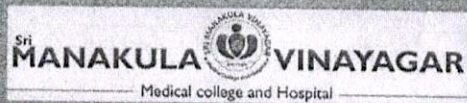


SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

SMVMCH/
COM/-MCM

Version No: 1.0

Date	07 - Sep - 2022	Venue	Civil Execution Office	Time	02.30 PM to 03.30 PM
Committee Members Present				Members Absent	
Mr. Murugan – Project Manager cum Civil Maintenance Head				Frequency : 3 months	
Mr. Vaithyanathan – Incharge - Electrical Dept			(Member)		
Mr. Saravanan – Incharge - Air Condition Department			(Member)		
Mr. Sridhar – Incharge - Biomedical Engineering			(Member)		
Mr. Ganesan – Incharge – Workshop			(Member)		
Mr. Murugavel – System Engineer – Computer Department			(Member)	MOM No :	
Er. Murugan – Project Manager - initiated the meeting by welcoming all the team members.					

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Maintenance Committee Meeting

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I. Agenda – Review of the minutes of the previous meeting :

I. Review of Electrical Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
1	<p>I. Fire safety certificate (NOC approval) to be obtained from the Government of Puducherry is still pending</p>	<p>BOQ done, Fire safety equipments supplier call for tender in August, again September 2022 work may be started and completed November 2022. Hence in mean time NOC requested in Fire Department. (Final supplier may be finalist this week. Work may be start third week of September 2022).</p>	<p>Mr. Vaithyanathan Electrical Incharge should obtain the same within the stipulated period</p>	<p>Work completion November 2022</p>	<p>Mr. Vaithyanathan should bestow his personal attention in this regard and give top priority</p>
	<p>II. Patient call system in Special Ward - B</p>	<p>Sample PCB system board purchased, trial run in progress. Permanent calling system to be installed and tested.</p>	<p>Mr. Vaithyanathan Electrical Incharge & Mr. Karthikeyan – Manager (Purchase), SMVMCH</p>	<p>Before end of 30th of September 2022</p>	

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II. Review of Civil – Maintenance Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
2	I. Dialysis – I Floor step – Pediatric backside – water leakage problem	Project Manger E.Murugan, Er. Sasikala may be contracted to take necessary action to arrest water leakage problem.	Er. N.Murugan Project Manager, Er. Sasikala – Site Engineer – Civil Executin	Before the 30 th September 2022	
	II. New RO Plant – In terrace – Rain water coming inside of Plant	Project Manger E.Murugan & Mr.V.Gurunathan – Plumber, may be taken necessary action to fix the door.	Er. N.Murugan Project Manager, V.Gurunathan Plumber – Civil – Maintenance Dept & Mr. Ganesan – Workshop Incahrge	Before the 30 th September 2022	Pending works should be done within the stipulated period
	III. Special Clinic Room No:100 – I Floor – DMO Room – Rain water coming inside – ceiling damage problem	Project Manger E.Murugan & Mr.V.Gurunathan – Plumber, may be taken necessary action to fix the door.	Er. N.Murugan Project Manager, V.Gurunathan Plumber – Civil – Maintenance Dept & Mr. Ganesan – Workshop Incahrge	Before the 30 th September 2022	

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Er. N. MURUGAN
 Project Manager,
 Sri Manakula Vinayagar
 Medical College & Hospital,
 Kalitheerthalkuppam,
 Madhavipet, Puducherry-605 007.

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III. Review of Bio Medical Engineering Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
3	<p>I. Pending work review pointed out in the previous meeting</p> <p>II. 25 complaints are Pending. Major complaints are pending with materials problem.</p>	<p>Checklist prepared for all the complaints from various department and maintained</p> <p>Out of 801 complaints are received during this year so far in which 25 only pending to be rectified. Most of the complaints have minor problem for want of spares that also would be completed within a month. Time down may be reduced by taking immediate steps in all the complaints.</p>	<p align="center">Er. Sridhar – Bio-Medical Department Incharge</p> <p align="center">&</p> <p align="center">Mrs. Shymala – Manager (Purchase), SMVMCH</p>	<p>Time given 30th September 2022</p>	<p>To be follow up</p>

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MEDICAL COLLEGE & HOSPITAL
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IV. Review of Air Condition Department :

S.No	Item	Action Plan	Responsibility	Target Date	Comments
4	I. G wing - OG OT, Recovery room – CFM and Tonnage is very low at all AHU.	Genies Aircon Pvt. Ltd. Mr. Palaniyappan (MD) and Mr. N.G Venkatesh (Service Manager) visited our G wing (OG OT, all AHU and chiller unit) on 07.09.2022	Mr.Saravanan – Incharge of A/C Dept	Report to be submitted by them within 3 to 4 days.	Reports approval to be given by the management.
	II. Hospital roof chiller and all AHU running beyond life time. (to be replaced)	Chiller unit and all AHU to be replaced with management approval.	Mr.Saravanan – Incharge of A/C Dept	Waiting for Management approval.	Reports approval to be given by the management.
	III. New split AC installation work pending.	New split AC installation work completed in all demo rooms of the hospital, except 3 rd floor demo room (2 nos of demo room) pending.	Mr.Saravanan – Incharge of A/C Dept	3 rd floor demo room installation work will be completed by next week.	Reports approval to be given by the management.

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V. Review of Workshop Department :					
S.No	Item	Action Plan	Responsibility	Target Date	Comments
5	Review of pending pointed out in the previous meeting - work related to workshop division	1. Casualty partition sliding door & painting work 2. Cot stretcher wheel to be changed – Waiting for material 3. Male Medical Ward – 303 – New duct door fix 4. EDP department server room partition rearrange 5. New ramp fix at Dietary Department	Mr. Murugan – Project Manager Mr.Ganesan – Incharge of workshop & Mr.Karthikeyan – Manager (Purchase)	1 st , 3 rd , 4 th and 5 th point's are Work completed 2. Waiting material (material expected on or before 9 th September 2022)	Pending works should be done within the stipulated period

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S.No	Item	Action Plan	Responsibility	Target Date	Comments
6	Next Meeting Date		07.12.2022	Secretary	

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Date: 07.09.2022

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEENTHALKUPPAM,
MADAGADIPET, TUDUCHERRY-605 107.

CO. SECRETARY
8/9/2022