



Shri Gajanan Shikshan Sanstha's

**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati

"Approved by the D.T.E., M.S. Mumbai"

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HOSTEL CLEANING & MAINTENANCE POLICY



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CONTENTS

S. N.	PARTICULARS
1.	INTRODUCTION
2.	OBJECTIVES
3.	SCOPE
4.	HOSTEL MAINTENANCE STAFF ARRANGEMENT
5.	AREAS COVERED UNDER CLEANING AND MAINTENANCE
6.	CLEANING SCHEDULE
7.	RESPONSIBILITIES <ul style="list-style-type: none">• HOSTEL OFFICE• MAINTENANCE STAFF / HELPERS / SWEEPERS• HOSTEL WARDENS
8.	SAFETY AND HYGIENE STANDARDS
9.	COMPLIANCE
10.	REVIEW AND AMENDMENTS
11.	SECURITY
12.	SUGGESTION BOX
13.	REVISION OF RULES AND REGULATIONS



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Introduction

Shri Sant Gajanan Maharaj College of Engineering (SSGMCE), Shegaon provides hostel facilities comprising 05 Boys' Hostels and 03 Girls' Hostels. To maintain cleanliness, hygiene, and a healthy living environment for students, the Hostel Office has established a structured cleaning and maintenance system supported by dedicated staff and a defined cleaning schedule.

Objectives

- The objectives of this policy are:
- To ensure regular cleanliness and hygiene across all hostel premises
- To maintain water safety and sanitation standards
- To provide a clean, safe, and comfortable residential environment
- To define responsibilities and cleaning schedules clearly

Scope

This policy applies to:

- All boys' and girls' hostels at SSGMCE, Shegaon.
- All common areas, utilities, empty staff quarters and unoccupied spaces within hostel premises.

Hostel Maintenance Staff Arrangement

- Each hostel is provided with maintenance staff (Supervisor, Helpers, and Sweepers)
- Staff have been appointed at every hostel.
- **Working hours:** 08:00 AM to 06:00 PM (Break- 12:00pm-02:00pm)
- Staff are responsible for regular cleaning and upkeep of hostel areas as per assigned duties.

Areas Covered Under Cleaning and Maintenance

The policy covers the following areas:

- Hostel corridors and common areas.
- Staircases and entrances.
- Hostel Terraces / Staff Quarter Terraces.
- Water coolers.



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- Water storage tanks.
- Prayer halls.
- TV halls.
- Warden rooms.
- Unoccupied rooms / Staff Quarters.
- Other common utility areas like hostel premises.

Cleaning Schedule

S. N.	Area	Frequency	Cleaning Activity
1	Hostel Corridors and Common Areas	Daily	Cleaning
2	Staircases and entrances	Daily	Cleaning
3	Hostel Terraces / Staff Quarter Terraces	Monthly	Removal of dust, debris, and waste, Cleaning of drainage outlets, Inspection for water stagnation and safety
4	Water Coolers	Weekly	External cleaning and hygiene check
5	Water Storage Tanks	Yearly-Twice	Complete cleaning and disinfection, Inspection of tank condition and safety, Ensuring safe water storage after cleaning
6	Prayer Halls	Weekly	Sweeping, Mopping, Dust Removal
7	TV Halls	Weekly	Sweeping, Mopping, Furniture Dusting
8	Warden Rooms	Weekly	Cleaning and Dusting
9	Unoccupied rooms / Staff Quarters	Weekly/As per the need	Sweeping, Mopping, Dust Removal, and ensuring rooms are ready for use
10	Other common utility areas like hostel premises and on-time work	Daily	Removal of dust, debris, and waste

Responsibilities

Hostel Office

- Overall planning and monitoring of cleaning activities.



- Preparation of cleaning schedules.
- Ensuring availability of cleaning materials and equipment.

Maintenance Staff / Helpers / Sweepers

- Execution of cleaning duties as per schedule.
- Maintaining hygiene and safety standards.
- Reporting maintenance or cleanliness issues.

Hostel Wardens

- Supervising cleanliness within hostels.
- Reporting irregularities or additional cleaning needs to the Hostel Office.

Safety and Hygiene Standards


- Proper cleaning agents and disinfectants shall be used.
- Staff shall follow safety precautions during cleaning.
- Water coolers and tanks shall be handled carefully to avoid contamination.

Compliance

- Hostel residents are expected to cooperate with cleaning activities.
- Cleaned areas should not be misused or damaged.
- Any negligence or misuse may be dealt with as per hostel rules.

Review and Amendments

- This policy shall be reviewed periodically by the Hostel Office.
- Amendments may be made as required to improve cleanliness and efficiency.


Dr. S. B. Somani
(Principal)