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Amendment No:00		Issue No: 01
Amendment Date: 21.06.2017	POLICY AND PROCEDURE – WATER CONSERVATION POLICY	Issue Date: 21.06.2017

1. PURPOSE:

To utilize the water resources effectively, regulate water conservation and sustainable management in Sri Manakula Vinayagar Medical College and Hospital.

2. SCOPE:


To implement continuous transmission and automated water distribution systems throughout the campus.

3. RESPONSIBILITY:

Project manager, maintenance engineer, supervisors and technicians (plumbers and tank operators) are responsible for proper maintenance of facility.

4. PROCEDURES:


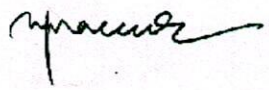
- Maintenance department shall ensure that they undertake regular maintenance of water supply system as per the periodic maintenance plan of the hospital.
- Maintenance department shall periodically check for any leaking taps, pipes, overflowing tanks etc. It should be ensured that designated staff is responsible for carrying out these activities. Immediate corrective actions need to be undertaken by the maintenance engineer for any fault noticed during the inspection for water wastage.
- Maintenance department should ensure that they promote water conservation in the institution by use of displays and also by periodic sensitization of the staff for water conservation
- The institution has done rain water harvesting technique of collection and storage of rainwater at the surface or in subsurface aquifers, before it is lost as surface runoff

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- The institution has sewage treatment plant to recycle the waste water by treating and reusing it for beneficial purpose such as ground water replacement, gardening and environment restoration.
- Constant monitoring of sewage treatment plant process by maintenance department
- Maintenance department shall calculate the requirements of the facility and should ensure that they have enough provisions for storage of water as per calculated requirement.
- Maintenance engineer shall take appropriate measures for ensuring the quality of water.

The basic measures that can be undertaken are:

- Regular cleaning of water tanks and reservoirs.
- Regular maintenance of RO plants and water dispensing machines.
- Regular water testing for any growth of micro-organisms.
- Chlorination of water.
- The records for water testing and cleaning of tanks and dispensing system should be retained by the maintenance department.

	Designation	Signature
Prepared by	Mr. Murugan Project Manager	
Reviewed by	Dr. M. Pragash NABH Co-ordinator	
Approved by		
Issued by	Dr. D. Rajagovindan Director	