

केन्द्रीय विद्यालय संगठन (मुख्यालय)
शहीदजीत सिंह मार्ग, १८ संस्थागत क्षेत्र,
नई दिल्ली-११० ०१६
KENDRIYA VIDYALAYA SANGATHAN (HQ),
18, INSTITUTIONAL AREA, SJS MARG,
NEW DELHI-110 016.
Ph. 26858570 Fax - 26514179.

No. F. 110115-01/2017-KVS(HQ)/Work

31st May, 2024

Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices.

Sub: Colour scheme of the KV campus – reg.

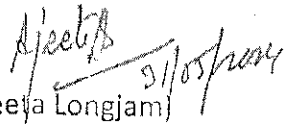
Sir/Madam,

I am writing this letter, regarding the white-washing schedule for the KVs under your jurisdiction. As per the KVS maintenance guidelines (**copy enclosed**), it is imperative that KVs adhere to the established norms of painting once in every two years. To ensure minimal disruption to the school's daily activities, the internal & external painting may be scheduled during the summer vacation. This frequency of painting once in every two years, not only maintains the aesthetic appeal of our KVs but also ensures a clean and vibrant learning environment for our students.

KVS Works Branch have developed indicative colour scheme wherein the primary colour palette would comprise lighter tones, including shades of white / beige colour. These hues are chosen to evoke a feeling of spaciousness and brightness within the school environment. In terms of accent colours, terracotta, yellow, and warm grey are selected to introduce contrast and infuse a sense of warmth to the overall aesthetic. These colour choices are indicative and should be carefully evaluated in conjunction with the architectural design and overall structure and massing of the buildings (**copy enclosed**).

KVs where painting is due as per the norms, the painting work may be taken-up following the codal formalities. However, for buildings that have been recently painted and do not meet the painting frequency, it is requested that Deputy Commissioners (DCs), KVS(RO) to refrain from undertaking painting work in those KVs.

Yours faithfully,


(Ajeeta Longjam)

Joint Commissioner (Admn. I)

- Encl:** (i) Indicative Colour scheme (PPT)
(ii) Guidelines on Maintenance of KV Campus

COLOUR GUIDELINES

EXTERIOR & INTERIOR
FOR KENDRIYA VIDYALAYA SCHOOLS

DESIGN PRESENTATION



EXTERIOR GUIDELINES

The primary colour palette would comprise of lighter tones, including shades of white or beige colour. These hues are chosen to evoke a feeling of spaciousness and brightness within the school environment.

In terms of accent colours, terracotta, yellow, and warm grey are selected to introduce contrast and infuse a sense of warmth to the overall aesthetic. These colour choices are indicative and should be carefully evaluated in conjunction with the architectural design and overall structure and massing of the buildings.

Moreover, it is emphasized that the selected colour scheme should be sensitive to the surrounding topography, any designated special zones, and the broader environmental context in which the school is situated.

Additionally, the specified paint manufacturer must adhere to strict standards regarding low levels of volatile organic compounds (VOCs).

EXTERIOR GUIDELINES

SOME RECENTLY COMPLETED KV SCHOOLS



EXTERIOR GUIDELINES

CONCEPT- I



The Vertical Bands in the Building creates an overall character of the School Building. Highlighting the Levels of the Elevation using two different colours adds to the beauty of the building.

The Nearer Level is finished using Dark Colour as Highlighter Element where as the Background is finished with contrasting Light Shade.

COLOURS USED:

Nerolac 4573 Red Ranch
Nerolac 4051 Lightest Peach





COLOURS USED:

Berger 3T0781 Golden Tortilla

Berger 7P1570 Artistas





COLOURS USED:

Berger 8T2709 Winter Grey
Berger 8P1958 Woven Scarf





EXTERIOR GUIDELINES

CONCEPT- II

The Rising Effect of the building is being highlighted using two colours.

Since maximum dust particles are present in the bottom most layer of air, Dark Solid shades are preferred.

Dark Shade is used at the Bottom Half of the Building, whereas contrasting Light Colour is being used at the Upper Half of the Building.

The Fins and Cantilevers are being Highlighted using a Dark Colour, to add to the continuity of the same, a band of the same Dark Colour is being run at the top as well.

COLOURS USED:

Berger 3T0781 Golden Tortilla
Berger 7P1570 Artistas





COLOURS USED:

Berger 8T2709 Winter Grey
Berger 8P1958 Woven Scarf



EXTERIOR GUIDELINES

BOUNDARY WALL



EXTERIOR GUIDELINES

BOUNDARY WALL



EXTERIOR GUIDELINES

BOUNDARY WALL



EXTERIOR GUIDELINES

BOUNDARY WALL



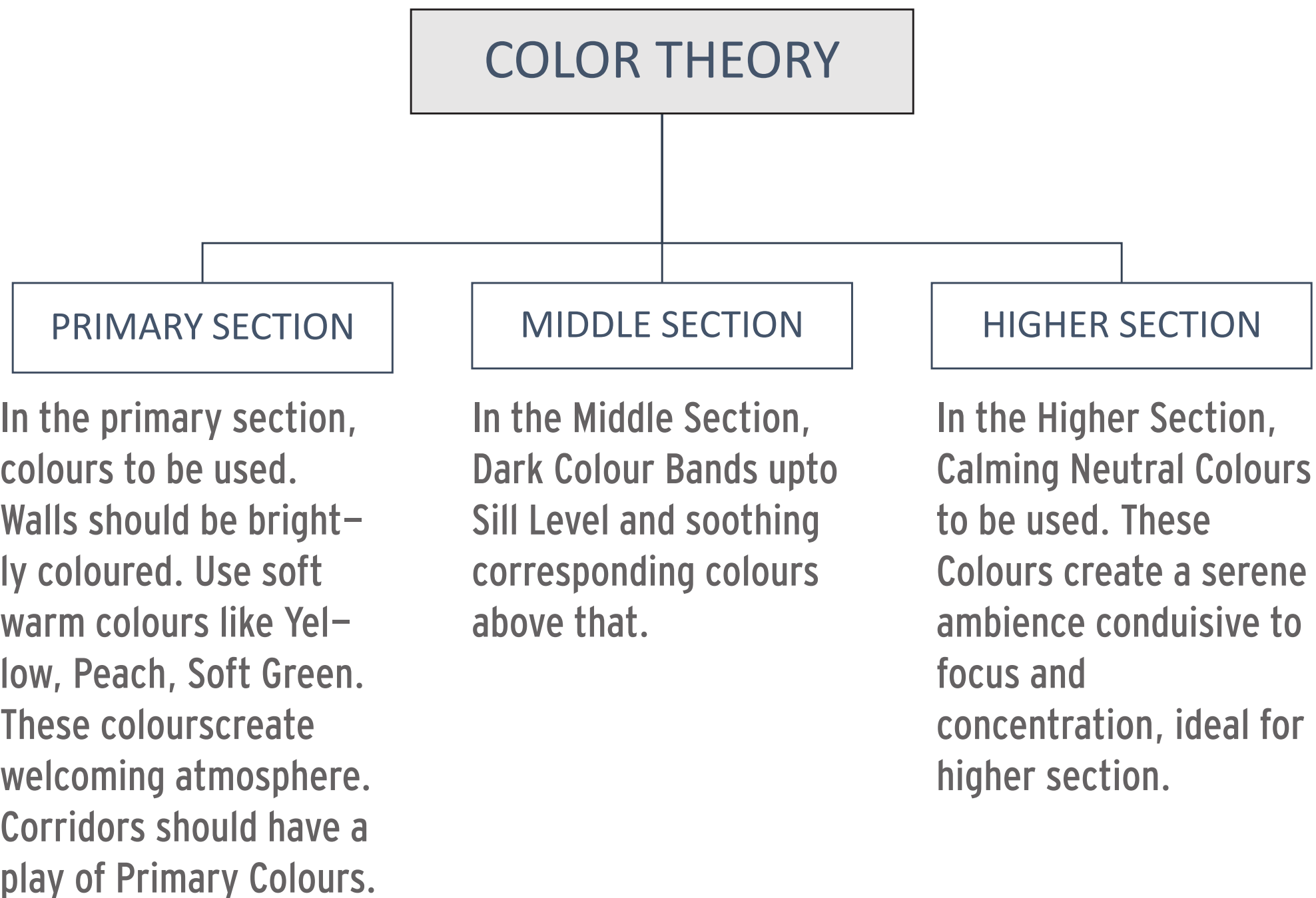
EXTERIOR GUIDELINES

BOUNDARY WALL



INTERIOR GUIDELINES

INTERNAL COURTYARD



DESIGN CONCEPT

FOR KENDRIYA VIDYALAYA CORRIDORS



COLOURS USED:

Nerolac 2519– Mint Frappe

Nerolac 2556– Croquet

Nerolac 4535P–N Foamy White

DESIGN CONCEPT

FOR KENDRIYA VIDYALAYA CORRIDORS



COLOURS USED:

Nerolac 2690T– Yellow Topaz

Nerolac 2688P– Bamboo

Nerolac 4535P–N Foamy White

DESIGN CONCEPT FOR KENDRIYA VIDYALAYA CLASSROOMS



COLOURS USED:
Nerolac 2519– Mint Frappe
Nerolac 2556– Croquet
Nerolac 4535P–N Foamy White

DESIGN CONCEPT FOR KENDRIYA VIDYALAYA CLASSROOMS



COLOURS USED:
Nerolac 2519– Mint Frappe
Nerolac 2556– Croquet

DESIGN CONCEPT FOR KENDRIYA VIDYALAYA CLASSROOMS



COLOURS USED:

Nerolac 2690T– Yellow Topaz

Nerolac 2688P– Bamboo

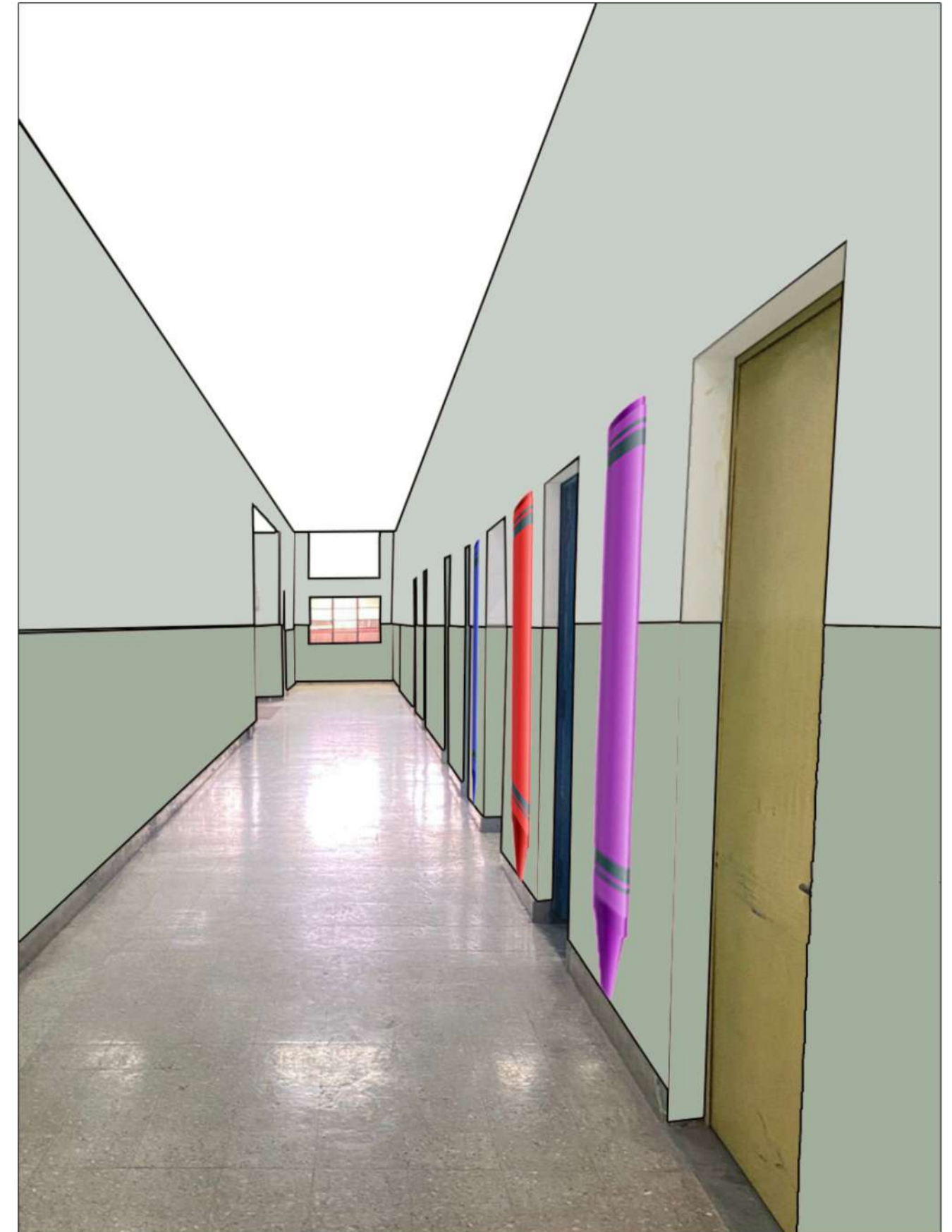
DESIGN CONCEPT FOR KENDRIYA VIDYALAYA CLASSROOMS



COLOURS USED:
Nerolac 2690T– Yellow Topaz
Nerolac 2688P– Bamboo
Nerolac 4535P–N Foamy White

INTERIOR GUIDELINES—PRIMARY SECTION

DESIGN CONCEPT FOR KENDRIYA VIDYALAYA CORRIDORS



INTERIOR GUIDELINES

FOR KENDRIYA VIDYALAYA TOILET AREAS



BRIGHT COLOUR PAINT

STICKER HIGHLIGHTING BOYS
/ GIRLS WASHROOM

INTERIOR GUIDELINES

FOR KENDRIYA VIDYALAYA TOILET AREAS



BRIGHT COLOUR PAINT

STICKER HIGHLIGHTING BOYS
/ GIRLS WASHROOM



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

GUIDELINES ON MAINTENANCE

OF KENDRIYA VIDYALAYA CAMPUS

Maintenance Types

```
graph TD; A[Maintenance Types] --> B[Day to Day Maintenance]; A --> C[Preventive Maintenance]; A --> D[Emergency Repairs]; A --> E[Special Repairs];
```

Day to Day
Maintenance

Preventive
Maintenance

Emergency
Repairs

Special Repairs

What is Maintenance?

- Building maintenance can be defined as any **work undertaken to keep or restore any part of a building**, its services and surroundings at an acceptable standard and **to sustain the usefulness** and value of the building.
- Buildings that are regularly maintained and kept in good repair can be used productively and continuously throughout their life while **buildings that are not maintained will gradually deteriorate and become unusable** and will then have to be demolished or closed for renovations.
- **Buildings that are regularly maintained** and looked after will also provide a **safe, pleasant and healthy environment** for staff and students.

Maintenance Planning

Maintenance Committee Formulation for every school

- Active Participation of all Stakeholders including Students, Teachers and Staff members

“As Built Drawing” obtain from construction agency

- Location and Date of Construction
- As Built Drawings of the School showing BUILDING, ELECTRICAL, DRAINAGE & WATER SERVICES
- Specifications of all materials and finishes including Colours, Makes, etc.

PRIORITISE & PLAN

- What parts of the school require maintenance or replacement?
- Level of Priority of each item along with its cost.
- Budget Planning of Maintenance

Responsibility & Regular Inspections

- Prepare Checklist for inspection
- Prepare Action List and Undertake regular maintenance activities.

Our School = Our Responsibility

The areas of the school building are the following:

- Structure
- Roofing
- Building exterior
- Building interior
- Plumbing
- Electrical
- Grounds
- Furniture and equipment.





Building Exterior

- Outer Facade
- Veranda Floors

Plumbing

- Fixtures
- Septic Tanks

Structure

- Column
- Beam
- Chajjas

Ground

- Landscaping
- Storm Drains



Electrical

- Equipments
- Switches
- Circuits

Building Interior

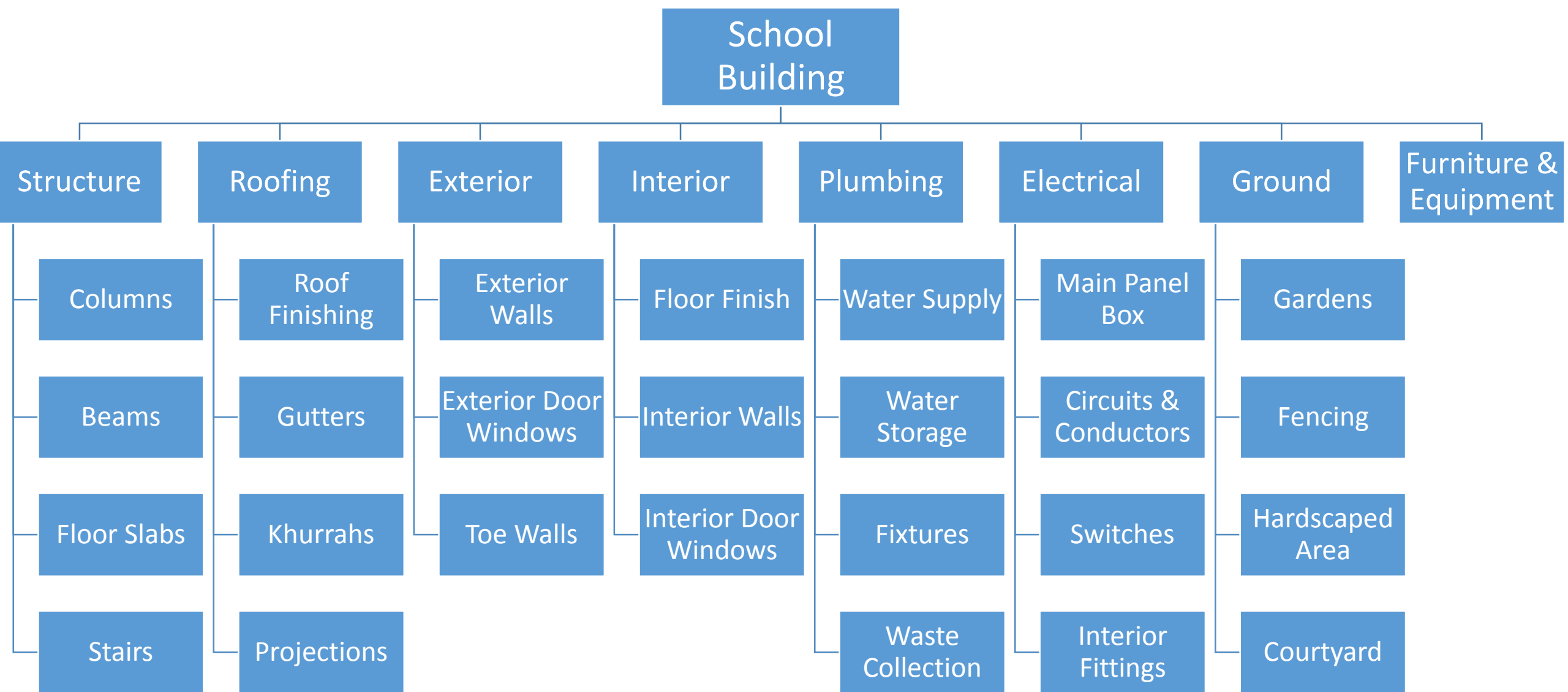
- Walls
- Doors
- Windows

Furniture

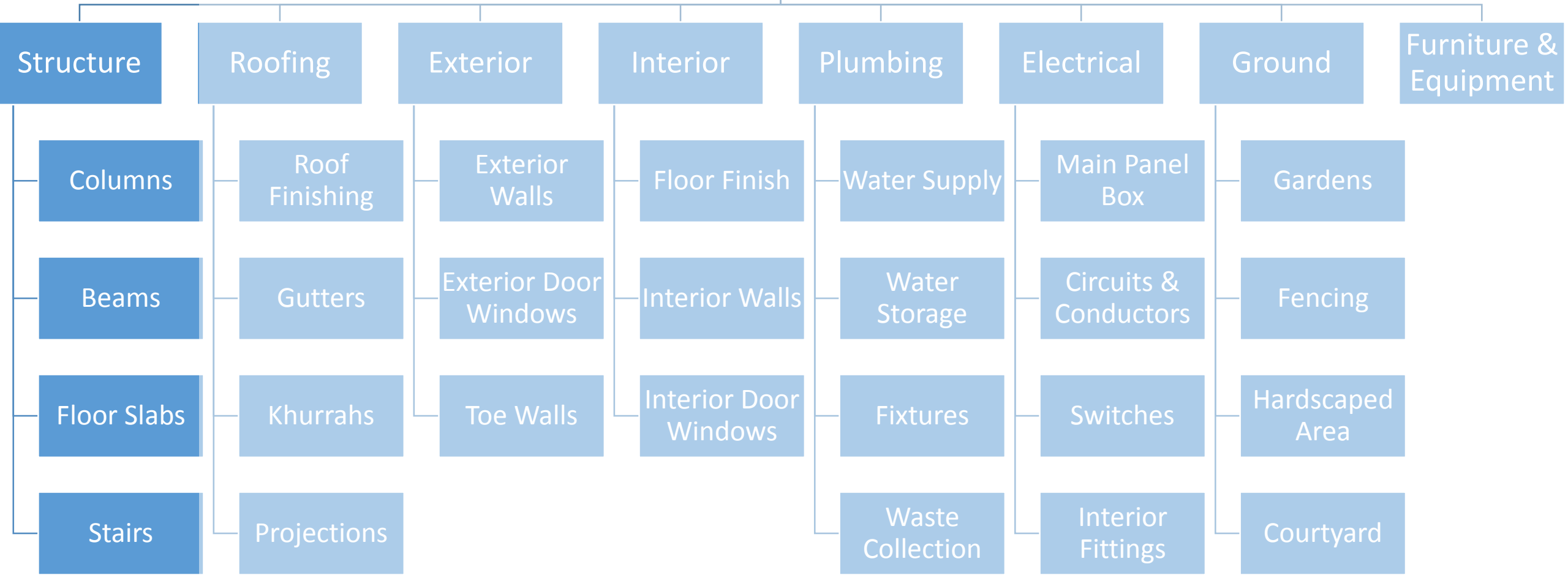
- Benches
- Chairs
- Storage

Flooring

- Tiles
- Gutters



School Building



DAMAGED STRUCTURE is a symptom of a **LARGER FATAL RESULT**



STRUCTURAL ELEMENTS

DAMAGED STRUCTURE is a symptom of a **LARGER FATAL RESULT**



STRUCTURAL ELEMENTS



STRUCTURAL ELEMENTS

REGULAR INSPECTION AND MAINTENANCE OF STRUCTURES ARE CRUCIAL FOR ENSURING THEIR LONGEVITY AND SAFETY.

Structural integrity is crucial for the safety and longevity of any building. **Cracks wider than 1/4 inch, those that are expanding, or where water seepage occurs, are significant indicators of potential structural failure** and should be evaluated by a professional engineer promptly. Additionally, warping or distortion in load-bearing elements, decay in wooden structures, and corrosion in metal parts also warrant immediate attention. Regular inspections and maintenance are essential to ensure the stability and durability of the structure. It's important to address these signs early to prevent more serious damage and ensure the safety of all occupants.

DAMAGED STRUCTURE is a symptom of a **LARGER FATAL RESULT**



STRUCTURAL ELEMENTS

DAMAGED STRUCTURE is a symptom of a **LARGER FATAL RESULT**



STRUCTURAL ELEMENTS

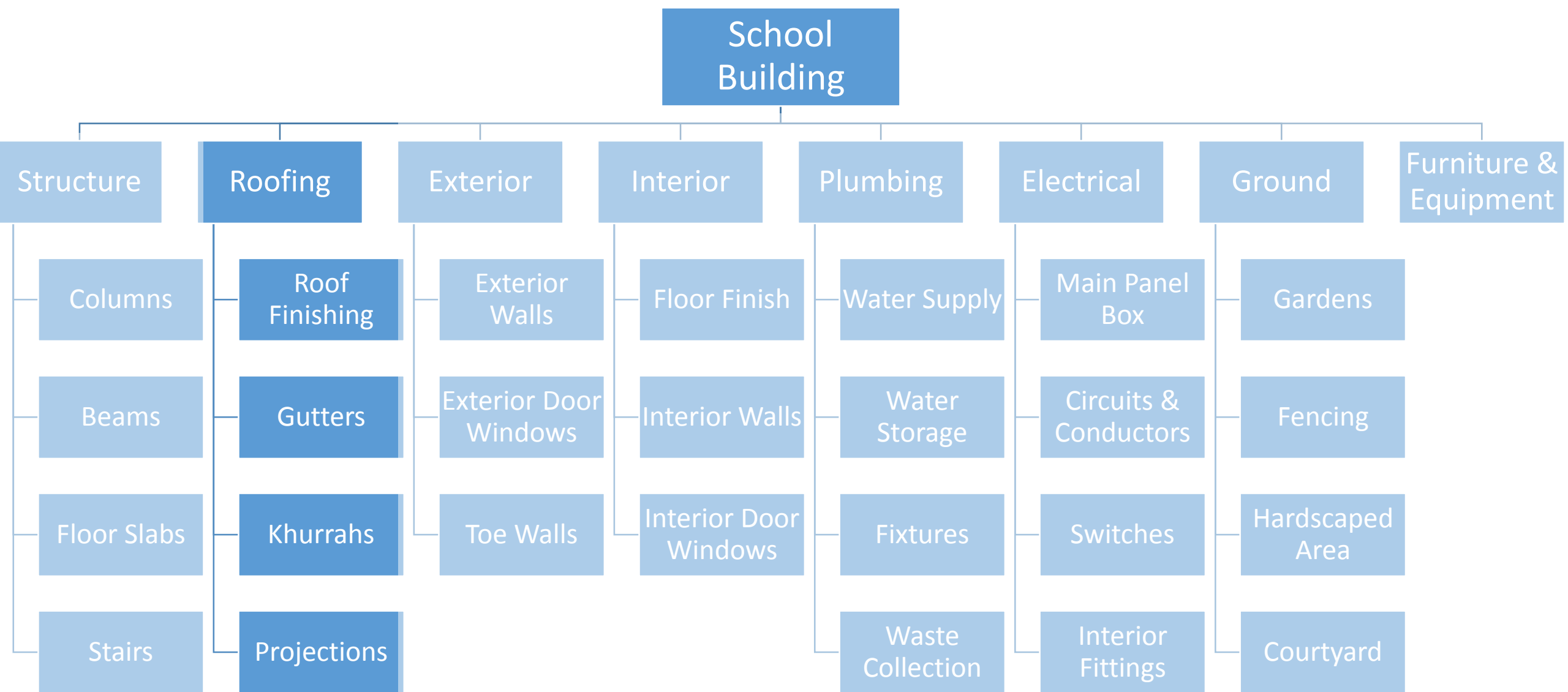


STRUCTURAL ELEMENTS

STAIRCASE

- REGULAR INSPECTION OF STRUCTURAL ELEMENTS, SUCH AS WALL TILES & KOTA STONE ON STAIRS, IS CRUCIAL FOR SAFETY. LOOSE TILES/ KOTA STONE CAN POSE A SIGNIFICANT RISK OF TRIPS AND FALLS, POTENTIALLY LEADING TO ACCIDENTS. IT'S IMPORTANT FOR KV TO ROUTINELY CHECK THESE AREAS AND REPAIR ANY DAMAGE PROMPTLY TO ENSURE THE SAFETY OF STUDENTS & STAFF. SAFETY CHECKS LIKE THESE ARE NOT ONLY A PREVENTATIVE MEASURE BUT ALSO A RESPONSIBILITY TO AVOID HAZARDS.

SCHOOL BUILDING STRUCTURE			
Name of school:			Date of inspection:
Name of the person filling the Form:			
Component	Conditions		Remarks
<i>Identify the specific item accordingly with a description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>	
Columns			
Beams			
Structural walls			
Ground floor			
Upper floor			
Roof structure			
Stairs			
General Remarks:			





ROOFING ELEMENTS

TERRACE

- TO PREVENT WATER SEEPAGE, WHICH CAN LEAD TO STRUCTURAL DAMAGE AND HEALTH RISKS, IT'S ESSENTIAL TO MAINTAIN THE ROOF REGULARLY. THIS INCLUDES INSPECTING FOR AND REPAIRING ANY CRACKS OR BROKEN SHINGLES, ENSURING PROPER WATERPROOFING, AND KEEPING GUTTERS CLEAN TO FACILITATE EFFECTIVE DRAINAGE.

ROOFING ELEMENTS

GUTTER



- MAINTAINING CLEAN ROOF GUTTERS IS ESSENTIAL FOR THE HEALTH OF A BUILDING'S STRUCTURE. REGULAR CLEANING PREVENTS BLOCKAGES THAT CAN LEAD TO WATER BUILDUP AND POTENTIAL SEEPAGE, WHICH MIGHT CAUSE DAMAGE TO THE ROOF AND WALLS. IT'S RECOMMENDED TO CHECK AND CLEAR GUTTERS AT LEAST TWICE A YEAR, ESPECIALLY AFTER HEAVY STORMS OR DURING FALL WHEN LEAVES ARE LIKELY TO ACCUMULATE. THIS SIMPLE MAINTENANCE TASK CAN SAVE FROM COSTLY REPAIRS IN THE FUTURE.



EXTERIOR ELEMENTS

ROOFS

- MAINTAINING CLEAN ROOFS IS CRUCIAL FOR THE LONGEVITY AND SAFETY OF THE STRUCTURE. ACCUMULATED DEBRIS SUCH AS LEAVES AND RUBBISH CAN OBSTRUCT WATER FLOW, LEADING TO POTENTIAL WATER DAMAGE OR EVEN STRUCTURAL ISSUES. REGULARLY CLEARING THE ROOF NOT ONLY PREVENTS THESE PROBLEMS BUT ALSO ALLOWS FOR EARLY DETECTION OF ANY MAINTENANCE NEEDS, ENSURING THE ROOF REMAINS IN GOOD CONDITION FOR YEARS TO COME.



EXTERIOR ELEMENTS

ROOFS

- MAINTAINING CLEAN ROOFS IS CRUCIAL FOR THE LONGEVITY AND SAFETY OF THE STRUCTURE. ACCUMULATED DEBRIS SUCH AS LEAVES AND RUBBISH CAN OBSTRUCT WATER FLOW, LEADING TO POTENTIAL WATER DAMAGE OR EVEN STRUCTURAL ISSUES. REGULARLY CLEARING THE ROOF NOT ONLY PREVENTS THESE PROBLEMS BUT ALSO ALLOWS FOR EARLY DETECTION OF ANY MAINTENANCE NEEDS, ENSURING THE ROOF REMAINS IN GOOD CONDITION FOR YEARS TO COME.



STRUCTURAL ELEMENTS

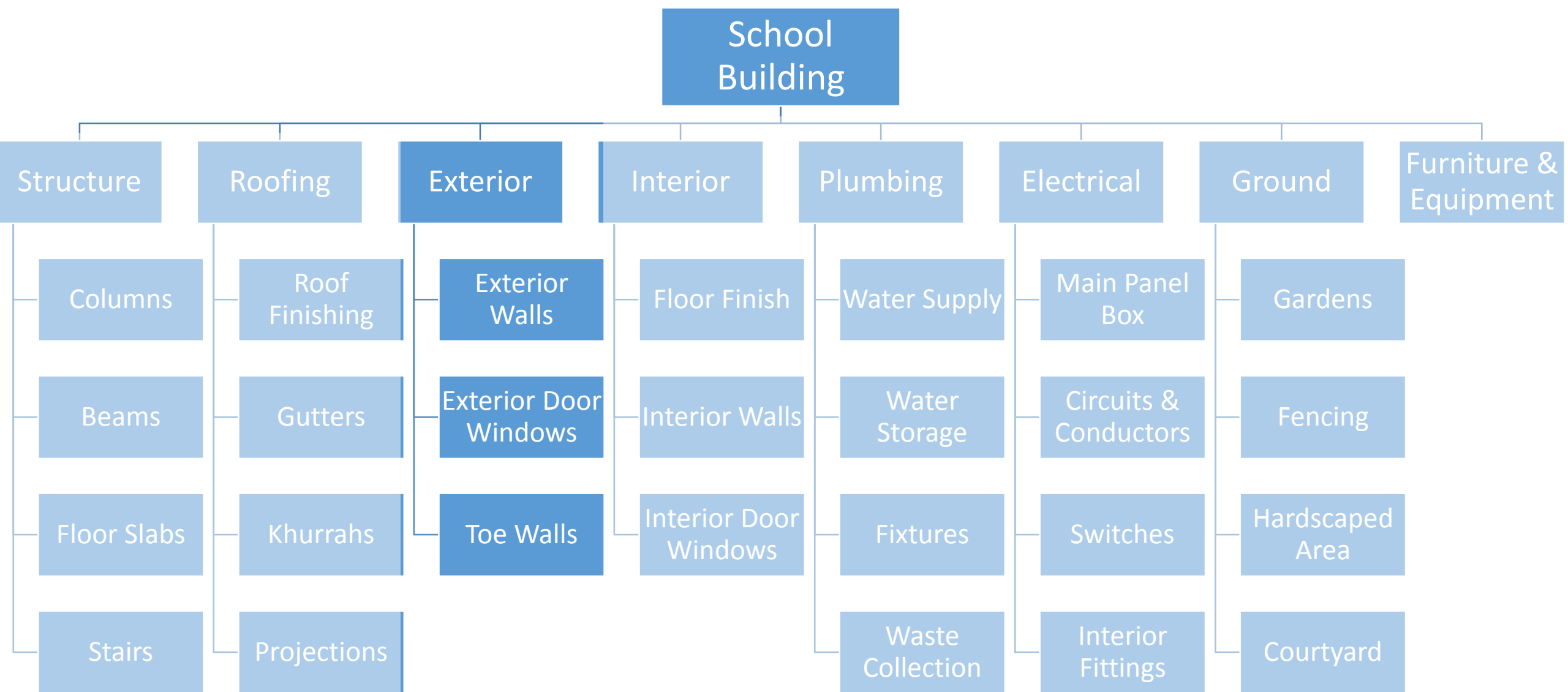
DOWN SPOUTS

- REGULAR MAINTENANCE OF DOWNSPOUTS IS CRUCIAL FOR THE HEALTH OF BUILDING DRAINAGE SYSTEM. CLEARING OUT LEAVES, TWIGS, AND OTHER DEBRIS EVERY ALTERNATE MONTH IS ESSENTIAL TO PREVENT CLOGGING, WHICH CAN LEAD TO WATER OVERFLOW AND POTENTIAL DAMAGE TO BUILDING STRUCTURE & FOUNDATION. A WELL-MAINTAINED DOWNSPOUT ENSURES THAT RAINWATER IS EFFECTIVELY CHanneled AWAY FROM THE BUILDING, SAFEGUARDING AGAINST WATER DAMAGE AND PRESERVING THE STRUCTURAL INTEGRITY OF THE BUILDING.

SCHOOL BUILDING ROOFING				
Name of school:			Date of inspection:	
Name of the Person Filling the Form:				
<i>Identify the specific item accordingly with a description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>	<i>Where is the unsatisfactory component located in the school building?</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>		
Roof covering				
Flashing				
Gutters				
Down-spouts				
Flat roof protection				
Other				
General Remarks:				

DAILY-WEEKLY MAINTENANCE ACTIVITIES

DAILY & WEEKLY MAINTENANCE			
Maintenance Item	Week	Responsibility: Class	Action Taken
Sweep and wash all floors and verandas			
Clean and wash all toilets			
Clean wash-basins and sinks			
Clean off any termite tunnels from walls			
Lock all doors at the end of the school day			
Move all furniture and clean floors			
Clean dirty marks off walls			
Clean all windows			
Cut grass around the buildings			
Clean out all storm-drains			
Collect and burn all rubbish			



BUILDING EXTERIOR MAINTENANCE

OUTSIDE THE BUILDING (EXTERNAL):

- Check tiled roofs for loose tiles and re-fix as necessary.
- Check roofs finished with corrugated steel or fibre-cement sheets for loose nails or screws and tighten, seal or replace as necessary.
- Check outside walls and underside of roofs for insect nests and cobwebs and sweep clean.
- Check veranda floors for loose or broken tiles or cracks. Replace any loose or broken tiles and make good any cracks.
- Check that external light fittings and switches are working, switch covers are properly fixed and not damaged; clean light fittings as necessary.



EXTERIOR ELEMENTS

PAVEMENTS



- CHECK FOR PAVEMENT TILES ARE MAINTAINED, AND THERE IS NO DAMAGE

EXTERIOR ELEMENTS

WAY BLOCKAGE



- TERRACE SPACES ARE CRUCIAL SAFETY FEATURES IN BUILDINGS, SERVING AS VITAL EXITS IN EMERGENCIES. IT IS IMPERATIVE THAT ALL PATHWAYS LEADING TO TERRACES REMAIN UNOBSTRUCTED TO ENSURE A QUICK AND SAFE EVACUATION. SAFETY STANDARDS RECOMMEND THAT TERRACES SHOULD BE EQUIPPED WITH NON-SLIP FLOORING AND CLEAR SIGNAGE TO GUIDE OCCUPANTS DURING AN EMERGENCY. REGULAR MAINTENANCE AND INSPECTIONS CAN PREVENT POTENTIAL HAZARDS AND ENSURE THAT THESE AREAS ARE ALWAYS READY FOR USE AS EMERGENCY EXITS. KEEPING TERRACES CLEAR IS NOT JUST A SAFETY MEASURE; IT'S A LEGAL REQUIREMENT IN MANY JURISDICTIONS, REFLECTING ITS IMPORTANCE IN BUILDING SAFETY PROTOCOLS.

*REFERENCE: UPHAAR TRAGEDY



EXTERIOR ELEMENTS

CORRIDORS

- COLLECT ANY RUBBISH FROM AROUND THE BUILDINGS AND DISPOSE THE SAME BY ADHERING TO LOCAL REGULATIONS, ALL TRASH IS TO BE HANDLED IN AN ENVIRONMENTALLY MANNER



EXTERIOR ELEMENTS

LANDSCAPING

- CUT THE GRASS AROUND THE BUILDINGS EVERY WEEK ESPECIALLY DURING THE RAINY SEASON.

EXTERIOR ELEMENTS

LANDSCAPING



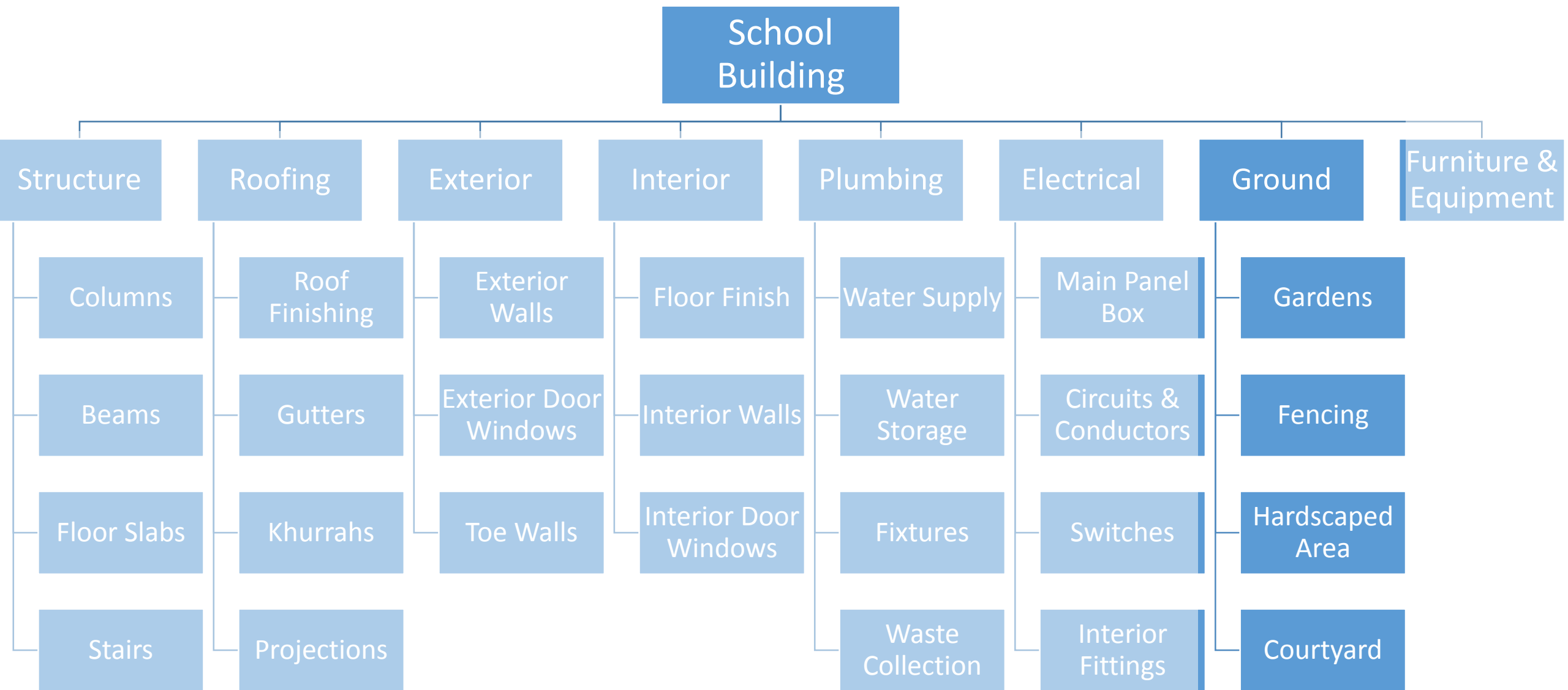
- CLEAN STORM-DRAINS AROUND THE BUILDING EVERY WEEK ESPECIALLY DURING RAINY SEASON.

MONTHLY MAINTENANCE ACTIVITIES-EXTERIOR

MONTHLY MAINTENANCE CHECKS: BUILDINGS EXTERNAL

Maintenance Item	Responsibility	Problem	Action Taken
Clean off roof			
Check tiled roof for loose tiles			
Check fixings to corrugated steel or fibre-cement roof			
Check external ceilings for damp			
Clean any gutters and down-pipes			
Clean outside walls and undersides of roofs			
Check veranda floors			
Check all roof fixings			
Check external electrical installation			

SCHOOL BUILDING EXTERIOR				
Name of school:			Date of inspection:	
Name of community:			Name of person who filled out the form:	
<i>Identify the specific item accordingly with a description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>	<i>Where is the unsatisfactory component located in the school building?</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>		
Exterior walls				
Exterior windows				
Exterior doors				
Corridor railings and posts				
Other				
General Remarks:				



GROUND MAINTENANCE

IN THE GROUND

- Trim any trees or shrubs close to the buildings.
- Check for termite tunnels and remove; dig out any termite nests that are found around the buildings.
- Remove all rubbish from storm-drains around buildings and check outlets for blockages.
- Check that any electric pumps are operating properly.
- Weed and tidy up any flowerbeds.



GROUND ELEMENTS

LAWNS



- COLLECT ANY RUBBISH FROM AROUND THE BUILDINGS AND DISPOSE THE SAME BY ADHERING TO LOCAL REGULATIONS, ALL TRASH IS TO BE HANDLED IN AN ENVIRONMENTALLY MANNER

GROUND ELEMENTS

SEPTIC TANKS



- REGULAR CHECKS, INSPECTIONS PERIODICALLY OF SEPTIC TANKS, INSPECTION CHAMBERS IS CRUCIAL & TO BE IMMEDIATELY ADDRESS ANY ISSUE TO AVOID POTENTIAL HEALTH HAZARDS AND ENVIROMENTAL VIOLATIONS.

GROUND ELEMENTS

RAIN WATER HARVESTING



- INCORPORATING RAINWATER HARVESTING INTO BUILDING DESIGN IS A SUSTAINABLE PRACTICE THAT CAN SIGNIFICANTLY CONTRIBUTE TO WATER CONSERVATION.

GROUND ELEMENTS

STORM DRAINS



- CHECK FOR BLOCKED STORM-DRAINS. THEY MUST BE CLEANED EVERY WEEK.



GROUND ELEMENTS

SOAK AWAY PITS

- REGULAR MAINTENANCE, SUCH AS CLEANING GUTTERS AND SOAKPIT IS ALSO ESSENTIAL FOR OPTIMAL SYSTEM PERFORMANCE

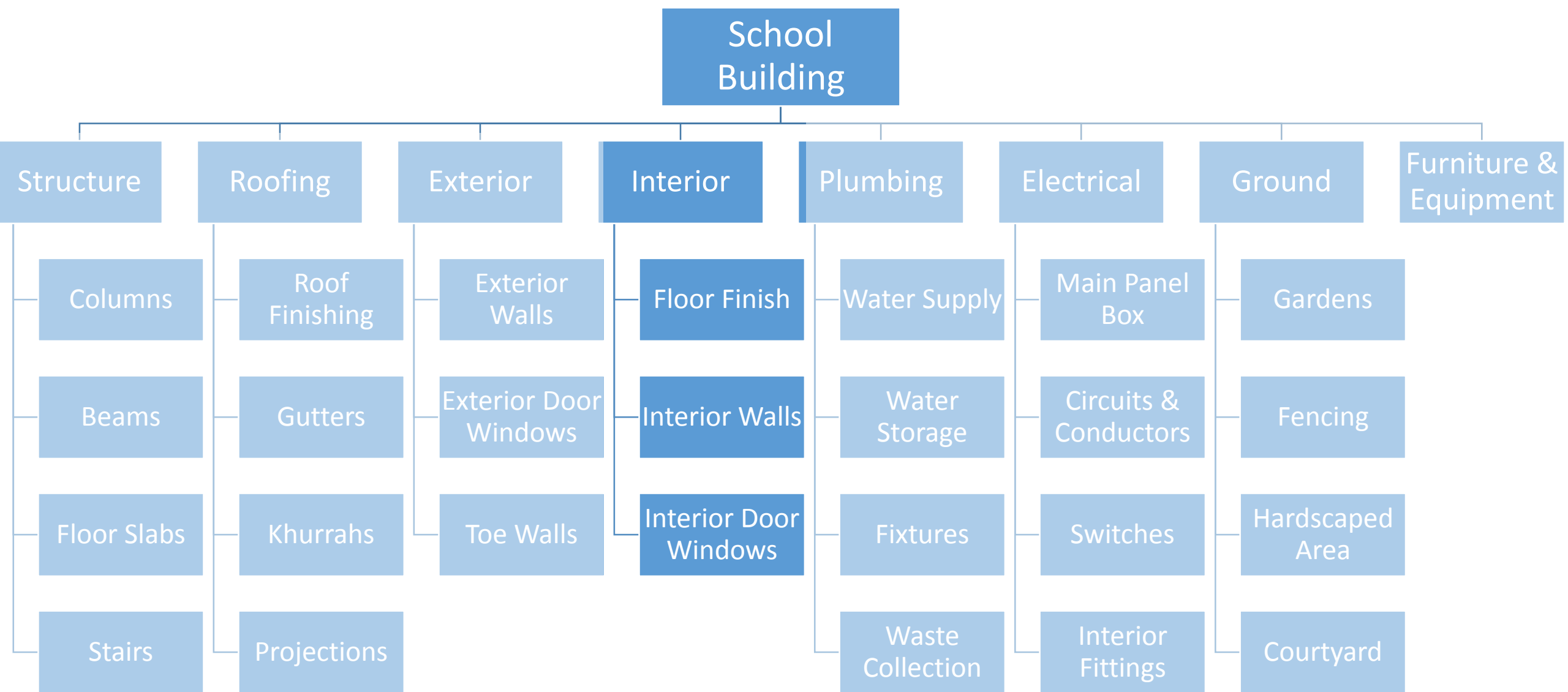
MONTHLY MAINTENANCE ACTIVITIES- GROUND

MONTHLY MAINTENANCE CHECKS: SCHOOL GROUNDS

Maintenance Item	Responsibility	Problem	Action Taken
Trim trees and shrubs			
Collect rubbish and burn/bury			
Check for termite tunnels and nests			
Clean storm-drains and outlets			
Check covers to inspection chambers and septic tanks			
Check soakaways are not full			
Check water pipes and standpipes			
Check wells and covers			
Check hand-pumps			
Check electric pumps			
Weed and tidy flowerbeds			

SCHOOL BUILDING GROUNDS

Name of school:			Date of inspection:	
Name of the person filling the form:				
<i>Identify the specific item accordingly with a description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>	<i>Where is the unsatisfactory component located in the school building?</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>		
Courtyard				
Sidewalks and walkways				
Parking lot and driveway				
Retaining walls				
Gardens				
Fencing				
Other				
General Remarks:				



BUILDING INTERIOR MAINTENANCE

INSIDE THE BUILDING (INTERIOR):

- Check that windows are operating properly. Replace broken panes, oil hinges, check stays, tighten screws, etc..
- Check that water tanks in toilets are not leaking. Check wastes and waste-pipes for blockages and leaks; check taps for faulty washers and dripping.
- Check wastes and waste-pipes for blockages and leaks; check taps for faulty washers and dripping.
- Check that light fittings, ceiling fans and switches are working, switch and socket covers are properly fixed and not damaged; clean light fittings and ceiling fans as necessary.
- Check furniture for damage and repair or replace as necessary.





INTERIOR ELEMENTS

WALLS & CEILINGS

- MAINTAINING KV BUILDING FREE OF COBWEBS AND INSECT NESTS IS AN IMPORTANT ASPECT FOR UPKEEP OF KV ASSETS.

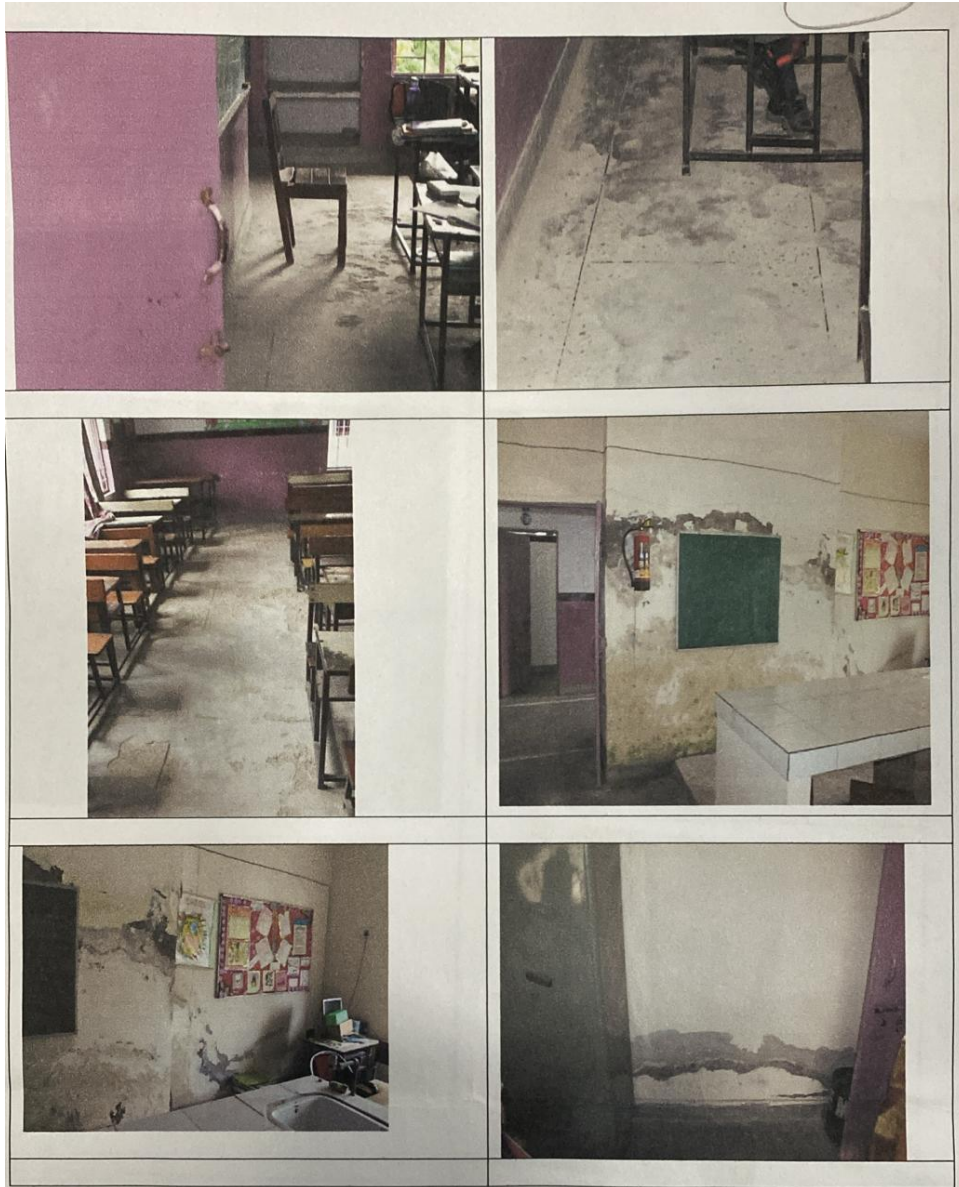


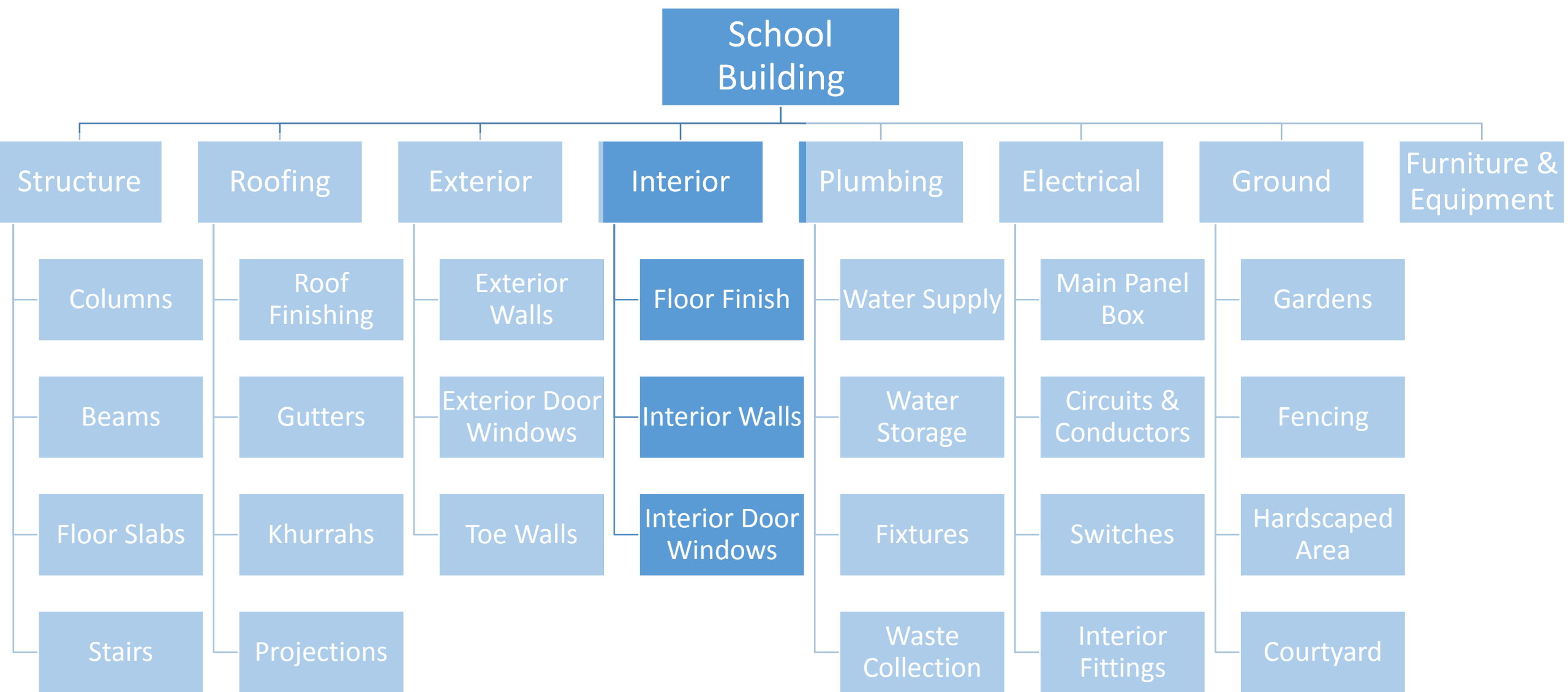
INTERIOR ELEMENTS

WALLS & CEILINGS

- TO CHECK FOR DAMP PATCHES ON CEILINGS THAT MAY INDICATE ROOF LEAKS, START WITH AN INTERIOR INSPECTION FOR WATER STAINS OR DISCOLORATION. THE ISSUES TO BE PROMPTLY ADDRESSED TO PREVENT FURTHER DAMAGE THE STRUCTURES.

INTERIOR ELEMENTS







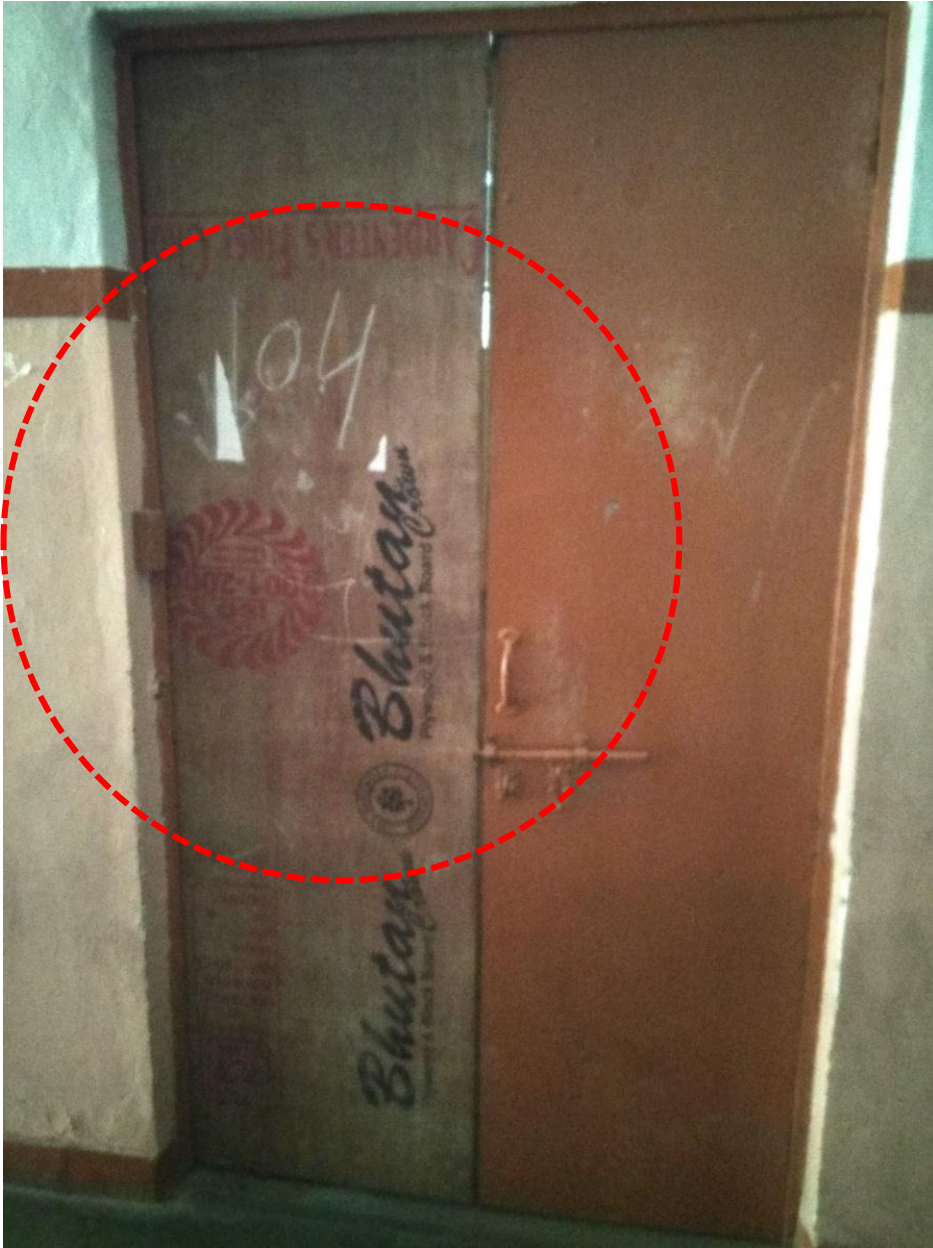
INTERIOR ELEMENTS

WALLS & CEILINGS

- TO CHECK FOR CRACKS IN STRUCTURAL COLUMNS, BEAMS, OR ROOFS, A THOROUGH VISUAL INSPECTION IS ESSENTIAL. LOOK FOR ANY SIGNS OF DISTRESS SUCH AS WIDENING CRACKS, WHICH CAN INDICATE STRUCTURAL FAILURE. IF SIGNIFICANT DAMAGE IS FOUND, IT'S CRUCIAL TO CONSULT A STRUCTURAL ENGINEER TO ASSESS THE SEVERITY AND RECOMMEND APPROPRIATE REPAIR METHODS

INTERIOR ELEMENTS

DOORS



- REGULAR MAINTENANCE OF DOORS IS ESSENTIAL FOR ENSURING THEIR LONGEVITY AND PROPER FUNCTIONALITY. IT INVOLVES CHECKING THAT DOORS CLOSE WITHOUT TOUCHING THE FLOOR, ENSURING THAT HANDLES AND STRIKING PLATES ARE SECURELY FIXED, AND VERIFYING THAT LOCKS ARE OPERATIONAL AND KEYS ARE ACCOUNTED FOR.

INTERIOR ELEMENTS

WINDOWS



- PROPER MAINTENANCE OF DOORS AND WINDOWS IS CRUCIAL FOR THEIR LONGEVITY AND PERFORMANCE. ADDITIONALLY, IT'S IMPORTANT TO INSPECT AND MAINTAIN THE HARDWARE, SUCH AS HINGES AND LOCKS, AND ENSURE THAT WEATHER STRIPPING IS INTACT TO PREVENT DRAFTS.

INTERIOR ELEMENTS

SECURITY

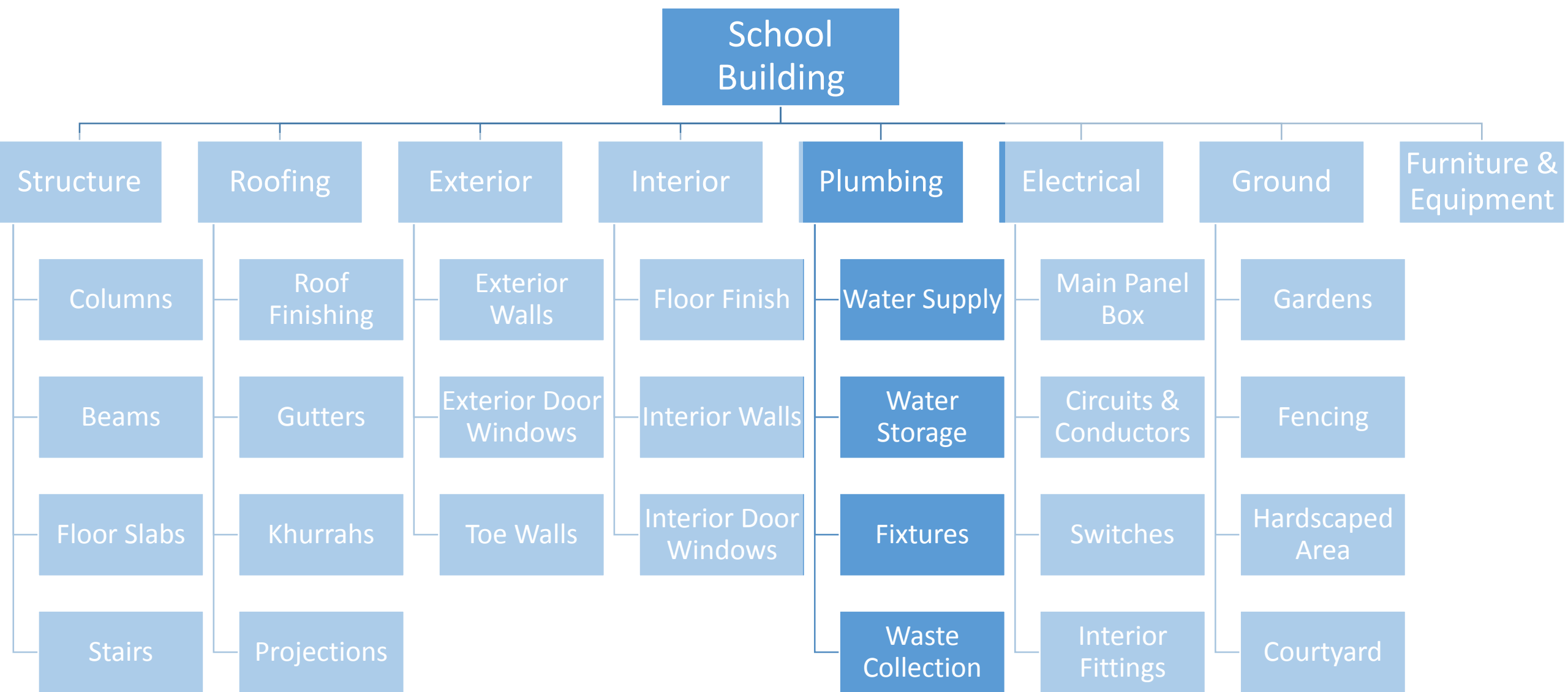


- EFFECTIVE DISASTER MANAGEMENT RELIES ON THE READINESS AND ACCESSIBILITY OF EQUIPMENT. IT IS CRUCIAL THAT SUCH EQUIPMENT IS STORED IN A MANNER THAT IS FREE FROM OBSTRUCTION, ENSURING A SWIFT RESPONSE IN EMERGENCY SITUATIONS. REGULAR INSPECTIONS ARE ALSO ESSENTIAL TO MAINTAIN FUNCTIONALITY AND TO REPLACE OR REPAIR ANY ITEMS AS NECESSARY.

INTERIOR ELEMENTS



SCHOOL BUILDING INTERIOR				
Name of school:			Date of inspection:	
Name of the Person filling the form:				
<i>Identify the specific item accordingly with the description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>	<i>Where is the unsatisfactory component located in the school building?</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>		
Floor covering				
Interior walls				
Ceiling				
Interior doors				
Interior windows				
Window glazing				
Other				
General Remarks:				





INTERIOR ELEMENTS

WALLS & CEILINGS

- WHILE INSPECTING TOILETS, TILES MAY ALSO BE CAREFULLY CHECKED, SIGNS OF LOOSENESS, BREAKAGE, OR CRACKING. IF ANY FOUND, THEY SHOULD BE REPLACED PROMPTLY TO MAINTAIN THE INTEGRITY OF THE TILED AREA.

INTERIOR ELEMENTS

WALLS & CEILINGS



- MAINTAINING CLEANLINESS IN PLUMBING FIXTURES IS ESSENTIAL FOR HYGIENE AND CAN PREVENT THE BUILDUP OF HARMFUL BACTERIA. DAILY CLEANING OF SINKS AND TOILETS. ENSURES THAT PLUMBING SYSTEMS REMAIN IN GOOD WORKING ORDER AND CAN EXTEND THEIR LIFESPAN.



INTERIOR ELEMENTS

FLOOR

- MAINTAINING CLEANLINESS IN TOILETS IS CRUCIAL FOR HYGIENE AND HEALTH. CLEANING AND WASHING OF TOILETS, TWO TIMES A DAY CAN PREVENT THE BUILDUP OF GERMS AND BACTERIA, ENSURING A SAFE AND SANITARY ENVIRONMENT. THIS ROUTINE NOT ONLY PROMOTES GOOD HYGIENE PRACTICES BUT ALSO CONTRIBUTES TO A MORE PLEASANT AND ODOR-FREE SPACE FOR EVERYONE.

INTERIOR ELEMENTS

WINDOWS



- EXHAUST FANS ARE ESSENTIAL IN MAINTAINING A HYGIENIC AND ODOR-FREE ENVIRONMENT IN TOILETS. ADDITIONALLY, THEY PROTECT THE STRUCTURAL INTEGRITY OF THE BUILDING BY PREVENTING WATER VAPOR FROM CAUSING DAMAGE TO WALLS AND FIXTURES. PROPER VENTILATION PROVIDED BY EXHAUST FANS ALSO HELPS IN ELIMINATING UNPLEASANT ODORS, CONTRIBUTING TO A CLEANER AND MORE COMFORTABLE TOILETS EXPERIENCE.

PLUMBING ELEMENTS

EQUIPMENTS



- PROPER MAINTENANCE OF URINAL BOTTLE-TRAPS IS CRUCIAL FOR ENSURING HYGIENE AND FUNCTIONALITY. THESE TRAPS ARE DESIGNED TO PREVENT ODORS AND BLOCKAGES BY CREATING A WATER SEAL THAT STOPS SEWER GASES FROM ENTERING THE LIVING SPACE.

PLUMBING ELEMENTS

EQUIPMENTS



- IT'S IMPORTANT TO MAINTAIN PROPER HYGIENE AND SAFETY STANDARDS IN KVs. USING SEPARATE TAPS FOR CLEANING AND DRINKING WATER IS A GOOD PRACTICE TO PREVENT CONTAMINATION. PVC PIPES, OFTEN USED FOR THEIR DURABILITY AND COST-EFFECTIVENESS, CAN ACCUMULATE DIRT AND BACTERIA, WHICH IS WHY THEY SHOULD NOT BE CONNECTED TO DRINKING WATER SOURCES. ENSURING THAT TAPS FOR DRINKING WATER ARE KEPT CLEAN AND FREE FROM POTENTIAL CONTAMINANTS IS ESSENTIAL FOR THE HEALTH OF ALL STUDENTS.



PLUMBING ELEMENTS

EQUIPMENTS

- REGULAR CHECK FOR LEAKS IN MAIN WATER SUPPLY PIPES AND OUTSIDE STAND-PIPES AND TAPS MAY BE DONE. IT'S CRUCIAL TO REPAIR ANY DETECTED LEAKS PROMPTLY TO PREVENT WATER WASTE AND POTENTIAL DAMAGE

PLUMBING ELEMENTS

EQUIPMENTS

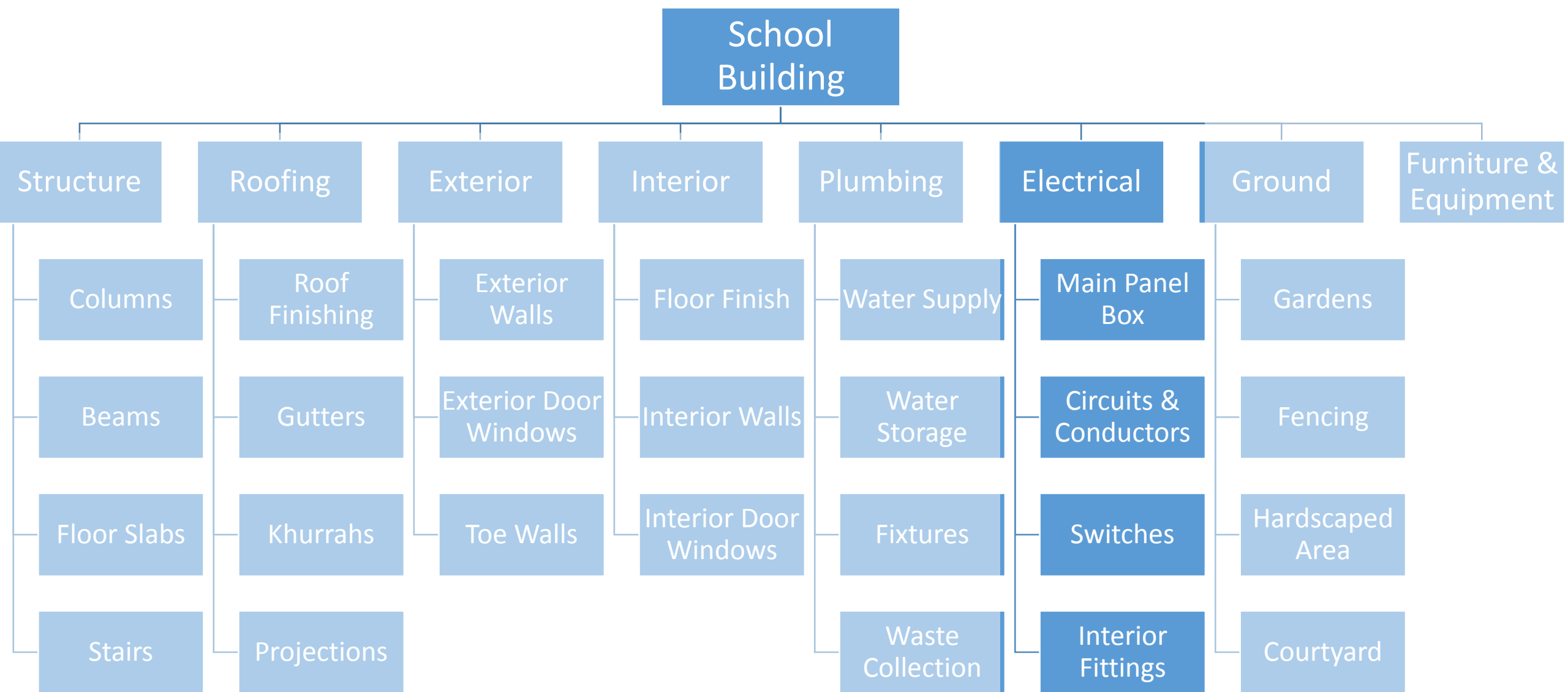


SCHOOL BUILDING PLUMBING				
Name of school:			Date of inspection:	
Name of the Person filling the form:				
<i>Identify the specific item accordingly with a description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>	<i>Where is the unsatisfactory component located in the school building?</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>		
Water Supply				
Water Store				
Fixtures				
Waste collection				
Septic Tank				
Other				
General Remarks:				

MONTHLY MAINTENANCE ACTIVITIES-INTERIOR

MONTHLY MAINTENANCE CHECKS: BUILDINGS INTERNAL

Maintenance Item	Responsibility	Problem	Action Taken
Clean off walls and ceilings			
Check ceilings for damp patches			
Check floors			
Check doors			
Check windows			
Check any louvre windows			
Check toilets			
Check water tanks			
Check wash-basins and sinks			
Check electrical installation			
Check furniture			





ELECTRICAL ELEMENTS

SWITCHES

- ENSURING THAT LIGHT FITTINGS, CEILING FANS, AND SWITCHES ARE IN GOOD WORKING ORDER IS ESSENTIAL FOR MAINTAINING A SAFE AND COMFORTABLE TEACHING & LEARNING ENVIRONMENT. REGULAR CHECKS SHOULD BE MADE TO CONFIRM THAT SWITCH AND SOCKET COVERS ARE SECURELY FIXED AND UNDAMAGED. ADDITIONALLY, CLEANING LIGHT FITTINGS AND CEILING FANS CAN NOT ONLY IMPROVE THEIR EFFICIENCY BUT ALSO EXTEND THEIR LIFESPAN, CONTRIBUTING TO A WELL-MAINTAINED AND INVITING SPACE.

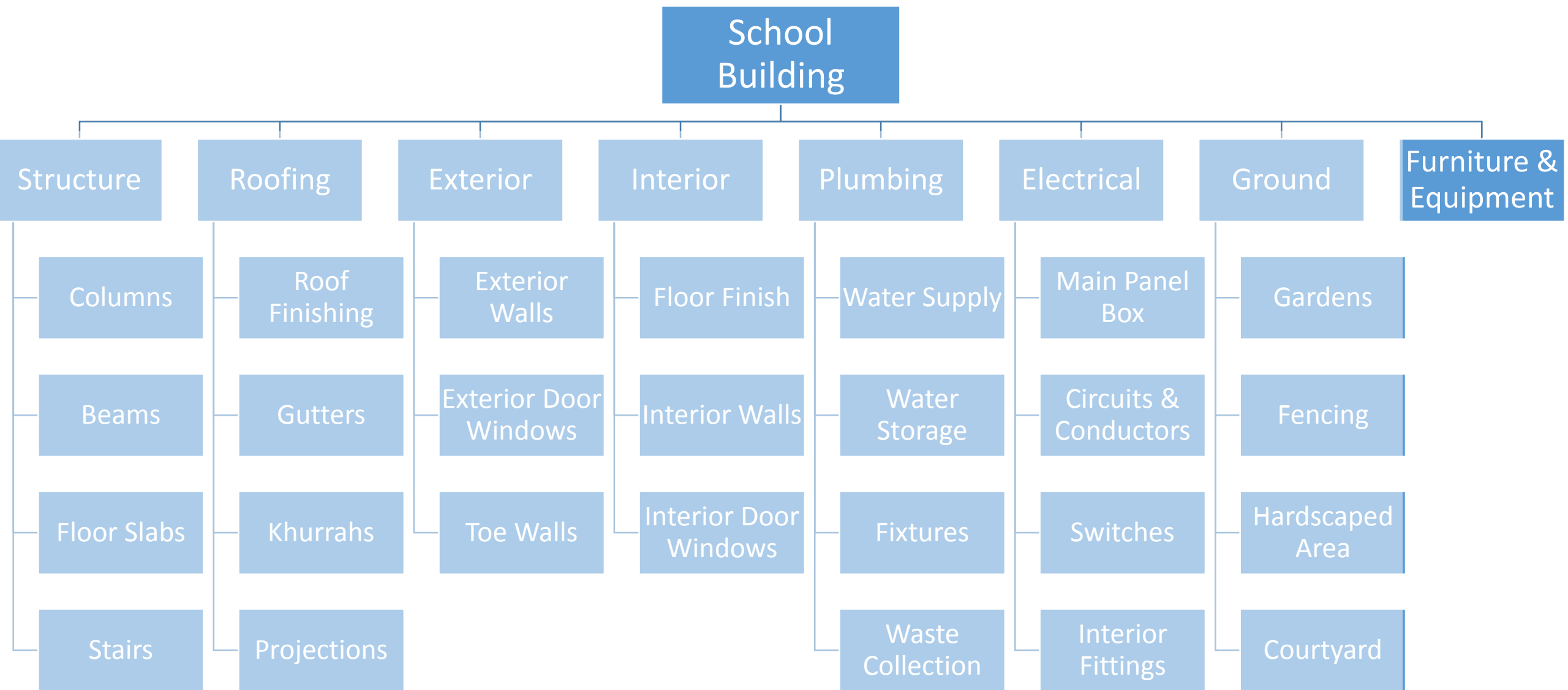
ELECTRICAL ELEMENTS

CIRCUITS & WIRING



- BROKEN ELECTRICAL FITTINGS AND EXPOSED LIVE WIRES POSE A SIGNIFICANT RISK IN EDUCATIONAL ENVIRONMENTS, WHERE SAFETY IS PARAMOUNT. CONTACT WITH LIVE PARTS CAN LEAD TO SEVERE SHOCKS AND BURNS, AND IN SOME CASES, CAN CAUSE FIRES OR EVEN EXPLOSIONS. IT'S CRUCIAL FOR KV TO HAVE RIGOROUS ELECTRICAL SAFETY PROTOCOLS, INCLUDING REGULAR INSPECTIONS, PROPER MAINTENANCE, AND IMMEDIATE ACTION TO RECTIFY ANY ELECTRICAL FAULTS TO ENSURE THE SAFETY OF ALL STUDENTS AND STAFF.

SCHOOL BUILDING ELECTRICAL SYSTEM				
Name of school:			Date of inspection:	
Name of community:			Name of person who filled out the form:	
<i>Identify the specific item accordingly with a description. Leave blank if the item does not exist.</i>	<i>Choose one.</i>		<i>If unsatisfactory, describe the problem.</i>	<i>Where is the unsatisfactory component located in the school building?</i>
	<i>Satisfactory</i>	<i>Not Satisfactory</i>		
Service entrance cable				
Main panel box				
Circuits and conductors				
Outlets and switches				
Interior lighting (lamps and bulbs)				
Exterior lighting				
Electrical equipments				
Other				
General Remarks:				



FURNITURE



- REGULAR MAINTENANCE OF SCHOOL FURNITURE IS CRUCIAL FOR ENSURING A SAFE AND CONDUCIVE LEARNING ENVIRONMENT. IMPLEMENTING A SYSTEMATIC CLEANING SCHEDULE, INCLUDING DAILY DISINFECTION AND INSPECTION, CAN PREVENT THE SPREAD OF GERMS AND PROLONG THE LIFESPAN OF THE FURNITURE

UNSATISFACTORY FURNITURE AND EQUIPMENT

Name of school:	Date of inspection:
------------------------	---------------------

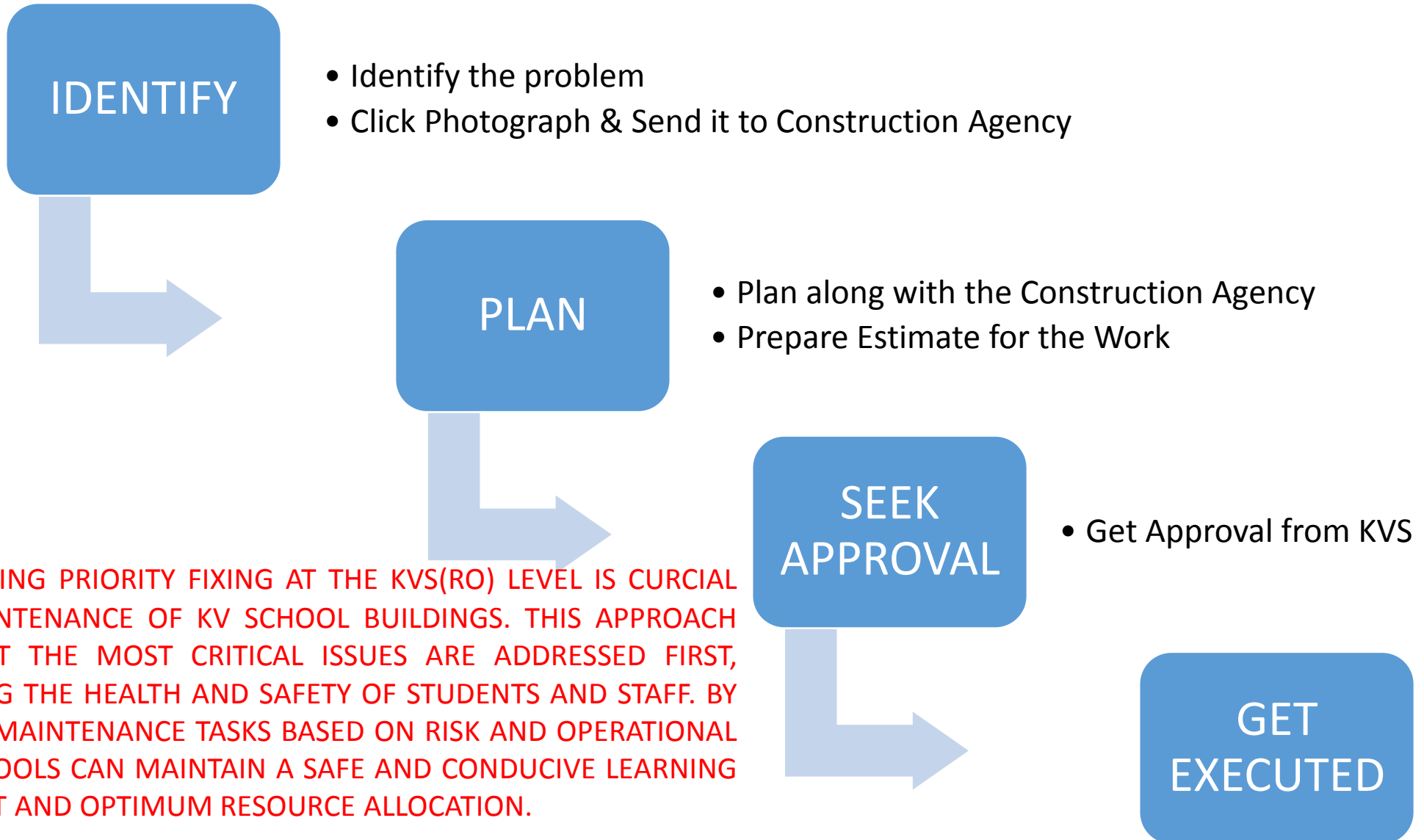
Name of community:	Name of person who filled out the form:
---------------------------	---

[illegible]

UNSATISFACTORY FURNITURE AND EQUIPMENT

[illegible]

PROCESS OF SPECIAL REPAIRS



* IMPLEMENTING PRIORITY FIXING AT THE KVS(RO) LEVEL IS CURCIAL FOR THE MAINTENANCE OF KV SCHOOL BUILDINGS. THIS APPROACH ENSURES THAT THE MOST CRITICAL ISSUES ARE ADDRESSED FIRST, SAFEGUARDING THE HEALTH AND SAFETY OF STUDENTS AND STAFF. BY PRIORITIZING MAINTENANCE TASKS BASED ON RISK AND OPERATIONAL FACTORS, SCHOOLS CAN MAINTAIN A SAFE AND CONDUCTIVE LEARNING ENVIRONMENT AND OPTIMUM RESOURCE ALLOCATION.

FORMAT OF INSPECTION TO BE FILLED BY
REPRESENTATIVE
OF KVS (RO) /
CONSTRUCTION AGENCY

INSPECTION FORMAT FOR OFFICER FROM KVS REGIONAL OFFICE / HQ VISITING KENDRIYA VIDYALAYAS.

S. No.		
1.	Name of KV	
2.	Date of Visit	
3.	Purpose of Visit	
4.	Facilities inspected	
4.1	<u>Drinking water system</u>	
	a. Water supply adequate	Yes/No
	b. Water tank regularly cleaned	Yes/No
	c. Water tank last cleaned on	
	d. Water trough surface clean/ hygienic	Yes/No
	e. No. of taps missing/plugged	
	f. Area near drinking water trough	
	(i) Slippery	Yes/No
	(ii) Dirty	Yes/No
	(iii) Stagnating water	Yes/No
	g. Waste water disposal proper	Yes/No
4.2	<u>Toilets</u>	
	a. Flooring unclean/dirty	Yes/No
	b. Exhaust fan working	Yes/No

	c. Urinal pots / w.c./ wash basin	
	(i) Broken	Yes/No
	(ii) Dirty/Blakish	Yes/No
	d. Flushing cistern working	Yes/No
	e. Lighting adequate	Yes/No
	f. Toilet door intact	Yes/No
	g. Water supply Functional	Yes/No
	h. Dustbins provided	Yes/No
	i. Stand by water storage made	Yes/No
4.3	<u>Class Room Environment</u>	
	a. Classrooms cleaned/ broomed daily	Yes/No
	b. Classrooms Dusted daily	Yes/No
	c. Lights functional	Yes/No
	d. Fans working	Yes/No
	e. Black boards workable	Yes/No
	f. Dustbins provided	Yes/No
4.4	<u>Campus Environment</u>	
	a. Shrubs/ grass cutting	Done/ Note Done
	b. Trimming of Plants/ hedge	Done/ Note Done
	c. Removal of garbage	Done/ Note Done
	d. Open drains cleaned	Yes/No
	e. Manholes covered	Yes/No

	f. Upkeep of sports ground	Good/Poor
	g. Covered drains	Broken/Intact
4.5	<u>Roof</u>	
	a. Cleanliness	Yes/No
	b. Sign of damage in roof, plaster etc.	Yes/No
	c. Khurra blocked	Yes/No
	d. Trim overhanging trees	Yes/No
5.	General Remarks	
	a.	
	b.	
	c.	
	d.	
6.	Need for Special Repair components	
	a.	
	b.	
	c.	
	d.	
7.	Action Taken on the Spot for Deficiency/Restoration	
	a.	
	b.	
	c.	

INVENTORY FORMAT TO BE MAINTAINED ROOM WISE
SIGNED BY THE CLASS-TEACHER

CLASS INVENTORY

S. No.	Items/Components	Condition
1.	Green Board	
2.	Display Boards	
3.	Light fixtures	
	a) Tube lights	
	b) Bulbs	
4.	Fans	
5.	Switch Board	
	a) Switches	
	b) Fan Regulators	
	c) Power Plugs	
6.	Doors	
7.	Windows	
8.	Furniture	

	a) Desks & Benches	
	c) Table & Chairs	
9.	Built in Almirahs	
	a) With Shutter	
	b) Without Shutter	
	c) Steel Almirahs	
10.	Window glass panes	
11.	Aldrops	
12.	Tower Bolts	
13.	Door Handles	

(Signature of Class Teacher)

GUIDELINES OF A.R & M.O.

GUIDELINES OF A.R. & M.O.

The maintenance works broadly divided into following part:

- a) Day-to-day maintenance
- b) Preventive Maintenance
- c) Emergency repairs
- d) Special repairs

(A) Day to Day maintenance:

It consists of the following Items:-

- Maintenance of water supply system for providing portable water at KVs.
- Attending to leakages in pipelines, taps and other fittings
- Cleaning of blocked sewer lines, bathrooms, toilets etc.
- Replacement of damaged water supply, sanitary and electricity fittings such as taps, tube light, bulbs, fuse wire, switches, chocks/starters etc. immediately.
- Running/maintenance of generator set (As per manufacturer's manual/specification)
- Maintenance of Landscape in and around buildings.
- Ensure all electric wires/cables in casing/conduiting.
- Clearing all water logging in campus.

Note: - (The Principal shall ensure that day today maintenance is carried out most efficiently to avoid any inconvenience to Students & damage to the property and to keep the complex neat and clean)

(B) Preventive Maintenance

The purpose of preventive maintenance is to increase the life of buildings. Reduce day to day repairs and complaints. This include such works which are to be carried out compulsorily either annually or periodically. The petty repairs are also covered in the preventive maintenance. It generally consists of following items:-

- White washing and painting of buildings
- Painting of steel doors and windows
- Cleaning of water storage tanks on roofs
- Cleaning of storm water drains, septic tank manhole, gully chamber etc.
- Cleaning of bushes around the building after rainy season
- Inspection of roofs before rainy season and removing blockage of drain pipes if any to avoid seepage from roof.
- Repairing of frames & Shutters of doors & Windows.
- Repair of floors, plaster, roof-tiles plinth protection etc.
- Attending roof leakages /seepage.
- All windows should be functional.
- Maintenance of electrical fittings & fixtures.
- Lubrication of hinges of doors/windows
- Repair of bench and seats in classrooms.

(C) Emergency maintenance

This includes such works, which needs to be attended urgently.

- Restoration of water supply
- Blocking/Chocking in sewer lines and manholes
- Choking in internal sanitary fittings
- Replacement of tube well pumps etc.
- Repair of electrical panels
- Repair of transformers.

Annual Action Plan

S. No.	Item/Activity	Frequency	Action Plan
1.1	External and internal painting to all buildings, boundary wall and main gate.	Every alternate year / as per need	Before start of new academic session i.e. during summer vacation
1.3	Cleaning and disinfection OHT/UGS, Root top tanks	Every three months	Before start of new academic session i.e. during summer vacation and after rainy season.
1.4	Cleaning of septic tanks, manholes, gully, traps, sewer lines, drains, Clearing playfields and areas arounds buildings of debris, minor dressing up. Removing grass/Vegetation. Repair of basketball poles/boards , net etc.	Every year as routine and SOS At the time of closing of school for vacations.	Before start of new academic session i.e. during summer vacation.
1.5	Cleaning of roofs, Khurras (rain water outlets)	Three Months	Before each rainy season and not later than 30 th June.
1.6	Checking of fire extinguishers, replacing/refitting expired ones, repainting & refitting of sand buckets.	Every year	Before start of new academic session i.e. during summer vacation
1.8	Minor repairs on roofs and parapets such as filling of cracks, using mortar mixed with water proofing compounds such as refilling of joints with mortar, Gola/Khurra repair	Every year	Before start of new academic session i.e. during summer vacation (Before rainy season)
1.9	Replacement of broken window glasses, wire mesh in all doors/windows/ventilators.	Every year and SOS	Before start a new academic session i.e. during Summer vacation
1.10	Minor routine repairs of doors/windows such as replacement of missing/damaged	Every year / as per need.	During summer vacation or any long

	handles, hinges, cleats, tower bolts of doors/windows.		vacation so that classes are not affected
1.11	Water to be tested for portability from a reputed govt. lab.	Every Six months	December-January June-July
2.1	Repair/replacement of defective switches/fan regulators/tube lights / bulbs/ street lights / fans / switch boards / MCBs etc. (Now replacement shall be made into LED lighting) Sufficient illumination shall be arranged in buildings.	Every year and whenever required	Before start of new academic session i.e. during summer vacation and whenever required urgently
2.2	Resetting/replacement of loose electrical wires/cables, taping of naked wires, cables etc.	SOS and a thorough check every year before vacations.	Before start of new academic session i.e. during summer vacation and when-ever required urgently.
2.3	Cleaning of fans , Checking of fans for sound/noise/loose support/ blades/Canopy switch boards etc.	Every year	Before start of new academic session i.e. during summer vacation
2.5	Checking of different electrical points in all buildings for proper earthing	Every six months	30 th June & 30 th December
	a) Remarking watering pits of trees, manning, weeding and pruning b) Planting of new saplings in consultation with Horticulture department of State govt. and Forest Department.	Every 3 months Every year	Just after summer vacation & every qtr. Thereafter During rainy season.
3.1	Boundary wall and fencing is to be checked for damages/breakage. Locability of main gate must be ensured. Lightning conductors of overhead tanks must be restored if damaged.	Every year SoS	