

MALWANCHAL UNIVERSITY

INDORE (MADHYA PRADESH)

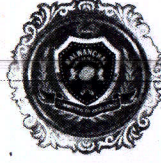
[Unit of MAYANK WELFARE SOCIETY]

(A Private University Established by the Madhya Pradesh Niji Vishwavidyalay Adhiniyam No.17 of 2007)

Registration no. : MPPU20

University Address :

Index City, NH-59A,
Nemawar Road,
District Indore-452016 (M.P.),
Ph./Fax : 0731-4013656



Corporate Office Address :

104, Trishul Apartment, 5 Sanghi Colony
A.B. Road, Indore-452008 (M.P.)
Email : info@malwanchaluniversity.com
Website : www.malwanchaluniversity.com

Constituent Units : *Index* Medical/Dental/Nursing/Pharmacy/Paramedical Institutions

Date: - 30.09.2024

Office Order

Sub: - Amended Maintenance Committee.

The Members of the Committee are as follows.

1	Mr. R.S. Ranawat (Director P&A)	Chairperson
2	Mr. Sudhir Joshi (Director Technical)	Member
3	Mr. Shoeb Mansuri (Civil Engineering)	Member
4	Mr. V. Someshwara Rao (Facility Manager)	Member
5	Mr. Shubham Saini (Transport)	Member
6	Mr. Ghanshyam Vishwakarma (Electrical)	Member
7	Mr. Anil Pandey (IT Head)	Member
8	Mr. Pankaj Kumar Singh (Civil Store)	Member
9	Mr. Manibhushan Singh (Laundry/Oxygen Plant)	Member
10	Mr. R.C. Yadav (Additional Director)	Member Secretary


Registrar

**Malwanchal University,
Indore (M.P.)**

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- Addl. Registrar
- All HOIs
- Director IQAC
- All Concerned Members
- File

MALWANCHAL UNIVERSITY

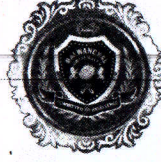
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Date: - 30.09.2024

Office Order

Sub: - Amended Maintenance Committee.

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Constituent Units : *Index* Medical/Dental/Nursing/Pharmacy/Paramedical Institutions

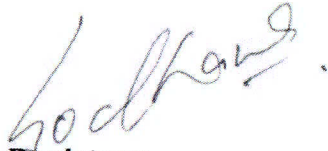
Date: - 22.06.2023

Office Order

Sub: - Amended Maintenance Committee.

The Members of the Committee are as follows.

1	Mr. R.S. Ranawat (Director P&A)	Chairperson
2	Mr. Sudhir Joshi (Director Technical)	Member
3	Mr. Shoeb Mansuri (Civil Engineering)	Member
4	Mr. Abhishekh Bhadoria (Facility Manager)	Member
5	Mr. Shubham Saini (Transport)	Member
6	Mr. Ghanshyam Vishwakarma (Electrical)	Member
7	Mr. Lakhan Panwar (IT Department)	Member
8	Mr. Pankaj Kumar Singh (Civil Store)	Member
9	Mr. Manibhushan Singh (Laundry/Oxygen Plant)	Member
10	Mr. R.C. Yadav (Additional Director)	Member Secretary


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INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

Ref No. MU/FMC/MOM/2024/01

Maintenance Committee

Minutes Of Meeting

Date: - 26-02-2024

Time 2:00 PM

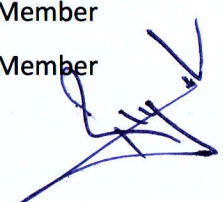
Agenda: The meeting of maintenance committee will held on 29-02-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhon Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


Registrar
Malwanchal University
Indore (M.P.)



INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

MINUTES OF MEETING:

The meeting of maintenance committee was held on 29-02-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. In Obs ward extinguishers are not placed.

AIR – Informed the safety officer and the facility manger to coordinate with the team and place the fire extinguisher and report the compliance.

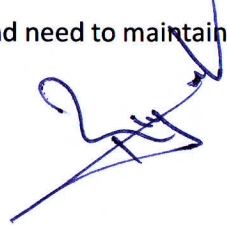
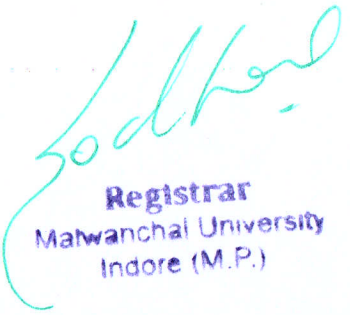
2. MSDS and spill kit are not available and opening and discard dates are not mentioned in the facility.

AIR – Informed the housekeeping supervisor and facility manger to place the complete spill kit and report the compliance.

3. Work areas and storerooms and corridors are with obstructions.

AIR – Instructed and guided to not to place a things in the passage and need to maintain the passage without the obstruction.

The meeting concluded with a vote of thanks.



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Matwanchal University
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INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

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INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

Ref No. MU/FMC/MOM/2024/02

Maintenance Committee

Minutes Of Meeting

Date: - 27-04-2024

Time 2:00 PM

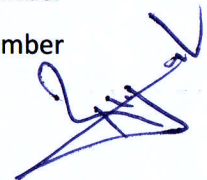
Agenda: The meeting of maintenance committee was held on 30-04-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhani Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


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Malwa University
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INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

MINUTES OF MEETING:

The meeting of maintenance committee was held on 30-04-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. Fire buckets are missing in 4th floor and some fire extinguishes are expired and they need to be changed.

AIR – Informed to safety officer, housekeeping supervisor and facility manger to place the fire buckets and report the compliance.

2. Eye washer was not working properly when tried.

AIR – Floor in-charge and facility manager were instructed to coordinate with plumber to fix and repair the eye washer and report the compliance in a week.

3. Light in the patient lift is broken and Pt3 lift need maintenance.

AIR – Informed the Mr. Ghanshyam and electrician to arrange the light immediately and report the compliance.

4. Washroom was not cleaned and it has to be maintained properly and it need regular cleaning.

AIR – Floor Incharge and supervisors given clear instructions to maintain the cleanliness of the washrooms and given 2 days time to improve the quality of work report the compliance

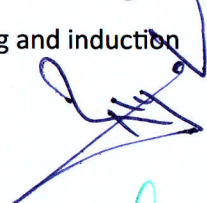
5. The training should be taken to the housekeeping staff for better knowledge about the housekeeping services.

AIR – Training should be given to housekeeping staff to have a proper knowledge about their Job Description for smooth functioning of the housekeeping services.

6. Job Description should be aware by the staff and they ae lacking and need training on this.

AIR –Job Description should be known by the staff at the time of joining and induction program should be performed and report the compliance.

The meeting concluded with a vote of thanks.


Registrar
Mairwanchal University
Indore (M.P.)



INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

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INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

Ref No. MU/FMC/MOM/2024/03

Maintenance Committee

Minutes Of Meeting

Date: - 25-06-2024

Time 2:00 PM

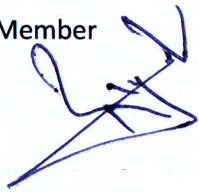
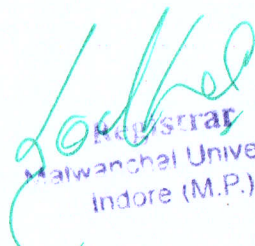
Agenda: The meeting of maintenance committee will held on 29-06-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhan Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |



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Malwanchal University
Indore (M.P.)



INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

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MINUTES OF MEETING:

The meeting of maintenance committee was held on 29-06-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. On the third floor of the hospital at several places open electric wires are present.
AIR – To solved the problem Mr. Ghanshyam Incharge of electricity was ordered to rectify it within two days time and report the compliance.
2. Dirty and soiled linen segregation is not properly maintained PPE not available at the point of segregation, color coded bins correct bags and posters are not available in good condition.
AIR – The supervisor of the floor and facility manager has been instructed to take the complete round and complete the non compliance.
3. Open wires found in the 2nd and 1st floor area.
AIR – The electricians were instructed to rectify it within 2 days times and report the compliance.
4. The ramp of the emergency area was found chipped and broken.
AIR – The facility manager was instructed to reconstruct the ramp and report the compliance.
5. The toilets in the OPD and admin areas are stinking and the taps are leaking with no proper flushing system working.
AIR – the floor supervisor has been instructed to make it clean by the HK staff and also has been asked to call the plumber and construct the flushing and tap system as soon as possible.

The meeting concluded with a vote of thanks.


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INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

Ref No. MU/FMC/MOM/2024/04

Maintenance Committee

Minutes Of Meeting

Date: - 28-08-2024

Time 2:00 PM

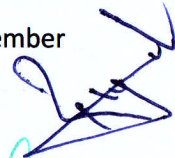
Agenda: The meeting of maintenance committee will held on 31-08-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhani Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


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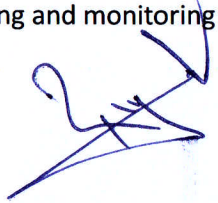
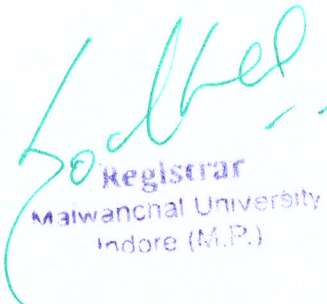
MINUTES OF MEETING:

The meeting of maintenance committee was held on 31-08-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. The lifts are not clean and the lift safety instructions signage is not proper and the phone for emergency calls in the patients lift is not working.
AIR – The electricians and the facility manager has been instructed for corrective action and report the compliance.
2. The IV stands, bed rails and equipment's are rusted in the labor room.
AIR – The supervisors of the floor and facility manager has been instructed to take corrective action and report the compliance.
3. The floor & wash basins found dirty and adequate soaps and mopping solution not found.
AIR – The store Incharge and the housekeeping head has been instructed for corrective action.
4. On the 4th and 5th floor several places open electricity wires are present.
AIR – To solved the problem Mr. Ghanshyam Incharge of electricity was ordered to rectify it within two days time and report the compliance.
5. Biomedical waste collection is not proper in wars on 2nd floor.
AIR – The housekeeping staff and nursing staff needs a proper training and monitoring staff nurses should be instructed for proper segregation of BMW waste.

The meeting concluded with a vote of thanks.



Registrar
Maitwanchal University
Indore (M.P.)



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Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

Ref No. MU/FMC/MOM/2024/05

Maintenance Committee

Minutes Of Meeting

Date: - 28-10-2024

Time 2:00 PM

Agenda: The meeting of maintenance committee will held on 31-10-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
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| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
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| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhon Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


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MINUTES OF MEETING:

The meeting of maintenance committee was held on 31-10-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. Cleaning of lecture halls and class rooms is not done on daily basis.
AIR – Class four staff to be monitored by supervisors for different facilities
2. Toilets cleaning should be ensured in morning, afternoon, evening and night shifts.
AIR – Two days timeline was given to responsible persons and they were instructed to report compliance.
3. The drainage system of central BMW area is not proper and stagnated.
AIR – The Facility manager has been instructed to construct the drainage system in a proper manger and report the compliance.
4. The gang-seater/four-seater found legs broken at the centra lab and people have inconvenience in sitting.
AIR – the Lab Incharge and facility manager has been instructed to repair the gang seater to close the compliance.

The meeting concluded with a vote of thanks.

Registrar
Mauwanchal University
Indore (M.P.)



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Village – Index City, Near Khudel NH59A, Nemawar Road, Dist. Indore (M.P.) 452016

Ref No. MU/FMC/MOM/2024/06

Maintenance Committee

Minutes Of Meeting

Date: - 27-12-2024

Time 2:00 PM

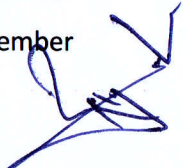
Agenda: The meeting of maintenance committee will held on 30-12-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhon Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


Registrar
Mauwanchal University
Indore (M.P.)



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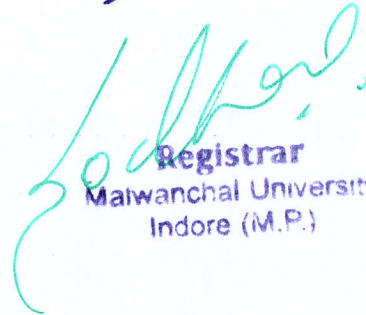
MINUTES OF MEETING:

The meeting of maintenance committee was held on 30-12-2024 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. On the floors of the hospital at several places open electric wires are present.
AIR – To solved the problem Mr. Ghanshyam Incharge of electricity was ordered to rectify it within two days time and report the compliance.
2. Found uncleaned fans in the wards 32, 41, 44.
AIR – Instructed supervisors to take proper rounds and clean the fans where dust accumulated and report the compliance.
3. Proper PPE is not maintained while cleaning washrooms and while handling the garbage by housekeeping staff.
AIR – NABH & L&D department instructed to give training to the housekeeping staff for smooth functioning of the housekeeping services and improvement and report the compliance.
4. In few areas the BMW stickers were damaged.
AIR – In house supervisors and facility manager was instructed that we should make sure that the BMW stickers are available for proper segregation and need to maintain NABH protocols and report the compliance.
5. Found Pillows and Mattress were damaged and need to restore or discard.
AIR – Informed facility manager to communicate with store manager and inform the same to the management for replacement or to restoration of the mattress on immediate basis and report the compliance.

The meeting concluded with a vote of thanks.



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Ref No. MU/FMC/MOM/2023/01

Maintenance Committee

Minutes Of Meeting

Date: - 21-02-2023

Time 2:00 PM


Agenda: The meeting of maintenance committee will held on 24-02-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhan Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


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MINUTES OF MEETING:

The meeting of maintenance committee was held on 24-02-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting, Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. First Aid Box was not fully stocked in NICU
AIR – NICU in-charge, floor in-charge and facility manager were instructed to stock the First aid box completely.
2. Signage was damaged outside of the UBS ward.
AIR – UBS ward in-charge, floor in-charge and facility manager were instructed to arrange and make it available outside of the UBS ward.
3. In Radiology department extinguisher was not wall mounted and present corrosion on it.
AIR – Ground floor in-charge and facility manager were instructed to arrange fire extinguisher at radiology department.
4. Eye washer is not available in the pathology lab
AIR – Lab Incharge and floor in-charge and facility manager were instructed to coordinate with store manager to install eye washer in pathology lab and report the compliance in a week.
5. Adequate light was not there in the blood bank
AIR – Electrician head and floor in-charge and facility manager were instructed to coordinate with store manager and install light in the blood bank and report the compliance in a week.
6. 7 steps of hand wash and 5 moments poster damaged
AIR – Arrange poster in the missing area and report back.
7. Bed pans and urine pots were not cleaned according to the protocol
AIR – 1% sodium hypo should be used to wash the urine pots and bedpans and instructed supervisor to follow it without fail.

The meeting concluded with a vote of thanks.

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MINUTES OF MEETING:

The meeting of maintenance committee was held on 31-08-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. Extinguisher was missing and not found at outside of the medicine department.
AIR – Informed to safety officer and facility manager to place the fire extinguisher and report the compliance.
2. Does not operate opening and closing of ladder freely.
AIR – Instructed the maintenance team and facility manager to fix it as of safety concern and report the compliance.
3. Spill kit and MSDS is not available in the Material Storage
AIR – Instructed the floor Incharge and ward Incharge's to make sure the spill kit and MSDS is available as per SOP.

The meeting concluded with a vote of thanks.



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Ref No. MU/FMC/MOM/2023/02

Maintenance Committee

Minutes Of Meeting

Date: - 25-04-2023

Time 2:00 PM

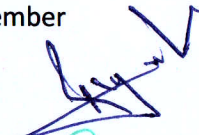
Agenda: The meeting of maintenance committee will held on 28-04-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhani Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


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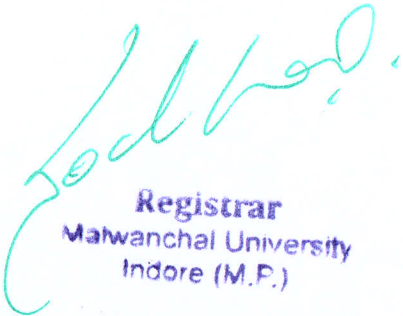
MINUTES OF MEETING:

The meeting of maintenance committee was held on 28-04-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. Emergency fire floor flow plan was not located
AIR – Facility Manager was instructed to place it and report the compliance.
2. Organization should have safe provision for electricity, medical gas.
AIR – Facility Manager was instructed to place it and report the compliance.
3. Safety valve is broken and not in working condition
AIR – informed the maintenance team to resolve immediately and instructed to report the compliance
4. Biomedical waste is not segregated and it was not documented.
AIR – Informed the housekeeping supervisor and facility manager to take training classes to the housekeeping staff and maintain the documentation of attendance sheet and report the compliance.

The meeting concluded with a vote of thanks.

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MINUTES OF MEETING:

The meeting of maintenance committee was held on 29-06-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. Fire extinguisher was not wall mounted in lab and radiology
AIR – Informed to safety officer and the facility manger to coordinate with the team and place the fire extinguisher in the lab and radiology and report the compliance
2. Spill kit is available in laundry area but things are missing in the kit.
AIR – Informed the housekeeping supervisor and facility manger to place the complete spill kit and report the compliance.
3. All chemicals are not stored in Hazmat cupboard.
AIR – Informed the housekeeping supervisor and facility manger to store the chemicals in a dedicated hazmat cupboard and report the compliance.
4. There is a water logging in the super specialty
AIR – The plumbing supervisor was instructed to sort this and report the compliance.
5. Light was not adequate in the store room area
AIR – Instructions was given to Mr. Ghanshyam to provide lights and report the compliance.

The meeting concluded with a vote of thanks.

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Ref No. MU/FMC/MOM/2023/05

Maintenance Committee

Minutes Of Meeting

Date: - 28-10-2023

Time 2:00 PM

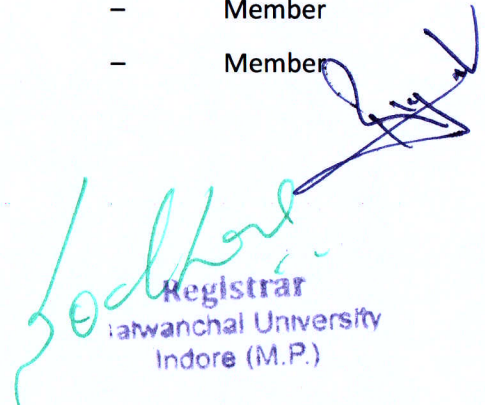
Agenda: The meeting of maintenance committee will held on 31-10-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

To review facility round report

To take measures for improvement

The following members attended: -

- | | | |
|--|---|------------------|
| 1. Mr. R.S. Ranawat (Director planning and Administration) | - | Chairperson |
| 2. Mr. R. C. Yadav (Additional Director) | - | Member Secretary |
| 3. Mr. Sudhir Joshi (Civil Engineering) | - | Member |
| 4. Mr. Shoeb Mansuri | - | Member |
| 5. Mr. Abhishek Bhadoria (Facility Manager) | - | Member |
| 6. Mr. Shubham Saini (Transport) | - | Member |
| 7. Mr. Ghanshyam Vishwakarma (Electrician) | - | Member |
| 8. Mr. Lakhon Panwar (IT Department) | - | Member |
| 9. Mr. Pankaj Kumar Singh (Civil Store) | - | Member |
| 10. Mr. Manibhushan Singh (Laundry / Oxygen) | - | Member |


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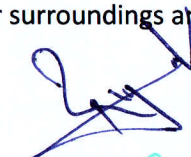
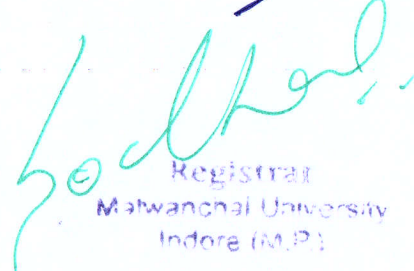
MINUTES OF MEETING:

The meeting of maintenance committee was held on 31-10-2023 at 2:00 PM in hospital conference hall. The agenda of the meeting was.

Director planning and administration presided over the meeting Mr. Abhishek Bhadoria (Facility Manager) presented the report.

1. Found dirty and very dusty in eyewash area and found debris.
AIR – informed floor supervisor along with the department Incharge to make sure it is well maintained and report the compliance.
2. Is emergency eye wash area eye washer is not functioning properly
AIR –Informed the emergency Incharge and facility manager to correct it and report the compliance.
3. MSDS is not available in Opthal ward
AIR – MSDS should be available as per the policies and we should make sure it is reachable to everyone and report the compliance.
4. Opening and discard date is not found on the chemicals container in the laundry.
AIR – Housekeeping supervisors and floor Incharge were instructed to maintain the dates of opening and discard of the chemicals as per SOP and report the compliance.
5. False ceiling was found seepage and fungus in the ENT ward no 41.
AIR – Facility manager has given 2 days time to figure out the problem and solve the issue and report the compliance.
6. Plugs and cords are not in good condition
AIR – Instructed Mr. Ghanshyam to look into this urgently and fix it and report the compliance
7. No all electrical panels not have 3 feet clear surroundings.
AIR – as per policy and SOP it has to be maintain and need to have a clear surroundings and report the compliance.

The meeting concluded with a vote of thanks.



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