



**ST. THOMAS COLLEGE (AUTONOMOUS)**  
THRISSUR, KERALA - 680 001



NAAC 4<sup>th</sup> Cycle Accreditation

College with Potential for Excellence  
NIRF Ranking 2021: 64

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# **SOP FOR CAMPUS MAINTENANCE**

## **&**

# **CLEANLINESS**



**Objective:**

To provide a healthy campus atmosphere ensuring cleanliness and hygiene.

**Responsibilities:**

The Bursar

Administrative Officer

Housekeeping Staff

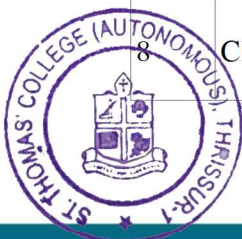
**1. Class Room Cleaning and Maintenance**

**Objective:** To elaborate the procedure for Maintaining the class room.

**Procedure:**

- The attender of respective department and cleaning staff will fulfill the requirements of classroom maintenance on regular basis.
- The cleanliness is overseen by administrative officer of St. Thomas College (Autonomous), Thrissur and the Purchase and Maintenance committee.
- The issues related to class room maintenance has to be reported to the Administrator through HOD.
- The Bursar has to confirm appropriate corrective measures are taken.

Sl.	Activities	Responsibility
1	Allotment of department wise classrooms	Bursar
2	Allotment of individual classrooms for respective Class students	Bursar
3	Projector screens in classrooms, ICT board with stylus	HOD/System Admin
4	Arrangement/Repair of student's desks and teacher's desks/tables.	Bursar/Administrative officer
5	Repair of existing electrical outlets- Light bulb replacement	Bursar/Administrative officer
6	Routine services or maintenance	Bursar/Administrative officer
7	Keeping the classroom clean and tidy	Students, Teaching Staff members and Housekeeping Staffs
8	Classroom security with lock system.	Non- Teaching staff members.



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### Schedule of Cleaning and Maintenance:

Priority	Task	Frequency
1	Mopping off the dust from the floors	Daily
2	Decontaminating glass or metal surfaces	Daily
3	Emptying trash receptacle	Daily
4	Ordering and arranging of furniture	Daily
5	Cleaning writing board and chalk tray	Daily
6	Spot mopping on floors	Daily
7	Monitor/ overhead projector dusting	Daily
8	Checking of electric services	Daily
9	Damp mopping of classroom floors	Weekly
10	Disinfecting student desks and all other horizontal surfaces,	Weekly
11	Washing of trash containers	Monthly
12	Dust luminaires, and clocks	Monthly

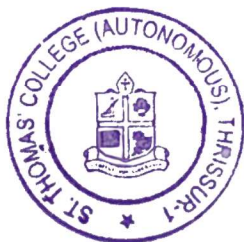
### 2. Laboratory Cleaning and Maintenance:

#### Objective:

The procedure is to establish a controlled method for Inspection/ calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

#### Procedure:

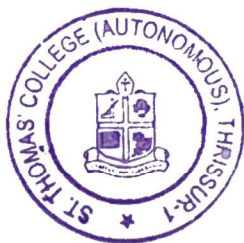
- Laboratory attenders are responsible for regular maintenance of laboratories.
- The maintenance of high-priced equipment and machineries in the laboratories are performed by well-trained technical staffs.
- Power backup system (UPS) and power generators are installed to protect the laboratory devices from the issues related to the brownouts and blackouts of electricity.



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Sl.	Activities	Responsibility
1	Maintain teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Assistant
2	Maintain the Analytical equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Assistant
3	Teaching equipment having Annual Maintenance Contract (AMC) should be revised and renewed yearly.	Lab Assistant
4	The "Equipment Calibration/Maintenance log" has to be filled and signed and kept in file in HoD office and a copy in the lab coordinator's office.	Lab Coordinator & HOD
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab.	Lab Coordinator
6	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model	Lab Instructor
7	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Lab Instructor
8	Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Coordinator
9	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use".	Lab Assistant
10	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab Assistant
11	Housekeeping register has to be maintained for laboratories.	Lab Coordinator



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**Schedule of Cleaning and Maintenance:**

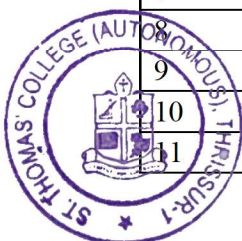
Priority	Task	Frequency
1	Dust mopping on floors	Daily
2	Wet mopping on floors	Daily
	Emptying of trash/ waste pot	Daily
4	Straightening and cleaning of furniture	Daily
5	Sterilizing and sanitizing of equipment and fixtures	Daily
6	Cleaning of working surfaces	Daily
7	Dusting of machine/ equipment	Daily
8	Spot cleaning of walls, doors, windows and jams	Weekly
9	Cleansing of trash bins and sanitary boxes	Weekly
10	Cleaning of students' cabins	Monthly
11	Ceiling and light fixtures dusting	Monthly

**3. Office Cleaning:**

Priority	Task	Frequency
1	Empty refuse receptacle	Daily
2	Dust mop files, cabinets and cabins	Daily
3	Dust and wet mop entire floor	Monthly
4	Swill out window sills	Monthly
5	Wet mop floors with tile	Monthly
6	Buff light fixtures and brush ceiling area	Monthly

**4. Restroom/ Staffroom Cleaning:**

Priority	Task	Frequency
1	Cleansing of all sinks	Daily
2	Decontaminating of all fixtures, toilets and urinals	Daily
3	Disinfecting of doors and partition holders	Daily
4	Emptying of dust bins and sanitary repositories	Daily
5	Replacing of garbage bags and filling of dispensers	Daily
6	Horizontal surfaces' cleaning	Daily
7	Sweeping and disinfecting on floors	Daily
	Buffing mirrors	Daily
9	Cleaning of Grills, ceiling and light fixtures	Weekly
10	Spot cleaning of walls, doors, windows and jams	Weekly
11	Cleansing of trash bins and sanitary containers	Weekly



*[Signature]*

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## 5. College Campus

- The housekeeping staffs duly appointed by the management have been entrusted with the responsibility of maintaining the campus clean and hygienic.
- The cleaning of corridors, Laboratories, washrooms, rest rooms, pathways etc are performed adhering to the strict schedule assigned by the Bursar.
- The maintenance of cleanliness of the campus will be supervised by the administrative officer.

### 5.1. Entrance and Foyer Cleaning:

Priority	Task	Frequency
1	Emptying trash container	Daily
2	Dust mopping on floors and mats	Daily
3	Cleaning horizontal surfaces	Daily
4	Spot mopping on floors (wet)	Daily
5	Disinfecting door handles	Daily
6	Dust and wet mopping of entire area	Weekly
7	Cleaning floor grills	Monthly
8	Dusting light fixtures and ceiling area	Monthly
9	Washing trash containers	Monthly

### 5.2 Garden/Loan cleaning:

Priority	Task	Frequency
1	Sweeping of every surface of building and yard	Daily
2	Collection of fall off leaves, stems etc.	Daily
3	Emptying trash containers	Daily
4	Watering plants	Daily
5	Cutting of grass, herbs, shrubs, etc.	Weekly



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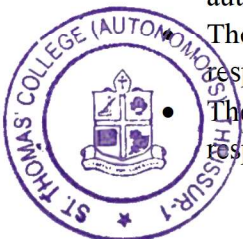
## 6. Hostel :

Hostel cleanliness and maintenance is the responsibility of the hostel inmates

- Group study can be done either in Mess Hall or in Reading Room between 8.30 PM and 10.30 P.M. No group study is allowed in rooms.
- Inmates are expected to have mess from the hostel itself; skipping food can be done only with the approval of the Warden.
- Choice for vegetarian / Non-vegetarian food is given on the semester. Avoiding selected items has to be informed in the office, sufficiently earlier.
- The menu is set for a semester; however, the Warden may suggest changes in the menu to keep the monthly rate within a reasonable level.
- Meals or extras will not be served to the rooms of the members.
- Sick diet can be provided to the members under the advice of Medical Officer, with the permission of the Warden, subject to constraints of the hostel.
- The students proceeding on vacation/holidays may leave behind their personal belongings in the hostels till they return. All such articles must be packed, properly labelled and entrusted to the Office Manager of hostel for safe custody, after obtaining a receipt for the same. These receipts should be surrendered when the articles are claimed. While every effort will be made to see the articles are kept safely the hostels authorities are not responsible for any loss or damage caused. Students are therefore advised not to leave behind any costly items in the hostels when they go away on vacation/holidays.
- It is compulsory that every student should vacate his/her room before proceeding on vacation and surrender the room to the Office Manager. If any room is found locked, the hostel authorities have the RIGHT TO BREAK OPEN THE SAME and the cost of the damage will be charged to the respective students.
- Hostel Furniture shall not be removed from one room to another under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of any damage or loss along with the fine of Rs.1000/-.
- All the rooms, doors and windows should be kept neat and tidy. A fine of Rs.2000 will be levied for disfiguring of doors, glass panels, Furniture and walls of rooms from the resident(s) of the room in addition to the amount needed for repairing and repainting the above.
- A Collective fine of Rs.2000 /-will be collected from the residents of the respective wings/floors for disfiguring Veranda's and Bathrooms in addition to the amount needed for repairing the above.
- The complaints about hostel have to be submitted to the Warden.
- The inmates are obliged to follow strictly the hostel schedule framed by the hostel authorities from time to time.

The preparation of meals and the cleanliness of the kitchen and utensils will be the responsibility of the kitchen staff.

The cleanliness of the individual rooms of the hostel will be done by the inmates of the respective rooms.





- The cleaning of hostel office and verandas will be the responsibility of the housekeeping staffs duly appointed by the hostel management.
- The office assistant will supervise the cleanliness and hygiene of the hostel facilities.

**Schedule of Cleaning and Maintenance:**

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1	Emptying trash container	Daily
2	Dust mopping on floors and mats	Daily
3	Cleaning horizontal surfaces	Daily
4	Spot mopping on floors (wet)	Daily
5	Disinfecting door handles	Daily
6	Dust and wet mopping of entire area	Weekly
7	Cleaning floor grills	Weekly
8	Dusting light fixtures and ceiling area	Weekly
9	Washing trash containers	Weekly



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