



195/CFDMN/2016

No. CF/DMN/SBM/2015-16/

U.T. Administration of Daman & Diu,
Department of Environment & Forests,
Fort area,
Moti Daman.

Dated: 15/06/2016.

To,
All Heads of Offices,
Daman/Silvassa/Diu.

The Hon'ble Prime Minister has launched the Swachh Bharat Mission on 2nd October, 2014 with a target to make the country absolutely clean by 2nd October, 2019. It has been noticed that the level of cleanliness and sanitation being maintained in Government Buildings is not upto the desired standards and there is an urgent need to improve the way these buildings are cleaned to ensure a sustainable and healthy environment. As part of the Swachh Bharat Mission mandate, it is imperative for government offices to provide a clean and healthy working environment for its employees/visitors. A clean working environment is essential to the safety, dignity and comfort of the employees/visitors.

It is therefore requested that all Heads of offices may take personal interest in maintaining a very high degree of cleanliness of their office premises and also ensure that :-

1. All staff are responsible for the cleanliness of the office premises.
2. The concept of Shramdaan to be introduced in Government employees.

CLEANING PRACTICES

All corridors, rooms, toilets and external areas of the office building including flooring, ceiling, furniture, doors, windows, fixtures, etc. should be cleaned at any given time. The following cleaning routine should be adhered to:

SWEEPING AND MOPPING OF FLOOR

- a) Sweeping of corridors with disinfectant at least once a day.
- b) Place appropriate warning signage to avoid accidents.
- c) Frequent brooming of the corridor through the course of the day.

- d) Vacuum cleaning of carpets atleast daily using appropriate vacuum cleaning equipment.

GARBAGE BINS

- a) Remove garbage from dustbins and clean them if required.
- b) Provide separate dustbins for biodegradable and non-biodegradable materials.
- c) Replace the cleared dustbins to the original spot.
- d) If any trash found on the lobby area then pick up immediately.

DOORS, WINDOWS AND WALLS

- a) Spray windows and glass surfaces with water or appropriate cleaning solution.
- b) Removal of all cobwebs and stains.
- c) Extensive cleaning of outer-surface of windows to be carried out by contracted agency at least once a month.
- d) If any fingerprints, smudges or stains found on the corridor wall then the same to be cleaned immediately.

VENTS AND FIXTURES

- a) Dusting of light fittings, wall decorations, other fixtures using feather brush and duster.
- b) Air conditioning vents and sprinklers should also be dusted and checked for proper functioning.

TOILETS

- a) Fixtures including toilets and sinks are free of streaks, soil and stains and soap scum.
- b) Mirrors and windows are free of dust and streaks.
- c) Dispensers are free of dust, soiling and residue and replaced/replenished when empty.
- d) Waste is disposed of appropriately on a daily basis.
- e) Provisioning of soap, toilet paper, hand towel/dryer, sanitary pads dispenser, dustbins, and other necessary items.
- f) Toilet bowls, urinals and adjoining areas should be cleaned with disinfectant on a daily basis, and the use of acid-based disinfectants should be avoided.
- g) Toilet floors should be kept dry to the extent possible/feasible.

EXTERNAL AREAS/ OPEN SPACES/ COMMON SPACES

- a) Sweeping of external areas at least twice daily.
- b) Provisioning of sufficient number of dustbins to prevent littering.
- c) Cleaning of garbage dumping site (if present within premises) monthly.
- d) Composting of leaves and biodegradable waste (if feasible).

An Intensive Cleaning of the entire office premises should be carried out at least once in two months which should also involve participation of all officials and staff (through Shramdaan) for disposal of redundant/unused hardware, furniture which can be added to inventory and re-allocated as per demand. If necessary spot tendering to be practised to avoid delays and creation of space in the office.

Weeding and recording of files should be resorted to at least once in 6 months. The records in the record room should be reviewed once a year and destroyed as per guidelines. This would ensure that constant space is created for keeping more recorded files.

Hon'ble Administrator shall go for surprise visits to verify the compliance of this direction, in order to ensure the success of the mission.

This is issued with the approval of Hon'ble Administrator vide diary No. 85735 dated 09/06/2016.



(Debendra Dalai)IFS

Conservator of Forests/ Mission Director
Swachh Bharat Mission,
Daman & Diu and Dadra & Nagar Haveli,
Daman

Copy to :

1. PPS to Hon'ble Administrator, Daman & Diu and Dadra & Nagar Haveli, Daman for kind information.
2. PA to Development Commissioner, Daman & Diu and Dadra & Nagar Haveli, Daman for kind information.
3. All Secretaries, Daman /Diu, Silvassa, for kind information.
4. The Inspector General of Police, DD & DNH Director Fire & Emergency Services, DD & DNH for kind information..
5. PA to Chief Conservator of Forests, Daman & Diu and Dadra & Nagar Haveli, Daman for kind information.
6. The Collector, Daman/ Diu, Silvassa for kind information.
7. Guard File.