



Dev Sanskriti Vishwavidyalaya

General Housekeeping Policy and Rules

Applicable to:

Shriram Bhawan, Patel Bhawan, Chaitanya Bhawan, Hostel Arivind Bhawan, Panini Bhawan, Girls Hostel-Nivedita Bhawan (Two Blocks), Sanghmitra Bhawan, Markandey Bhawan, Auditorium (Mritunjya Hall), Prayer Hall, Baltic Centre, Vishwakarma Bhawan, Dispensary, Chancellor Office, Guest House, Library, Anandmayee Bhojnalay, Yagvalkay Yagya Research Centre, Patanjali Bhawan, Residential Area (Kanva Bhawan, Augustya Bhawan, Shaunak Bhawan, Sandipani Bhawan, Mahamaya Bhawan), Matrabhumi Mandapam, Sriram Smriti Upvan, and Entire Campus Premises of Dev Sanskriti Vishwavidyalaya.

1. Purpose

To define standardized procedures for maintaining cleanliness and hygiene across the university campus and associated facilities.

2. Scope

This policy applies to the maintenance of:

- All university buildings (residential and academic)
- Classrooms, laboratories, and halls
- Toilets and wash areas
- Outdoor premises, gardens, and landscaped areas
- Display and direction boards
- Waste management
- General sanitation across campus

3. Responsibility

Housekeeping In-Charge (Estate Office)

- Oversees the execution of daily housekeeping tasks.
- Coordinates with cleaning staff and maintenance teams.
- Reports infrastructure issues to the Facilities Manager.

4. Procedure

4.1 Daily Cleaning

- All corridors, offices, laboratories, and halls shall be cleaned thoroughly each day before academic activities begin.
- Toilets and wash areas must be cleaned multiple times daily and monitored for hygiene.

4.2 Garden and Campus Premises

- Lawns, gardens, and landscaped areas are to be maintained regularly.
- Shrubs and plants should be trimmed and watered appropriately.

4.3 Display Boards and Signage

- Name boards, direction boards, and notice displays must be cleaned weekly to ensure visibility and readability.

4.4 Waste Management

- Sufficient number of dustbins and waste paper baskets shall be placed in all key areas.
- Waste must be segregated and collected systematically.
- Scattered litter is to be reported and removed immediately by housekeeping staff.

4.5 Student and Staff Awareness

- All staff and students are encouraged to maintain cleanliness and avoid littering.
- Regular campaigns or awareness programs can be held to reinforce cleanliness values.

4.6 Reporting and Maintenance

- Any damage or defect in infrastructure (walls, furniture, restrooms, etc.) must be reported to the concerned maintenance authority by the Housekeeping In-Charge.
- Timely repairs and replacements shall be ensured.

4.7 Record Keeping

- Records of cleaning schedules, staff attendance, and maintenance activities should be maintained and stored in designated locations with clear labels.

5. Weekly Cleaning Schedule

The following tasks are to be carried out **every week** under the supervision of the Housekeeping In-Charge:

5.1 Classrooms and Academic Blocks

- Deep cleaning of floors, windows, fans, and lights.
- Cleaning of desks, benches, and whiteboards thoroughly.

5.2 Residential Hostels (Arvind Bhawan, Panini Bhawan , Nivedita Bhawan, Sanghmitra etc.)

- Deep cleaning of corridors, staircases, and common rooms.
- Washing and disinfecting of bathroom walls and floors.
- Checking and cleaning ceiling fans and windowpanes.

5.3 Administrative & Common Areas (Offices, Library, Guest House, Chancellor Office) Per day cleaning .

- Cleaning of floor, air vents and electrical switchboards.
- Organizing storage or document areas for neatness.

5.4 Prayer Hall, Auditorium, Yagya Halls

- Cleaning of carpets or mats (if any) and stage equipment.
- Dusting of musical instruments, microphones, and equipment.

5.5 Kitchen & Dining Areas (Anandmayee Bhojnalay)

- Full sanitation of kitchen floors, walls, and food storage areas.
- Deep cleaning of sinks, drains, and garbage bins.

5.6 Gardens and Outdoor Premises

- Sweeping and cleaning of garden paths and benches.
- Pruning of plants, watering schedules review, and waste removal.
- Cleaning of campus signage and name/direction boards.

5.7 Waste Disposal Areas

- Disinfection of waste bins and garbage collection zones.
- Inspection to ensure waste segregation is being followed.

5.8 Infrastructure Inspection

- Weekly walkthrough to identify repair needs (e.g., broken tiles, water leakage, lighting issues).
- Submit weekly maintenance report to Facilities Manager.

6. Monitoring and Compliance

- Regular inspections shall be conducted by the Housekeeping In-Charge and Facilities Manager to ensure compliance with this policy.