



European School LLC

შპს ევროპული სკოლა

Maintenance Manual for Engineering and Technical Service



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Maintenance Manual for Engineering and Technical Services

(Daily, Weekly, and Monthly Routines)

Introduction

This document outlines detailed maintenance procedures for the European School's Engineering and Technical Service (hereinafter referred to as the "Service"). The Service is responsible for the maintenance of three buildings: **Building A**, **Building B**, **Building C**.

Each building includes classrooms, hallways, technical rooms, playgrounds, and recreational spaces. This is based on the **technical triad principle** (preventive, corrective, and predictive maintenance) and aims to ensure a structured and proactive approach to service management.

Additionally, the school has signed contracts for the following external services that support the internal technical service:

- **Elevator Maintenance:** A contracted company is responsible for periodic inspections and repairs of elevators in case of malfunctions.
- **Air Conditioning Systems Maintenance:** A contracted company ensures the proper functioning of air conditioning systems, including regular inspections, cleaning, and repairs.
- **Substation Maintenance:** Includes inspection and servicing of the power substation.

Preventive Maintenance Routine

Preventive maintenance involves regular inspections and minor interventions to reduce the risk of system failures. These tasks are divided into daily, weekly, and monthly routines to ensure operational efficiency is maintained.

Daily Routine

The daily routine includes inspections and immediate repairs to resolve issues quickly. These tasks are carried out by assigned technicians under the supervision of chief technicians.

Building A

- **HVAC Systems:** Inspect and ensure proper operation of heating, ventilation, and cooling systems.
- **Water Systems:** Check water heaters for signs of malfunction or damage.
- **Electrical Systems:** Inspect lights, switches, and sockets in hallways. Ensure power cables are intact and undamaged.

- **Playground Equipment:** Inspect swings, slides, and climbing structures for safety. Tighten bolts and lubricate moving parts as needed.
- **General Inspection:** Conduct a walkthrough of the internal and external perimeter. Record any damage and initiate repairs immediately.

Building B

- **HVAC Systems:** Check radiators and fan coils to ensure consistent temperature regulation.
- **Water Boilers:** Inspect water heating boilers and related systems.
- **Fire Safety:** Ensure fire extinguishers and alarms are in place and functional.
- **Electrical Systems:** Inspect electronic devices and cables in hallways.
- **Grounds:** Ensure the building's exterior perimeter is safe, and walkways are clear.

Building C

- **HVAC and Ventilation Systems:** Inspect cassette and duct fan coils, as well as ventilation systems, to ensure proper functioning.
- **Water Systems:** Check water heaters and ensure they are operating efficiently.
- **Electrical Systems:** Inspect switches, lights, and sockets in hallways.
- **Fire Safety Reservoirs:** Check the water level and proper functioning of fire reservoirs.
- **Technical Rooms:** Inspect electrical panels and ensure they are working correctly.

Weekly Routine

Weekly maintenance involves more in-depth inspections and minor repairs that do not require daily attention:

- Comprehensive HVAC inspections in all buildings.
- Testing fire alarm systems and ensuring evacuation routes are clear.
- Inspecting plumbing systems for leaks or blockages.
- Cleaning and lubricating moving parts of mechanical systems.
- Verifying the safety and readiness of playground equipment.

Monthly Routine

Monthly maintenance ensures optimal functioning of critical systems through detailed inspections and testing:

- **Electrical Systems:** Test the load capacity of electrical systems and backup generators. Replace any worn-out components.
- **Elevators:** Inspect elevators for safety and proper operation.
- **Inventory Check:** Update the inventory of spare parts and materials.
- **Safety Compliance:** Conduct safety audits, including fire safety, occupational health, and environmental standards compliance.

- **Grounds and Landscaping:** Ensure that the school yard, gardens, and recreational areas are clean and safe.

Occupational Safety Service

The school has an Occupational Safety Service that conducts periodic inspections of the buildings. In case of identified safety concerns, the service instructs the technical service to carry out the necessary work.

Conclusion

This maintenance manual for the European School's Engineering and Technical Service establishes a solid foundation for ensuring a safe, efficient, and well-maintained learning environment.

The detailed daily, weekly, and monthly routines enable the technical team to systematically monitor and manage the school's critical infrastructure. The involvement of additional contracted services further enhances the quality of maintenance and strengthens the efficiency of internal resources. Close collaboration between the service and the Occupational Safety Service ensures regular monitoring of the school buildings, allowing potential risks to be promptly identified and addressed.