

## **Standard Operating Procedure for Housekeeping**

The basic SOPs of housekeeping before COVID-19 was followed as written below.

### **Attendance & Handing/Taking Over**

1. Morning team arrives at 09:00 AM and leaves at 05:00 PM.
2. Evening team arrives at 01:00 PM and leaves at 9:00 PM.

### **Area of Responsibility**

1. All team members are divided/given a certain area for which they are responsible for housekeeping.
2. They are responsible for cleaning of concerned washrooms, halls, offices, classes and stairs.
3. Inside parking, separate housekeepers are nominated.
4. Outside buildings area housekeepers clean the area as well as collect and submit the waste at waste point.
5. Concerned housekeeper will be responsible to collect the waste of his/her area and properly pack it in the shopper while submitting to waste point.
6. He / She is responsible to clean the windows as well as the doors and walls of the area.

### **Waste Management**

1. Waste will be collected and submitted at waste point.
2. Waste should be packed in shoppers.
3. Paper waste and general waste managed separately.

### **Check List Management**

1. Housekeeping check lists will display in the washrooms on daily basis.
2. Area Supervisors will take the round and mark the check lists.
3. Check lists will be submitted to the concerned Officer at the end of the day.

Following is the Policy being adopted additionally for COVID-19 prevention measures.

**Recommended** preventive building cleaning measures are mentioned here for what we do on a daily basis to combat the spread the virus. However, in response to increased concern, we are applying advance resources and supplies, for additional preventive cleaning.

- We have practiced disinfectant spray in all over the campus.
- Following the practice to wear mask.
- Providing hand sanitizer in all over the campus.

**Above mentioned practices are performed via following material.**

**Disinfectant Sprays Used:**

1. Sanidol
2. Dettol Disinfectant
3. Hand Sanitizer

**Purpose:** To set forth the plan for cleaning buildings to prevent the spread of virus.

**Objective:** Prevent the spread of virus to staff/faculty, participants and other members (visitors) through frequent, effective and safe cleaning and disinfecting procedures in all buildings and open areas.

**Scope:** Applies to all departments, offices, classrooms and buildings.

**Procedures:** There are four modes of cleaning which apply to various circumstances:

1. Routine cleaning is performed on regular scheduled basis by designated staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all building including offices, labs, corridors, classes, open areas and stairs. Scheduled sweeping/moping of all floors, emptying trash and other building be cleaned with disinfectant spray that is useful against COVID-19.
  - a. Main Building (Halls, Corridors, stairs, offices, classes and washrooms)
  - b. Admission Office
  - c. Power house
  - d. Library building (Halls, Corridors, stairs, offices, classes and washrooms)

- e. A, B, C Blocks, building (Halls, Corridors, stairs, offices, classes and washrooms)
- f. Admin building (Halls, Corridors, stairs, offices and washrooms)
- g. Masjid (including washrooms)
- h. North and South gates.
- i. Open inside area (Roads, Pathways, railings)
- j. Benches, windows, doors and door handles
- k. Lifts

**Second Round of disinfectant spray from 11:00 AM onwards Include following areas.**

- a. Open areas
  - b. Grounds
  - c. Inside parking
  - d. Offices
2. Staff/Faculty area cleaning is performed by all office boys at their designated workspace, which may include desk, telephone, keyboard, chair or any other items used by staff during performing their duties.
  3. Emergency cleaning is performed by special designated team on an emergency basis, in response to a particular, identified incidence of virus
  4. All Classrooms/Labs on campus are cleaned and disinfected on regular basis.

**Routine high touch cleaning:**

- Water dispensers
- Classroom tables
- Toilets, sinks and faucets
- Drinking Cooler

**Supplemental cleaning:**

- Door handles and knobs (including exterior doors), Elevator buttons, Hand rails
- Light switches
- Copier, printer and fax control buttons, Front desk and lobby surfaces

**Staff/Faculty area cleaning:**

- Desks
- Computer keyboards and mouse
- Phones
- Chair arms
- Remote controls
- Cabinet and file drawer handles
- Microwave, refrigerator, appliances

**Classroom area cleaning:**

- Chairs
- Tables
- Floor
- White boards
- Rostrum

**Note: Hand Sanitizers are provided in all buildings a different levels and offices.**

**Summary:**

The purpose for these processes is to protect the health of staff/faculty, students and the vendors/visitors. Implementation of mentioned four modes of cleaning procedures must be done with safety. Clear, timely communication of facts and cooperation of all parties will result in the best outcomes for the students, staff/faculty and vendors/visitors.