

Facility and Maintenance Department – Policies & Procedures

Department handles the below listed requirement of all Athena Group of schools and nurseries

1. Procurement
2. Maintenance, Deep Cleaning and all AMCs

Procurement

School and Nurseries raise all their procurement requirement (eg Teaching resources, Stationeries, cleaning materials etc) through Help Desk and HD raise a ticket number to school. Considering this number as reference to follow until the task is completed. Any teaching resources/Tools to be requested with a plan who it is going to motive and improve student's skill and academically benefiting this needs to be approved by AAB, following which quotations, negotiations, budget approval from Finance Department, LPO and delivery. Group is having a centralized store and any school requester may visit the store and select if there is any item available for their use

Maintenance, Deep Cleaning and all AMCs

Currently Tec Well Technical Services LLC a sister concern of Athena Education taking care of all the schools and Nurseries maintenance work, Deep Cleaning services and related to all AMCs

Strength

There are a team (3 operations staff, 4 Site Engineers, 5 cleaning workers with Deep Cleaning and 4 technical workers) and 2 Drivers controlled by Head of Facility & Maintenance

Function

School and Nurseries request through Help Desk for any facility and maintenance related task, site engineers have been allotted with specific schools to clear all the facility and maintenance issues. Head of facility assigned the work, follow up and clear the help desk task. According to the scope of work either Tec Well in house team will take up the job or it may do by a 3rd vender through Tec Well. Policy to 3 quotations and the best quote to be approved by Group Operation Head following which finance department approval. Facility Head coordinate with school leaders, School Operation Managers and site supervisors to fulfill all required facility and maintenance work. Facility & Maintenance also monitor school daily maintenance work and AMC vender's periodic services. Taking the part of any kind of license renewal (eg. Educational License, DHA License etc)