

**Evaluation Report for Cleaning Services ..... (2019 ) for the Month of .....**

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[illegible]

## Evaluation Report for Cleaning Services ..... (2019) for the Month of .....

02. Weekly Services (Buildings)		If work completed fill (✓), if not completed fill (x) and if not applicable fill (NA)				
		Week 1	Week 2	Week 3	Week 4	Total of (✓)
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 (✓), (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.	
3..5	Cleaning of manholes and gullies of sewerage systems of all buildings whenever need arises.	

04. 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)	

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06. Weekly Services (Buildings)		If work completed fill (✓), if not completed fill (x) and if not applicable fill (NA)				
		Week 1	Week 2	Week 3	Week 4	Total of (✓)
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.					

07. Monthly Services (Gardens, Lands, Playground, 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.	

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<b>08. Disposal of Garbage</b>		<b>Fill (✓) ,(x) and NA</b>
8.1	All organic garbage should be delivered to composting sites if available. Recyclable garbage should be delivered 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.	

<b>09. Providing of Gully Bowser Services and Skilled Sanitary Labourer Services</b>		<b>Fill (✓) ,(x) and NA</b>
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 emptying 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.	

**Signature of Head of the Department .....**

**Department Name: .....**

