

# **PHO SCOPE OF WORK**

## **HOSTELS**

### **DAILY CLEANING**

1. Sweeping of front road entrance, cycle stand & parking area, removal of paper, plastics, from the area between the wings and around the hostel & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 9 = 00 a.m. every day.
2. Sweeping and moping of floor from lounge, T. V. Room, hall manager & warden office floor with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storage at given location as per direction of PHO representative.
4. Sweeping & moping with floor cleaner & disinfectant and removal of mud, silt , all type of waste & unwanted material from all staircase, veranda & corridor floor once a day.
5. Three time cleaning of all toilet blocks floor, urinals, washbasin and W. C. pans with floor cleaner & disinfectant (20ml toilet cleaner in the 15 liter water)) as per time schedule given by PHO representative.
6. Cleaning of nahani trap and removal of choke-up of bathroom, W.C. urinal and washbasin & chambers up to main chamber.
7. Cleaning of water cooler & its surrounding area twice a day.
8. Cleaning of chairs, tables & other furniture from lounge, T.V. room, computer room, hall manager & warden office with wet cloth.
9. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.
10. Sweeping & mopping of canteen front area and collection of paper, plastics from surrounding area.
11. Stop the entry of stray animals in the Hostel premises and cleaning of dirt made by them on floor with disinfectant.
12. Collection & segregation of wet & dry garbage from corridors, offices, mess and canteen of hostels & storage of wet & dry garbage as per direction of PHO.
13. Cleaning of elevators from inside & front side partitions with glass duster and floor with spiral floor cleaner
14. Cleaning of entrance glass doors.

## **WEEKLY CLEANING**

1. Hard cleaning of all toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and Washbasin, piping, hand rails and cobweb removal with required sanitary materials, tools, equipment and machines.
2. Unwanted material and solid waste collection from building surrounding up to the fence and disposal at given location .
3. Removal of old sanicubes & naphthalene ball from urinals & wash basins. Checking & putting 2 Nos. naphthalene balls & 1 No. sanicubes in each urinal & washbasin . Also arrangement of hand wash in all toilet blocks.
4. Every Saturday & Sunday sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal , cleaning of furniture window glass & door panels from inside & outside and fans of all rooms in the presence of students.
5. Washing of all dustbins from the corridor with disinfectant and cleaning material.
6. Cleaning of gymkhana equipments & mirror.
7. Removal of cobweb from all wings at all heights in the corridor, staircase, varandas, foyer, T.V. room, lounge, offices, computer rooms, gymkhana room, T T room & open space etc.
8. Cleaning of elevators partitions from inside & outside by applying D-7 material.
9. Shifting of mattress , furniture ( mattress, table, cotes, cupboard etc.) & collected unwanted materials inside the hostel or any where in the campus as per instruction of warden & hall manager.

## **MONTHLY CLEANING**

1. All flooring to be scrubbed, washed & cleaned with required tools, equipments & machines & sanitary material as per dilution factors given on branded items & for Non branded items PHO will be advice the dilution and use.
2. Cleaning of storm water drains by flashing with water and removing the waste material from it & dispose it as per direction of PHO representative.
3. Sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing) & cobweb removal of vacant rooms as per instruction from the hall manager.
4. Removal of cobweb from all wings at all heights from outside the hostel building.
5. Cleaning & wiping of tube lights, fans & exhaust fans.
6. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
7. Cleaning of all glass panels with glass cleaner from inside & outside.

8. Terrace, parking, concrete walk ways & roads area to be cleaned with bleaching powder during rainy season.
9. Bldg. terraces, balcony's and roofs cleaning.

## **DINING HALL AND MESS**

### **DAILY CLEANING**

1. Sweeping, washing and moping of floor & dado with floor cleaner & disinfectant (as per dilution prescribed on packing) of cooking area four time a day ( after every service).
2. Cleaning of utensil washing area twice a day.
3. Collection & segregation of waste food, wet garbage, dry garbage & vegetable cutting from canteen & mess & dinning area after every food service (4 times) & storage of it as per direction of PHO representative in the hostels.
4. Sweeping and moping of floor with floor cleaner & disinfectant (as per dilution given on pack) of dining hall before and after every service.
5. Sweeping and moping of floor with floor cleaner & disinfectant of store area once a day.
6. Cleaning of washbasin and its surrounding area before and after every service.
7. Cleaning of water cooler and its surrounding area after every service.

### **WEEKLY CLEANING**

1. Washing of floor and dadoes in mess, canteen and dining hall with floor cleaner and disinfectant as per dilution given on material packing.
2. Cobweb removal from store, mess and dining hall inside from all heights.

### **MONTHLY CLEANING**

1. Dining hall & cooking area floor and dado scrubbing, washing and moping by liquid floor cleaner .
2. Cleaning ceiling fans & exhaust fans with wet & dry dustures and required cleaning material.

## **SAC, Indoor stadium & Swimming Pool area**

### **DAILY CLEANING**

1. Cleaning of entrance, front road , cycle stand & parking area, removal of paper, plastics, from the surrounding of SAC, Indoor stadium & swimming pool & removal of mud, silt, all type of waste material and unwanted material from above location & dispose at given location before 9 = 00 a.m. every day.
2. Sweeping and moping of floors (as per dilution prescribed on packing) from all offices, rooms, conference room, cabins, corridors, lobby, common areas, staircases & area around the swimming pool.
3. Three time cleaning of all toilet blocks floor, urinals, washbasin and W. C. pans with floor cleaner & disinfectant (dilution of material as prescribed on packing)) as per time schedule given by PHO representative.
4. Collection & segregation of waste material from all dustbins in veranda/ corridor twice a day and storage at given location as per direction of PHO representative.
5. Cleaning of all notice board tables, chairs and benches from all offices, rooms, conference room, cabins .
6. To stop the entry of stray animals in the SAC, Indoor stadium & swimming pool premises & cleaning of dirt made by them on floor with disinfectant.
7. Removal and cleaning of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
8. Cleaning of water cooler & its surrounding area twice a day.
9. Cleaning of all staircase & veranda railings with wet & dry floor duster.
10. Cleaning of entrance glass doors.

### **WEEKLY CLEANING**

1. Hard cleaning of all toilet blocks floors, W.C. Pans, urinals , dado, glasses, door & window panels, mirrors, plumbing fixtures & washbasins with toilet cleaner (As per dilution prescribed on material packing) & removal of cobweb from all toilet blocks.
2. Unwanted materials & solid waste from building surrounding and disposal at given location.
3. Floor washing with floor cleaner & high pressure cleaner around swimming pool area.
4. Checking & putting naphthalene balls & sanicube in all urinals & washbasins. Also arrangement of hand wash in all toilet blocks.
5. Cleaning of all dustbins from inside & outside with liquid detergent.

6. Cobweb removal work from all heights of all offices, rooms, conference room, cabins, corridor, lobby, staircase & common areas of around the swimming pool buildings.

## **MONTHLY CLEANING**

1. All offices, rooms, conference room, cabins, corridor, lobby, staircase, corridors, common areas offices, to be scrubbed and cleaned with required tools, equipment & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items PHO will be advice the dilution and use.
2. Cleaning of all door & window glasses, glass partitions & corridor glasses at all heights from inside and outside with glass cleaner (as per dilution prescribed on material packing) & glass cleaning kits.
3. Cleaning of silt and wild growth removal from storm water drains , surrounding area and building plinth protection .
4. Shifting & disposal of unwanted material & empty bottles after the permission & written letter from the department HOD to given location by PHO representative.
5. Cobweb removal at all heights from outside the building.
6. Terrace, parking, concrete walk ways & roads area to be cleaned with bleaching powder during rainy season.
8. Cleaning & wiping of tube lights, fans & exhaust fans.
9. Bldg. terraces, balconys and roofs cleaning.