1. Purpose

To describe a process to keep the university clean and hygienic for a healthy life.

1. Scope

This covers the assignment of utility workers in housekeeping of buildings, classrooms and offices, waste collection and disposal, maintaining sanitary toilet facilities and landscaping, as well as cleanliness of grounds and campus roads.

1. Reference

SLSU Physical Facilities Maintenance Policy and

SLSU Waste Management Program

1. Definition of Terms

CAO - Chief Administrative Officer who manages the Administrative Services Division consisting of the offices of Human Resource Management, Records Management, PPDM and General Services, and who assumes responsibility in the management system for all wastes in the campus and cleanliness all over the campus premises.

Collection - the act of removing wastes from the source or from a communal storage point.

Disposal - refers to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in a land or final disposal site (compost pit or landfill).

GenS Officer - General Services Office Head who supervises, assigns and inspects the work of the GenSO staff, and oversees the office activities and operations.

GenSO - General Service Office composing of utility workers as its staff, and responsible for the maintenance and upkeep of buildings and grounds, disposal process of wastes, messengerial and janitorial services, support services to University’s special events, transportation services and providing an aesthetically pleasing landscape.

Waste - any substance or object which the holder discards, intends to discard or is required to discard.

1. Process Flow

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Step No | Step/Flow | Details | Forms | Criteria | Responsible Person |
|  | Start |  |  |  |  |
| 1 | Prepare individual work assignment | In consultation with the GenSO staff, prepare the area of assignment of each GenSO staff.  Forward the document to CAO for review. | Area of Assignment | Number of buildings & structures, area of grounds & surroundings | GenS Officer  GenSO staff |
| 2 | Review the individual work assignment | Review the work assignment to ensure that workload is equally distributed & it covers all buildings & areas that need to be cleaned & maintained | Area of Assignment | Work assignment of utility workers | CAO |
| 3 | Yes  No  Perfectly done? ? | Return to GenS Officer for improvement |  |  |  |
| 4 | Issue work order | Issue an office order re: GenSO staff work assignment | Office order | Acceptable work assignments of utility workers | CAO |
| 5 | Perform individual tasks | GenSO staff clean their assigned areas, collect and dispose wastes.  Monitor performance of utility workers | Inspection & Monitoring Sheet | Performance of assigned area for maintenance of cleanliness | GenSO staff  GenS Officer |
| 6 | Submit accomplishment report to CAO | Submit monthly accomplishment report to CAO  Rate the performance of GenSO staff. | Monthly Accomplishment Report | Rendition of utility work  IPCR | GenS Officer  CAO & GenS Officer |
|  | End |  |  |  |  |