. | | | |
| 4 | Plumbing | Minor Problems: pipeline leakage, sink leakage, hand shower leakage in few places, public use water cooler tank cleaning, drain line blockage repair, small repair works. Major Problems: RO water plant leakage issue, bore well flushing ,drainage collection tank motor foot valve blockage. | Plumber in charge | As soon as possible / with in 24-72 hours | |
| 5. | BME | Minor Problems: SPO2 cable pin damage repair, wire loose connection in ECG machine, power card issue, cleanliness, battery change for defibrillator. Major Problems: microbiology lab-bacteria alert power card burnt repair, physiotherapy wax therapy - thermostat issue, OT- Light source issue for lap-camera. Discussed about the requirement of blood bank sealer. Blood bank compressor replaced due to cooling issue. Audiometry-key pad replaced due to switch mal function. RO water aqua plant installation done for Dialysis unit. | BME in charge | As soon as possible / with in 24-72 hours | |
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| 7. | BMW & E WASTE MANAGEMENT | No major issues. | HICC/ICN HK Manager,BME GJ autoclave pvt company | DAILY-BMW E WASTE- once in 6 months. | To be Supervised by HK in charge & ICN |

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| 9. | LAUNDRY | No major issues. | | | |
| 10. | PHYSICAL FACILITIES & CLEANLINESS | Hostel and quarters construction work is going on. | CIVIL | | |
| 11. | STORE PURCHASE & | Discussed about if any pending order. | Store manager Purchase manager | | |
| 12. | HIMS | No major issues. | IT | | |


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