



# Eastern Coalfields Limited

(A Subsidiary of Coal India Ltd.)

ईस्टर्न कोलफील्ड्स लिमिटेड ईस्टर्न कोलफील्ड्स लिमिटेड

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## Maintenance Manual

### MA.7 TRAINING INSTITUTES / CENTERS

1. During all these maintenance activities listed below, the concerned functionaries -
  - a. Ensure 'proper operations' as described under Operational Manual;
  - b. Ensure that proper workplace conditions, safe infrastructure and congenial working atmosphere are maintained as described in section 7.1 of the Integrated Management System Manual.
2. Recording of the maintenance is done under 'measurement book' for contractual works, and/or respective 'maintenance registers' for departmental work.
3. The inventory of required spares/materials is maintained through periodic purchases by respective Section/department against approved budgets (ref section 8.4 of Integrated Management System Manual), based on actual consumption pattern.
4. If this maintenance is through service contract, the terms/specifications under the contract are drawn considering the activities listed below and other terms referring to section 8.4 of the Integrated Management System Manual.
5. The undermentioned frequency of maintenance activities are for general guidance only. However the existing /prevailing norms of the company will prevail on while deciding these maintenance frequencies.

MAINTENANCE ACTIVITY	RESPONSIBILITY
<b>DAILY:</b> <ul style="list-style-type: none"><li>• Sweeping and/or mopping of entire premises</li><li>• Cleaning of toilets with disinfectant</li><li>• De-dusting of office and class room furniture</li><li>• Watering of gardens and pot-plants</li><li>• Disposing of garbage from offices</li><li>• Checking of lighting arrangements</li><li>• Checking of air-conditioning systems, if any</li></ul>	Overseer, E&M Foreman
<b>WEEKLY:</b> <ul style="list-style-type: none"><li>• Washing of floors</li><li>• Checking of training equipment for fitness</li><li>• Checking of electrical fittings and power distribution panels</li><li>• Upkeep of gardens and pot-plants</li><li>• Checking of pumps, plumbing/pipe fittings</li></ul>	Overseer, E&M Foreman
<b>EVERY 6 MONTHS:</b> <ul style="list-style-type: none"><li>• Cleaning of water tanks</li><li>• Checking all wirings and junction boxes</li></ul>	Civil, E&M Engineer
<b>AS AND WHEN REQUIRED:</b> <ul style="list-style-type: none"><li>• Repairing broken window panes, walls, floor</li></ul>	Civil Engineer
<b>EVERY YEAR:</b> <ul style="list-style-type: none"><li>• Overhauling of air-conditioning systems, if any</li><li>• Refurbishing gardens and pot-plants</li><li>• Distemping of CETI / VTC buildings</li><li>• Repairing of drainage, sewage, walls, windows, doors</li><li>• Renovation of lawns</li></ul>	Civil, E&M Engineer