



# **STANDARD OPERATING PROCEDURE (SOP) FOR**

**Classrooms  
(Daily, weekly and monthly cleaning and  
maintenance)**

## **Introduction**

This SOP defines and covers the basic routines that need to be followed to ensure that the classrooms of PIBM are always maintained up and running at all times. The document is also intended to standardize the procedures so that all facilities provided are at par to all the classrooms.

This document supersedes all previously laid down procedures and any amendments will be communicated to all relevant stakeholders and updated in the document with version control details. This document acts as the single reference manual for all Classroom cleanliness and maintenance related activities.

### **1. Definitions**

- a. Classrooms (CRs): That area of the institute where in students are imparted knowledge through theory or practical's pertaining to the subjects defined by the institute.
- b. Maintenance: The process of ensuring that all equipment installed is checked for its working status and ensuring timely repairs to ensure zero downtime of the classrooms.
- c. Housekeeping: The daily weekly or monthly cleaning activities performed by the housekeeping department to ensure that the CRs are clean and hygienic at all times. The activity includes, sweeping, mopping (Wet and Dry), dusting of all equipment, clearing dustbins, removal of cobwebs, stains on the floor / walls / tables, checking of markers and other writing material provided in the classroom to ensure they are working to their best efficiency as prescribed in classroom standards.
- d. Equipment: Projectors, screens, writing boards, collar microphone, speakers, benches and chairs / other furniture, lights and fans and any other electrical accessories in the classrooms including remotes.



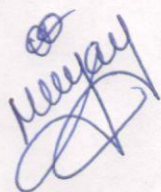
## 2. Classroom Standards

It is expected that every classroom is maintained with the best of standards to enable the faculty to deliver their lectures uninterrupted. Accordingly,

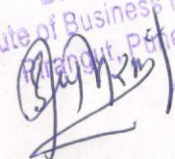
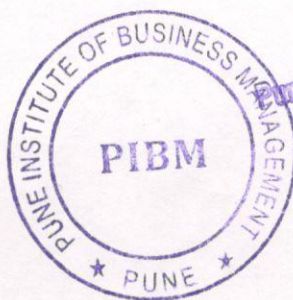
- a. Every classroom should be equipped with the prescribed number of two-seater benches (table and seat combo). The number of students in a classroom will be defined by the batch in-charge or the management of the institution from time to time.
- b. Every classroom should be equipped with a projector and a drop-down screen to enable faculty run presentations or videos through laptops.
- c. All cables and connector cords should be routed in a fashion that they are not exposed in the walk ways or exposed to damage.
- d. All CRs should be fitted with a sound system as specified by the institute.
- e. All CRs should have a collar microphone to enable the faculty, use them for delivering lectures.
- f. All lights and fans should be functional in the CRs.
- g. 4 white board marker pens should be placed in each of the CRs. Each of the markers should be checked for their functioning. Each of these markers should be placed with the tip pointing downwards to ensure appropriate flow of ink.
- h. All white boards in the CR should be erased and kept clean before the start of the first class of the day.
- i. All dustbins should be emptied and cleaned and placed back in the CR.
- j. All CRs should be mopped (dry and wet) at the end of each day to ensure that CRs are in a hygienic condition before the start of every day.
- k. All tables and chairs should be dusted on a daily basis.
- l. All electrical and IT cables should be tucked properly in casing along the wall to prevent damage and avoid tripping over them.



3. As part of the administration responsibility, the facility manager responsible for housekeeping has to ensure that all of the above standards (Ser. 2) are met with and any deviations are escalated and resolved within acceptable timelines.
4. The deployment of the housekeeping team should be in a fashion that the team is available well before students / employees arrive in the office and well after they leave. The prescribed timelines would be 6am to 3pm and 12pm to 9pm. This timing can be changed depending upon the business requirement and on approval of the HOD of Administration.
5. The housekeeping team deployed in the second shift is responsible to clean up the classrooms, mop them and arrange the classrooms in order, erase the whiteboard, clear up the dustbins and change garbage bags, dust all tables and chairs in the classroom.
6. Upon completion of the cleaning activity the housekeeping person in-charge should fill up his details in the CR checklist and put it up in the checklist folder in the classroom. they should lock up the CRs.
7. The IT team representative is responsible to check the functioning of the audio / video systems, connector cords, projector and microphone and speakers.



**Maj. Vijay Maradani**  
General Manager  
(PIBM)



Director  
Pune Institute of Business Management  
Pune

**Dr. Ajit Sane**  
Director  
(PIBM)