



Rajgad Dnyanpeeth's

# Rajgad Dnyanpeeth Technical Campus polytechnic

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

## Policy for Housekeeping, Maintenance, and Write Off

**Objectives:** - The objectives of Housekeeping, Maintenance and Write –off Committee, are to instruct and guide the members to maintain and provide clean and safe the educational environment for better and effective utilization of resources under the dean- Administration.

### Standard Operating Procedure (SOP):-

**A) Housekeeping:-** Housekeeping includes day to day cleaning activities like sweeping, washing and sanitizing inside the campus.

- Identification and cleaning the area around the building periodically.
- Regularly sweeping and cleaning of the campus building.
- Regularly sweeping an cleaning of the campus building.
- Regular sanitizing the washrooms to maintain cleanliness.
- Schedules and records for housekeeping duties are maintained.

### B) Maintenance:-

- As per the need and the request from staff through the HOD, the committee will process maintenance work
- After the work order is registered, functional head in consolation with the Dean Administration will assign work orders to appropriate committee members.
- As per the requirement of work, if contractor is require for the completion of work, the same shall be forwarded for consideration and further action to Dean Administration and Principal.

- If a Staff or Lab incharge, identifies a facility problem or laboratory maintenance, firstly they have to report to head of the department, and the same should be forwarded to the principal for further action.
- The functional Head assigns and monitors the preventive maintenance work orders. The documentation of completed work and an Analysis of maintenance expenses are done.
- After, every two months, a meeting of all committee members is conducted by Dean, a review is taken and further necessary action for improvement is discussed in the meeting.
- Every year budget is allocated for maintenance and housekeeping.

**C) Write-OFF :-**

- Those instruments which are out of syllabus and beyond repair or have lost functional significance are intimated to committee through the head's of Department.
- All the equipments are checked by committee member's personally, and decision is conveyed for further action, like write - off to higher authority or action like repair from outside agencies.
- Accordingly such equipments are write-off at college level with consent of Dean Administration and Principal.