

Campus Cleanliness

Ramjas College is very particular about maintaining cleanliness in the campus, and hence regular cleaning activities are done by the cleaning staff. Some places in the college are cleaned daily, while others on weekly basis. A list of this is mentioned below. A record of all the cleaning activities is maintained in the following format, which has to be duly signed by the cleaning staff. An example is given below

S. No.	Place and Task	Name of the cleaning staff	Date	
			Sept 21	Sept 22
1	Classroom, Dust mop tile floors	Mr. ABC	Sign of Mr. ABC	Sign of Mr. ABC

Following is the list of places and their frequency of cleanliness, depending upon their priority.

1. Classroom cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

2. Laboratory Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash/ waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine/ equipments	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Cleaning of students lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

3. Corridors, Elevator and Staircase Cleaning

Priority	Task	Frequency
1	Clean and disinfect drinking fountain(s)	Daily
2	Empty trash receptacle	Daily
3	Spot mop floor	Daily
4	Grills	Daily
5	Spot clean doors, windows and walls	Weekly
6	Clean all horizontal surfaces, windows and door walls	Weekly
7	Clean mats and grids under mats (if any)	Quarterly
8	Vacuum all supply and return air vents	Quarterly
9	Dust ceiling area and light fixtures	Quarterly
10	Clean Staircase	Daily

4. Office Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly
7	Wash trash receptacle	Yearly

5. Restroom/ Staffroom Cleaning

Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

6. Entrance and Lobby Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Dust mop floors and mats	Daily
3	Dust all horizontal surfaces	Daily
4	Spot mop floors (wet)	Daily
5	Disinfect door handles (inside and out)	Daily

6	Dust mop and wet mop entire area	Weekly
7	Clean floor grills	Monthly
8	Dust ceiling area and light fixtures	Monthly
9	Wash trash receptacle	Yearly

7. Garden/ Lawn cleaning

Priority	Task	Frequency
1	Sweep all surfaces including foot path	Daily
2	Collection of struck off leaves, stems etc.	Daily
3	Empty trash receptacle	Daily
4	Cutting of grass, shrubs, herbs etc.	Weekly
5	Dumping of plant waste	Weekly

