



St. Joseph's College of Arts & Science

(Autonomous)

Affiliated to Annamalai University, Annamalai Nagar

Recognised under section 2(f) and 12(B) of the UGC Act, 1956 | A Christian Minority Institution

St. Joseph's College Road, Manjakuppam, Cuddalore – 607 001.

Phone:04142-286311 | Mail:josecol27998@gmail.com | Website: www.sjctnc.edu.in

MAINTENANCE POLICY

STANDARD OPERATING PROCEDURE FOR CAMPUS MAINTENANCE & CLEANLINESS

- 1. Objective:** To ensure that the St. Joseph's College of Arts & Science (Autonomous) campus is efficiently maintained in terms of safety, sustainability, and economic efficiency.
- 2. Document Overview:** This document contains a list of operating procedures for the maintenance of different infrastructures on the college campus. The various processes are listed below and staff are designated for each activity. All of these processes are supervised by the Works Manager in consultation with the Manager, Principal and the Secretary of the college.
- 3. General Guidelines:** This Standard Operating Procedure (SOP) is applicable for all maintenance and cleaning activities undertaken on the college campus. The housekeeping staffs duly appointed by the management have been entrusted with the responsibility of maintaining cleanliness and hygiene. The cleaning of corridors, laboratories, washrooms, rest rooms, offices, and pathways are performed adhering to the strict schedule assigned by the Works Manager. The maintenance of cleanliness of the campus will be supervised by the Works Manager.
- 4. Class Room Cleaning and Maintenance**
 - a) Personnel Responsible and Reporting to:**

Personnel Responsible : Attendant of department and cleaning staff.
Reporting to : Works Manager

- b) List of Responsibilities and Personnel:** The list of responsibilities and personnel is given in the table below:

S. No.	Activities	Responsibility
1	Allotment of department wise classrooms	Works Manager
2	Allotment of individual classrooms for respective Class students	Works Manager
3	Projector screens and ICT board with stylus in smart classrooms.	Computer Technician Reporting to the Works Manager
4	Arrangement and Repair of student's desks and teacher's desks.	Work Manager
5	Repair of existing electrical outlets- Tube light and Fans repair/replacement.	Electrician Reporting to the Works Manager



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6	Routine services or maintenance of Computers	Computer Technicians Reporting to the Manager
7	Keeping the classroom clean and tidy	Students, Teaching Staff members and Housekeeping Staffs
8	Classroom security with lock system.	Non- Teaching staff members.
9	Equipment and Machines having Annual Maintenance Contract (AMC) to be revised and renewed yearly.	Works Manager

c) **Schedule of Cleaning and Maintenance:** The cleaning tasks and frequency are listed below

S. No.	Task	Frequency
1	Sweeping off the dust from the floors	Daily
2	Decontaminating glass or metal surfaces	Daily
3	Emptying trash cans	Daily
4	Ordering and arranging of furniture	Daily
5	Monitor/overhead projector dusting	Daily
6	Checking of electric services	Monthly
7	Damp mopping of classroom floors	Weekly
8	Disinfecting student desks and all other horizontal surfaces	Weekly
9	Washing of trash containers	Monthly
10	Dust Clocks	Monthly
11	Cleaning writing board	Daily

5. Laboratory Cleaning and Maintenance:

Objective: The procedure is to establish a standard method for inspection/calibration, maintaining and upgrading teaching, analysis and research equipment.

Procedure: Laboratory attendant is responsible for regular maintenance of laboratories. Power backup system (UPS) and power generators are installed to protect the laboratory devices from the issues related to power outages and fluctuations.

a) **Personnel Responsible :** Lab Assistants
Reporting to : Head of the Department/Works Manager.

b) **List of Responsibilities and Personnel:** The list of responsibilities and personnel is given in the table below:



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S. No.	Activities	Personnel Responsible
1	Maintain equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Assistant
2	Maintain the stock of chemicals and other usable materials in the lab.	Lab Assistant
3	A copy of the research equipment manual shall be kept in soft and or hard copy in the lab.	Faculty in-charge
4	Check for software updates for programs installed in the labs.	Course Faculty/Head of the Department
5	Providing a list of the required lab tools that will be used in the next academic year, in order to purchase them before the due date.	HoD and Faculty
6	Maintain the research equipment inventory list	Head of the Department
7	Marking unused or out of performance equipment with a sticker/notice that says "Out of service"	Lab Assistant
8	Equipment list to be maintained for conducting labs both inter and intra department.	Head of the Department
9	Housekeeping register has to be maintained for laboratories.	Faculty in-charge

c) **Schedule of Cleaning and Maintenance:** The cleaning tasks and frequencies of laboratories are listed below

Personnel Responsible : Attendants
Reporting to : Works Manager

S. No.	Task	Frequency
1	Dust mopping on floors	Daily
2	Wet mopping on floors (on rotational basis)	Daily
3	Emptying of trash/waste pot	Daily
4	Straightening and cleaning of furniture	Daily
5	Sterilizing and sanitizing of equipment and fixtures	Daily
6	Cleaning of working surfaces	Daily
7	Dusting of machine/equipment	Daily
8	Spot cleaning of walls, doors, windows and jams	Weekly
9	Cleansing of trash bins and sanitary boxes	Weekly
10	Cleaning of students' cabins	Monthly
11	Ceiling and light fixtures dusting	Monthly



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6. Office Cleaning:

Personnel Responsible : Attendants
Reporting to : Works Manager

S.No.	Task	Frequency
1	Empty Trash Cans	Daily
2	Dust mop files, cabinets and cabins	Monthly
3	Dust and wet mop entire floor	Weekly
4	Windows	Weekly
5	Light fixtures and ceiling area	Monthly

7. Restroom Facilities:

Personnel Responsible : Attendants
Reporting to : Works Manager

S. No.	Task	Frequency
1	Cleaning of Sinks	Daily
2	Decontaminating of all fixtures, toilets, and urinals	Daily
3	Disinfecting of doors and partitions holders	Daily
4	Emptying of dust bins and sanitary repositories	Daily
5	Replacing of garbage bags and filling of dispensers	Daily
6	Sweeping and disinfecting on floors	Daily
7	Buffing mirrors	Daily
8	Cleaning of Grills, ceiling and light fixtures	Weekly
9	Spot cleaning of walls, doors, windows and jams	Weekly
10	Cleaning of trash bins and sanitary containers	Weekly

8. Entrance and Foyer Cleaning

Personnel Responsible : Attendants
Reporting to : Works Manager

S. No.	Task	Frequency
1	Emptying trash container	Daily
2	Dust mopping on floors and mats	Daily
3	Cleaning horizontal surfaces	Daily
4	Spot mopping on floors (wet)	Daily
5	Disinfecting door handles	Daily
6	Dust and wet mopping of entire area	Weekly
7	Cleaning floor grills	Monthly
8	Dusting light fixtures and ceiling area	Monthly
9	Washing trash containers	Monthly



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9. Garden/Lawn cleaning

Personnel Responsible : Attendants

Reporting to : Works Manager

S.No.	Task	Frequency
1	Sweeping of every surface of building and yard	Daily
2	Collection of fallen leaves and stems.	Daily
3	Emptying trash containers	Daily
4	Watering plants	Daily
5	Cutting of grass, herbs, shrubs, etc.	Weekly


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