



**GOVERNMENT DENTAL COLLEGE AND  
HOSPITAL, AHMEDABAD.**



No.DCH/ 07/ 2020  
Office of Dean  
Govt. Dental College & Hospital,  
Ahmedabad  
Date : 20<sup>th</sup> January 2020

**CIRCULAR**

Attached herewith is the Updated Maintenance policy document of Government Dental College and Hospital, Ahmedabad as formulated and approved by the Maintenance Committee and College Council.

All are requested to make note of the same and implement accordingly from the effective date.

**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

All Departments, Government Dental College and Hospital, GDCH, Ahmedabad



## MAINTENANCE POLICY

The college has a comprehensive policy to maintain the infrastructure periodically. Overall a maintenance committee is in place to oversee the required maintenance work being undertaken in the institution.

All the major repair work or renovations are carried out by the PIU office in the institution campus. The PIU office is headed by a PIU Executive engineer and consisting of engineers, electricians, plumbers. At the institution level, a Sanitary supervisor heads a team of adequate housekeeping staff employed to meticulously maintain hygiene, cleanliness and infrastructure in the institution. Classrooms, departments, seminar halls, laboratories, washrooms etc are maintained regularly by housekeeping staff assigned for each floor so as to provide a congenial learning environment. Dustbins are placed in every floor.

AMCs for critical equipment are maintained. Laboratory assistants under the supervision of the Head of the Department maintain the efficiency of the clinical areas and laboratories of the respective department. The instruments and equipment are properly maintained and periodically they are serviced by the technicians. The maintenance of generators, air conditioners, CCTV cameras and water purifiers are done periodically.

The college has adequate number of computers with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled computer technician appointed by the institution.

Maintaining supporting facilities in the campus requires meticulous system. The management allocates sufficient funds for the maintenance of the physical academic and support facilities.

Govt. Dental College & Hospital Ahmedabad ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

### **Guidelines to maintain physical, academic and support facilities:**

#### **1. Maintenance of Physical Infrastructure and Support facility :**

##### **a) Routine Maintenance:**

- Cleaning, Dusting, Sweeping and Mopping of all areas is undertaken daily by the housekeeping staff and is supervised by the Sanitary Inspector.
- The College & Hospital has automated cleaning equipment for this purpose. Regular cleaning charts and progressive maintenance records are maintained.
- The housekeeping staff is given training on regular basis on the various aspects



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of maintenance.

- For minor and major repairs, PIU takes care by providing support through, Masons, Electricians & Plumbers etc.

**b) Preventive Maintenance:**

- **Painting:** Though PIU GDCH ensures that all the areas are periodically painted or as an when required.
- **Fire Alarm System :** The Institute has deployed Fire Alarm Systems as prescribed by the Chief Fire Office of the Municipal Corporation of Ahmedabad. The maintenance of the system is outsourced to an agency. The agency services the equipment monthly.
- **Air Conditioning :** Many areas of the GDCH are air conditioned. The maintenance of the ACs is done through PIU agency (Electric Division). The agency services the machines monthly and as an when any break down happens etc.
- **CCTV:** The GDCH has installed CCTVs on the Campus. The maintenance system is outsourced. The agency inspects the equipment monthly and submits its report to the Admin Department.
- **Lifts :** All the lifts are maintained through AMC by PIU agency.
- **Water Testing :** The College & Hospital gets its supply of potable water from Ahmedabad Municipal Corporation, PIU agency periodically (**Bi- annually**) collects the water samples from the GDCH and sends the reports.
- **Water Tanks/Septic Tanks:** All the underground and overhead water tanks are cleaned **quarterly** by the PIU agency using sophisticated equipments.
- Periodic checks are carried out for electrical fittings and other equipments.

**2. Maintenance of IT Infrastructure:**

- Periodic system check is done for viruses by using antivirus software.
- Periodic software updates are done for smooth operation of the computers.
- Regular backups are taken using hard drives to maintain a copy of the important files.
- Malware sites are blocked as a part of protection protocol in the internet browser.
- Desktop and C drives are not used for storage of routine files to enable smooth functioning of computers.
- Computer servicing is done by a in house qualified computer technician.
- Every laboratory maintains a complete record of the equipment such as Dead-Stock Register, Maintenance Register etc.

**3. Utilizing Laboratories :**

- It is important to know the location of the safety equipment and how to use it in case of an emergency.

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- All students must wear a clean and ironed lab-coat, head-cap, protective eye-wear and covered shoes.
- Dispose the lab waste properly.
- Work area should be kept clean and tidy at all times.
- Do not carry any inflammable objects in the lab.
- In case of a doubt regarding any machinery or lab procedures, inform the concerned staff or available technician.
- Ask for a demonstration before using any machines in the laboratory.
- Check for the periodic maintenance and servicing of the machinery.

**MAINTENANCE OF ASEPSIS:**

1. Clean mask, head cap and autoclaved gloves must be worn along with protective eyewear.
2. Handle all sterile instruments, gloves, cotton, etc. with chaetal forceps only and closed drums after use.

**WASTE DISPOSAL PROTOCOL:**

The following protocol should be followed while disposing the waste in the clinics.

1. Black bag – paper, wrapper, kitchen waste etc.
2. Red bag – gloves, suction tips, syringes without needle.
3. Yellow bag – cotton, gauze, head cap, mouth mask.
4. Blue box – sharps, broken glassware.
5. Puncture proof can - containing 4% sodium hypochlorite solution for needles.

**RADIATION PROTECTION:**

1. All personnel must use the protective devices available.
2. All operators of X-Ray equipment, together with personnel who routinely participate in radiological procedures must wear personnel dosimeters (TLD badges).
3. The personnel dosimeter should be worn under the protective clothing.
4. Energized dental X-Ray equipment must not be left unattended.
5. Dental X-Ray equipment must only be operated by individuals who have been trained in the safe use of the equipment and the procedures being performed.

**RADIATION PROTECTION FOR PREGNANT WOMEN:**

1. Patient should inform the dentist about her pregnancy.
2. To ensure safety during pregnancy, protective measures such as high-speed film, lead apron and thyroid collar are used.
3. Patients who are concerned about radiography during pregnancy are reassured that in all cases requiring such imaging, the dental staff will practice ALARA (As Low As Reasonably Achievable) principle.

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4. Only radiographs necessary for diagnosis will be obtained.

## **Policy**

### ***Bio Medical engineering has two major functions-***

- Preventive maintenance including daily maintenance of equipment.
- Break down maintenance of equipment.

## **Procedure**

### **Process Involved in Procurement of new equipment:**

- The user department generates a demand for the equipment.
- Procurement committee along with the Bio medical engineer decides the importance, feasibility and technical specification of the equipment.
- Committee approves purchase of the equipment.
- Stores calls for quotations/tenders and purchase the equipment.
- The bio medical engineer accompanies the vendor for installation of the equipment at the required site.
- The concerned staffs are trained to operate the equipment.

### **Process involved in Preventive maintenance:**

#### **Daily Maintenance-**

- The Bio medical engineer visits all the equipments in the department on a daily morning basis, and then enters the condition of the equipment in a 'Daily Maintenance sheet'.
- The Bio medical engineer reports the daily condition of the equipments to the AHA

#### **Preventive Maintenance under AMC-**

- The AMC Company Service Personnel visits the hospital every 3-4 months.
- The preventive maintenance includes
  - Checking all the calibration and functions of equipment
  - Cleaning all the parts of equipment
  - Check the hours used and if the hours exceed the threshold, the respective motors/spares are changed

### **Process involved in Break down maintenance:**

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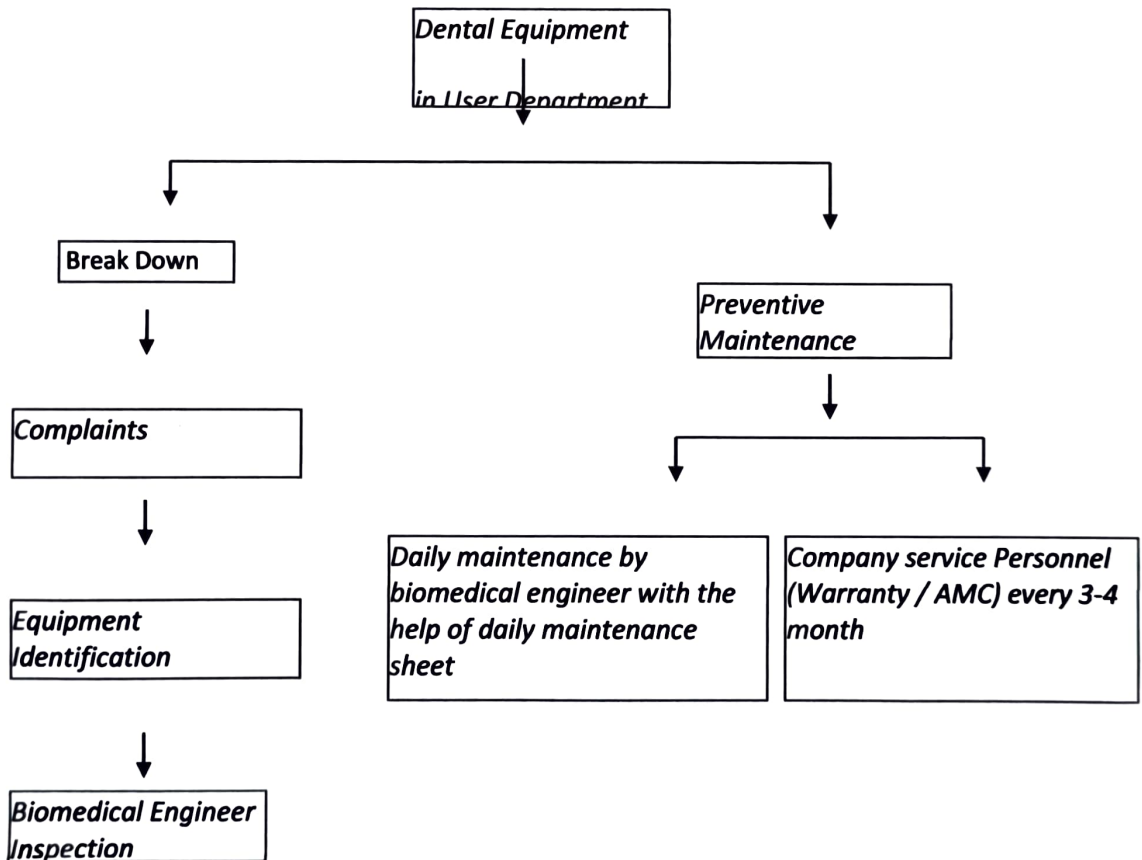


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- In case of any problem in the equipment, the concerned person in the user department informs the Bio medical engineering department to its complaint register
- The Bio medical engineer identifies and inspects the equipment.
- In case of minor problem the Bio medical engineer corrects it.
- In case of major problem the Bio medical engineer calls the AMC personnel.
- As the AMC personnel reaches, the biomedical engineer accompanies the person to the spot and the AMC personnel repairs the equipment.
- In other cases of major problem that needs change of major spare parts, the biomedical engineer consults the AHA/Dean and after getting the approval informs the Stores about the same.
- Approval sent to AHA/Dean
- Major spare parts purchased through stores and the equipment is repaired
- Loge book maintained by biomedical engineer

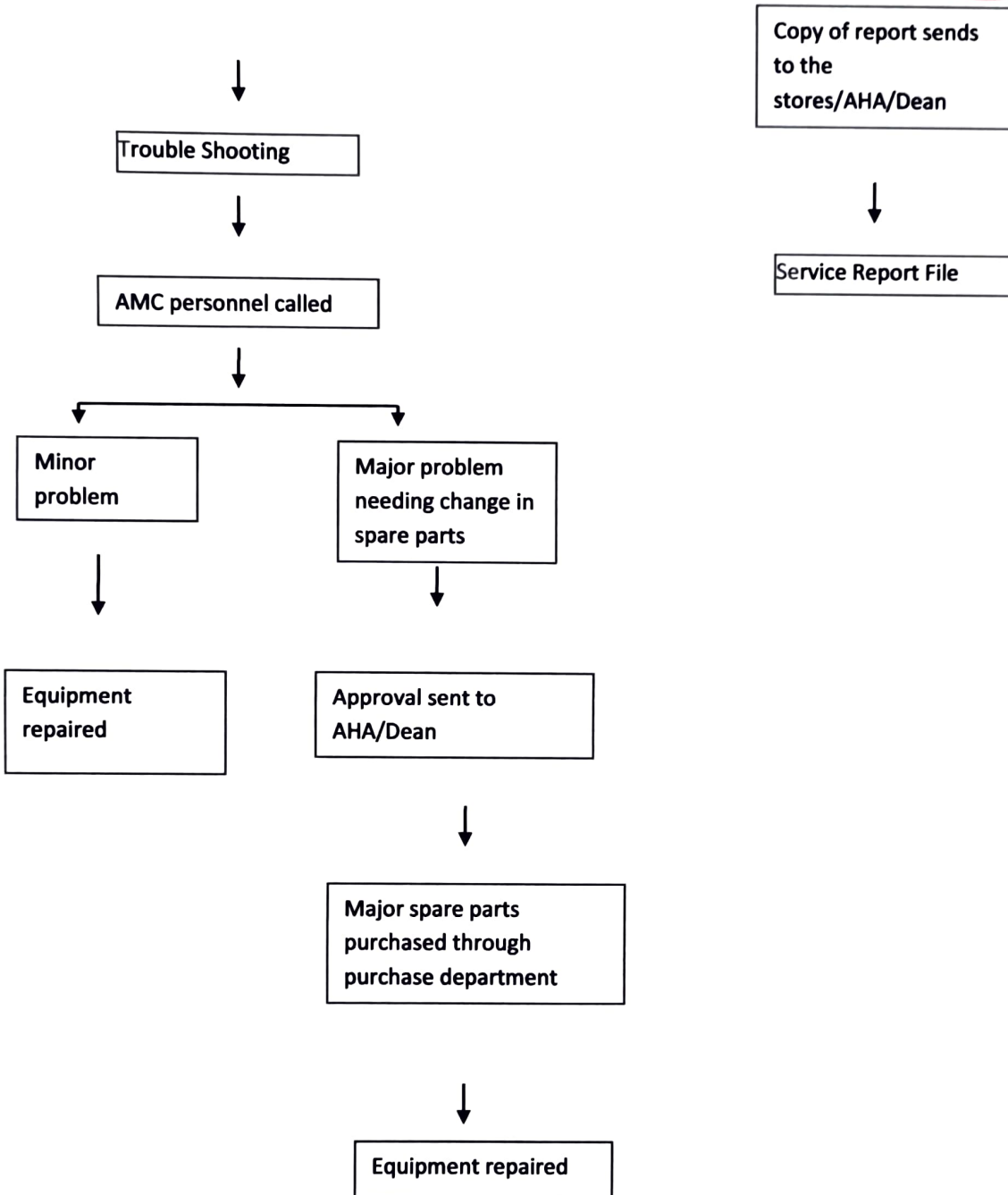
**Activity flow:**



  
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**Process Involved in annual maintenance contract:**

- Usually a new equipment posse a Guarantee/Warranty period of 1-2 years.
- Once the Guarantee/warranty expires, the Bio medical engineer informs the Administrator and calls for quotation from vendor.

  
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- Then the Annual Maintenance contract rate is negotiated and finalized with the approval of Administrator.
- The AMC is finalized by AMC agreement.

**Process Involved in Disposal and Condemnation of Equipment:**

- When any equipment breaks down repeatedly or the quality of the result diminishes, the Bio medical engineer visits the equipment, and calculates the running hours.
- If the life span of the equipment is over, informs the authority for the same.
- As the authority approves for disposal of the old equipment and purchase of new equipment, the vendors are called for a replacement offer.
- The vendor is finalized and new equipment is commissioned.

**Annexure**

**Format for Equipment Audit**

Name of the Equipment

Name of the department

Nature of equipment

Code number

Date of purchase

Name of supplier

Name of manufacture

Date of installation

Date of commissioning

Environmental control

Spare parts inventory

Technical manual/circuit/diagrams/literature

After sale service arrangements

Guarantee period

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Warranty period

Life of equipment

Depreciation per year

Charge of tests

Use coefficient

Down-time/up-time

Cost of maintenance

Un service date

Date of condemnation

Date of replacement

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