01.	Daily Service			_																			eted				if no	ot aj	pplic	abl	e fil	l (N.	A)			
(Bu	ildings)	1	1	2	3	4	4	5	6	7	8	9	10	11	12	2 13	3	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1.1	Sweeping entire common floor areas such as main entrances, corridors, staircases, lobby and waiting areas, car porches, student centres, service units & centers, canteens, student hostels, lecture rooms, lecture theatres, driver room & garages, medical center, security office & huts, guesthouse, Vice Chancellor's lodge, religious centers, libraries, reading rooms, computer centres, student centers, student centers, common rooms, gymnasium, pavilion & its rooms, aurvedic center, rabindranath Tagore new auditorium, common areas of bachelor quarters etc. and cleaning of drain including catch pits/manholes in and around all buildings.																																			
1.2	Cleaning and buffing all tiled/terra cotta floors in all buildings.																																			
1.3	Cleaning, washing and disinfecting of all toilets/wash rooms/bath rooms including their walls, floors, catch pits, bowls, urinals, commodes, wash basins and wall fixtures in all buildings and pavilion.																																			

1.4	Cleaning, washing and disinfecting of all sinks, wash-basins, canteen floors and washing areas etc. in all buildings of University not described above (except Laboratories).												
1.5	All cleaning, washing and disinfecting the entire dining areas including tables & floor, sinks, wash- basins and toilets in all canteen and removal of garbage in all dustbins at all canteens shall be done at least twice a day.												
1.6	Informing to the building maintenance unit any defect (leaking of water, non- operational conditions) found in toilet fittings, water taps, sinks etc.												
1.7	Removing of garbage in all dustbins & waste paper baskets etc. and washing of all dustbins. Clearly recognisable dustbins should be kept at all required places for separately collecting garbage and easy disposing. If garbage is mixed in the dustbins, they should be separated before disposing at collecting places.												

	02. Weekly Services (Buildings)	If work completed fill (\checkmark), if not completed fill (x) and if not applicable fill (NA														
	02. Weekly Services (Dununigs)	Week 1	Week 2	Week 3	Week 4	Total of (\checkmark)										
2.1	Cleaning of all windows & doors etc. in all buildings and pavilion rooms to free of dust and dirt.															
2.2	Cleaning and disinfecting all telephone receivers.															
2.3	Cleaning of grease traps at all canteens.															
2.4	Mop with a mild detergent and buff off inside the gymnasium.															
2.5	Mop with a mild detergent and buff off all tiled floors.															

03.	Monthly Services (Buildings)	Fill (1),(x) and NA
3.1	Removing of cobwebs and cleaning of all buildings and pavilion rooms (internally and externally).	
3.2	Cleaning all electrical fittings (fans, tube lights etc.) in all buildings and pavilion rooms.	
3.3	Polishing and waxing of relevant floors of all buildings. It is required to clean and polish to a high shine all polishing area with relevant colour polish/wax.	
3.4	Removing and cleaning of weeds /plants on roofs and slabs.	
35	Cleaning of manholes and gullies of sewerage systems of all buildings whenever need arises.	

0	4. Special Services (Buildings)	Fill (✓),(x) and NA
4.1	Cleaning of student rooms in all hostels and kitchens of all canteens should be done only when giving to new occupants or operators (usually, this applies only once during the cleaning service contract period).	
4.2	Cleaning should be done in married quarters and staff rooms in bachelor quarters only when giving to new occupants (usually, this applies very rarely during the cleaning service contract period as the period of occupancy in quarters is about 5 years)	

05.	Daily Service							Ι	f w	ork	col	mple	eted	fill	(√) ,	if n	ot c	omp	lete	d fil	l (x)	and	l if r	not a	ppli	icab	le fi	ll (N	JA)				
	(Gardens, Lands, Playground, Roads and Drains)	1	2	3	4	5	6	7		9	10								18						24	25	26	27	28	29	30	31	Total
5.1	Cleaning and sweeping the entire roads and perimeter of all buildings and disposal of garbage.																																
5.2	Watering and maintaining the plants, flowerbeds and pots.																																
5.3	Removing of dead trunks, branches, twigs, dried pods and dried flowers.																																
5.4	Cleaning the entire landscaping areas of all premises.																																
5.5	Cleaning the drains/manholes/catch pits/gully traps around all canteens/ student centre buildings and surrounding areas to ensure that no waste is stagnated in the drains.																																
5.6	Cleaning and clearing of playground and surrounding areas.																																
5.7	Gardening and landscaping works including composting works as per instruction given by the University.																																

	6 Wookly Somioog (Puildings)	If work completed fill (\checkmark), if not completed fill (x) and if not applicable fill (NA													
	06. Weekly Services (Buildings)	Week 1	Week 2	Week 3	Week 4	Total of (\checkmark)									
6.1	Cleaning of manholes and catch pits.														
6.2	Pruning the bushes and plants.														
6.3	Cutting and removing of outgrowth branches, dead branches, fallen branches of trees or dead trees and removal of loranthus in trees.														
6.4	Inspection, cleaning & clearing, destroying of any mosquito breeding places in all buildings, playground and in all premises of the University.														
6.5	Removal of weeds in the playground.														
6.6	Cleaning and clearing road sides and front fence areas of all premises of the University.														

_	onthly Services (Gardens, Lands, ayground, Roads and Drains)	Fill (✓) ,(x) and NA
7.1	Cleaning of storm water drains in playground and all premises of the University.	
7.2	Fertilizing plants and flowerbeds and pots etc. with composed mixtures or agro chemicals.	
7.3	Replanting plants and trees.	
7.4	Cleaning of rainwater gutters of buildings & structures including removal of debris and plants & weeds in them.	
7.5	Removal of plants & weeds grown on roofs of buildings.	
7.6	Grass cutting to the desired level with a tractor mounted grass cutting machine in the playground and removing of all cut grass away from the playground.	
7.7	Grass cutting & cleaning in landscaping areas, building surroundings, road sides and front fence areas of all premises of the University.	
7.8	Grass cutting/bush cutting/clearing/weeding/cleaning of other land areas of all premises of the University and surrounding areas of the playground including fences. This should include inspection, cleaning & clearing, destroying of any mosquito breeding places too.	

	08. Disposal of Garbage	Fill (✓) ,(x) and NA
8.1	All organic garbage should be delivered to composting sites if available. Recyclable garbage should be deliver to collecting location if available as per recommended conditions. All other garbage should be removed and disposed out of all premises of the University. If no composting site or recycling garbage collecting site in the premises, all organic and recyclable garbage should also be removed and disposed out of all premises of the University.	
8.2	All garbage collected daily should be removed and disposed out of all premises of University to the satisfaction of the University and according to the rules and regulations of the relevant local authorities.	

	viding of Gully Bowser Services illed Sanitary Labourer Services	Fill (\checkmark),(x) and NA
9.1	External gully bowser service should be provided whenever need arises with prior approval of the University.	
9.2	Service of skilled sanitary labourers should be provided with prior approval of the University, especially for manually empting the septic tanks or sewer connecting manholes/catch pits.	
9.3	Removal and disposal of gully browser loads out of all premises of University should be done to the satisfaction of the University and according to the rules and regulations of the relevant local authorities.	