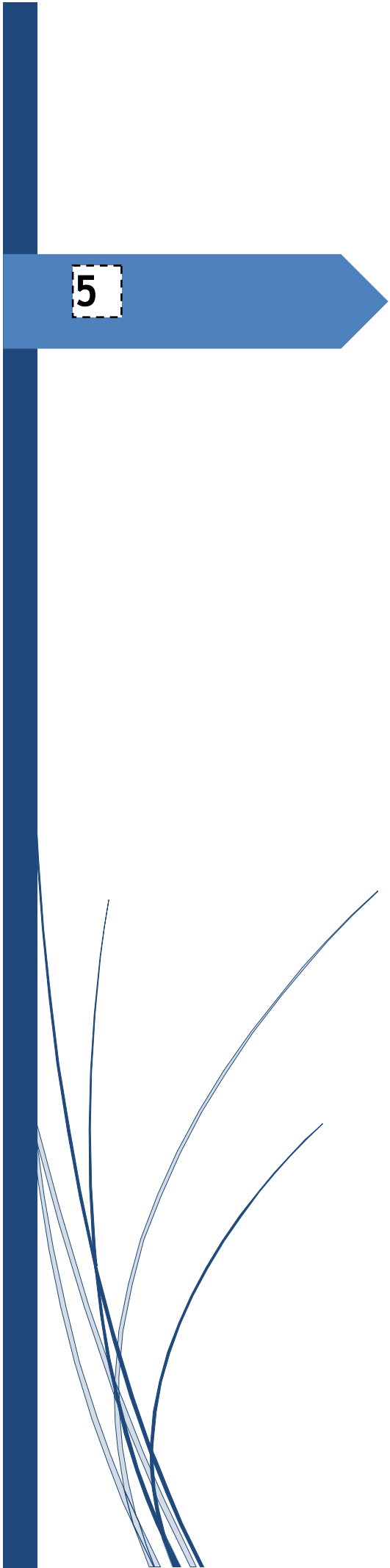




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SOPFORCAMP USCLEANLINES S

SOP FOR CAMPUS CLEANLINESS

Objective:

To keep the campus clean and maintain the hygiene.

Responsibilities: Supervisor

Administrative

Officer Housekeeping

Staff

1. Classroom Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

2. Laboratory Cleaning:

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash/waste pot (Physical, chemical and biological trash)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine/equipment	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Cleaning of student lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

3. Corridor,Elevator&StaircaseCleaning:

Priority	Task	Frequency
1	CleanStaircase	Daily
2	Cleananddisinfectdrinkingfountain(s)	Daily
3	Emptytrashreceptacle	Weekly
4	Spotmopfloor	Weekly
5	Grills	Weekly
6	Spotcleandoors,window sand walls	Weekly
7	Cleanall horizontalsurfaces,window sand door walls	Weekly
8	Cleanmats and grids under mats (if any)	Quarterly
9	Vacuum all supply and return air vents	Quarterly
10	Dust ceiling area and light fixtures	Quarterly

4. OfficeCleaning:

Priority	Task	Frequency
1	Emptytrashreceptacle	Daily
2	Spotmop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly

5. Restroom/StaffroomCleaning:

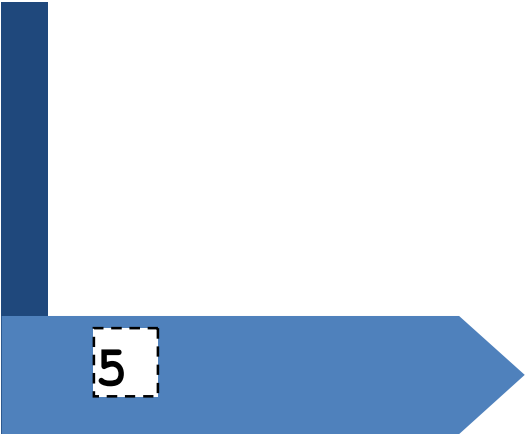
Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

6. Entrance and Lobby Cleaning:

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Dust mop floors and mats	Daily
3	Dust all horizontal surfaces	Daily
4	Spot mop floors (wet)	Daily
5	Disinfect door handles (inside and out)	Daily
6	Dust mop and wet mop entire area	Weekly
7	Clean floor grills	Monthly
8	Dust ceiling area and light fixtures	Monthly
9	Wash trash receptacle	Yearly

7. Garden/Landscaping:

Priority	Task	Frequency
1	Sweep all surfaces including footpath	Daily
2	Collection of struck off leaves, stems etc.	Daily
3	Empty trash receptacle	Daily
4	Cutting of grass, shrubs, herbs etc.	Weekly
5	Pumping of plant waste	Weekly



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SOP FOR CLASSROOM MAINTENANCE

SOP FOR CLASSROOM MAINTENANCE

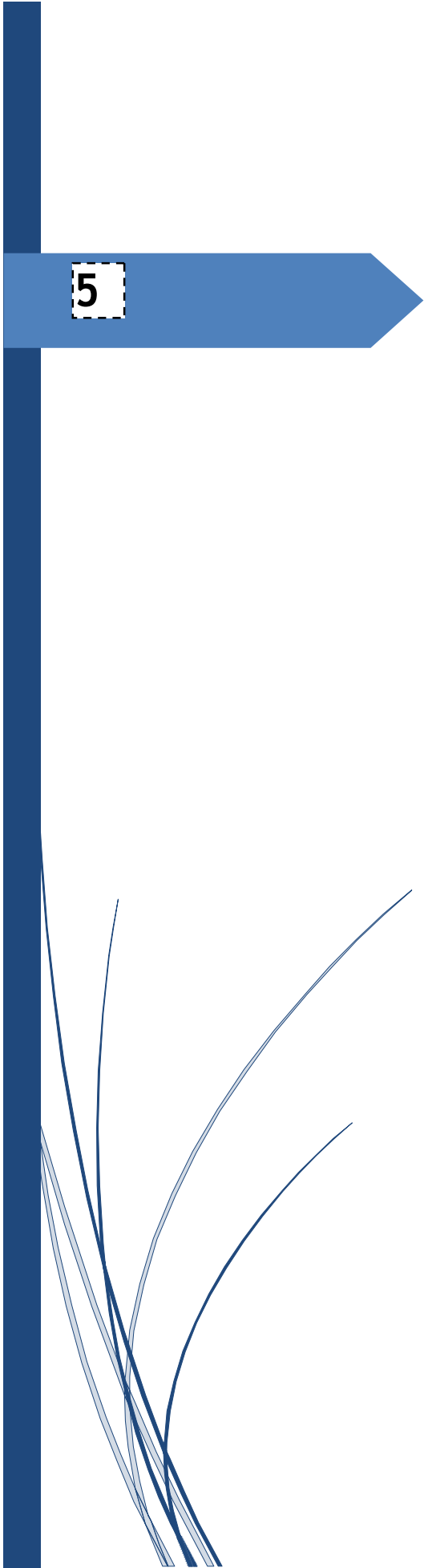
Objective: To elaborate the procedure for Maintaining the classroom.

Responsibility:

- Supervisor
- System Admin
- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Dean

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Allotment department wise of classrooms.	Dean	1 st week of June
2.	Allotment of individual classrooms for respective Class students	HoDs	1 st week of June
3.	Projector screens in classrooms, ICT board with stylus	System Admin	1 st week of June
4.	Arrangement/Repair of student's Desks and teacher's desks/tables.	Supervisor	2 nd week of June
5.	Repair of existing electrical outlets- Lightbulb replacement	Electrician	3 rd week of June
6.	Ventilation/Window Treatments	Supervisor	3 rd week of June
7.	Routine services or maintenance	Housekeepers	Every working day
8.	Keeping the classroom clean and tidy	Students and Teaching staff	Every working day
9.	Classroom security with lock system.	Teaching and non-teaching members.	Every working day



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SOP FOR LABOR ATORY MAINTENANCE

SOP FOR LABORATORY MAINTENANCE

Objective:

The procedure is to establish a controlled method for Inspection/ calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

Responsibility:

- Head of Department
- Lab coordinator.
- Teaching Assistant(s).
- Lab technician(s).

Procedure:

Sl.	Activities	Responsibility	Target days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Teaching Assistant(s)	1 st week of April
2	Maintain the Analytical equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Lab technician(s)	2 nd week of April
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-coordinators.	3 rd week of April
4	The "Equipment Calibration/Maintenance log" has to be filled and signed and kept in file in HoD office and a copy in the lab coordinator's office.	Lab coordinators & HoDs	4 th week of April
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab.	Lab-Coordinator, Teaching assistant(s)	1 st week of May
6	A sticker with "Calibrated on dd/mm/yy" shall be pasted on the equipment.	Lab technician(s)	2 nd week of May

7	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	Teaching assistant(s) Lab Coordinator and HoD.	3 rd week of May
8	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Teaching assistant(s) and/or lab technician(s), HOD	3 rd week of May
9	Maintain the research equipment inventory list and calibrations schedule and to verify calibrations/performance checks in each laboratory.	Researcher(s)	4 th week of May
10	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use".	Lab technician(s)	4 th week of May
11	Proper forms like equipment list have to be maintained for conducting labs both inter and intra department.	Lab technician(s) & Lab coordinator.	Every working day
12	Housekeeping register has to be maintained for laboratories.	Lab technician(s) & Lab Coordinator.	Every working day