



**UNIVERSITY OF NAIROBI**

Document: **PROCEDURE FOR CLEANING AND GROUND MAINTENANCE**

College: **CORPORATE**

Doc. No: **UON/OP/64**

Date of Issue: **AUGUST 31, 2016**

Rev No:**07**

Issued By: **VICE-CHANCELOR**

Authorized By: **UNIVERSITY MANAGEMENT BOARD**

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**DOCUMENT CHANGES**

<b>DATE</b>	<b>CLAUSE</b>	<b>AUTHORIZED BY</b>
May 15, 2008		VC
July 29, 2009		VC
October 14, 2009	0.1 - Document changes	VC
March 21, 2011	3 - Removed the University service charter as reference and replaced it with the University Quality Manual(UON/QM)  4 - Defined Caretaker and deleted acronyms	VC
June 30, 2013	1. Added objective 3. Rephrased scope 5. Changed title to <b>“definitions of terms and acronyms”</b> and inserted table 7.4 Rephrased	VC
March 31, 2015	2. Rephrased 8. Added Records	VC
August 31, 2016	<ul style="list-style-type: none"> <li>• hanged the issuance and approver</li> <li>• Added a footnote on the cover page</li> <li>• 5.0 Added the specific responsibilities</li> <li>• 8.0 Changed need to keep records to need to keep documented information</li> <li>• 9.0 Changed process map to procedure flow chart</li> </ul>	VC

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**0.1**

**1. PURPOSE**

To enhance the productivity of staff, students and effectiveness of stakeholders within the university environment

**2. OBJECTIVE**

To maintain a clean and safe working and studying environment

**3. SCOPE**

The procedure covers all the cleaning and ground maintenance done within the university environment.

**4. REFERENCES**

- a) University Quality Manual(UON/QM)
- b) University environmental Policy

**5. DEFINITION OF TERMS AND ACRONYMS**

Term	Acronym	Definition
Caretaker/Supervisor		Person who supervises workers in cleaning/ground maintenance

**6. RESPONSIBILITY**

- a) Registrar, Administration shall be responsible for the overall efficient and effective implementation of this procedure
- b) Estate Manager shall be responsible for Central Administration
- c) College Registrars shall be responsible for Colleges while the Director, SWA will be responsible for student hostels.
- d) The Caretaker/Supervisor shall ensure that a cleaning schedule is prepared and implemented
- e) The caretaker/supervisor shall ensure that the waste is safely disposed taking into account the university environmental policy

**7. METHOD**

- 7.1 Workers sign in the register in the Caretaker's Office or at the site office for outsourced services.
- 7.2 Workers are allocated duties as per the duty roster by Caretaker/Supervisor
- 7.3 Workers are supplied with material and tools by Caretaker/Supervisor.
- 7.4 Cleaning and maintenance instructions are issued by the Caretaker/Supervisor.
- 7.5 For cleaning Caretaker/Supervisor evaluates quality and quantity of work done at every stage using Supervisor form UON/CL/F/01

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7.6 For ground maintenance Caretaker/Supervisor evaluates quality and quantity of work done at every stage using Supervisor form UON/GM/F/01

## **8. DOCUMENTED INFORMATION**

Relevant documented information shall be kept

## **9. APPENDIX**

### **9.1. PROCEDURE FLOWCHART**

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