

DON BOSCO INSTITUTE OF TECHNOLOGY

Housekeeping and Maintenance Committee:

Housekeeping and maintenance is a key for ensuring an environment that is conducive to learning. Safety and security of the students is of prime concern and must be effectively addressed.

Objectives:

1. Prepare guidelines for housekeeping of classrooms, labs, washrooms, canteen and other facilities and communicate to all stakeholders
2. Ensure timely maintenance of all equipment including computers, lab machinery, lift, water coolers, etc.
3. Availability of preventive maintenance guidelines.
4. Quality check/ audit of washrooms, canteen and other facilities.
5. Prepare maintenance and housekeeping registers.
6. Keep campus clean, green and plastic free
7. Prepare SOP for use of institute facilities during events
8. Plan for effective waste management and disposal.

Committee Composition: At-least one staff from each department.

Sr. No.	Name	Designation	Email
1	Madhavi S. Pednekar	Convener	madhavi.dbit@dbclmumbai.org
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