



Dharmsinh Desai University

Circular

DDU/circular/maintenance

5/May/2023

References:

- 1) Dharmsinh Desai University act 2005
- 2) Dharmsinh Desai University regulations and its amendments
- 3) Dharmsinh Desai University Maintenance policy 2018
- 4) Dharmsinh Desai University purchase policy and its amendments 2022.

Sub: Guidelines for the regular cleaning of class rooms' laboratories and rest rooms.

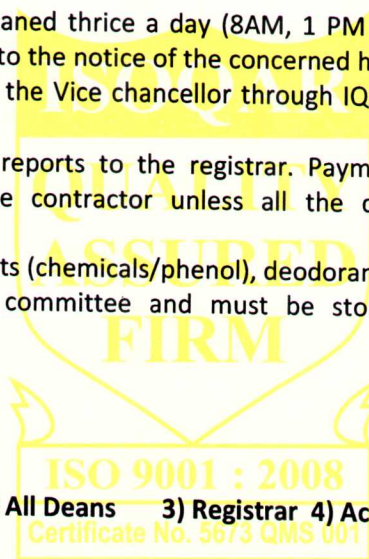
Dharmsinh Desai University is known for its discipline and dedication. University is committed to provide clean and conducive environment for teaching and learning. The following guidelines are issued to maintain class rooms, laboratories and rest rooms.

Guidelines for regular cleaning of Class rooms, laboratories and rest rooms

- 1) All heads of the departments are given the responsibility of appointing an individual from hir/her department to oversee the regular cleaning of class rooms and allotted rest rooms.
- 2) The person appointed must maintain a log book of class room cleaning. Every day the supervisor of the cleaning staff has to report to the appointed person and make an entry into the log book after cleaning of laboratories and class rooms and allotted rest rooms.
- 3) Head of the department has to send a compliance report to dean of respective faculty on every second and fourth Saturday of the month.
- 4) Dean of respective faculty will coordinate with heads of departments to allocate supervision responsibility of restrooms in their respective building for the purpose of supervision within 2 working days after receiving this circular. Lady faculty supervisors are to be allotted for girls rest rooms.
- 5) Wash rooms must be cleaned thrice a day (8AM, 1 PM and 5 PM)any discrepancy in this regard has to be brought to the notice of the concerned head of the department, dean of the concerned faculty and to the Vice chancellor through IQAC coordinator within 48 Hr of the discrepancy.
- 6) Maintenance contractor reports to the registrar. Payment shall not be released for the services provided by the contractor unless all the deans express satisfaction of the cleanliness.
- 7) Purchase of cleaning agents (chemicals/phenol), deodorants etc are to be done by the central administrative purchase committee and must be stored in designated place of each washroom.


Registrar

To: 1) All HODs 2) All Deans 3) Registrar 4) Accounts officer 5) Admin Officer



Dharmsinh Desai University