



Letter No 913/MSA/23
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Date 15/3/23

From

Shri Anupam Saha, IAS
SPD, OSEPA & Member Secretary, Mo School

To

All District Collectors-cum- Chairperson, DLC, Mo School
Odisha

Sub: Guidelines on asset maintenance during summer vacation in all 5T HST Schools.

Madam/ Sir,

In inviting a reference to the subject cited above, I am to inform you that all the High Schools under the ambit of 5T HST Programme have undergone a remarkable infrastructural transformation. Assets such as smart classrooms, e library, science laboratory, drinking water facilities, sanitation and toilet facilities, beautification of the school premises are created to facilitate student learning. During the summer vacation, due to the absence of the students and regular functioning of the school, the maintenance and security of these assets becomes an important affair. Hence, it is necessary to look after and maintain the assets that have been created.

A detailed guideline on maintaining these assets during the vacation is enclosed herewith for information and necessary action from your end.

Encl: Guidelines on asset maintenance during summer vacation

Yours faithfully,

15

SPD OSEPA & Member Secretary,
Mo School Abhiyan Parichalana Sangathan

Memo No. 914/MSA/23 / Date 15/3/23

Copy forwarded to all District Education Officers for information and necessary action.

SPD OSEPA & Member Secretary,
Mo School Abhiyan Parichalana Sangathan

MO SCHOOL ABHIYAN PARICHALANA SANGATHAN

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Guidelines on Maintenance of Assets during Summer Vacation

Introduction:

All the High Schools under the ambit of 5T HST Programme have undergone a remarkable infrastructural transformation. Assets such as smart classrooms, e library, science laboratory, drinking water facilities, sanitation and toilet facilities, beautification of the school premises are created to facilitate student learning. During the summer vacation, due to the absence of the students and regular functioning of the school, the maintenance and security of these assets becomes an important affair. Summer vacation being a long break, and the schools closing for a long time, the assets if not maintained properly may deteriorate further affecting its functioning. Due to this aspect, it is even more necessary to look after and maintain the assets that have been created. Cleaning of the components and looking after the functioning of the electronic devices like smart board, computers and inverters which require periodic switching on to maintain the proper working condition of the devices is very essential during the vacation time.

During the summer vacation, maintenance is extremely vital to enhance the longevity, sustainability of the assets as well as to give the students the same nurturing environment without any gaps to stride on their learning path.

Proposed Maintenance Activities:

Understanding the requirement of maintenance during summer vacation, follows activities have been proposed:

1. Smart Classroom:

- I. The smart boards installed in the classrooms require periodic maintenance - therefore it should be switched on once every week.
- II. Cleaning of the smart panel board to be done once in a week.
- III. Proper dusting of the furniture, green/white boards, fans, and lights to be done once in a week.
- IV. Once a week, sweeping and mopping the smart classroom.

2. Science Laboratory

- I. Cleaning and storing equipment in a proper place in the science laboratory.
- II. Proper dusting of the furniture to be done once a week.
- III. Sweeping and mopping of the science laboratory to be done once a week

- V. The materials and chemicals of the laboratory should be stored safely.

3. E – Library

- I. The computers and inverter installed in the E library require periodic maintenance – therefore it should be switched on once every week.
- II. Once a week, cleaning the computers.
- III. Proper dusting of the furniture to be done once a week
- IV. Sweeping and mopping of the E library to be done once a week.

4. Running water facilities:

- I. Proper cleaning of the place near the running water source once a week
- II. Once in fifteen days, proper cleaning of the water tanks

5. Toilets:

- I. Proper cleaning of the toilets with phenyl and bleaching powder should be done once and then the doors of the toilets should be locked.

6. Ambience/Beautification of the school premise.

- I. The school garden is mowed once every week.
- II. The plants in the premises should be watered every day.
- III. Dusting and cleaning of the students play area (swings, slide etc) should be done every day.

7. Sports Equipment:

- I. Spraying of anti – Termite spray in the Termite prone areas should be done.
- II. Dusting of the sports equipment should be done once in two weeks.

Roles and Responsibilities of different Stakeholders:

A. Head Teacher

- I. S/he must ensure creation of separate asset register for the assets created under High School Transformation programme.
- II. S/he should distribute the allocation of the duty on roster basis as per the guidelines issued by S & ME Department.

- 413
- III. S/he should assign the teacher on duty to monitor and ensure the completion of duties such as switching on of the electronic devices, cleaning of the smart classroom, science laboratory, e – library and all the other components.
 - IV. S/he should monitor telephonically if all the assigned work is done properly.
 - V. Convene the meeting of SMC/SMDC/ Alumni Committee and share the school plan on asset maintenance.
 - VI. A committee with members of the SMC/ SMDC/ Alumni Committee may be formed along with teachers on roster duty to oversee the maintenance of school ambience.

B. Teachers on Roster duty

- I. S/he should switch on the smart panel boards once a week.
- II. S/he should ensure the cleaning of the smart panel board once a week.
- III. S/he should ensure dusting and cleaning of smart classrooms, science laboratory, e- library and toilets.
- IV. Prepare the weekly report on asset and school maintenance and submit it to the Head Teacher and President, SMC/SMDC.

C. Self Help Groups:

- I. It should ensure the regularity of the housekeeping and the watch and ward.
- II. The SHGs should ensure the regular attendance of the Housekeeping and watch and ward during the vacation period.
- III. It should monitor the work done by the engaged human resources.

D. Night Watchman cum Sweeper:

- I. He should ensure the safety and security of the school along with the maintenance of the assets.

Monitoring of Maintenance Activities:

The headmaster of the schools will submit the weekly maintenance report of the school through google e-format. The ADEO (Scheme) will be overall in charge for monitoring of the school level activities in collaboration with respective BEOs and submit the copy of the report submitted by HMs to the office of the Mo School Abhiyan for further action. In case of any theft of assets, the HMs must inform the DEO/ ADEO/BEO immediately for further action at district level and register a FIR with the local police station.