



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग
North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong
(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
(An Autonomous Institute, Ministry of Health and Family Welfare Government of India)

निदेशक ब्लॉक, मावडीयांगडीयांग शिलांग-793018 मेघालय
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CIRCULAR

This is for the information of all concerned, that complaints pertaining to malfunctioning/maintenance check for air conditioning system including heaters, refrigeration and coolers shall be attended by AC mechanic on day to day basis.

Sri Chinmoy Dey , AC Mechanic (EPABX:238), should attend to logged/registered cases, within 48 hrs, for providing necessary services.

The Faculty/Officers/Section In-charge of the respective departments is requested to sign the log book/register, as and when the AC Mechanic /Service Engineer has attended and completed the complaints, satisfactorily.

The AC Mechanic shall function under and report to the Bio-Medical Engineer.

(D.T. Umdor)

Deputy Director (Admn),

NEIGRIHMS, Shillong

Copy to:

1. AO (Estt-I & GAD), for information and record.
2. Sri Chinmoy Dey, AC Mechanic (Enclosed duties & responsibilities) for information and necessary action.
3. Medical Superintendent for information.
3. Estate Officer (C), Executive Engineer Electrical/Civil.
5. Biomedical Engineer, NEIGRIHMS, Shillong

1. DUTIES AND RESPONSIBILITIES AC MECHANIC:

- Conduct maintenance check for AC Systems, heaters and coolers
- Assist in Installation of AC systems and heaters.
- Trouble-shoot for Air Conditioning equipment malfunctions, diagnose problems and perform maintenance on Refrigeration & Air Conditioning equipment.
- Make recommendations to replace equipment if expected cost to repair exceeds possible replacement cost.
- Make minor installation decisions.
- Carries out preventive maintenance of Refrigeration and Air Conditioning equipment and systems.
- Repairs faulty Refrigeration and Air Conditioning equipment and Plant.
- Carries out routine checks and logs of the status of Refrigeration and Air Conditioning equipment.
- Perform regular cleaning of the equipment.
- Maintain job worksheets detailing nature of assignment, parts utilized, time expended and type of work performed.
- Checking functional status of AC systems, heaters & coolers, changing of spare parts & daily routine inspections and follow up.
- Managing / safety of the Air Conditioning Plant rooms and workshops
- Requisitions for materials required for the smooth operation of the systems.
- Any other job / responsibilities assigned by Engineering Division, Biomedical Engineer and Medical Superintendent.

2. EXPECTED OUTPUT:

- Cost effective and efficient maintenance procedures
- Efficient and effective Refrigeration and Air Conditioning system
- Properly installed Refrigeration & Air Conditioning equipment
- Well functioning Refrigeration & Air Conditioning equipment
- Timely repairs of Refrigeration & Air Conditioning equipment
- Submission of Refrigeration & Air Conditioning monthly reports
- Well maintained safety standards in Refrigeration and Air Conditioning

