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22-11-2024

To,

The Head of Department

Department of Computer Science,

Gujarat University

Subject: Complaint Regarding Uncleaned Classroom and Poor Management of Cleaning

Dear [HOD's Name],

I hope this message finds you well. I am writing to formally bring to your attention a matter of concern regarding the cleanliness and overall management of our classroom. It has come to my notice, and the concern has been shared by several others, that our classroom has not been cleaned regularly and is often in an unsatisfactory state.

The issues observed include:

- **Unclean floors and desks:** Dust and debris are often left unattended, and the cleaning service seems to neglect routine maintenance.
- **Unemptied trash bins:** On several occasions, trash bins are left overflowing or have not been emptied for days.
- **Unpleasant odor:** Due to the lack of proper cleaning and ventilation, there is an unpleasant smell in the room.
- **Accumulation of dirt on walls and windows:** The walls and windows remain dusty and stained, making the environment unwelcoming.

A clean and conducive learning environment is crucial for students and staff to perform optimally. It is essential that such issues are addressed promptly to ensure the safety, hygiene, and comfort of all who use the space.

I kindly request that necessary steps be taken to ensure regular cleaning schedules are maintained, and that proper management oversight is established to prevent such situations in the future.

Thank you for your attention to this matter. I look forward to your prompt response and a positive resolution.

Sincerely,

Janvi Chauhan,

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