



Title: Building Maintenance

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1.0 OBJECTIVE:

This SOP describes the complete procedure to keep building neat / clean ready for functioning as per GMP procedure and designates responsibility.

2.0 SCOPE:

This SOP is applicable for Building Maintenance.

3.0 RESPONSIBILITY:

Operator/Operating Person Engineering: For Execution and Supervision.

4.0 ACCOUNTABILITY:

Block Head-Engineering

5.0 ABBREVIATIONS:

No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 Building maintenance is broadly divided in to the two segments.

6.1.1 Internal building maintenance

6.1.2 External building maintenance

6.2 Internal Building Maintenance:

6.2.1 Internal Building General Maintenance:

6.2.1.1 Building Maintenance shall be carried out as per Building Maintenance Planner (As per **Annexure II**).

6.2.1.2 Schedule date never be change, it shall be fixed. It can be changed through change control through change control by providing proper justification.

6.2.1.3 Building Maintenance activity shall be performed with a frequency of Quarterly \pm 15 Days or whenever required

6.2.1.4 The maintenance staff along with user department & QA person carries out the inspections of that particular area before carrying out building maintenance activity and observed point is recorded in **Annexure-III** "Observed Point for Building Maintenance".



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- 6.2.1.5** Inspect the condition of the walls, floor tiles, ceiling/False ceiling, doors and windows of the plant building. If cracks or damages are noticed then raise work request to be initiated by user department (**Annexure-IV** “Work Request for Building Maintenance”) or as per schedule then engineering department arrange for the repairs, ensuring no product (at any stage) is lying in the area, preferably during holiday or complete shutdown of the plant after covering of all the equipment by concerned departments. Ensure the proper Removal of the rubble or building materials after completion of the repair.
- 6.2.1.6** Inspect coving and epoxy paint of all the area. Repair the damage coving & paint wherever required as per maintenance request / schedule.
- 6.2.1.7** Inspect all the water drainage points and meshes over the drains on the floors of the plant building and ensure that these are not blocked by scrap materials or are not damaged. Arrange for the cleaning of the blocked materials and replacement of damaged meshes.
- 6.2.1.8** Check the floors of the production, quality control, Ware House, Process Development laboratory & Utility area for any cracks and damage & arrange for the repairs and replacement of the damaged portions, if any.
- 6.2.1.9** Check the doors and other entry and exit doors and ensure that their hinges, door Closures and interlocking are not damaged if any then arrange for repairs or replacement as required.
- 6.2.1.10** Arrange for painting of walls of the building as per schedule and when required. It is preferable to arrange this during shut down / weekly off day of the plant in coordination with all concerned departments.
- 6.2.1.11** During the rainy season check for any leakages from the roof of the building or seepages of accumulated water through the wall of service floor. Mark these points and arrange for repairs and repainting works suitably.
- 6.2.1.12** After successfully completing building maintenance activity record the observations on building maintenance check list in **Annexure-I**. All check points as mentioned in **Annexure-I** shall be checked by engineering personnel and status for the same shall be filled by him as “OK” or “Not OK”. After that engineering personnel shall put sign in done by column and put the date. If it is “Not OK” then corrective action for the same shall be carried out. After completion of work, the checklist shall be verified by user department & approved by QA Head.
- 6.2.1.13** Building Maintenance activity shall be carried out as per checklist point if any point is observed during building maintenance then same shall be writing down in checklist in the column of observed point and observed point shall be covered in checklist at the time of periodic revision.

6.3 External Building Maintenance:

External Building Maintenance shall be carried out as or when required with incorporating above said point of internal building maintenance & mention below points:



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6.3.1.1 Cracks in wall surface - The cracks seen are individually taken care of and repaired in professional manner as per crack repair specification. Open the crack, fill the filling material / rub off for leveling the surface. Paint to match old color.

6.3.1.2 Peeling off of the external paint - Remove the peeling paint from the wall as much as possible so that no loose paint layer remains there. Repaint with paint to match with old surface color.

6.3.1.3 Discoloration of external paint - If any discoloration is observed, treat by new paint layer in short time.

6.3.1.4 Repair and painting of the building external surface is done as or whenever required.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Checklist For Building Maintenance	
Annexure-II	Building Maintenance Schedule	
Annexure-III	Observed Point for Building Maintenance	
Annexure-IV	Work Request for Building Maintenance	

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Engineering
- Master Copy Quality Assurance

9.0 REFERENCES:

Schedule M

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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ANNEXURE-I

CHECKLIST FOR BUILDING MAINTENANCE

Block/ Location:

Frequency:

Done Date:

Next Due Date:

S.No.	Particulars	Check for	Status Ok / Not Ok	Activity Done (If Not Ok)
1	Walls / Ceiling / False Ceiling	Cracks		
		Paint peeling		
		Discoloration		
2	All Doors/Window	Door Closer		
		Handle		
		Modification		
		Damage		
		Wiper Seal / Gasket		
3	Interlocking System	Magnet		
		Push Button / Switches		
4	Building or its parts	Painting & white washing		
5	Color coding of Utility lines	Fade		
		Damage		
6	Drain Line	Damage		
		Leakage		
7	Floor Painting	Damage		
8	Coving & Painting	Damage		
	Water	Leakage		
9	Light	Damage		
		Cleaning		
		Gap		
10	Red Marking	Fade		
11	Light fixture	Roof		



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S.No.	Particulars	Check for	Status Ok / Not Ok	Activity Done (If Not Ok)
12	Safety Guards	Lose		
		Damage		
13	Epoxy	Damage		
14	Glass	Moisture		
15	Wall/ Panel Filter	Cleaning		

Observed Point(During Building Maintenance)

S.No	Area	Observed Point

Remark: _____

Done By:
Engg Department
Sign & Date

Checked by:
Head Engineering
Sign & Date

Verified By:
User Department (HOD)
Sign & Date

Approved By:
Head QA
Sign & Date



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ANNEXURE-II BUILDING MAINTENANCE SCHEDULE

Year:

S.No.	Block	Area Name		January	February	March	April	May	June	July	August	September	October	November	December
			P												
			A												
			P												
			A												

Note: P- Planned Date & A- Actual Done Date

	Prepared By (Officer/Executive)	Checked By (Department Head)	Reviewed By (User Department)	Approved By (Head QA)
Sign				
Date				
Name				



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ANNEXURE-III OBSERVED POINT FOR BUILDING MAINTENANCE

Date:

Year:

S. No.	Observed Point	Block	Area	Activity Completion date

**Observed By (Engg.)
Sign & Date**

**Checked By (Engg.)
Sign & Date**

**Reviewed By (User Dept.)
Sign & Date**

**Approved By (QA)
Sign & Date**



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ANNEXURE-IV WORK REQUEST FOR BUILDING MAINTENANCE

Block/ Location:

Department:

**Intimate By (User Dept.)
Sign & Date**

Intimation Date:

To Engineering Department

Please attend the below mentioned Building Maintenance Activity:

Type of Work:

Location:

Activity Performed:

Activity Completion Date:

Received By:

Attended By:

Checked By: