LEVEL 2 PROCEDURE to address: ISO 9001: 2000 Clause 6.3-Maintenance of Buildings and Workspace

APPROVAL:

DR. JUANITO M. ACANTO
President

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<td>8</td>
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1.0 PURPOSE

The purpose of this document is to define the responsibilities and procedures in the maintenance of buildings and workspace. This is to make CPU competitive to other schools and also to satisfy University community and clientele from outside CPU.

2.0 SCOPE

This procedure covers both the responsibilities and procedures in maintaining a clean atmosphere in the buildings and workspaces to make them conducive for studying and satisfying University community and clientele from in and out of CPU.

3.0 RESPONSIBILITY

3.1 The Buildings Supervisor, who reports to the Vice-President for Administration, supervises the actual building and workspace maintenance. He coordinates with other personnel, mainly the–

3.1.1 The Supervisor for Work Student Service Program who provides work students for helping maintain the cleanliness of facilities

3.1.2 The University Shops Supervisor, who handles repairs of school building such as windows, doors, whiteboards, blackboards, and chairs as well as for water and lightings.

4.0 DEFINITION OF TERMS

4.1 Janitorial work students- those work students assigned for janitorial work including cleaning of comfort rooms

5.0 PROCEDURE

5.1 Buildings Supervisor posts work instructions or checklists are posted on cleaning cabinet (for classroom and buildings) and on comfort room (inside door.)

5.2 He checks twice a week if the instructions are still posted in the designated place and replaces lost ones as needed.

5.3 He coordinates with Supervisor for Work Student Service Program for training of work students assigned to cleaning of comfort rooms.

5.4 He regularly checks the classrooms to determine if they are adequately cleaned, properly mopped, and arranged.

5.5 Supervisor for Work Student Service Program prepares plantilla for work students to be assigned in classrooms, laboratory rooms, and comfort rooms. Plantilla includes their number of work hours and reporting time.

5.5.1 University personnel assigned to the comfort rooms will also have their work hours.
5.5.2 Janitorial work students, like University personnel, have their own designated areas to clean; each one has at least two to three classrooms to clean depending on the size of room (which includes laboratories).

5.6 Buildings Supervisor ensures that each building to be cleaned by work students has a cleaning group “team leader”. This team leader is responsible for checking rooms cleaned by his team. He is also responsible in looking for a substitute in case his member is absent.

5.7 Team Leader also prepares a list of things for repair (ex. leaking ceiling). He is also required to report this to the Buildings Supervisor.

5.8 The Buildings Supervisor then refers to Shop any repair required including those that pertain to water and lighting.

5.9 In case a building or classroom changes in status (e.g., from classroom to a conference room, new name, new room), the Buildings Supervisor accomplishes ADM Form No. 37 to advise the Schedule Coordinator of such change.

6.0 WORK INSTRUCTION

6.1 Switch on light in the morning and inspect your area.
6.2 Open all windows wide in the morning or half open if the weather is bad.
6.3 Dust off tables, top chairs, counters, furniture such as cabinets and picture frames.
6.4 Clean blackboard and whiteboard.
6.5 Wash all windows.
6.6 Scrub with soap and water and wax tabletops.
6.7 Mop floor tiles with scrubbing pad or magic foam.
6.8 Sweep front porches and walkway.
6.9 Polish wood floor by the use of polisher.
6.10 Empty waste can daily.
6.11 Report any broken glass windows or botches that do not hold.
6.12 Report defective lights as well as burned-out bulb as soon as possible.
6.13 Close all windows in your area at night bolt each securely.
6.14 Switch off all lights, air conditioner, and ceiling fan in your area before you leave.
6.15 Leave lights in front of the building on at night; switch it off during daytime.

7.0 REFERENCE

7.1 SE-6.3-PR-04 University Shop Procedures

8.0 RECORDS

8.1 Plantilla of Personnel
8.2 CPU ADM Form 36 - Supervisor’s Inspection Checklist
8.3 ADM Form 31 - Building Inspection Checklist
8.4 CPU ADM Form 37 - Change of Room or Building Status