



**Objective:**

To keep the campus clean and maintain the hygiene.

**Responsibilities:**

Supervisor

Administrative Officer

Housekeeping Staff

**1. Class Room 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:**

Priorit	Task	Frequenc
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash/ waste pot (Physical, chemical and biological trashes)	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 students lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

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EOMS Team member	EOMS Team Leader	PRINCIPAL

**3. Corridor, Elevator & Staircase Cleaning:**

Priority	Task	Frequency
1	Clean Staircase	Daily
2	Clean and disinfect drinking fountain(s)	Daily
3	Empty trash receptacle	Weekly
4	Spot mop floor	Weekly
5	Grills	Weekly
6	Spot clean doors, windows and walls	Weekly
7	Clean all horizontal surfaces, windows and door walls	Weekly
8	Clean mats 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. Office Cleaning:**

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop 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/ Staffroom Cleaning:**

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

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	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR CAMPUS CLEANLINESS</b>		
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### 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/Loan cleaning:

Priority	Task	Frequency
1	Sweep all surfaces including foot path	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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