



No.MANUU/Estate/F.No.14/2016/225

9th June 2016

CIRCULAR

Sub:- Housekeeping Services at MANUU Campus, Hyderabad.

Ref:- Vice Chancellor's approval dated 08-06-2016.

It is brought to the notice of all concerned that the University has placed in new agency towards Housekeeping Services at the MANUU Campus, Hyderabad. The job specifications of the services are detailed overleaf. The Housekeeping Services are available from 08:30 am to 04:00 pm. The University official concerned shall open the office well in advance so that it is cleaned and kept ready for use by 09:30 am.

In this regard the department heads are requested to ensure, through their supporting staff, that the office premises and its surroundings are clean and tidy. For proper monitoring of the services, the department head may designate any of the supporting staff from the department, responsible for giving a report of the office and its surroundings. The so nominated staff name may be communicated to Estate & Transport Section for records.


Assistant Registrar
Estate & Transport I/c

Copy to:

1. Vice Chancellor's office
2. Registrar's office
3. All departments/centres/offices at the Head Quarters
4. CIT with a request to upload on the University website
5. File concerned.

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Job Specifications of the Housekeeping Services Agency

- 1) Carrying out cleaning with Lizol, mopping and upkeep of floor area, corridors, staircases, doors, windows, window glasses etc., of the following buildings, their surroundings and roads by using necessary manpower and machinery/tools/cleaning material etc.,.
- 2) Apart from the daily cleaning as mentioned above, cleaning of carpets shall be undertaken twice month by using vacuum cleaners without damaging the carpet.
- 3) Cleaning of Water coolers (installed at various buildings) once in a month.
- 4) Maintain toilets which include cleaning of floor, dados, washbasins, urinal partitions, etc., using brushes, broom and cleaning agents like detergents, phenyl etc. Cleaning of toilets (single/attached) must be attended once a day in the morning and multiple/common toilets twice a day i.e. at 8.00 am and at 2.00 pm. Further, cleaning at Hostels & Colleges should be thrice a day i.e. Morning, Afternoon & Evening. (Timings: 8.30 AM, 12.30 PM and 3.30 PM) or as instructed by the University.
- 5) Collection of garbage from various offices, hostels and garbage pots at residential buildings on daily basis should be disposed daily by mechanical transport to the nearest Municipal designated dumping area by strictly following the rules and regulations of the local administration and without causing any public nuisance or obstruction anywhere. The agency is fully responsible for any adverse consequences arising out of the disposal of garbage etc., due to any negligence on their part in adhering to the Rules of the Local Administration.
- 6) Cleaning of surroundings of all buildings, front & open areas etc., Internal roads and footpaths and cleaning of common area at the residential quarters (staircase and front area) including cleaning spider webs etc., shall be attended on a weekly/periodical basis.
- 7) Lifting, carrying and disposing of the dead bodies of birds/animals/rodents/rats/snakes etc., on daily basis if found in and around the official and residential buildings.
- 8) Special scented purifiers should be sprayed at least twice a week in all rooms, cabins, bathrooms, reception area, conference halls, lifts etc.,
- 9) Naphthalene balls air purifier etc., are to be used by the agency regularly to ensure continuous availability of these materials in requisite place / container.
- 10) In all buildings, Portico, Entrance, Reception area and corridor should be cleaned with floor cleaner twice a day, and on demand.
- 11) All auditoriums (DDE, CPDUMT, Library, Conference Hall and Committee Rooms etc,) should be cleaned at least once a week or as per schedule given by the Estate & Transport Section.