



HOLY SPIRIT INSTITUTE OF NURSING EDUCATION

HOLY SPIRIT HOSPITAL
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MAINTENANCE COMMITTEE

INTRODUCTION

An institute cannot function well unless its resources are used to their fullest potential. The essential components of resource usage are procurement, inventory, repair, and maintenance. The institute's and the laboratories' efficient operation depends heavily on the maintenance committee.

AIM

To work towards maximizing the use of available resources by limiting harm and extending life.

OBJECTIVES

- To make the best use possible of the institute's resources verify that sufficient, functional resources are available.
- Keep accurate documentation
- Oversee the carpentry, plumbing, and electrical work. Report any problems right once and continue to follow up until they are fixed.
- To report equipment loss, damage, and malfunctions

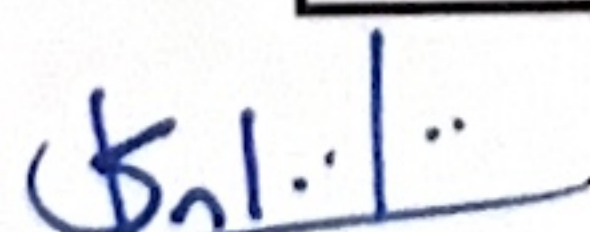
ACTIVITIES

- Inspections and assessments are conducted regularly to identify maintenance needs.
- Maintenance planning involves developing schedules and plans based on inspection findings and budgetary constraints.
- Repair and maintenance activities are overseen or coordinated to ensure proper upkeep of equipment and structures.

- Budgeting and resource allocation are managed to prioritize funding for critical maintenance projects.
- Contracts with external service providers are managed to ensure compliance with quality standards.
- Emergency response protocols are developed to address urgent maintenance situations.
- Safety and compliance measures are enforced to mitigate risks and liabilities.
- Accurate documentation of maintenance activities is maintained for reference and reporting purposes.
- Training and education programs are provided to staff members involved in maintenance activities.
- Communication with stakeholders is maintained to inform them about planned maintenance activities and seek feedback.
- Continuous improvement initiatives are implemented to enhance maintenance efficiency.
- Long-term planning is conducted in collaboration with other committees to anticipate future maintenance needs.

MEMBERS

| SR. NO. | NAME OF MEMBER | DESIGNATION |
|---------|------------------------|----------------------|
| 1 | Dr. Sr. Lalitha Rosali | Chairperson |
| 2 | Ms. Jovita Sequeira | Member Secretary |
| 3 | Mr. Varghese Chacko | Maintenance Incharge |
| 4 | Ms. Asha Thomas | Member |
| 5 | Ms. Pooja Suthar | |
| 6 | Mr. Girgol Varghese | |
| 7 | Ms. Vidya Chavan | |



PRINCIPAL
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