



DAV HRRL Sr. Sec School Pachpadra, Dist-Balotra

Standard Operating Procedure (SOP) for School Cleanliness & Hygiene

1. **General Principles & Responsibilities**

Role	Key Responsibility
School Administration (Principal)	Overall accountability for resources, compliance, and establishing cleaning standards. Annual review of the SOP.
Facility Manager/Supervisor	Daily supervision of cleaning staff, ensuring checklists are completed, managing inventory of cleaning supplies, and coordinating minor repairs.
Cleaning/Custodial Staff	Execution of daily and periodic cleaning schedules as outlined in this SOP. Proper use of protective equipment and chemicals.
Teachers/Staff	Maintaining cleanliness and tidiness within their assigned areas (classrooms, offices) and reinforcing good hygiene practices in students.

Students	Adhering to personal hygiene rules (handwashing, covering coughs/sneezes) and disposing of waste correctly in designated bins.
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2. General Cleaning Protocol (The 3-Step Rule)

All areas must follow the standard procedure for effective infection control:

1. **Cleaning:** Removing visible dirt, dust, and debris (e.g., sweeping, dusting, wiping with soap and water).
2. **Sanitizing:** Reducing the number of germs to a safe level (e.g., using a mild bleach solution or approved sanitizer on surfaces).
3. **Disinfecting:** Killing nearly all germs, particularly on high-touch surfaces.

3. Area-Specific Schedules and Checklists

A. Classrooms and Offices (Daily Focus)

Task	Frequency	Procedure Details
High-Touch Points	Daily (After Class/Before Next Day)	Disinfect door handles, light switches, desk surfaces, chair backs, and computer keyboards/mice.
Desks & Tables	Daily	Wipe down all student and teacher desk surfaces with a multi-surface cleaner/disinfectant.
Floors	Daily	Sweep/vacuum, followed by damp mopping hard floors with a disinfectant solution. Spot clean carpets as needed.
Waste Disposal	Daily	Empty all trash bins and replace liners.

B. Restrooms and Wash Areas (Multiple Times Daily)

This area is critical and requires the highest frequency of cleaning and disinfection.

Task	Frequency	Procedure Details
Toilets/Urinals /Sinks	2-3 times per day (Minimum)	Thoroughly clean and disinfect all fixtures using appropriate germicidal cleaners.
High-Touch Points	Multiple Times Daily	Disinfect flush handles, stall locks, faucets, and door handles/push plates.
Refill & Restock	Daily (Check multiple times)	Ensure adequate supply of soap, toilet paper, and paper towels/functioning hand dryers.
Floors & Walls	Daily	Mop floors with disinfectant. Spot clean walls/partitions to remove marks.
Mirrors	Daily	Clean mirrors for a streak-free shine.

c. **Common Areas (Corridors, Lobbies, Staircases)**

Task	Frequency	Procedure Details
Floors	Daily	Sweep and mop/machine-clean all hard floors. Vacuum carpets in lobbies/offices.
Railings & Banisters	Daily	Disinfect all hand railings, banisters, and high-touch wall surfaces.
Drinking Water Stations	Daily	Clean and disinfect fountain heads and surrounding surfaces.
Windows/Glass	Weekly/Monthly	Clean interior glass in doors and windows.

4. Supplies and Safety Management

- **Inventory:** The Facility Manager/ Supervisor will maintain a minimum stock level of all necessary cleaning agents, protective equipment, and disposable supplies.
- **Chemical Safety:** All cleaning staff are trained on the safe use and storage of chemicals, including using appropriate **PPE (Personal Protective Equipment)** like gloves, masks, and eye protection.
- **Signage:** Wet floor signs must be used at all times during mopping or cleaning to prevent slips and falls.

5. Personal Hygiene Protocol

This is a critical part of the SOP that relies on student and staff cooperation:

- **Mandatory Handwashing:** All individuals must wash hands with soap and water for a minimum of 20 seconds:
 - Before and after eating.
 - After using the restroom.
 - After playing outdoors or touching common equipment.
- **Hand Sanitizers:** Alcohol-based hand sanitizers are available at entry/exit points near washrooms.