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KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram-695033
Kerala

No. 10866/AE II(OP)/2022/KWA

Dated: 11.05.2022

CIRCULAR

Sub:- Upkeeping of KWA Assets - Offices, Pump Houses, WTPs, Guest Houses, Premises etc.

Ref :- Observation made during the Field visit by Managing Director & Technical Member, KWA
- reg.

During the field visit of Managing Director and Technical Member it was observed that the condition of various pumping stations ,WTP, office buildings, Office/building premises and OHSR was unwelcomming. The most of the office premises were seen kept untidy due to the presence of unused scrap items and full of shrubs and bushes. Being a public institution various offices of KWA are frequently visited by general public. With out proper upkeeping of KWA assests, the reputation of institution will be affected and will bring disgrace and value of asset will be at risk. In this scenario the following general guidelines, prepared inline with that in PWD Manual are issued for strict compliance.

ANILKUMAR K K

Chief Engineer (Projects and
Operations)

The document is digitally approved. Hence signature is not needed.



General Guidelines

All buildings are to be maintained neatly and tidy.

All the properties in-charge of the department like buildings, lands, parks, gardens, grounds etc. are required to be protected from unauthorized encroachments, unauthorized construction, etc. Waterlogging should not be allowed on roof tops, nor live plants on building top, wall etc damaging the structure and should be periodically removed.

Register of buildings shall be prepared and updated and shall be maintained building wise.

It is the responsibility of the occupant or occupying department to attend to the following works regarding the building and premises under its occupation.

- i. Sweep and keep the building and premises clean.
- ii. Remove cobwebs and white ants as and when they are detected
- iii. Remove rubbish and silt from drains and grit chambers if any and keep them clean.
- iv. Keep the sanitary fittings cleaned up.
- v. Replace electric bulbs and tube lights when they get fused, cleaning electrical installations like fans, tubes, air-conditioner and inverters and filling distilled water in batteries, radiator coolant and topping up of diesel to generators.
- vi. Arrange lease of usufructs of trees in the premises and dispose decayed, dangerous or unwanted trees as per rules
- vii. Maintain Garden, if any.
- viii. Maintain furniture.
- ix. Keep overhead tanks, if any, cleaned up periodically.
- x. See that the structure is not damaged in any way.

It is essential that buildings under control are periodically inspected so that damage, if any noted, is attended to then and there and not allowed to cause deterioration of the structure. The Assistant Engineer shall inspect all the buildings (whose maintenance is under his/her charge)

- a. At least once before preparation of estimate for annual repairs.
- b. As often as is necessary for quality control during the execution of repair work.
- c. As often as is necessary for measurements and for accompanying superior officer for check measurement.

The Assistant Executive Engineer shall inspect all buildings under his maintenance charge as often as possible for quality control of maintenance works and for check measurement.

The Executive Engineer shall inspect once every year all the major buildings under his maintenance charge.

Inspections shall be purposeful. Attention shall be particularly directed to the following: -

- i. Soundness of the civil structure
- ii. Flaws if any affecting safety of the staff and general public
- iii. Leaks in the structures
- iv. Whether the general drainage is satisfactory.
- v. Whether there is any subsidence or crack in floor.
- vi. Whether there is seepage of water and consequent damages in walls and floors.
- ii. Whether the compound wall and fencing, gate etc. are in good condition.
- iii. Whether building is prone to flooding-action needed for minimising damage



ix Whether the yard is clear of jungle growth and unwanted vegetation

x. Whether any vegetation growth observed on walls or roofs.

xi. Whether the electrical installations are functioning satisfactorily and direction from Electrical Inspectorate are addressed.

While attending to **repairs of Heritage Structures/** buildings it shall be ensured that the original characteristics and aesthetics of these structures are preserved.

Certain items of repairs of emergency nature shall be attended to immediately by the concerned Assistant Engineer under intimation to the immediate superior officers.

Cracks if any noticed in any part of the building needs to be investigated thoroughly and cause ascertained before taking remedial measures.

Rest Houses shall be kept clean, neat, and tidy always. All the rooms, dining hall, kitchen, verandahs, work area should be neat. Furniture, carpets, drapery shall be cleaned periodically. Bed sheets, towels, utensils shall be properly washed and cleaned. The toilets, bathrooms and wash basins are to be cleaned and kept odorless. Proper arrangements for water in toilets, bathrooms and wash basins shall be provided. **The staff is to be properly dressed and their behavior shall be gentle and courteous.**

"Clenliness is next to Godliness"

