

**SHREE MEGHMANI PARIVAR AND SHREE BHAILALBHAI A. PATEL (DETROJWALA)
UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS**

Housekeeping Policy

Purpose:

To ensure that work areas are maintained in a clean manner so as to create a healthy workspace through efficient housekeeping services.

Policy:

It strives to provide a safe and healthy environment for its students, faculty, staff, and visitors. The importance of good housekeeping in reducing workplace injuries and illnesses cannot be overstated. This document's rules indicate appropriate housekeeping practices for the college. All workers are urged to take personal initiative in following the practices provided in this document and to contribute to a safe, clean, and orderly environment on day to day basis.

Practice:

1. Garbage, scrap, debris, and other garbage items must be disposed of appropriately in designated receptacles and collected at frequent and regular intervals.
2. Floors should be kept as clean and dry as is reasonably possible. Liquid spills must be cleaned up right away.
3. Trenches, pits, and sumps must always be covered or blocked.
4. Shelved objects must be organized and positioned in such a way that they do not fall when surrounding goods are being recovered.
5. Products will not be put in front of shelves; personnel will have to climb or reach over objects stored in front of shelves to obtain items.
6. Protruding nails, splinters, loose boards, and unwanted holes and gaps must be avoided on every floor, work area, and corridor.
7. Workspaces will be evaluated for cleanliness and physical appearance issues.
8. Inspections should be conducted on a regular basis to ensure that the required degree of cleanliness and appearance is maintained.
9. Supervisors should keep an eye on these places to ensure proper cleaning.
10. In common storage spaces, shops, or offices, managers of diverse staff should collaborate closely to ensure that adequate housekeeping is maintained.

G. Kalle

