

STANDARD OPERATING PROCEDURE (SOP)
FOR
USAGE AND MAINTENANCE OF GYM
AND SPORTS ROOM

SOP

USAGE AND MAINTENANCE OF GYM AND SPORTS ROOM

1. PURPOSE

This SOP establishes the process to be adhered for using the Gym and Sports Room and the maintenance of the equipment and place.

2. OBJECTIVE:

- a. To ensure that the usage of the facilities is appropriate
- b. To ensure that the equipment is well maintained and serviced timely.
- c. To ensure that the space and the equipment is maintained well.

3. SCOPE:

This SOP is applicable to all of Pune Institute of Business Management (PIBM), Pune and group of institutions

4. SOP ADMINISTRATION:

This SOP will be administered by the Facility Manager under the overall supervision of the HOD – Administration.

5. PROCESS FOR USAGE OF GYM AND SPORTS ROOM

- a. Students and staff can access the Gym and Sports room free of cost during their tenure with PIBM.
- b. Students can access the gym and sports room at the following times:
 - i. At the pre-defined timings as mentioned in the timetable.
 - ii. During Lunch break.
 - iii. Evening after college hours.
 - iv. Morning before college start hours.

2. EQUIPMENT HANDLING AND ISSUE PROCEDURE

- a. All the equipment in the gym and sports room should remain inside the respective rooms.
- b. The sports equipment required for use should be issued by the student after making an entry in the “Sports Equipment Issue Register”

- c. Upon returning the equipment, a return entry should be made and signed off by the concerned person to close the transaction.
- d. The equipment should be checked by the issuer at the time of issuing to ensure that there are no damages.
- e. During return of the equipment, the Sports room incharge should check the condition of the equipment to ensure that it is not damaged.

3. DAMAGES TO EQUIPMENT


- a. In case of any damages found, it should be immediately validated if the damage was intentional or an outcome of natural wear and tear and record it immediately in the register.
- b. In case of any damages caused to the sports equipment, a charge will be levied in the form of penalty on the person who handled it.
- c. The amount to be charged will be decided after the damage is inspected by the sports committee / Admin team. The charge levied will have to be paid in the accounts department and a voucher reflecting the payment should be deposited with Admin team.

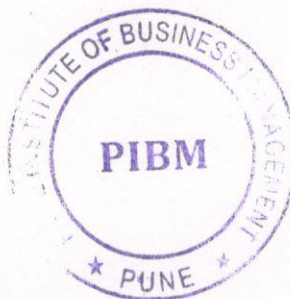
4. MAINTENANCE OF GYM AND SPORTS ROOM EQUIPMENT


- a. All equipment and sports goods will be inspected periodically, (every 15 days) for any maintenance or replacement.
- b. The defects identified will be rectified by raising a PO with the estimated cost as per the Procurement Policy of PIBM.

5. WORKING HOURS

- a. Gym will open at 6:am in summers and 6:30am in winters
- b. Gym will be closed at 10pm all through the year.
- c. Any deviations will be on special approval from the HoD Administration.


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