



Ref: SITE/AO/P&D/9/2020-21/1

Date: 06-09-2021

Orders of the principal dt.06.09.2021

CIRCULAR

Sub: Housekeeping services in all buildings at SITE-Reg.

Ref: Letter dt. 06.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

The Management of SITE has pleasure to inform that housekeeping services in all academic buildings at SITE. The process of housekeeping services is initiated to offer timely and quality outcome with a team of dedicated and committed professionals.

SCOPE OF SERVICES:

A. Sweep Clean

- a) Sweep clean all floor areas including Damp Mopping of Tiles, Vitrified floors, staircases, elevators floor, sidewalls and entrance areas.
- b) Floors shall be free of dirt, mud, sand, footprints, liquid spills, and other debris.
- c) Chairs, trash receptacles, and easily movable items shall be moved to clean underneath.
- d) During inclement weather, the frequency may be higher than once per day.
- e) After sweeping all vitrified floors, areas would be machine scrubbed and cleaned.

B. Vacuuming

- a) Vacuum cleaner would be used to ensure adequate cleaning of carpets in operations support building. When completed, the area shall be free of all litter, lint, loose soil and debris.
- b) Any chairs, trash receptacles, and easily moveable items, shall be moved to vacuum underneath, and then replaced in the original position.

C. Washroom Cleaning

- a) Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non-abrasive cleaners and disinfectants.
- b) All surfaces shall be free of grime, soap mud and smudges.
- c) Cleaning of mirrors, glass doors, glass windows, etc.
- d) Replacement of paper towels, toilet paper, and soap dispenser in all bathrooms shall be performed.

D. Trash Removal

- a) Emptying all wastepaper baskets, ashtrays (if applicable) from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.
- b) All waste from wastepaper baskets will be collected and deposited in the building's waste containers.

c) Dry & wet garbage would be segregated and dumped into designated area within the premises.

E. Glass Surface Cleaning

a) All glass at entrance doors of the premises would be cleaned using damp and dry method.

b) Glass tabletops, cabin doors, cabin partitions and glass accessories would also be cleaned.

c) Removal of grease marks or fingerprints glass counters and partitions. This cleaning is done using approved all-purpose cleaner and lint free cloth or paper towels.

F. Damp & Dry Cleaning

a) Wipe clean all White boards of meeting rooms, Conference rooms, workstations, cabins etc.

b) Wipe clean all table tops of workstations, cubicles, office cabins and other furniture and fixtures.

G. Deep Cleaning

a) Stairways Terraces, generator rooms, AHU Rooms, Shop Floor, Workstation etc.

b) Ceilings, Walls, Partitions, etc.

c) Toilets and Washrooms.

H. Window Glass Cleaning

a) Interior cleaning of the glasses till height of 3 Meters

b) Dusting window- sills and blinds.

I. Sanitizing

a) Office area, paper bins would be cleaned and sanitized

b) All washroom dustbins would be thoroughly cleaned and sanitized.

c) All telephone instruments would be sanitized using disinfectants.

d) Waste Bins from Pantry and cafeteria areas would also be thoroughly cleaned and sanitized with disinfectants.

Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.

All are requested to contact through following details to raise the service tickets within the scope of services cited.

Name: Mr.RVenkateswaraBabu,AO

Email: rvbabu@sasi.ac.in

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: PA to Principal

Mail & Hard copy to: Director

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/EET/EEE/AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Library/IQAC/AQ/

Mail to: All faculty members



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