

Standard Operating Procedures for Infrastructure Maintenance Section, 2020

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Function	Name	Designation	Signature
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1. Scope

This SOP describes the procedure for infrastructure maintenance services to the people during lockdown

2. Objective

The objective of this SOP is to ensure uninterrupted infrastructure maintenance services within Thimphu Thromde

3. Responsibility

It is the responsibility of the team identified by Thromde Office to carry out the task.

4. Principle

Uninterrupted water supply to the residents of Thimphu Thromde

5. Requirements

- 5.1. Service vehicles
- 5.2. Necessary repairing tools and raw materials
- 5.3. Gloves/boots/face masks/face shields

6. Procedure.

- 6.1. Movement authorization cards will have to issued first by the transport unit of IMC for the identified team
- 6.2. Complaints will be received through toll free numbers (1009/2550) and will be forwarded to Head of Operation Desk or directly to the Head of Unit.
- 6.3. The Head of unit to lead the maintenance team to the sites and carryout the maintenance observing all health safety protocols
- 6.4. The team shall inspect and monitor the situation of roads/drains/footpaths
- 6.5. Follow self-containment protocol of MoH

7. Safety

- 7.1. Put on the gloves and mask.
- 7.2. Wash hands regularly or use sanitizers
- 7.3. Avoid physical contact and crowd

8. Documentation

- 8.1. Make sure to scan druktrace or complete the Daily attendance register
- 8.2. Update your daily activity logbook and submit to Head, Operation Desk

9. References:

- 9.1. Health Safety protocol of MoH

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Annexure I – Maintenance Team Identified

Sl no	Name	Category	Contract no	location
1	Basanti Rai	Engineer	77370321	Changangkha
2	Wang Norbu	Lajab	17950630	do
3	Prem Bdr Gurung	Driver	77217396	do
4	Bhim Bdr Gurung	Labour	17593672	do
5	Sonam Dorji Tamang	Labour	17277289	do
6	Sanu Kanchi Subba	Labour	77451428	do
7	Nima Dorji Tamang	Labour	17608719	do
8	Dig Bir Gahallay	Labour	77320556	do
9	Mon Bdr Tamang	Labour	77754574	do
10	Tshering Tamang	Labour		do