

FUNCTIONAL ADMINISTRATION

Chapter 3 – Industrial Housekeeping

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Housekeeping

- It is the process of keeping premises clean, neat and in a pleasing order
- A lot of care, alertness and time consciousness are required in carrying out industrial housekeeping

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Essential purposes of Industrial Housekeeping

- Easy and safe movement of men and material
- To create a hygienic work environment
- To maintain a clean and pleasant ambience
- To upkeep the health of the employees in an encouraging condition
- To prevent fungal or contagious infections from affecting the health conditions of employees
- To protect the floorings, furniture, glass frames and other physical structures of the estate from corrosion and deterioration

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Essential points under Housekeeping

- Engaging female sweepers for cleaning and maintaining 'Ladies Toilets'
- Ensuring upkeep of hygienic standards in the canteen, dining hall and drinking water points, at regular intervals
- Intensive cleaning in and near toilets, urinals and wash basins, to avoid foul smell and infection
- Safety wear like gloves, gum-boots, nose masks and remover appliances should be provided for convenient and infection-free handling of waste material

Chapter 3

Disposal of Waste / Garbage

- It is one of the most critical things the administration comes across in the absence of a public waste yard if located beyond the reach and easy access
- A Company needs to establish its own waste disposal system by installing an 'Incinerator'