



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> Building Maintenance	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

1.1 To lay down the procedure for Building Maintenance.

### 2.0 SCOPE

2.1 This SOP is applicable at.....

### 3.0 RESPONSIBILITY

3.1 Technical Assistant – Engineering: To Follow the procedure

3.2 Executive-Engineering: To Comply the SOP

### 4.0 ACCOUNTABILITY

4.1 Head - Engineering

### 5.0 PROCEDURE

5.1 Before carrying out any monthly maintenance works in facility, concerned department shall be informed through an IC or Mail regarding maintenance works carried in area.

5.2 In case any work request is received from the department for the maintenance works of the following, the works shall be attended and same will be recorded.

#### 5.3 PAINTING

5.3.1 Inspect all walls and ceiling of areas for integrity of paints on surface. In case any stains or paint off are observed, prepare the area for painting. All machines, furniture and containers in area shall be covered with polythene sheet.

5.3.2 Rub surface to be painted with rough emery paper till all paint layers are removed. Clean area with cotton cloth. Apply putty paste on the surface to cover the surface imperfections. Allow the surface to cure for 2 hours.

5.3.3 Rub the surface with fine emery paper to give a uniform surface finish. Apply the paint uniformly in desired coats.

5.3.4 Inspect the area for any paint or spillage. Clean the paint spots on the floor with the help of thinner or water.

#### 5.4 PLUMBING

5.4.1 Inspect all the pipelines, pipe fittings, threaded joints for leakages. If any leakage is found, isolate the leakage point by cutting off the supply.

5.4.2 Remove pipe and inspect the end connections. If any damage is found, replace pipe fittings. If not, apply Teflon tape on threaded section and retighten it.



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5.4.3 Once leakage is rectified, restore the supply in the pipe.

### 5.5 CIVIL

5.5.1 Inspect building for any damage like plaster damage, damage in corners, cracks in walls and joints of flooring tiles etc.

5.5.2 Before starting any masonry work cover all machines, furniture and product containers with polythene sheets in the area.

5.5.3 In case of plaster damage or damage in corners, remove all loosened/ damaged plaster and fill the area with 1:4 cement-sand mortars and cure area with adequate water. Apply a coat of cement primer and clean surface/area thoroughly.

5.5.4 In case of damaged floor tile joints, clean joint and fill it with M-seal. Ensure that movement is restricted in area for 2 hours so as to allow complete curing.

5.5.5 In case of damaged floor tile, remove the damaged tile and level the base with cement mortar 1:8. Fix the new cut to size stone / tile and fill up the joint with cement. Allow it to cure for four days and isolate the area from any movements for first day only.

5.5.6 Grind the new tile till the required surface finish is achieved. Apply a coat of wax polish.

### 5.6 CARPENTRY

5.6.1 Inspect all doors, windows, furniture, and view panels for any damage.

5.6.2 In case of breakage in glass panel, replace the glass. Fix the aluminum and PVC beading in position.

5.6.3 In case of structural damage, fasten the section with screw and if misalignment still Persists replace the damaged section.

5.6.4 Check all the door closers and locks for smooth operation. In case any damage, replace the lock / door closer by a new or repaired one.

5.6.5 Check the opening of all the doors, if any problems change the Hinges or remove the door and open all the fittings and retighten the fitting with new screws.

5.6.7 Record all observations in the Building Maintenance log sheet once in a month.

### 6.0 ABBREVIATIONS

6.1 PVC – Poly vinyl Chloride



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### 7.0 ANNEXURES

7.1 Building Maintenance log sheet Annexure I

CHANGE HISTORY		
Supersedes SOP No.	Change Control No.	Changes made
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