

3) DEPARTMENTS, CENTERS, SECTIONS & WORKSHOPS DAILY CLEANING WORK :-

1. Cleaning of entrance, front road , cycle stand & parking area, removal of paper, plastics, from all departments & removal of mud, silt, all type of waste material and unwanted material from department surrounding & dispose at given location before 09:00 a.m. every day.
2. Sweeping and moping of floors (as per dilution prescribed on packing) from all offices, labs, classrooms, faculty rooms, department, library, computer rooms, corridors, common areas & staircases with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Three time cleaning of all toilet blocks floor, urinals, washbasin and W. C. pans with floor cleaner & disinfectant (dilution of material as prescribed on packing) as per time schedule given by PHO.
4. Collection & segregation of waste material from all dustbins in veranda/ corridor twice a day and storage at given location as per direction of PHO representative.
5. Cleaning of all notice board, tables, chairs and benches from offices, classrooms, faculty rooms, labs & department library.
6. To stop the entry of stray animals in the department premises & cleaning of dirt made by them on floor with disinfectant.
7. Removal and cleaning of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
8. Sweeping & moping of corridor from central library to chemical engg. dept. entrance.
9. Cleaning of water cooler & its surrounding area twice a day.
10. Cleaning of all staircase & veranda railings with wet & dry floor duster.
11. Cleaning of entrance glass doors
12. Floor sweeping & moping with disinfectant (As per dilution proscribed on material packing) of seminar halls.
13. Cleaning of elevator from inside and outside with D-7 (as per dilution prescribed on material packing).

WEEKLY CLEANING WORK :-

1. Checking & putting naphthalene balls & sanicube in all urinals & washbasins. Also arrangement of hand wash in all toilet blocks.
2. Cleaning of all dustbins from inside & outside with liquid detergent.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.
4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobweb removal work from all heights of offices, labs, classrooms, faculty rooms, stores, department library, computer room, conference room corridor, toilet blocks, staircase & common areas of building.

MONTHLY CLEANING WORK :-

1. Hard cleaning of all toilet blocks floors, W.C. Pans, urinals , dado, glasses, door & window panels, mirrors, plumbing fixtures & washbasins with toilet cleaner (As per dilution prescribed on material packing) & removal of cobweb from all toilet blocks.
2. Parking, concrete walk ways & roads area to be cleaned with bleaching powder of all department & centers buildings during rainy season .

ONCE IN TWO MONTHS CLEANING WORK :-

1. Classrooms, corridors, common areas offices, faculty rooms, labs & staircases to be scrubbed and cleaned with required tools, equipment's & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items PHO will be advice the dilution and use.
2. Cleaning of all door & window glasses, glass partitions & corridor glasses at all heights from inside and outside with glass cleaner (as per dilution prescribed on material packing) & glass cleaning kits.
3. Cleaning of silt and wild growth removal from storm water drains, surrounding area and building plinth protection .
4. Shifting & disposal of unwanted material & empty bottles after the permission & written letter from the department HOD to given location by PHO representative.
5. Cobweb removal from outside the building.
6. Outside cleaning of water cooler & it's surrounding area with spiral (as per dilution prescribed on material packing).

7. Washing and cleaning of corridor from central library to chemical engineering department.
8. Cleaning & wiping of tube light, fans & exhaust fans.
9. Carpet cleaning at seminar halls & auditorium with vacuum cleaner.