

Scope Of Work of Group- D

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 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 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 durt made by them on floor with disinfectant.
12. Collection & segregation of wet & dry garbage from corridors and offices 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 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 naphthalene balls & 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 of common areas.
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.

GULMOHAR (CAFATERIA) BUILDING

DAILY CLEANING

1. Cleaning of entrance, front road & building surrounding and removal of mud silt, all types of waste material from these locations and disposal of collected material as per direction of PHO representative.
2. Sweeping & moping of floor with floor cleaner and disinfectant of all offices, corridors, common areas & staircase etc.
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 dry & wet garbage from offices, corridors & common area dustbins and storage of it at given location.
5. Cleaning of staircase & corridor hand railing with wet & dry glass duster.
6. Cleaning of Notice Boards.
7. Removal of chock up from toilet, washbasin and cooler up to the main chamber.
8. Cleaning of toilet blocks floor, urinals, washbasins, W. C. pan at 3rd floor area with floor cleaner & disinfectant as per direction of PHO for various functions.
9. Cleaning of 3rd floor dining hall floor, cobweb removal and terrace cleaning of Gulmohar building as per direction of PHO for various functions.
10. Cleaning of elevator inside, partitions & front partition with glass duster & floor with spiral floor cleaner.

WEEKLY CLEANING

1. Cleaning of surrounding & building side water drains & disposal of collected material as per direction of PHO representative.
2. Hard Cleaning of all Toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and washbasins, piping, hand rails and cobweb removal with required tools, equipments, machines and sanitary materials.
3. Unwanted materials collection from building surrounding & disposal at given location as per direction of PHO representative.
4. Removal of old sanicubes & naphthalene balls. checking & putting new naphthalene balls & putting sanicube in each urinals & washbasins.

5. Cleaning of elevator from inside & outside with D-7 material.
6. Cleaning of all dustbins from inside & outside with liquid cleaner & disinfectant.
7. Floor cleaning, cobweb removal, glass cleaning, Toilet block cleaning of Gulmohar 3rd floor as per booking and functions of Institute.
8. Cobweb removal work from toilet blocks, corridor & staircase.

MONTHLY CLEANING

1. Floor scrubbing work of corridors, common areas, staircase, banquet hall and offices with required tools, equipment, machines & floor cleaner.
2. Cobweb removal work from outside of offices, banquet hall and common areas of all building.
3. Cleaning of door, window, partition glasses from inside and outside with glass cleaner & glass cleaning kits.
4. Collection & disposal of unwanted material, empty bottles & broken furniture's from surrounding of building.
5. Cleaning & wiping of tube lights, fans & exhaust fans at 3rd floor & offices.
6. Glass cleaning, steel structure & trusses dusting from inside and outside the building at all heights with tools, equipments and proper safety arrangement.
7. Terrace, parking, concrete walk ways & roads area to be cleaned with bleaching powder during rainy season.
8. Bldg. terraces, balconys and roofs cleaning.
9. Cleaning & silt and wild growth removal from building plinth protection and storm water drains.

GUEST HOUSE

(VAN VIHAR & JAL VIHAR)

Daily Cleaning

1. Cleaning of entrance, cycle stand & parking area. collection of paper, plastics from the surrounding of building & 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 and in the afternoon during function conference.
2. Three time sweeping & moping of floor with floor cleaner & disinfectant of lobby, office, porche, ramp, atrium, terrace lobby, common area & staircases. Also during conference or any other function as per requirement till the end of function.
3. Cleaning of furnitures & removal of cobweb from above mentioned area.
4. 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.
5. Collection & segregation of dry & wet garbage and storage as per instruction of PHO representative at given location. Morning & Afternoon and when function over on that day.
6. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.
7. Dusting of notice board, tables, chairs and benches from offices & classrooms.
8. Cleaning and removal of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
9. 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 washbasins, piping, hand rails and cobweb removal from inside and outside with required tools, equipments, machines and sanitary materials.

2. Collection of unwanted materials & solid waste from building surrounding and disposal at given location.
3. Floor sweeping & moping with disinfectant (As per dilution proscribed on material packing) of conference rooms as per functions dates & time.
4. Checking & putting naphthalene balls & sanicube in all urinals & washbasins. Also arrangement of Hand wash in all toilet blocks.
5. Cleaning of elevator from inside with D-7 (as per dilution prescribed on material packing).
6. Cleaning of all dustbins from inside & outside with liquid detergent.
7. Chairs and carpet cleaning of all conference room with vacuum cleaner as per functions date & time.

MONTHLY CLEANING

- 1 Lobby, office, porch, ramp, atrium, adjacent outside area & ground floor to be scrubbed & cleaned with required tools equipment & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items & for non branded items PHO will be advice the dilution and use.
2. Fountain cleaning with floor cleaner along with surrounding area
3. Iron frames cleaning .
4. Shifting & disposal of unwanted material & empty bottles after the permission & written letter from Guest House In- charge to given location by PHO representative.
5. Cobweb removal from outside the building.
6. Floor cleaning & cobweb removed work at all ducts.
7. Terrace cleaning with bleaching powder during rainy season only.
8. Bldg. terraces, balcony's and roofs cleaning.
9. Cleaning & wiping of tube lights, fans & exhaust fans.

Hospital (Old and New Bldg.)

DAILY CLEANING WORK

1. Sweeping of front road entrance, cycle stand & Parking area, removal of paper, plastics, from the area around the hospital & 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 all rooms, doctor room, operation theater, laboratories room, 'X' Ray room, general wards , special wards, isolation wards, PMC wards, nurses room labour rooms, offices 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 urinals, washbasins and W.C. pans with floor cleaner & disinfectant (20 ml cleaner in the 15 liter water) as per time schedule given by PHO.
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 Doctors room, staff room, computer room, office with wet cloth.
9. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.

10. Continuous dry moping in all corridor, computer room.
11. Stop the entry of stray animals in hospital premises and cleaning of dirt made by them on floor with disinfectant.
12. Shifting of mattress , furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials inside the hospital or any where in the campus as per instruction of hospital representative.
13. Collection & segregation of wet & dry garbage from corridors, offices,pantry of hospital twice a day & storage of wet & dry garbage as per direction of PHO.
14. Cleaning of elevator from inside & front partitions.
15. Cleaning of entrance glass doors.

DAILY CLEANING WORK OF HOSPITAL OLD BLDG.

1. Sweeping of front road entrance, cycle stand & Parking area, removal of paper, plastics, from the area around the hospital & 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. 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.

WEEKLY CLEANING WORK OF OLD & NEW HOSPITAL BLDG.

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 & machine.
2. Unwanted material and solid waste collection from hospital building surrounding up to the fence and disposal at given location .
3. Removal of old sanicubes & naphthalene ball from urinals & wash basins. checking & putting naphthalene balls & sanicubes in each urinal & washbasin .
4. Every saturday & sunday sweeping & moping of floor with disinfectant (As per dilution proscribed on material packing), cobweb removal , cleaning of window glass panels & door panels from inside & outside of all rooms in the presence of hospital representative.
5. Washing of all dustbins from the corridor with disinfectant and cleaning material.
6. Removal of cobweb from inside the bldg. all floors, wings at all heights in the corridor, staircase, verandas, waiting room, offices, computer rooms, open space etc.
7. Cleaning of elevators partitions from inside & outside by applying D-7 material.

MONTHLY CLEANING WORK OF OLD & NEW HOSPITAL BLDG.

1. Floors scrubbing/washing with required tools,equipments, machines & liquid floor cleaner 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 hospital representative.
4. Removal of cobweb from all floor at all heights from outside the hospital 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 cleaning agent from inside & outside.
8. Terrace cleaning with bleaching powder.

FOR PANTRY

DAILY CLEANING

1. Sweeping, washing and moping of floor & dado with floor cleaner & disinfectant (as per dilution prescribed on packing) of cooking area four times a day after every service is over.
2. Cleaning of hand & utensil washing area twice a day.
3. Collection & segregation of waste food, wet garbage, dry garbage & vegetable cutting from pantry after every food service (4 times) & storage of it as per direction of PHO representative in the Hostel.
4. Sweeping and moping of floor with floor cleaner & disinfectant of store area once a day.

WEEKLY CLEANING

1. Washing of floor and dados in pantry, with floor cleaner and disinfectant as per dilution given on material packing.
2. Cobweb removal from store pantry inside and outside from all heights.

MONTHLY CLEANING

1. Cooking area floor and dado scrubbing/washing and moping with required tools, equipment, machines & liquid floor cleaner.
2. Cleaning & wiping of tube lights, fans & exhaust fans.

House to House Garbage Collection and area Cleaning work

DAILY CLEANING

1. Collection of paper, plastic and unwanted material from building surrounding and along the roads and storm water drains and disposal of collected solid waste as per direction of PHO.
2. Collection of segregated waste from house to house in two separate containers and store separately in two closed containers properly at given location.
3. If mixed waste handover from residential area then segregation of mixed solid waste into the wet waste & dry waste. Also further segregation of dry waste into the dry recyclable and dry non recyclable & keep both segregated dry waste in close containers as per instructions of PHO.
4. Collection of paper, plastics and unwanted materials from lake phase area, roads and remaining odd area of campus and disposal of collected waste as per instructions of PHO.
5. Daily sweeping & moping of floor at community hall, computer hub Bldgs., NCC & Garage.
6. Daily three times cleaning of toilet blocks.
7. Daily paper, plastics and unwanted material collection & disposal from Gulmohar lawn.
8. Daily sweeping of staff canteen outside area and collection of paper, plastics and unwanted material from surrounding area.
9. Twice a day wet & dry garbage collection from staff canteen, community hall, garage & NCC and store as per instructions of PHO.
10. Daily sweeping of open paved area & entrance roads of community hall, Garage and NCC building

WEEKLY CLEANING

1. Collection of paper, plastics & unwanted from all internal roads, cleaning of SWD along the road and sweeping of all roads and building entrances. Storage of collected dry leaves at given location.
2. Weekly hard cleaning of toilet block of community halls, Garage & NCC.

MONTHLY CLEANING

1. Every month building terrace cleaning work & collection of unwanted material from terrace & disposal of it as per instructions of PHO.

2. Every month cobweb removal work of community halls, garage and NCC building from inside and outside the buildings.
3. Every month glass cleaning from community halls, Garage and NCC building.
4. Every month cleaning of plinth protection and SWD of community halls, Garage and NCC building.

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