

HOUSE KEEPING POLICY

Purpose:

To define the procedures for the maintenance of College campus and other housekeeping activities.

Scope:

Maintenance of College buildings, classrooms, toilets, premises, gardens, display boards and general housekeeping.

Responsibility:

House Keeping In-charge

Procedure:

- The total College campus, which includes, buildings and blocks, gardens and landscape are properly maintained and ensured for its effectiveness in order to have proper environment to serve the staff and the students.
- The College name board and direction boards and all other display boards are cleaned at periodic intervals and maintained for its legibility and clarity at all times.
- All the classrooms, staff rooms, office, laboratories, other halls, toilets, etc. are neatly maintained periodically.
- The Housekeeping In-charge intimates the housekeeping staff whenever he/she finds any unwanted waste items are scattered or dispersed. He/she also ensures the proper removal of those in time.
- Necessary waste paper baskets are provided at different locations for depositing the waste.
- Cleaning and maintaining the premises shall be inculcated as a regular habit among students and others. On no account papers of any form are scattered anywhere in the premises.
- Any defects in the infrastructure facilities like, buildings, laboratories, halls, toilets, and other areas, display boards, etc., are noticed and intimated to the manager at the earliest to take corrective actions at the earliest.
- All the records are properly placed and maintained in remarked locations with proper identification

REFERENCE:

Quality Manual