



STANDARD OPERATING PROCEDURE (SOP)

FOR

HOUSEKEEPING

SOP

Housekeeping of Campus and other PIBM Offices

1. PURPOSE

This SOP establishes the process to be adhered for using the Gym and Sports Room and the maintenance of the equipment and place.

2. OBJECTIVE:

- a. To ensure that the usage of the facilities is appropriate
- b. To ensure that the equipment is well maintained and serviced timely.
- c. To ensure that the space and the equipment is maintained well.

3. SCOPE:

4. This document describes the SOP for maintenance of all facilities located in the campus of Pune Institute of Business Management.

5. SOP ADMINISTRATION

This SOP will be administered by the campus Facility Manager under the overall supervision of the HOD – Administration.

6. TIMELINE

- a. **Daily Maintenance:** The entire campus will be maintained on a daily basis which involves, mopping (dry and Wet), dusting, clearing dustbins, and checking functionality of equipment.
- b. **Weekly Maintenance:** Deep cleaning of the campus will be done on a weekly basis. This involves removing equipment and cleaning the place and putting back the equipment in its original place and condition.
- c. **Monthly Maintenance:** All major maintenance, removal of soot, façade cleaning will be carried out monthly.
- d. **Pest Control:** Pest control will be carried out every quarter at all locations. In case of any complaints in the interim, it will be immediately addressed by asking for a pest control prior to the planned timeline.

7. GENERAL CLEANING INSTRUCTIONS:

A clean place to work is necessary for safety. Good housekeeping is a part of job. In order to have a pleasant and safe work place, everyone must do his/her part to keep the institute orderly and clean. Good housekeeping will protect our employees against slipping, other hazards.

- a. Clean the workstations with a dry cloth to remove any dust settling on them.
- b. Clean the computers at least once a week by wiping them with computer cleaning fluid.
- c. Keep lunchrooms as clean and neat as possible. Put all garbage into garbage cans.
- d. Before end of shift, empty garbage cans into the garbage bins
- e. Keep the office and the surrounding area clean.
- f. Organize work station as neatly and efficient as possible. Avoid over clutter.
- g. Keep stairway clear of obstruction.
- h. Keep storage areas neat and organized
- i. Keep desks and filing cabinets clean and well organized.
- j. Clean office, computer and printer areas at the end of every shift.
- k. Clean as you go. (Continually clean your work area as you work.)
- l. Clean up debris and organize tables and work stations that you have been using, so that the next person can start with a clean work area.

8. Procedure for Daily Office Cleaning

- a. Dust furniture with a clean cloth treated with dust mop/dust cloth treatment polish as needed
- b. Damp disinfect telephone, door knobs and file cabinets
- c. Spot clean windows and sills with a glass cleaner.
- d. Empty wastebasket and replace liner.
- e. Dust mop, then damp mop floor, or vacuum if carpeted

9. Maintenance of Classrooms

- a. The maintenance of Classroom is done on regular basis by the Peon and cleaning staff.
- b. The cleanliness is supervised by Facility Manager
- c. Any problem in the class room is reported to the FM and raised for immediate correction.
- d. All equipment in the classroom like Projector, Screen, Audio equipment, Light, fan and wifi equipment will be checked on a daily basis before commencement of class to ensure that they are rectified immediately and classes are not disturbed.
- e. All electrical maintenance should be done by a qualified electrician only.
- f. Any benches broken or susceptible to breakages should be immediately removed from the classrooms to prevent injuries to students.
- g. All classrooms should be cleaned with a dry mop and wet mop daily.
- h. All tables, benches and windows should be dusted daily.
- i. The Classroom checklist should be updated the moment cleaning of a classroom is completed.

10. Cleaning tiles

- a. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the tiles.
- b. Clean small area of the tile and grout and then dry with a sponge.

- c. Wet sponge with hot water and remove detergent.
- d. Tiles have to be cleaned daily with diluted Cleaning solution.
- e. They have to wipe dry, leaving no body fats or streaks on the tiles.
- f. Recheck all tiles to ensure no dirty streaks are left on the tiles.
- g. Care has to be taken around toilet and bathtub to make sure all tiles are dry.
- h. Wipe all surfaces with a dry cloth.

11. Cleaning mirrors

- a. Use a damp sponge with water only to wipe the mirror.
- b. Glass cleaner is not recommended for cleaning mirrors because it may leave streaks.
- c. Dry and polish the mirror with a dry cloth.
- d. Wipe entire area of glass.
- e. Check for smudges and re-wipe.
- f. From a distance check the mirror for stains and marks and leave the mirror spotlessly clean.
- g. All glass surfaces have to be clean and shiny.

12. Maintenance of Restrooms

- a. The cleaning of classrooms on daily basis is done by the sweepers and cleaning staff appointed by the PIBM.
- b. The Administrator and the Cleaning and maintenance committee of the institution supervise and review the status of the cleanliness.
- c. Any breakage/problem of the restroom fitting is reported to the administrator for the replacement.
- d. Appropriate boards are displayed for boys and girls restrooms.

13. Cleaning of drain

- a. Spray small amount of cleaning solution on the drain cores.
- b. Scrub with Scrubber on top and below of drain cores.
- c. Wash with clean water.
- d. Mop the drain cover and remove any ace of water from the drain cores or holes.
- e. Drain holes not to have signs of dirt building or moping. They are to be left smelling fresh.

14. Reprographic Service

- a. Reprographic facility is provided in the library.
- b. Maintenance of the reprographic machine is provided by manufacturer of the facility through AMC.

15. Pest Control

- a. Pest Control is conducted on a regular basis, in collaboration with an external agency.
- b. Any reported incidence of pests is treated on emergency basis by the Administration team.

16. Dry and Wet Waste Management

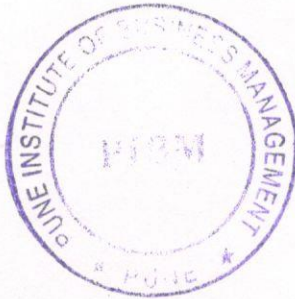
- a. The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- b. The Institution has appointed vendor to collect the dry and wet waste from the bins located in the campus and dump the waste to Municipal bins, on a daily basis.
- c. The Waste management is done in accordance with Local policy & regulations of Govt. agencies.

17. Review of Campus Housekeeping

- a. The campus housekeeping has to be reviewed by the Facility Manager on a daily basis and the checklists are to be verified to check for any deviations.
- b. Any issues or problems are to be brought to the notice of the HoD Administration immediately.
- c. Rectification measures should be initiated immediately to ensure that the issues are addressed immediately and normalcy restored.



Maj. Vijay Maradani
General Manager
(PIBM)



Dr. Ajit Sane
Director
(PIBM)