




### 4.5.2: Log-book records for maintenance

#### Extract of pages from maintenance record-Lecture halls, CME hall

S.No	Date of event	Hall no:	Detail of the programme & department	Time	Contact no	Sign
1	10-04-23	CME HALL	WORLD HEALTH DAY PROGRAM Dept of Community Medicine	09:30 AM - 12:30 AM	9894392284 (Dr. Preman Narayan)	
2	10-4-23	Lecture hall -2	Skill lab - CCL5 class	9:00 - 2 PM		
3	12-04-23	CME HALL	National Oral Medicine Day	19, 20, 21, 22 April	9360503671	R. R. R.
4				19/04/23 (11 - 12 noon)	7397272415 (Dr. ARAVINDH)	
4	20-04-2023	CME HALL	CLINICO PATHOLOGICAL MEET	11:00 - 12:30 pm	9952621729 (Dr. R. Creen Cobina)	R. R. R.
5	21-04-2023	CME HALL	CME ON: ART TREATMENT PROTOCOL	11:00 AM - 12: PM	7010627790 (Dr. Rajan)	

SNO	Date of event	Hall NO	Detail of the program ( department/name)	Time	Contact no	Sign
6.	06-05-2023	CME Hall, Hall 2 ph	Anesthesia-CME	8:30 am to 4:00 pm	Rejuna 9360503611	R. Rejuna
7.	09.05.2023	C.M.E Hall	Dental - C.S.M	12:00 - 1:00 pm	Dr. Arunth Vishnu 9072838181	A
8	15-06-2023	C.M.E Hall	Ophthalmology CME	8:30 am - 1:30 pm	Dr. Arama 9840169051	Arama
9.	05.06.2023	Lecture Hall-2	CCLs - CLASS	8:30 am to 2:00 pm	R. Rejuna 9360503611	R. Rejuna 05.05.23
10.	09.05.2023	CME HALL	WORLD INTELLECTUAL PROPERTY DAY COMMUNITY MEDICINE	9:45 AM TO 12:30 PM	Dr. GEETHA 95662 66367	Dr. Geetha 8/5/23
11.	15/05.2023 to 20/5/23	Lecture Hall-2	BCLs and CCLs - CLASS	8:30 am to 3:30 pm	EL0110 9495107685	EL0110
12.	02.05.2023 to 03.05.2023	CME HALL	KIDS - OPECT <sub>23</sub> (An Academic Post graduate Program)	08:30 AM to 02:30 PM	Dr. V. Jayak 9566044074	Dr. V. Jayak 15/5/23
13)	5.7.5.2023	CME Hall Lecture Hall	Psychiatry - CME	9:00 AM to 4:00 PM	Dr. K. Manu Prakash 7708134445	Manu Prakash 15/5/23
14)	17.6.2023	CME Hall LECTURE HALL	EM - CHE - TRAUMA	8:00 AM to 5:00 PM	Dr. Dhanesh 9884026625	Dr. Dhanesh 5/6/23
15.	9.6.2023	CME Hall	Radiology - one day guest lecture	9:00 AM to 12:30 PM	V. Anuranti 9123584205	V. Anuranti
16.	27.06.2023	CME Hall	Guest lecture - For International day against drug abuse and illicit drug trafficking	10:00 am to 12:00 pm	G.P. Pillai (K) 9994195154	G.P. Pillai
17.	15/7/23	CME HALL-1 LECTURE HALL-4	CME ON PEDIATRIC ORTHOPEDICS	8:00 AM TO 5:00 PM	Dr. Prashanth 8503445404	Dr. Prashanth

**Maintenance records of Physical Facilities in the campus**

Date	Name	Year & Course	Sports things Sign & Mobile No
26/7/2022	A. Atubaki Siddiq 9790770975 Rehman 21/8/2022	IV year MBBS	① 3 set batting pad ✓ ② wicket keeping pad - 1 set ✓ ③ wk gloves - 1 set ✓ ④ Batting helmet - 2 (new) ✓ ⑤ safety guard - 3 (1 new) ✓ ⑥ batting gloves - 2 set (1 new 1 old) ✓ ⑦ kit bag (new) ✓
27/7/2022	M. Pravin Nirish 7532801282 Rehman 22/8/22	IV year MBBS	① Batting glove
29/7/2022	Karpaga Vinayaga Gopalal school Rehman 29/7/22		4. Chess Board 3. set coins
02/08/22	Kusigan paul AHS	Intern	Cone 13 8848145013
2/8/22	Hithich Rehman 1/2022	BDS CRR	keeping pad - 1 keeping glove - 1 guard - 3 helmet - 2 batting pad - 2

Date	Name	Year & Course	Sports things Mobile Number & Sign
05/08/2023	Jithin Krishna PP13221123	I <sup>st</sup> year MBBS	Volley Ball - 1 7339530350 Jithin Krishna
13/8/23	A. SHYAM SUNDAR Rehman 20/8/23	IV <sup>th</sup> year MECH	throw Ball 9629111279 A. Shyam Sundar
15/8/23	Jeeva.M Rehman 20/8/23	I <sup>st</sup> year MBBS	Cone - 5 + 1 Wicket 9361579238
17/8/23	Vishwanth.S Rehman 22/8/23	II <sup>nd</sup> Year MBBS	Abdomen Cord ② + Polyurethane keeper glove + 9361478319 Keeper's pad - 1
15/8/23	Pravin Nirish Rehman 22/8/23	Final year	Cone - 10 + 2 7535849238
22/8/23	Vishwanth.S TITANUN Rehman	II <sup>nd</sup> Year MBBS "	bat hammer PAD ✓ - ②
22/8/23	Pravin Nirish	Final year BDS	White coin - 2 Black coin - 12 Rod - 1 Sticker - 2

**KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE**  
G.S.T. Road, Chinn Kolambakkam, Palayanoor (P.O.), Madhuranthagam (Tk.) Kanchipuram - 603 308.

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**STOCK REGISTER**

Name of Articles SHUTTLE BADMINTON RACKET

Date	Particulars	Bill No.	Rate	Quantity Received	Quantity Issued	Balance	Signature
01.8.12	Shuttle Badminton Racket - Yonex	Spartan 107	715/-	6 NOS			
----- Stock as on 25.8.16 -----						3 NOS	3 NOS
18.10.16	Yonex BR GR 303	Sports Supplies 3447	551	4 NOS		7 NOS	
----- Stock as on 24.09.18 -----						7 NOS	NIL
29.9.18	Yonex Metal	Sports 394	400	6 NOS		6 NOS	
----- Stock as on 30.08.19 -----						2 NOS	4 NOS
11.9.19	Yonex Metal	Sports 471	395	4 NOS		8 NOS	
----- Stock as on 14.12.21 -----						8 NOS	NIL
04.05.22	Lining Metal	Sports 221068	450	4 NOS			
04.05.22	Lining Composite	Sports 221068	1,100	4 NOS		8 NOS	R. Varan 24/5/22

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**STOCK REGISTER**

Name of Articles TABLE TENNIS BALL

Date	Particulars	Bill No.	Rate	Quantity Received	Quantity Issued	Balance	Signature
01.8.12	Table Tennis ball - STIGA Cup	Spartan 107	18/-	36 NOS			
----- Stock as on 25.8.16 -----						36 NOS	NIL
18.10.16	DONIC T.T. BALL ITTF	Sports Supplies 3447	39	48 NOS		48 NOS	
----- Stock as on 24.09.18 -----						48 NOS	NIL
29.9.18	Stag	Sports 394	110	48 NOS		48 NOS	
----- Stock as on 30.08.19 -----						26 NOS	22 NOS
11.9.19	Stag 1 Star	Sports 471	32	18 NOS		40 NOS	
----- Stock as on 14.12.21 -----						30 NOS	10 NOS
04.05.22	Stag 3 Star	Sports 221068	115	36 NOS		46 NOS	R. Varan 24/5/22

**Maintenance record of Lab**

**Daily Maintenance Log**

Month/Year: NOVEMBER - 2022

Hospital/Facility: KIMS & RC

VITROS <sup>Epitouch</sup> 5600  
Intouchscreen!

System J Number: \_\_\_\_\_

Procedure	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Maintain ERF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain IWF (72 hours)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Perform Metering Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Empty WASTE Containers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Load Supplies and Remove Empty/Outdated Reagents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inspect/Clean Universal Sample Trays & Adapters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean SR Dispense Probe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Perform Quality Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean Cap Retainers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean VersaTip Supply Registration Rails	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean uWell Wash Probes (both Arms)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Week 1: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Week 2: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Week 3: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Week 4: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Week 5: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Sisilwamas*  
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