



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Procedure for Annual Maintenance of Building	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down the procedure for Annual Maintenance of Building.

2.0 SCOPE:

This standard operating procedure (SOP) is applicable for annual maintenance of building.

3.0 RESPONSIBILITY:

Housekeeping Supervisor to ensure that proper house keeping is maintained in and around the factory buildings. Civil Engineering will perform the annual maintenance of building.

4.0 PROCEDURE:

4.1 Repair

- 4.1.1 Dedust the entire buildings for dirt / dust and cobwebs.
- 4.1.2 Ensure & rectify any water leakages from pipelines to avoid algae growth.
- 4.1.3 Ensure all the areas are free from fungal growths.
- 4.1.4 All windows and doors are checked for their proper functioning.
- 4.1.5 Ensure the working & movement of door closures.
- 4.1.6 Check for functioning of ETP lines & repair if required.
- 4.1.7 Apart from routine maintenance of air curtain / tube lights check for any repairs replace if required.
- 4.1.8 Control panels, Electrical Fittings are re-verified & ensured for proper fittings.
- 4.1.9 All Service Doors, Ducting, Motors, Insulation to be checked & corrected replace if required.
- 4.1.10 Other utility services like steam compressed air vacuum gases and LPG are checked for leakages. Rectify 'If Any' and record.
- 4.1.11 Check / Repair & Rectify all the roads for civil works.
- 4.1.12 Check all the flooring / tiles for any damage rectify if any. Polish for finishing.

4.2 Painting

- 4.2.1 Annual painting of the entire blocks are done after the monsoon season.
- 4.2.2 Facilitate buildings to dry at least one week before painting.
- 4.2.3 Ensure before painting that building is free from dirt/dust/cobwebs/algae free/ fungal free.
- 4.2.4 Entire building is painted from outside with water resistant paint.
- 4.2.5 Ensure the walls are painted with anti fungal paint.
- 4.2.6 Ensure the spreading of anti termite treatment for column footings.
- 4.2.7 All door & window frames are painted.
- 4.2.8 Ensure the pipeline color-coding, repaint if required.
- 4.2.9 Ensure the painting of dividers adjacent to roads.
- 4.2.10 All the drainage's are ensured for proper functioning & will be cleaned.



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4.2.11 The pest control program over the factory will be reviewed & amended accordingly.

5.0 SAFETY AND PRECAUTIONS:

5.1 Use required safety wears while doing preventive maintenance.

6.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date
00	New	-----

7.0 REFERENCES:

N/A

8.0 ABBREVIATIONS:

SOP : Standard Operating Procedure

LPG : Liquid Petroleum Gas

ETP : Effluent Treatment Plant

9.0 ANNEXURE:

N/A