



## **SANKALP**

-A pledge to change

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### **RESPONSIBILITIES OF THE MAINTENANCE TEAM**

*The maintenance team should visit the centre regularly to see that following things are taken care of:*

- Checking power supply and backup in each room. Switchboards are working fine.
- Cleaning of rooms.
- Switchboard is working properly. It is not giving shock on touching.
- Carpets are OK.
- Whiteboard markers and chalk are sufficient. Make arrangements that markers and chalk are kept somewhere safely and do not get lost or stolen.
- Flower, fruits charts, maps etc. in all the junior classes.
- Books are available in each class.
- Broomstick is available.
- Maintain a written record of all expenses done during maintenance work.
- All bulbs should be stamped with Sankalp seal so that they can be tracked and are not stolen. Keep a record of their warranty date, so that if possible they can be exchanged.
- If needed, use the services of electrician to repair fans, switchboards, connection lines etc.