



Mahatma Gandhi Mission's College of Engineering and
Technology, Kamothe, Navi Mumbai

4.4.2. Details of Maintenance Policy

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4.4.2. Details of Maintenance Policy

MAINTENANCE POLICY DOCUMENT

The institute developed maintenance procedures for maintaining the physical, academic and support facilities, which are mentioned in the “Policy Document” of the institute. The maintenance procedure is as follows:-

Maintenance of Equipment and Furniture

This covers physical, academic and support facilities – Laboratory, Library, Sports complex, Computers, Classrooms etc.

- Annual maintenance contracts (AMCs) are finalised following tendering process for major equipment/facility.
- For maintenance of Lifts, centralized UPS and Water coolers/filters annual maintenance contract is given.
- Maintenance of books in library is done periodically internally. However in the case of old books help of external agency is taken for soft/hard binding.
- Repairing of sports material is done through college workshop and if required through third party vendor.
- The Laboratory Incharge or the concerned faculty/staff maintains the record of equipment, any other material and furniture and also monitors the same. Major repairs are done by the supplier of the equipment.
- Laboratory Incharges are required to submit A to G report on laboratory experimental setups. Major repairs are done through the supplier of the equipment.
- The workshop facility is also utilised for minor repairs.
- In case of replacement, write-off process is follow and approval of the management is taken for replacement.
- Based on the letters of the laboratory Incharges, institute level committee inspects and recommends the write-off of the old and out dated equipment.
- Maintenance and repairs of Library and sports related materials are done through regular approved vendor.

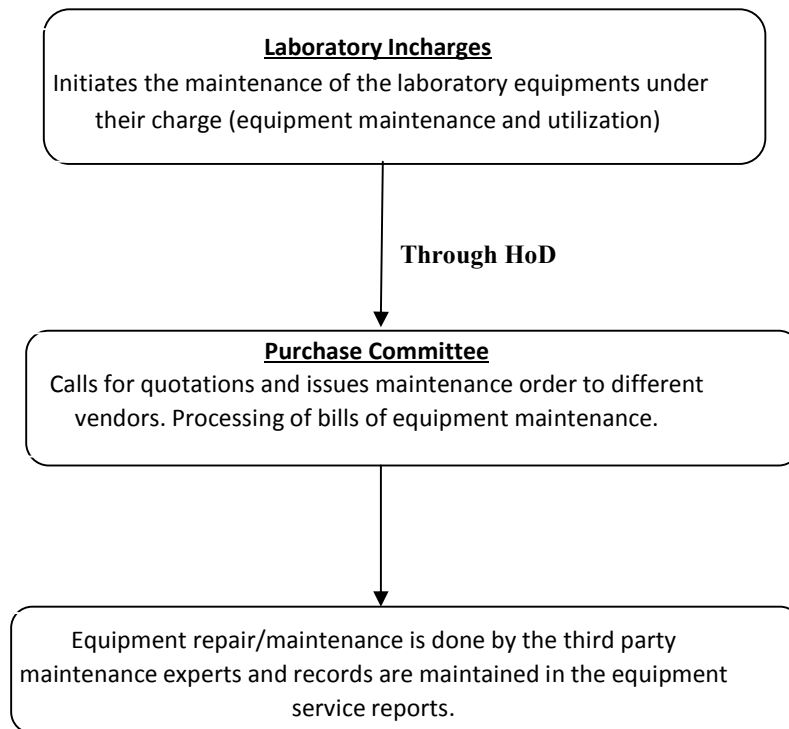
There are college level verifying committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The working methodology of these committees are explained below in the form of flowcharts indicating the communication and work flow for smooth working of these facilities. The individual blocks in the flowcharts contain the responsibilities of the respective committee/incharge and the arrow lines indicate the work flow.





Laboratory Maintenance:

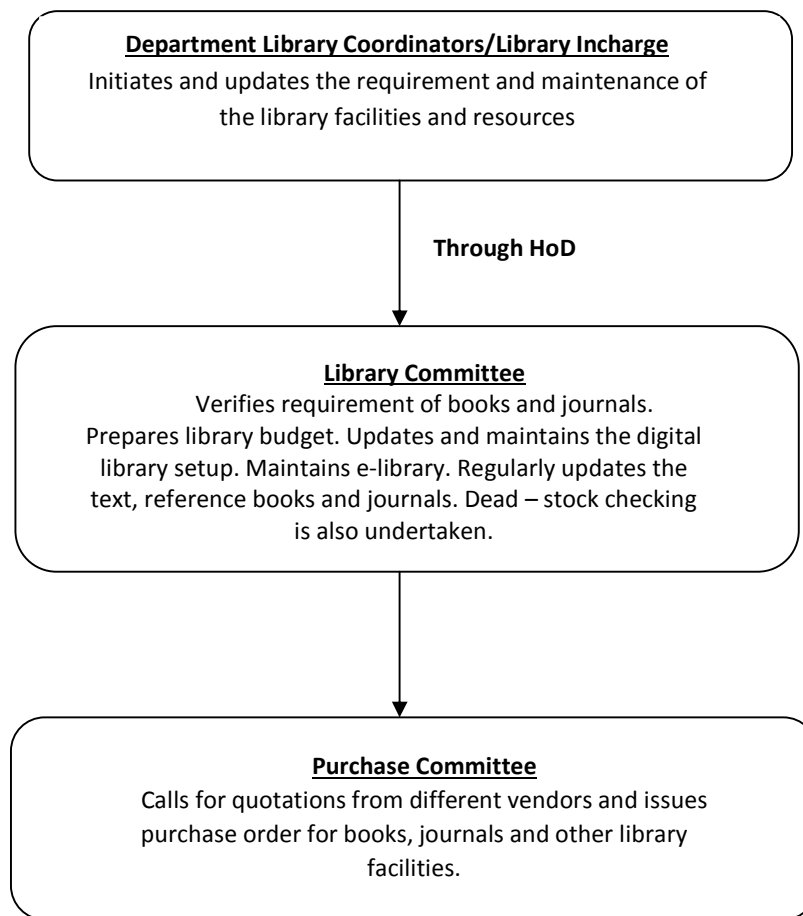
Whenever maintenance of equipment is required, the concerned Laboratory Incharge issues a maintenance request to the "Purchase Committee" through the section/Department head. Based on the requirement, the equipment maintenance work is assigned to third party maintenance experts. These experts carry out the repair/maintenance of the equipment and all such records are maintained in the tag of the equipment. With the help of the following flowchart, the procedure adopted for laboratory maintenance can be explained.





Library Maintenance:

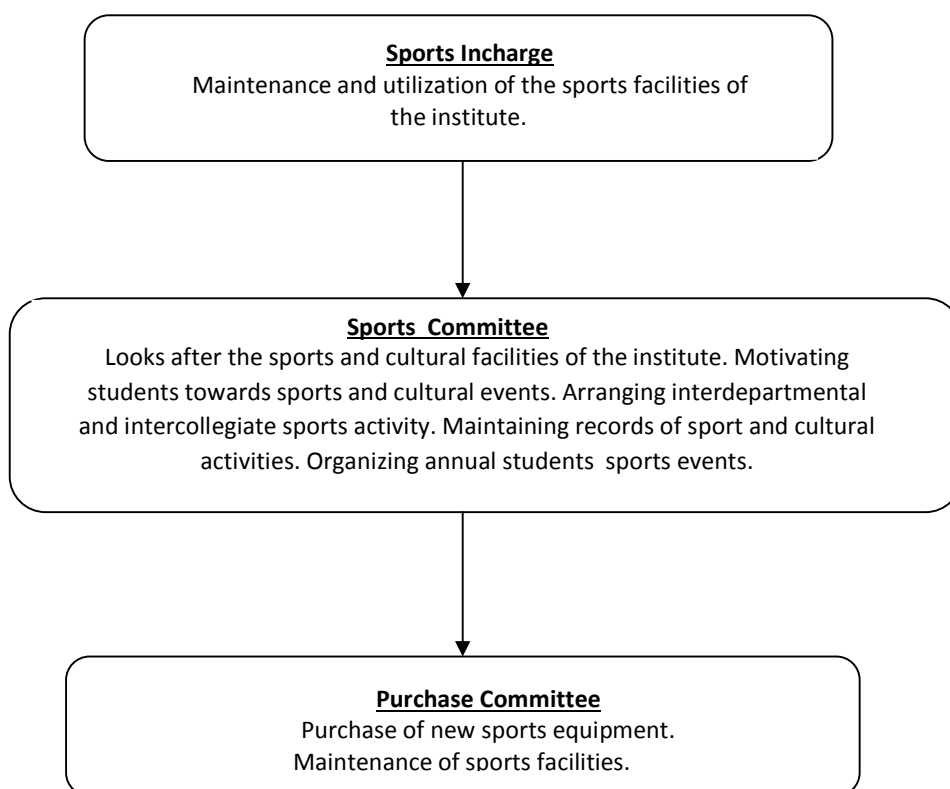
The library of the college has a rich collection of books, journals and e-resources. There is a “Library Committee” in the college which takes care of the library. Following flowchart indicates the standard procedure adopted for the maintenance of library facilities.





Maintenance of Sports Facilities:

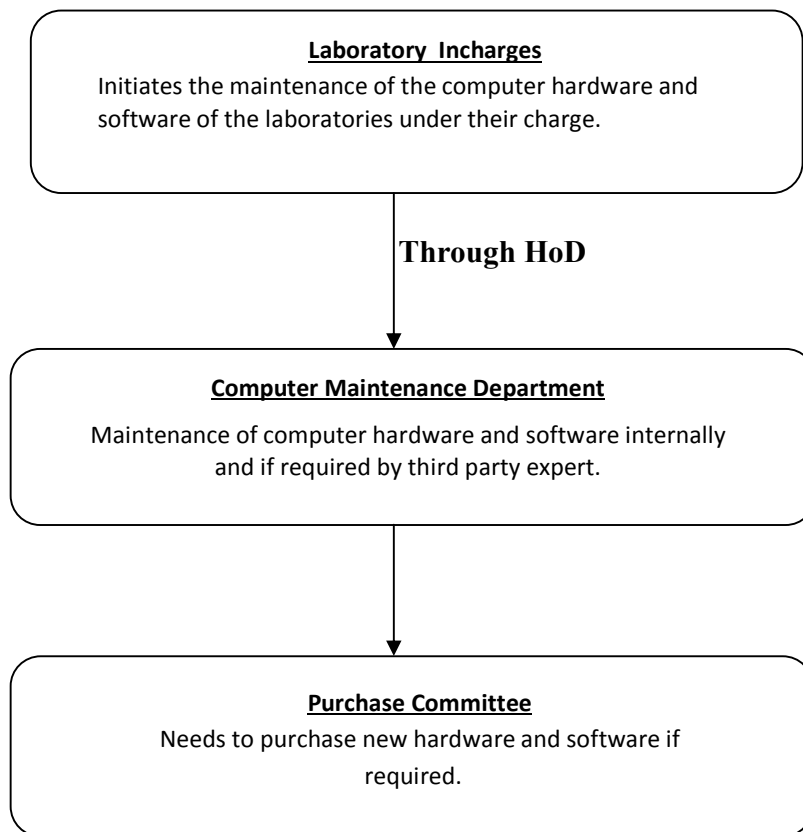
A Sports Incharge is appointed for the utilization and maintenance of the institute's sports facilities. The standard procedure adopted for the utilization and maintenance of the institute's sports facilities is shown in the following flow chart.





Maintenance of Computers:

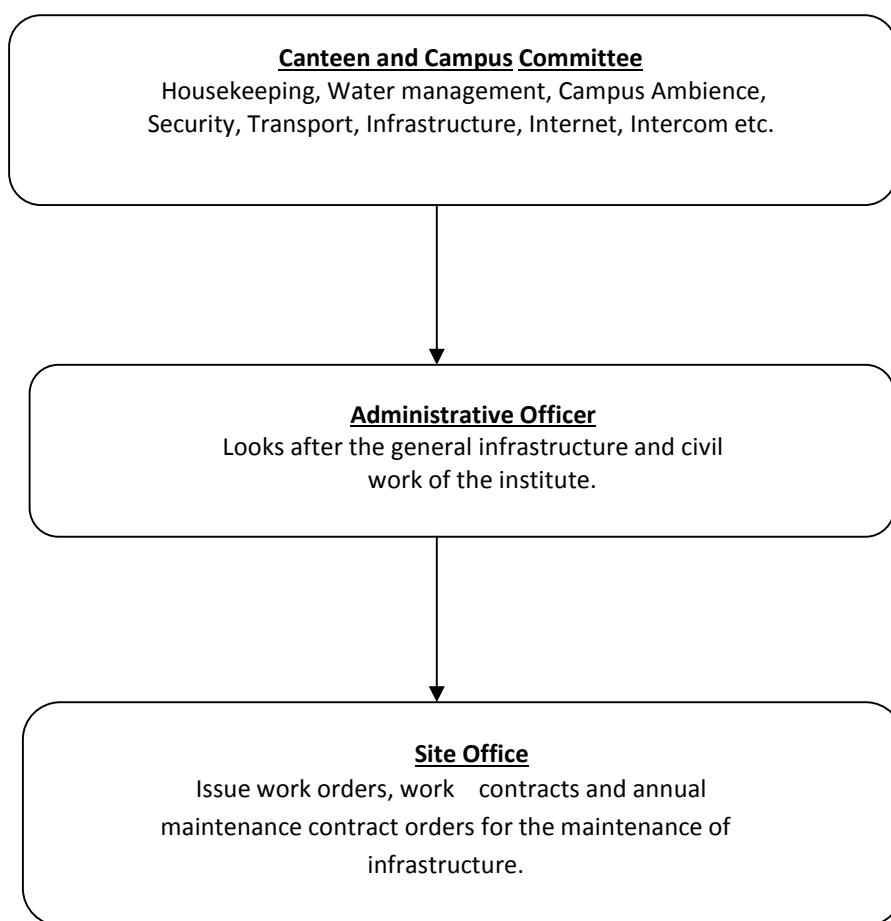
In the institute, Department of Computer Engineering, looks after the maintenance of computer hardware and software. If required third party maintenance experts are called from outside. Following flowchart indicates the standard procedure adopted for the utilization and maintenance of the computer hardware and software.





Maintenance of Institute Infrastructure:

In our campus there is a Site Office for taking care of the maintenance of the institute's infrastructure including the classrooms, laboratories, building, garden, and canteen. The procedure adopted for the maintenance of the infrastructure is shown in the following flowchart.





**Mahatma Gandhi Mission's
College of Engineering & Technology
Kamothe Navi Mumbai**

4.4.2. Details of Maintenance Policy

Maintenance Policy Document





Head of the Civil Engineering Department shall look after the maintenance of physical infrastructure facilities.

Guidelines for the maintenance of physical infrastructure:

1. Prepare the routine and preventive maintenance schedule
2. Emergency maintenance shall be completed on priority basis
3. The consolidated report of the yearly maintenance shall be prepared and submitted to higher authorities.
4. Maintenance of physical infrastructure will be done by Site Office on campus.
5. Execute the maintenance schedule with the support of external agencies

Responsibilities of maintenance of the infrastructure:

Sr. No.	Equipment/infrastructure	Routine Check	Monitoring Authority	College-level Coordinator
1.	General Electrical maintenance	Electrician, Lab Assistant and Lab-in-charge	Head of the respective Department	Site Office
2.	Air-conditioner	Lab Assistant and Lab-in-charge	Head of the respective Department	Assistant Registrar
3.	Generator and Power Supply	Electrician	Head of Electrical Engg. Department	Site Office
4.	Solar Thermal Systems	Electrician	Head of Electrical Engg. Department	Site Office
5.	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Department-level Computer Coordinator	Head of the Computer Engg. Department	College-level Computer Coordinator
6.	Internet connectivity and Wi-Fi	Lab Assistant and Lab-in-charge	Head of Information Technology Department	College-level Computer Coordinator
7.	Website	Department Computer In-charge	Staff Coordinator-Computer Engg. Department	Head of the Computer Department
8.	ERP	ERP Department Coordinator	ERP Committee	Principal



9.	CCTV	Electronics and Telecommunication Department Coordinator	Head of Electronics and Telecommunication Engg. Department	Principal
10.	Biometric	ERP Department Coordinator	ERP Committee	Principal
11.	Software	Lab in-charge and Subject In-charge	Head of the respective Department as per requirement	Head of the respective Department
12.	Library	Department Library Coordinator	Library Committee	Librarian
13.	Telephone-EPABX	Respective Department Faculty	College-level Coordinator	Head of Electronics and Telecommunication Engg. Department
14.	Workshop	Workshop Superintendent	Head of Mechanical Department	Principal
15.	Lift	Concerned Coordinator	Assistant Registrar	Principal
16.	Civil Works	Head of the Civil Engineering Department	Principal	Site Office
17.	Water-coolers and Purifiers	Head of Bio-Technology. Department	Assistant Registrar	Principal
18.	Plumbing	Head of the Mechanical Engineering Department	Principal	Site Office
19.	Classroom-benches and overall furniture including notice boards	Head of the Mechanical Engineering Department	Central Workshop	Principal
20.	Sports facilities	Sports Incharge	Sports Committee	Principal
21.	Gardening	Gardener	Site Office	Principal



The college helps to keep the infrastructure in optimum working condition. Many preventive maintenance policies are functional to prevent breakdown of facilities such as lift, generators, internet and Wi-Fi, gardening, housekeeping. An annual maintenance contract is signed with external agency regarding maintenance of the two lifts in the college. The contract states that the lifts shall be maintained once every month and as per call. The payment terms include payment to be done every quarterly to OTIS.

Garden Maintenance is carried out through Annual Maintenance Contract through third party agency for labour and material to keep the campus green and clean. Work order for a period of 1 year with Shree Enterprises including material and labour is issued for Housekeeping which includes cleaning twice a day. The contract for Garden and Housekeeping is renewed each year.

Generators are maintained through Annual Maintenance Contract (AMC). AMC covers 6 visits per year for routine monitoring and maintenance.



mfcdh

MGM's College of Engineering and Technology, Kamothe, Navi Mumbai

A-G report

Department: Chemical Engineering

Semester: III

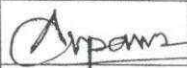
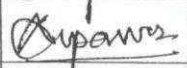
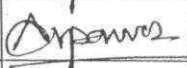
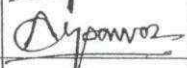
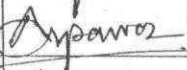
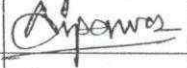
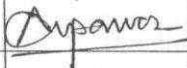
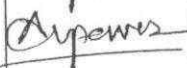
Date: 20/6/2016

Laboratory Engineering Chemistry

Lab In charge: - Ms Anuradha V. P awar

Location and Floor: ground Floor

Lab Faculty - Ms Anuradha V. P awar

Exp No.	Title	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A-G) by HoD	Signature of HoD
1	Estimation of Phenol	A,E		A,E	Chemistry
2	Estimation of Aniline	A,E		A,E	Chemistry
3	Analysis of Talcum powder	A,E		A,E	Chemistry
4	Estimation of Barium as Barium Sulphate	A,E		A,E	Chemistry
5	Estimation of Nickel as Nickel Di methyl glyoxime	A,E		A,E	Chemistry
6	Percentage purity of Aspirin	A,E		A,E	Chemistry
7	Standardization of HCl	A,E		A,E	Chemistry
8	Estimation of % Carbonate and Bicarbonate from its mixture	A,E		A,E	Chemistry

If (C/F) - Name of Faculty - Ms Anuradha V. P awar

Verification by College Laboratory Committee

Give Remarks against each experiment as: (A) In working condition (B) Not in working condition (C) If B, minimum budget requirement to set it right by June 30, 2016 and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.



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MGM's College of Engineering and Technology, Kamothe, Navi Mumbai

A-G report

Department: CHEMICAL ENGG. Semester: III

Date: 20/06/16

Laboratory: FLUID FLOW

Lab Incharge: U. W. KHANDALKAR

Location and Floor: Ground floor, Chemical Engg. Dept.

Lab Faculty: U. W. KHANDALKAR

Exp. No.	Title	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A-G) by HoD	Signature of HoD
1	Reynold's Apparatus	A, E		A, E	Chemistry
2	Helical coil	A, E		A, E	Chemistry
3	flow through pipe	A, E		A, E	Chemistry
4	power consumption in mixing	A, E		A, E	Chemistry
5	Stoke's law	A, E		A, E	Chemistry
6	Rotameter calibration	A, E		A, E	Chemistry
7	Centrifugal pump	A, E		A, E	Chemistry
8	orifice meter	A, E		A, E	Chemistry
9	friction factor Apparatus	E		C	Chemistry
10					

If (C/F) - Name of Faculty - U. W. Khandalkar

* friction factor Apparatus - Min. Budget is Rs. 20,000 & space is required for installation

Verification by College Laboratory Committee

Give Remarks against each experiment as: (A) In working condition (B) Not in working condition (C) If B, minimum budget requirement to set it right by June 30, 2016 and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.



MGM's College of Engineering and Technology, Kamothe, Navi Mumbai

A-G report

Department Chemical Engg. (CPNM) Semester: III

Date: 17-06-2016

Laboratory CPNM

Lab Incharge Dharmendra Sir

Location and Floor Third floor - IT lab-10

Lab Faculty Anand Ingle

Exp. No.	Title	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A-G) by HoD	Signature of HoD
1	Solving single NLE by Regula-falsi method	A, E	<i>[Signature]</i>	A, E	Chemistry
2	Solving a single NLE by Newton's method	A, E	<i>[Signature]</i>	A, E	Chemistry
3	Solving a system of linear Eqn. by Gauss Jordan method.	A, E	<i>[Signature]</i>	A, E	Chemistry
4	Solving a system of linear Eqn. by Gauss Seidal method.	A, E	<i>[Signature]</i>	A, E	Chemistry
5	Solving an ODE by Euler's method.	A, E	<i>[Signature]</i>	A, E	Chemistry
6	Solving an ODE by RK method.	A, E	<i>[Signature]</i>	A, E	Chemistry
7	Solving an ODE by fourth order Runge-Kutta method.	A, E	<i>[Signature]</i>	A, E	Chemistry
8	Solving an ODE by Adam Bashforth method.	A, E	<i>[Signature]</i>	A, E	Chemistry
9	Solving an PDE by Crank Nicholson method	A, E	<i>[Signature]</i>	A, E	Chemistry
10	Solving Poisson Eqn. using Liebmann iterative method.	A, E	<i>[Signature]</i>	A, E	Chemistry

If (C/F) - Name of Faculty -

Verification by College Laboratory Committee

Meted one week time for practice

[Signature]

Give Remarks against each experiment as: (A) In working condition (B) Not in working condition (C) If B, minimum budget requirement to set it right by June 30, 2016 and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.



MGM's College of Engineering and Technology, Kamothe, Navi Mumbai

A-G report

Department: Chemical Semester: V

Date: 21/06/16

Laboratory: Heat Transfer operations Lab Incharge: Mrs. Jabin Danekha

Location and Floor: Ground floor, chem Dept Lab Faculty: Mrs. Jabin Danekha

Exp. No.	Title	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A-G) by HoD	Signature of HoD
1	Double Pipe Heat Exchanger (counter current flow)	A E	Jabin	A, E	Chemistry
2	Double Pipe Heat Exchanger (counter current)	A E	Jabin	A, E	Chemistry
3	shell and Tube Heat Exchanger	A E	Jabin	A, E	Chemistry
4	Plate Type Heat Exchanger	A E	Jabin	A, E	Chemistry
5	Agitated vessel Heat Transfer	A E	Jabin	A, E	Chemistry
6	Unsteady state heat transfer	A E	Jabin	A, E	Chemistry
7	# Natural convection	E	Jabin	E	Chemistry
8					
9					
10					

I^o C/F - Name of Faculty -

Verification by College Laboratory Committee

Give Remarks against each experiment as: (A) In working condition (B) Not in working condition (C) If B, minimum budget requirement to set it right by June 30, 2016 and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.

The above mentioned experiments will be performed in HMT lab of Mechanical Engg. department.



MGM's College of Engineering and Technology, Kamothe, Navi Mumbai

A-G report

Department: Chemical

Semester: V

Date: 17/06/16

Laboratory: Chemical Rea-Engg.-I

Lab Incharge: Mr. Nishant Sawale

Location and Floor: Chemical Engg. Dept. first floor.

Lab Faculty: Mr. Nishant Sawale

Exp. No.	Title	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A-G) by HoD	Signature of HoD
1	Differential & Integral Analysis (order of rea. at room temp)	A-E		A, E	Chemistry
2	Verification of Laws	A-E		A, E	Chemistry
3	Batch Reactor	A-E		A, E	Chemistry
4	Plug flow reactor	A-E		A, E	Chemistry
5	Continuous stirred Tank reactor	A-E		A, E	Chemistry
6	Three CSTR's In Series	A-E		A, E	Chemistry
7	CSTR Followed by PFR	A-E		A, E	Chemistry
8	study of Adsorption Isotherm	A-E		A, E	Chemistry
9					
10					

If (C/F) - Name of Faculty - Nishant Sawale

Verification by College Laboratory Committee

Give Remarks against each experiment as: (A) In working condition (B) Not in working condition (C) If B minimum budget requirement to set it right by June 30, 2016 and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.



MGM's College of Engineering and Technology, Kamothe, Navi Mumbai

A-G report

Department: CHEMICAL ENGINEERING Semester: M.E. CHEMICAL ENGG. SEM. I Date: 18-06-2016

Laboratory: ADVANCED REACTION ENGINEERING

Lab Incharge: DR. C.K. MISTRY

Location and Floor: CHEMICAL ENGG. DEPARTMENT, FIRST FLOOR

Lab Faculty: DR. C.K. MISTRY

Exp. No.	Title	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A-G) by HoD	Signature of HoD
1	BATCH REACTOR	A, E	kmistry	A, E	kmistry
2	PLUG FLOW REACTOR (PFR)	A, E	kmistry	A, E	kmistry
3	SINGLE CONTINUOUS STIRRED TANK REACTOR (CSTR)	A, E	kmistry	A, E	kmistry
4	TWO CSTRs IN SERIES	A, E	kmistry	A, E	kmistry
5	CSTR FOLLOWED BY PFR	A, E	kmistry	A, E	kmistry
6	RESIDENCE TIME DISTRIBUTION (RTD) IN CSTR [PULSE INPUT]	A, E	kmistry	A, E	kmistry
7	RESIDENCE TIME DISTRIBUTION (RTD) IN PFR [PULSE INPUT]	A, E	kmistry	A, E	kmistry
8	STUDY OF ADSORPTION ISOTHERM	A, E	kmistry	A, E	kmistry
9					
10					

If (C/F) - Name of Faculty -

Verification by College Laboratory Committee

Give Remarks against each experiment as: (A) In working condition (B) Not in working condition (C) If B, minimum budget requirement to set it right by June 30, 2016 and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.



MITSUBISHI ELEVATOR INDIA PVT. LTD.

502, Natraj, 5th Floor, Andheri Kurla Road, Andheri (E), Mumbai - 400 069
 Tel: +91 22 6117 7222 Fax: +91 22 6117 7234 Email: infomumbai@mitsubishielevator.in



BLDG. NAME : MGM (Kamothe)

DATE : 28/6/18

CUSTOMER SIGNATURE : f. K. Patel

ZONE NO:- 7 ROUTE NO:- 50

CONTRACT NUMBER 1510001

MAINTENANCE TECHNICIAN
 Name : 1) Swarup
 2) _____

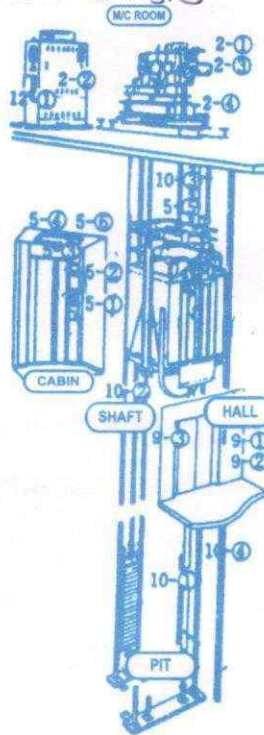
MAINTENANCE CARRIED OUT AS PER CHECK LIST

REMARKS

Water logging in P/Elevator car top machine room, control Panel due to this any parts electrical or mechanical damaged will be replaced on chargeable basis.

CUSTOMERS REQUEST

ELEVATOR NO.	1	2	3	4	5	6
1. M/C. ROOM CONDITION						
2. M/C. ROOM EQUIPMENT						
2. ① TRACTION M/C						
2. ② CONTROL PANEL						
2. ③ BRAKE						
2. ④ GOVERNOR						
3. ① RUNNING CONDITION						
3. ② LEVELLING						
4. DOOR OPERATION						
5. CABIN EQUIPMENT						
5. ① CAR CALL BUTTON						
5. ② INDICATOR						
5. ③ LIGHT						
5. ④ EMERGENCY LIGHT						
5. ⑤ CAR TOP CONDITION						
5. ⑥ EMERGENCY EXIT						
6. INTERPHONE						
7.						
8.						



STANDARD ELEVATOR STRUCTURE

ELEVATOR NO.	1	2	3	4	5	6
9. HALL EQUIPMENTS						
9. ① HALL CALL BUTTON						
9. ② INDICATOR						
9. ③ INTER LOCK						
10. SHAFT EQUIPMENT						
10. ① LIMIT SWITCH						
10. ② SAFETY GEAR						
10. ③ ROPE						
10. ④ RAIL						
11. PIT CONDITION						
12. OPTIONAL EQUIPMENTS						
12. ① OEPS						
FER / FE						
MELD						
Any Other						

- GOOD CONDITION
- WORK CARRIED OUT
- TO BE CHECKED
- OPTIONAL FEATURE NOT AVAILABLE

TECHNICIAN'S Signature: [Signature]

During Office Hours:
 Office - Tel. +91 22 6117 7222
 Monday - Friday : 9.00 A.m. - 5: 30 Pm
 Saturday : 9.00 A.m. - 1 Pm



IN CASE OF EMERGENCY
 Toll Free No. : 1800 - 102 - 2211
 customercare@mitsubishielevator.in

CORPORATE OFFICE :
 CHENNAI CITI CENTRE,
 5TH FLOOR, 10 & 11, DR. R.K. SALAI,
 MYLAPORE, CHENNAI - 600 004.
 FAX : 044 2847 7374
 info@mitsubishielevator.in

MITSUBISHI ELEVATOR INDIA PVT. LTD.

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 Tel: +91 22 6117 7222 Fax: +91 22 6117 7234 Email: infomumbai@mitsubishielevator.in



BLDG. NAME: MGM HOSPITAL (Kamathe)

DATE: 26/12/17

CUSTOMER SIGNATURE: [Signature]
26/12/17

MAINTENANCE TECHNICIAN
 Name: 1) Swapna
 2) _____

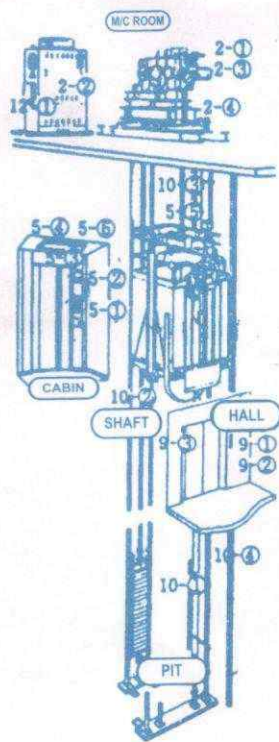
ZONE NO:- 7 ROUTE NO.:- 50 CONTRACT NUMBER 1510001

MAINTENANCE CARRIED OUT AS PER CHECK LIST

REMARKS
Pl elevator mantainy servicing Done

CUSTOMERS REQUEST

ELEVATOR NO.	1	2	3	4	5	6
1. M/C. ROOM CONDITION	✓					
2. M/C. ROOM EQUIPMENT						
2. ① TRACTION M/C	✓					
2. ② CONTROL PANEL	✓					
2. ③ BRAKE	✓					
2. ④ GOVERNOR	✓					
3. ① RUNNING CONDITION	✓					
3. ② LEVELLING	✓					
4. DOOR OPERATION	✓					
5. CABIN EQUIPMENT						
5. ① CAR CALL BUTTON	✓					
5. ② INDICATOR	✓					
5. ③ LIGHT	✓					
5. ④ EMERGENCY LIGHT	✓					
5. ⑤ CAR TOP CONDITION	✓					
5. ⑥ EMERGENCY EXIT	✓					
6. INTERPHONE	✓					
7.						
8.						



STANDARD ELEVATOR STRUCTURE

ELEVATOR NO.	1	2	3	4	5	6
9. HALL EQUIPMENTS						
9. ① HALL CALL BUTTON	✓					
9. ② INDICATOR	✓					
9. ③ INTER LOCK	✓					
10. SHAFT EQUIPMENT						
10. ① LIMIT SWITCH	✓					
10. ② SAFETY GEAR	✓					
10. ③ ROPE	✓					
10. ④ RAIL	✓					
11. PIT CONDITION	✓					
12. OPTIONAL EQUIPMENTS						
12. ① OEPS	✓					
FER / FE	✓					
MELD	✓					
Any Other: <u>mbs</u>	✓					

- GOOD CONDITION
- WORK CARRIED OUT
- TO BE CHECKED
- OPTIONAL FEATURE NOT AVAILABLE

TECHNICIAN'S SIGNATURE: [Signature]

During Office Hours:
 Office - Tel. +91 22 6117 7222
 Monday - Friday : 9.00 A.m. - 5: 30 Pm
 Saturday : 9.00 A.m. - 1 Pm

IN CASE OF EMERGENCY
 Toll Free No. : 1800 - 102 - 2211
 customercare@mitsubishielevator.in

CORPORATE OFFICE :
 CHENNAI CITI CENTRE,
 5TH FLOOR, 10 & 11, DR. R.K. SALAI,
 MYLAPORE, CHENNAI - 600 004.
 FAX : 044 2847 7374
 info@mitsubishielevator.in



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 Tel: +91 22 6117 7222 Fax: +91 22 6117 7234 Email: infomumbai@mitsubishielevator.in



BLDG. NAME : MGM HOSPITAL (Kamethe)

DATE : 29/9/17

CUSTOMER SIGNATURE : [Signature] 29/09/17

MAINTENANCE TECHNICIAN
 Name : 1) Swarnis
 2)

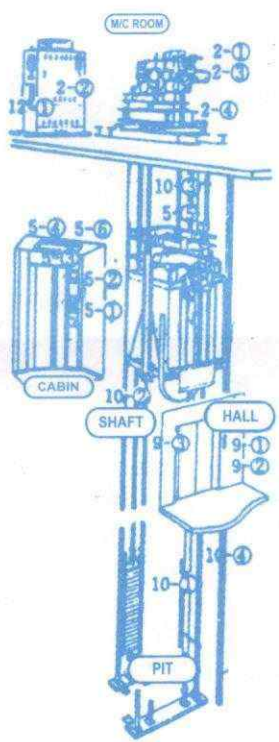
ZONE NO.: 7 ROUTE NO.:- 50 CONTRACT NUMBER IM JS100001

MAINTENANCE CARRIED OUT AS PER CHECK LIST

REMARKS
P1 elevator monthly servicing done.

CUSTOMERS REQUEST

ELEVATOR NO.	1	2	3	4	5	6
1. M/C. ROOM CONDITION	✓					
2. M/C. ROOM EQUIPMENT						
2. ① TRACTION M/C	✓					
2. ② CONTROL PANEL	✓					
2. ③ BRAKE	✓					
2. ④ GOVERNOR	✓					
3. ① RUNNING CONDITION	✓					
3. ② LEVELLING	✓					
4. DOOR OPERATION	✓					
5. CABIN EQUIPMENT						
5. ① CAR CALL BUTTON	✓					
5. ② INDICATOR	✓					
5. ③ LIGHT	✓					
5. ④ EMERGENCY LIGHT	✓					
5. ⑤ CAR TOP CONDITION	✓					
5. ⑥ EMERGENCY EXIT	✓					
6. INTERPHONE	✓					
7.						
8.						



ELEVATOR NO.	1	2	3	4	5	6
9. HALL EQUIPMENTS						
9. ① HALL CALL BUTTON	✓					
9. ② INDICATOR	✓					
9. ③ INTER LOCK	✓					
10. SHAFT EQUIPMENT						
10. ① LIMIT SWITCH	✓					
10. ② SAFETY GEAR	✓					
10. ③ ROPE	✓					
10. ④ RAIL	✓					
11. PIT CONDITION	✓					
12. OPTIONAL EQUIPMENTS						
12. ① OEPS	✓					
FER / FE	✓					
MELD	✓					
Any Other	MBS	✓				

STANDARD ELEVATOR STRUCTURE

- GOOD CONDITION
- WORK CARRIED OUT
- TO BE CHECKED
- OPTIONAL FEATURE NOT AVAILABLE

TECHNICIAN'S [Signature]
 Signature

During Office hours:
 Office - Tel. +91 44 2847 7373
 Monday - Saturday : 9.00 a.m. - 6.00 p.m.

IN CASE OF EMERGENCY
 Toll Free No. : 1800 - 102 - 2211
 customercare@mitsubishielevator.in

CORPORATE OFFICE :
 CHENNAI CITI CENTRE,
 5TH FLOOR, 10 & 11, DR. R.K. SALAI,
 MYLAPORE, CHENNAI - 600 004.
 FAX : 044 2847 7374
 info@mitsubishielevator.in



MITSUBISHI ELEVATOR INDIA PVT. LTD.

502, Natraj, 5th Floor, Andheri Kurla Road, Andheri (E), Mumbai - 400 0069
 Tel: +91 22 6117 7222 Fax: +91 22 6117 7234 Email: infomumbai@mitsubishielelevator.in



BLDG. NAME : MGM KAMOTHE

DATE : 26/07/2017

CUSTOMER SIGNATURE : *[Signature]*
26/07/17

MAINTENANCE TECHNICIAN
 Name : 1) Ashok Nile
 2) Pradeep dangare

ZONE NO:- ROUTE NO.:-

CONTRACT NUMBER

07 / 50

15100001

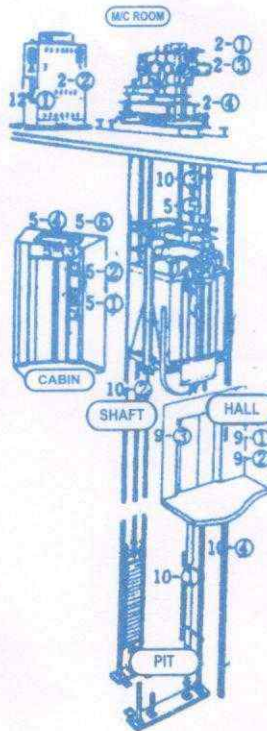
MAINTENANCE CARRIED OUT AS PER CHECK LIST

REMARKS

Dear customers Pl Elevator
Monthly Servicing Done So Elevator
Now Normal and Good Running
condition.

CUSTOMERS REQUEST

VATOR NO.	1	2	3	4	5	6
1. M/C. ROOM CONDITION	✓					
2. M/C. ROOM EQUIPMENT						
2. ① TRACTION M/C	✓					
2. ② CONTROL PANEL	✓					
2. ③ BRAKE	✓					
2. ④ GOVERNOR	✓					
3. ① RUNNING CONDITION						
3. ② LEVELLING	✓					
4. DOOR OPERATION						
5. CABIN EQUIPMENT						
5. ① CAR CALL BUTTON	✓					
5. ② INDICATOR	✓					
5. ③ LIGHT	✓					
5. ④ EMERGENCY LIGHT	✓					
5. ⑤ CAR TOP CONDITION	✓					
5. ⑥ EMERGENCY EXIT	✓					
6. INTERPHONE	✓					
7.						
8.						



STANDARD ELEVATOR STRUCTURE

ELEVATOR NO.	1	2	3	4	5	6
9. HALL EQUIPMENTS						
9. ① HALL CALL BUTTON	✓					
9. ② INDICATOR	✓					
9. ③ INTER LOCK	✓					
10. SHAFT EQUIPMENT						
10. ① LIMIT SWITCH	✓					
10. ② SAFETY GEAR	✓					
10. ③ ROPE	✓					
10. ④ RAIL	✓					
11. PIT CONDITION	✓					
12. OPTIONAL EQUIPMENTS						
12. ① OEPS	✓					
FER / FE	✓					
MELD	✓					
Any Other	<u>m. BS</u>					

- GOOD CONDITION
- WORK CARRIED OUT
- TO BE CHECKED
- OPTIONAL FEATURE NOT AVAILABLE

TECHNICIAN'S
 Signature

[Signature]

During Office Hours:
 Office - Tel. +91 22 6117 7222
 Monday - Friday : 9.00 A.m. - 5: 30 Pm
 Saturday : 9.00 A.m. - 1 Pm

IN CASE OF EMERGENCY
 Toll Free No. : 1800 - 102 - 2211
 customercare@mitsubishielelevator.in

CORPORATE OFFICE :
 CHENNAI CITI CENTRE,
 5TH FLOOR, 10 & 11, DR. R.K. SALAI,
 MYLAPORE, CHENNAI - 600 004.
 FAX : 044 2847 7374
 info@mitsubishielelevator.in



Certificate Of Work Done



Date: 11/4/2018 P 2096
 Bldg. Name: MGM Eng. College Location: Khamothe
 Machine No./s: P 2069 Contract No.: _____ Route No. V32

Serial No.: 704063

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input type="checkbox"/>	Complaint Number	<u>26449/46127</u>
Break Down Call	<input checked="" type="checkbox"/>	Arrival Time	
Repairs	<input type="checkbox"/>	Departure Time	
Date Started		T Execution	<input type="checkbox"/>
Date Completed			

Major repairs / Call back / Examination details mentioned below

CAR DOOR not closing properly
ATT.

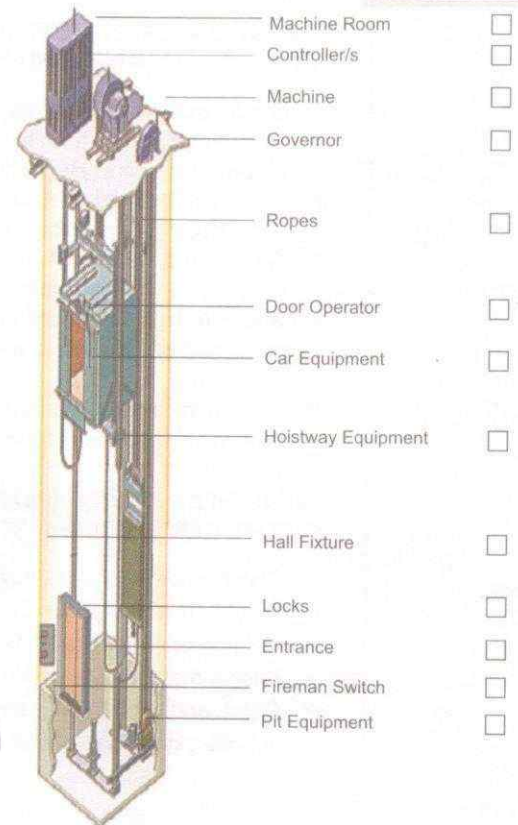
M.D. Pawar
 Service Engineer
Sandeep
 Customer Representative

T. No. / C. R. No. 2901

Customer's remarks (if any):



SPEED • EXPERTISE • CONCERN



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P.T.O.

Certificate Of Work Done



Date: 8/12/2017
 Bldg. Name: MGM Eng college Location: Khamothe
 Machine No./s: P 2096 Contract No.: MP 2095 Route No. V32

Serial No.: 294615

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	Complaint Number	
Break Down Call	<input type="checkbox"/>	Arrival Time	
Repairs	<input type="checkbox"/>	Departure Time	
Date Started		T Execution	<input type="checkbox"/>
Date Completed			

Visit Type: Chargeable Non-Chargeable

Major repairs / Call back / Examination details mentioned below

① Routine maintenance as per CO
② Replaced Alarm Bell Battery

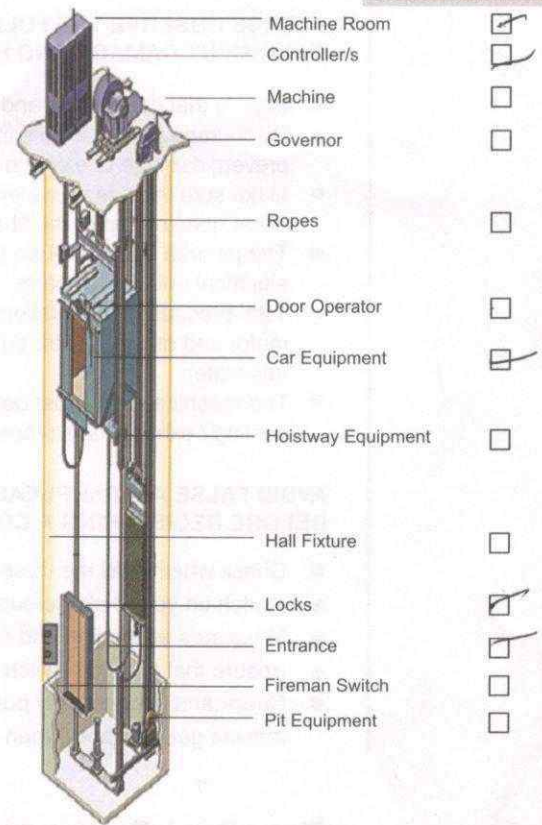
M.D. Pawar
 Examiner / Service Engineer
K. Patil
 Customer / Representative

T. No. / C. R. No. 2901

Customer's remarks (if any):



SPEED • EXPERTISE • CONCERN



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P.T.O.

Certificate Of Work Done

Date: 8/2/2017
 Bldg. Name: MGM Eng Location: Cherghan
 Line No./s: M2099 Contract No: km 2099 Route No: V33

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input type="checkbox"/>	Complaint Number	
Break Down Call	<input checked="" type="checkbox"/>	Arrival Time	
Repairs	<input type="checkbox"/>	Departure Time	
Date Started		T Execution	<input type="checkbox"/>
		Date Completed	

Visit Type : Chargeable Non-Chargeable

Major repairs / Call back / Examination details mentioned below

Car door come out of track
 Realign & Repair.

M.D. Pawar

Examiner / Service Engineer

Sahi

Customer / Representative

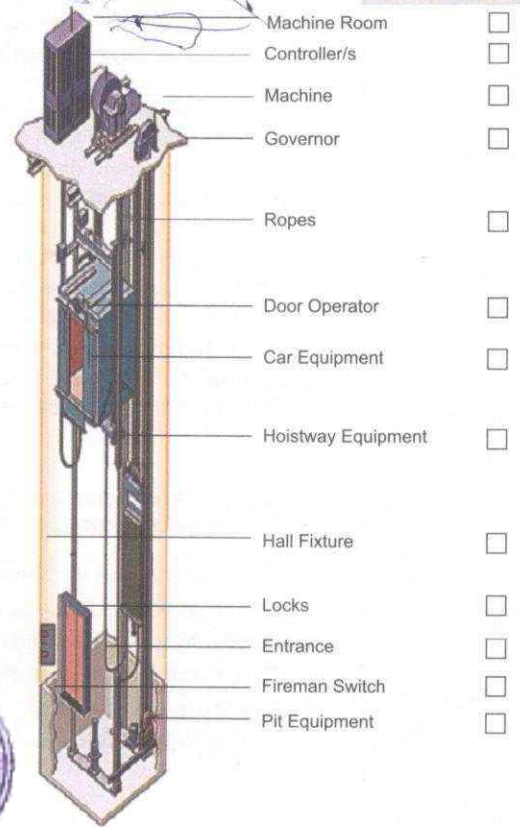
T. No. / C. R. No. 2901

Customer's remarks (if any) :



SPEED • EXPERTISE • CONCERN

Serial No.: 316989



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P.T.O.

Certificate Of Work Done

Date: 16-11-16
 Bldg. Name: M.G.M. E Location: Kamothke
 Line No./s: P. 2096 Contract No: MP. 2096 Route No: V.33

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input type="checkbox"/>	House Keeping	<input checked="" type="checkbox"/>
Break Down Call	<input type="checkbox"/>	Complaint Number	
Arrival Time		Departure Time	
Repairs	<input type="checkbox"/>	T Execution	<input type="checkbox"/>
Date Started		Date Completed	

Major repairs / Call back / Examination details mentioned below

Service the Elevators
 controllers fireman
 switch Done

Aishwari

Otis Authorised Service

Devas

Customer / Representative

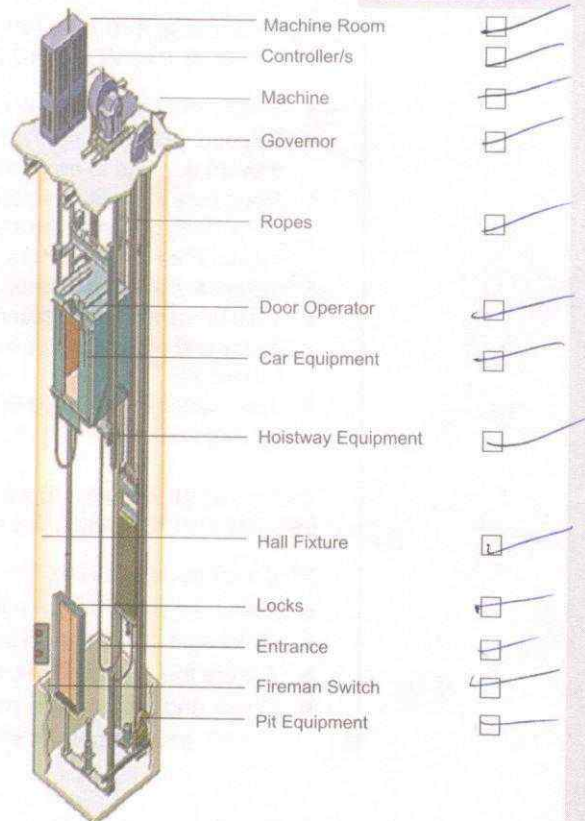
T. No. / C. R. No. _____

Customer's remarks (if any) :



SPEED • EXPERTISE • CONCERN

Serial No.: 376619



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P.T.O.

Certificate Of Work Done

Serial No.: 175726



Date: 23/02/16
 Bldg. Name: M.V.N. E. Location: Kamotue
 Machine No./s: P-2096 Contract No.: MP-2096 Route No.: V-33

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	House Keeping	<input type="checkbox"/>
Break Down Call	<input type="checkbox"/>	Complaint Number	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Repairs	<input type="checkbox"/>	T Execution	<input type="checkbox"/>
Date Started	<input type="text"/>	Date Completed	<input type="text"/>

Major repairs / Call back / Examination details mentioned below

Serviced four Elevators
LOB II Panel Repairs
lift working

[Signature]
 Otis Authorized Service

[Signature]
 Customer / Representative

No. / C. R. No.

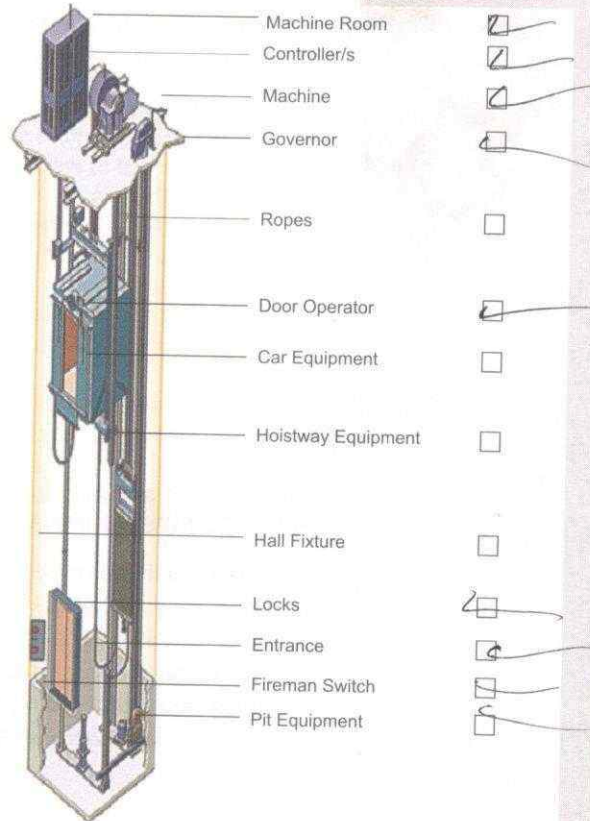
Customer's remarks (if any):



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P.T.O.



Certificate Of Work Done

Serial No.: 212059



Date: 12/12/15
 Bldg. Name: M.V.M. E. Location: Kamotue
 Machine No./s: P-2096 Contract No.: MP-2096 Route No.: V-33

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	House Keeping	<input checked="" type="checkbox"/>
Break Down Call	<input checked="" type="checkbox"/>	Complaint Number	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Repairs	<input type="checkbox"/>	T Execution	<input type="checkbox"/>
Date Started	<input type="text"/>	Date Completed	<input type="text"/>

Major repairs / Call back / Examination details mentioned below

Serviced the Elevator
car top clean rail oils
2nd floor Button repairs fan
and Hoistway to be Repaired

[Signature]
 Otis Authorized Service

[Signature] 17-12-15
 Customer / Representative

No. / C. R. No.

Customer's remarks (if any):

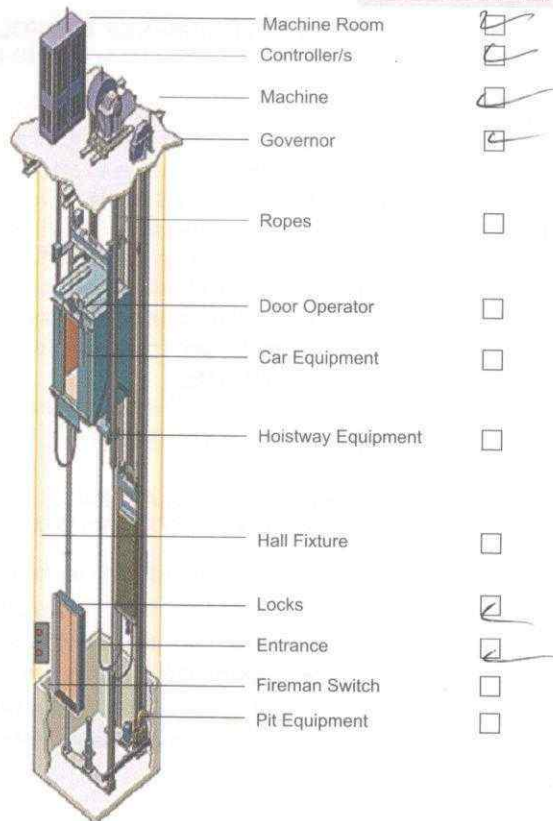


SPEED • EXPERTISE • CONCERN

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24

P.T.O.



Certificate Of Work Done



Serial No.: 176898

Date: 15/04/15
 Bldg. Name: M.U.M. Engineering Kammatel
 Line No./s: P-2096 Contract No.: MP-2096 Route No.: V-33

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	House Keeping	<input type="checkbox"/>
Break Down Call	<input checked="" type="checkbox"/>	Complaint Number	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Repairs	<input type="checkbox"/>	T Execution	<input type="checkbox"/>
Date Started	<input type="text"/>	Date Completed	<input type="text"/>

Major repairs / Call back / Examination details mentioned below

Serviced the Elevator
Code HM 8 cm dome
1st floor and 2nd floor Block

[Signature]
 Otis Authorized Service

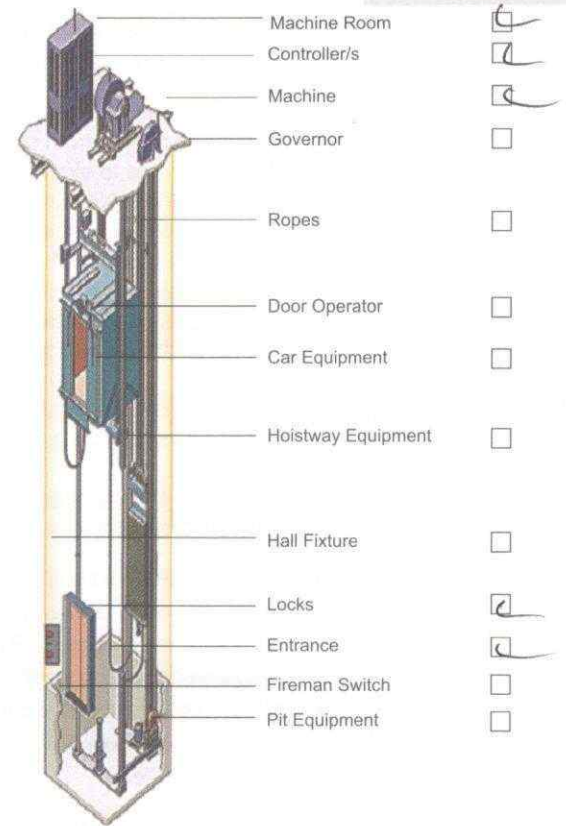
[Signature]
 Customer Representative

T. No. / C. R. No. _____

Customer's remarks (if any): _____



SPEED • EXPERTISE • CONCERN



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P.T.O.

Certificate Of Work Done



Serial No.: 168521

Date: 03/12/14
 Bldg. Name: M.U.M. Engineering Kammatel
 Line No./s: P-2096 Contract No.: MP-2096 Route No.: V-33

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	House Keeping	<input type="checkbox"/>
Break Down Call	<input checked="" type="checkbox"/>	Complaint Number	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Repairs	<input type="checkbox"/>	T Execution	<input type="checkbox"/>
Date Started	<input type="text"/>	Date Completed	<input type="text"/>

Major repairs / Call back / Examination details mentioned below

Serviced the Elevator
Code HM 8 cm dome
All floor lock work
3rd floor Hall Button Rep/ies

[Signature]
 Otis Authorized Service

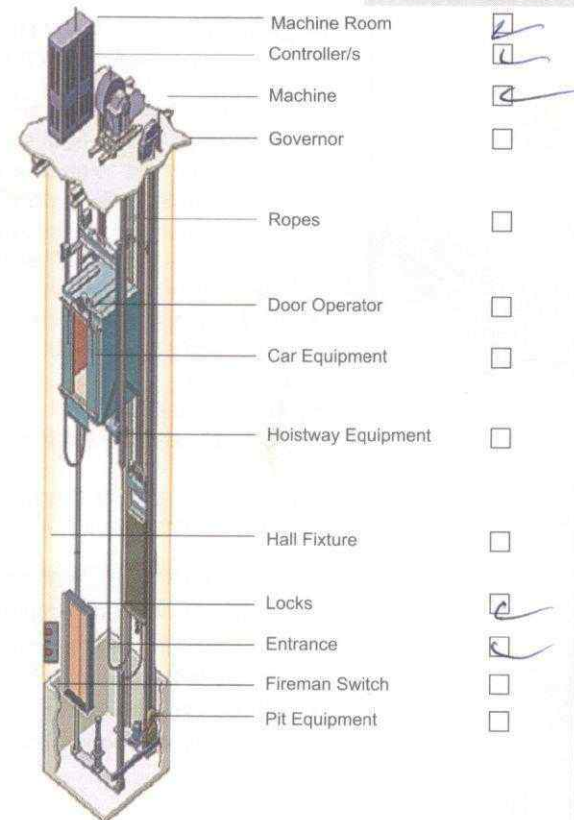
[Signature]
 Customer / Representative

T. No. / C. R. No. _____

Customer's remarks (if any): _____



SPEED • EXPERTISE • CONCERN



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P.T.O.

Certificate Of Work Done




Date: 07/05/14
 Bldg. Name: P.V.M. Engineering Location: Kamotha
 Machine No./s: P-2096 Contract No.: GP-2096 Route No.: V-32

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	House Keeping	<input type="checkbox"/>
Break Down Call	<input checked="" type="checkbox"/>	Complaint Number	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Repairs	<input type="text"/>	T Execution	<input type="text"/>
Date Started	<input type="text"/>	Date Completed	<input type="text"/>

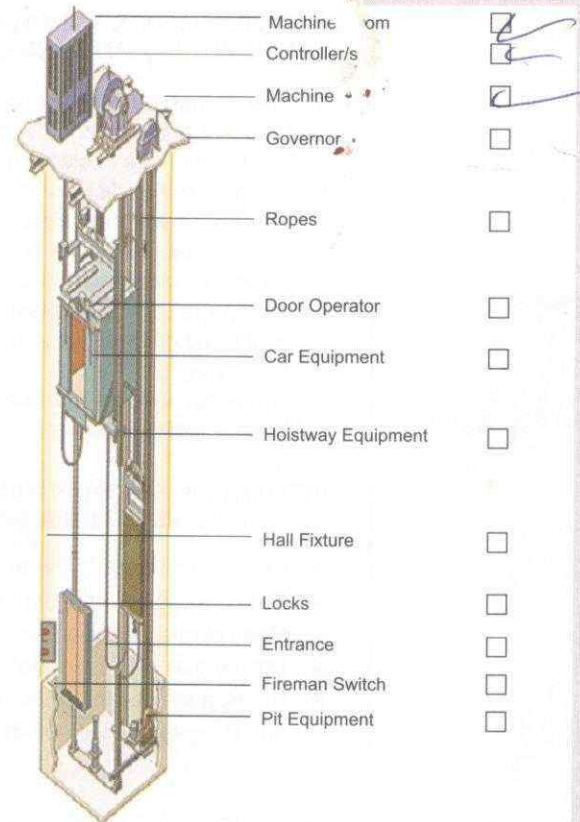
Major repairs / Call back / Examination details mentioned below

Serviced the 2 elevators
IN'S RELY REPAIRS

 Otis Authorised Service
 Customer / Representative

 T. No. / C.R. No. _____
 Customer's remarks (if any) : _____

SPEED • EXPERTISE • CONCERN

Serial No.: 112072



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P.T.O.

Certificate Of Work Done

Date: 06/08/13
 Bldg. Name: M.G.M. Engineering Location: Kamotha
 Machine No./s: P-2096 Contract No.: GP-2096 Route No.: 7-13

Following work has been carried out on above mentioned elevator/s

Preventive Maintenance	<input checked="" type="checkbox"/>	House Keeping	<input checked="" type="checkbox"/>
Break Down Call	<input type="checkbox"/>	Complaint Number	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Repairs	<input type="text"/>	T Execution	<input type="text"/>
Date Started	<input type="text"/>	Date Completed	<input type="text"/>

Major repairs / Call back / Examination details mentioned below

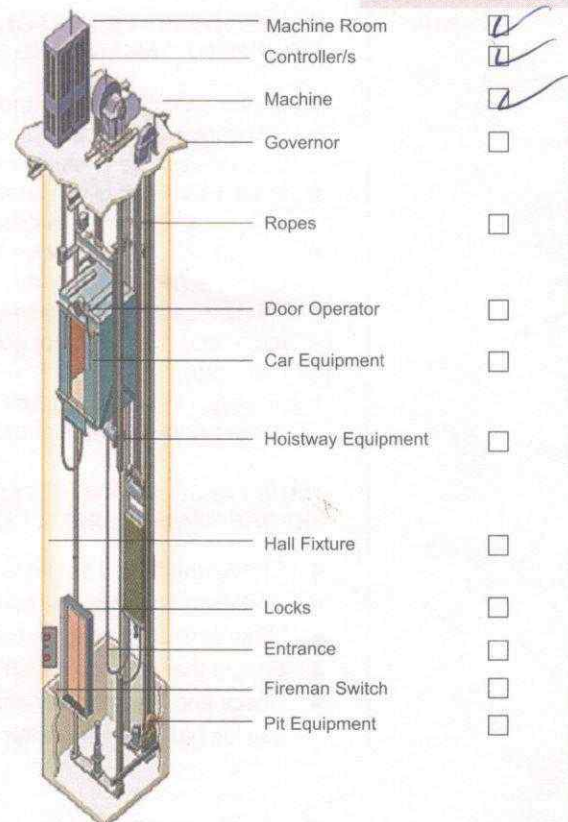
Serviced the Elevators
Code HK & cm done

 Otis Authorised Service
 Customer / Representative

 T. No. / C.R. No. _____
 Customer's remarks (if any) : _____

SPEED • EXPERTISE • CONCERN

Serial No.: 189694



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26

P.T.O.

DELIVERY CHALLAN

M/s. #M.G.M.COLLEGE OF ENGINEERING
 & TECHNOLOGY
 SECTOR-18, KAMOTHE NAVI MUMBAI
 27423403

CHALLAN NO : 934
 CHALLAN DT : 08/06/2016

Quantity	Particulars
4	WE ARE SENDING GAS CYLINDER FOR YOUT LG CASSETTE AC (RETURNABLE) LOC:-CONFERENCE HALL (CHARGEBLE)
1	RUNNING CAPACITOR 50 MFD FOR YOUR CASSETTE AC

Seminar Hall
 05 Nos AC Gas Topup
 01 Nos. Compressor to be
 check
Board room
 01 Nos complain & atten
 work done

Prepared By *[Signature]*



Receiver's Signature

[Signature]
 09/06/16

Shop No. 1, 2, 3 & A3, Shree Durga Apt., Plot No. 186, Sector 10, Near Jui Nagar Stn., Sanpada (E), Navi Mumbai - 400705. Tel.: 6527 9000 / 9002, 2775 2738 / 2748

CALL SLIP

CALL NO. : 1078

CLIENT : M.G.M. HOSPITAL (KAMOTHE)
 KAMOTHE
 NAVI MUMBAI

DEFECTS	Y/N	REMARKS
Not Working		3 NOS. SPLIT AC TO BE CHECKED LOC:-LAB NO 5/6/7 MODEL NO:- SERIAL NO:- ORDINARY Att. Ale. Serves. Recover.
Not Cooling		
Noisy		
Start		
Check - Up		
Water Leaking		
Service		Problem is ok. Room no. 5 is not working AmcB. Problem to check Cont. Person - Dalvi Sir (Stor Dept)
Installation		

Call Received

Assigned

To Mechanic



Nadeem
[Signature]
 Sampurne House

Date : 19/06/2016

Shop No. 1, 2, 3 & A3, Shree Durga Apt., Plot No. 186, Sector 10, Near Jui Nagar Stn., Sanpada (E), Navi Mumbai - 400705. Tel.: 6527 9000 / 9002, 2775 2738 / 2748



9220559212

CALL SLIP

CALL NO. : 3467

CLIENT : *M.G.M ENGINEERING COLLEGE
KAMOTHE NAVI MUMBAI
TEL: 9322887258

Lab req

*2 May 2.5 To
Dikem Eakes
Cont. Mr. Sumit*

DEFECTS	Y/N	REMARKS
Not Working		AC TO BE CHECKED.
Not Cooling		
Noisy		LOC: COMPUTER LAB-9.
Start		
Check - Up		
Water Leaking		
Service		
Installation		
Call Received		Assigned To Mechanic

*Extend problems
A/c is working ok*

Date : 26/10/2015
Time : 16:00:27

S. Shukla

[Signature]



Royal Chips Appliances

Authorised Sales & Service Dealers of L.G. / Samsung / O' General / Hitachi / Videocon / Godrej / Daikin
/ National / Whirlpool / Electrolux / Amtrex / Window / Splits / Packaged Airconditioners & 65279000 / 9002
Shriram Stainless Steel Water Coolers

Service

CALL SLIP

CALL NO. : 2304

CLIENT : *M.G.M ENGINEERING COLLEGE
KAMOTHE NAVI MUMBAI
TEL: 9322887258

Mr Dalvi

DEFECTS	Y/N	REMARKS
Not Working		1 NOS. SPLIT AC TO BE SERVICE
Not Cooling		
Noisy		LOC: PRINCIPAL ROOM.
Start		
Check - Up		
Water Leaking		
Service		
Installation		
Call Received		Assigned To Mechanic

MGM, KAMOTHE SECURITY INWARD
S.No. 1766 AC Serv
Date 20-8-15
Time In 1300
Vehicle No. BH Sign. *[Signature]*

*2 Split service ok
CHARGEABLE
Exam cell 20/8/2015
Principal Office*

