

JINNAH COY AND GK HOSTELS

SOP – USE OF GEYSERS

1. **General.** 2x Elec and 7x Gas Geysers in Jinnah Coy and 12x Gas Geysers in GK Hostel are currently functional. This SOP is aimed at stream lining usage of these geysers in a safe manner and to reduce use of elec/ gas, in order to minimize utility bills of these hostels.
2. **Timing for Use of Geysers.** Usage of geysers will be limited to winter months only (1st Nov to 31st Mar). Fol timings will be followed for usage of geysers:-

Shift	Timing		No of Hrs
	Start	End	
Morning	6:00 AM	9:00 AM	3
Evening/ Night	4:00 PM	10:00 PM	6
Addl Timing for Friday Only	11:00 AM	2:00 PM	3
Total No of Hrs per day			9 / 12 (for Friday only)

3. **Instrs for Safe Usage**
 - a. Geysers will be turned ON / OFF by designated Room Bearers only.
 - b. Gas leakage will be checked daily at 9 AM by designated staff.
 - c. All thermostats must be functional. These will be turned OFF after specified timings.
 - d. Any leakage of gas should be immediately reported to Mess Supervisor for early rectification of fault.
 - e. Geyser will be checked once in every month for maint purpose by designated plumber.
 - f. Students are not allowed to turn on / off the geysers on their own.
 - g. Elec geysers wiring, shoe, plug etc will be checked once a month by designated Electrician.
 - h. Any broken / loose wire / plug etc to be replaced imed. Such geyser must be turned off till repair work is done.
 - i. Jinnah and Liaquat Coy to designate a specific indl/ room bearer/ waiter for turning on / off the geysers as per specified timing. Duty should be assigned/ checked by respective Asst Hostel Managers.
4. Violations of this SOP will be dealt with strict disciplinary action at appropriate level.

LIAQUAT COY

SOP – USE OF GEYSERS

1. **General.** 16x Elec Geysers are instl and functional in Liaquat Coy. This SOP is aimed at stream lining usage of these geysers in a safe manner and to reduce use of elec, in order to minimize utility bills.

2. **Timing for Use of Geysers.** Usage of geysers will be limited to winter months only (1st Nov to 31st Mar). Fol timings will be followed for usage of geysers:-

Shift	Timing		No of Hrs
	Start	End	
Morning	6:00 AM	9:00 AM	3
Evening/ Night	4:00 PM	10:00 PM	6
Addl Timing for Friday Only	11:00 AM	2:00 PM	3
Total No of Hrs per day			9 / 12 (for Friday only)

3. **Instrs for Safe Usage**

- a. Elec Geysers will be turned ON / OFF by designated Room Bearers only.
- b. Any elec issues should be immediately reported to Mess NCO for early rectification of fault.
- c. Geyser will be checked once in every month for maint purpose by designated Electrician.
- d. GCs are not allowed to turn on / off the geysers on their own.
- e. Elec geysers wiring, shoe, plug etc will be checked once a month by designated Electrician.
- f. Any broken / loose wire / plug etc to be replaced imed. Such geyser must be turned off till repair work is done.
- g. Liaquat Coy to designate a specific indl/ room bearer/ waiter for turning on / off the geysers as per specified timing. Duty should be assigned/ checked by respective Mess NCO/ Coy Comd.

4. Violations of this SOP will be dealt with strict disciplinary action at appropriate level.

FATIMA COY

SOP – USE OF GEYSERS

1. **General.** 7x Elec Geysers are instl and functional in Fatima Coy. This SOP is aimed at stream lining usage of these geysers in a safe manner and to reduce use of elec, in order to minimize utility bills.

2. **Timing for Use of Geysers.** Usage of geysers will be limited to winter months only (1st Nov to 31st Mar). Fol timings will be followed for usage of geysers:-

Shift	Timing		No of Hrs
	Start	End	
Morning	6:00 AM	9:00 AM	3
Evening/ Night	4:00 PM	10:00 PM	6
Total No of Hrs per day			9

3. **Instrs for Safe Usage**

- a. Elec Geysers will be turned ON / OFF by designated Ayya only.
- b. Any elec issues should be immediately reported to Hostel Manager for early rectification of fault.
- c. Geyser will be checked once in every month for maint purpose by designated Electrician.
- d. Students are not allowed to turn on / off the geysers on their own.
- e. Elec geysers wiring, shoe, plug etc will be checked once a month by designated Electrician.
- f. Any broken / loose wire / plug etc to be replaced imed. Such geyser must be turned off till repair work is done.
- g. Fatima Coy to designate a specific Ayya for turning on / off the geysers as per specified timing. Duty should be assigned/ checked by respective Hostel Manager.

4. Violations of this SOP will be dealt with strict disciplinary action at appropriate level.