



Swami Vivekanand Shikshan Prasarak Mandal's  
**Swami Vivekanand College of Nursing, Udgir**

(Approved by Government of Maharashtra, Recognized by Indian Nursing Council, New Delhi and Maharashtra Nursing Council Mumbai)

Affiliated to Maharashtra University of Health Sciences, Nashik

Survey No. 184, Bodhan Nagar, Jalkot Road, Udgir - 413517 Dist. Latur

PH. 8208876474, Mail: svconudgir@gmail.com

**Dr. Sudhir Jagtap** (M.Sc. M.Phil, Ph.D.)  
President

**MAINTENANCE RECORDS FOR ADMINISTRATIVE FACILITIES**  
A.Y. 2022-23

Facility	Maintenance Type	Date	Description	Maintenance Status
AC System	Routine Check	01/03/2022	Checked filters, cleaned ducts	Completed
			Replaced filters, inspected for leaks	Completed
			Conducted full system inspection	Pending
Fans	Annual Inspection	01/03/2022	Checking , inspected extinguishers	Completed
Computer System	Routine check	03/05/2022	Replaced faulty sensors, checked pressure gauges	Completed
Sofas	Biannual Service	08/05/2022	Checked fuel levels, tested starting mechanism	Completed
			Replaced worn-out spark plugs, changed oil	Completed
			Conducted load testing, inspected cooling system	Pending
Printer	Emergency Repair	12/06/2022	Repaired leaky pipes, cleared clogged drains	Completed
			Replaced corroded fittings, checked water pressure	Completed
Office desk	Annual check		Cleaned, adjusted angles.	Completed
			Replacing locker and door	Complete
ICT facilities • Computer • Printer • Scanner • Laptop	Routine check	20/06/2022	Replace software, repair printers, scanner ,	Completed



  
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**MAINTENANCE RECORDS FOR ADMINISTRATIVE FACILITIES**  
A.Y. 2021-22

Facility	Maintenance Type	Date	Description	Maintenance Status
AC System	Routine Check	02/03/2021	Checked filters, cleaned ducts	Completed
			Replaced filters, inspected for leaks	Completed
			Conducted full system inspection	Pending
Fans	Annual Inspection	02/03/2021	Checking, inspected extinguishers	Completed
Computer System	Routine check	03/05/2021	Replaced faulty sensors, checked pressure gauges	Completed
Sofas	Biannual Service	08/05/2021	Checked fuel levels, tested starting mechanism	Completed
			Replaced worn-out spark plugs, changed oil	Completed
			Conducted load testing, inspected cooling system	Pending
Printer	Emergency Repair	12/06/2021	Repaired leaky pipes, cleared clogged drains	Completed
			Replaced corroded fittings, checked water pressure	Completed
Office desk	Quarterly Check		Cleaned, adjusted angles.	Completed
			Replacing locker and door	Complete
ICT facilities • Computer • Printer • Scanner • Fax machine • Laptop	Routine check	16/06/2021	Replace software, repair printers, scanner,	Completed



  
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**MAINTENANCE RECORDS FOR ADMINISTRATIVE FACILITIES  
2020-21**

Facility	Maintenance Type	Date	Description	Maintenance Status
AC System	Routine Check	01/03/2020	Checked filters, cleaned ducts	Completed
			Replaced filters, inspected for leaks	Completed
			Conducted full system inspection	Pending
Fans	Annual Inspection	05/03/2020	Checking , inspected extinguishers	Completed
Computer System	Routine check	05/03/2020	Replaced faulty sensors, checked pressure gauges	Completed
Sofas	Biannual Service	09/03/2020	Checked fuel levels, tested starting mechanism	Completed
			Replaced worn-out spark plugs, changed oil	Completed
			Conducted load testing, inspected cooling system	Pending
Printer	Emergency Repair	15/03/2020	Repaired leaky pipes, cleared clogged drains	Completed
			Replaced corroded fittings, checked water pressure	Completed
Office desk	Quarterly Check		Cleaned, adjusted angles.	Completed
			Replacing locker and door	Complete
ICT facilities 1. Computer 2. Printer 3. Scanner 4. Laptop	Routine check	21/03/2020	Replace software, repair printers, scanner ,	Completed



  
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## MAINTENANCE RECORDS FOR ADMINISTRATIVE FACILITIES 2019-20

Facility	Maintenance Type	Date	Description	Maintenance Status
AC System	Routine Check	02/03/2019	Checked filters, cleaned ducts	Completed
			Replaced filters, inspected for leaks	Completed
			Conducted full system inspection	Pending
Fans	Annual Inspection	02/03/2019	Checking, inspected extinguishers	Completed
Computer System	Routine check	05/03/2019	Replaced faulty sensors, checked pressure gauges	Completed
Sofas	Biannual Service	05/03/2019	Checked fuel levels, tested starting mechanism	Completed
			Replaced worn-out spark plugs, changed oil	Completed
			Conducted load testing, inspected cooling system	Pending
Printer	Emergency Repair	12/03/2019	Repaired leaky pipes, cleared clogged drains	Completed
			Replaced corroded fittings, checked water pressure	Completed
Office desk	Quarterly Check		Cleaned, adjusted angles.	Completed
			Replacing locker and door	Complete
ICT facilities 1. Computer 2. Printer 3. Scanner 4. Laptop	Routine check	15/05/2019	Replace software, repair printers, scanner,	Completed



  
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**MAINTENANCE RECORDS FOR ADMINISTRATIVE FACILITIES**  
**2018-19**

Facility	Maintenance Type	Date	Description	Maintenance Status
AC System	Routine Check	03/03/2018	Checked filters, cleaned ducts	Completed
			Replaced filters, inspected for leaks	Completed
			Conducted full system inspection	Pending
Fans	Annual Inspection	03/03/2018	Checking , inspected extinguishers	Completed
Computer System	Routine check	05/03/2018	Replaced faulty sensors, checked pressure gauges	Completed
Sofas	Biannual Service	10/03/2018	Checked fuel levels, tested starting mechanism	Completed
			Replaced worn-out spark plugs, changed oil	Completed
			Conducted load testing, inspected cooling system	Pending
Printer	Emergency Repair	15/03/2018	Repaired leaky pipes, cleared clogged drains	Completed
			Replaced corroded fittings, checked water pressure	Completed
Office desk	Quarterly Check		Cleaned, adjusted angles.	Completed
			Replacing locker and door	Complete
ICT facilities 1. Computer 2. Printer 3. Scanner 4. Laptop	Routine check	22/03/2018	Replace software, repair printers, scanner ,	Completed



*[Signature]*  
**Principal**  
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