

FUNCTIONAL ADMINISTRATION

CHAPTER 3: INDUSTRIAL HOUSEKEEPING

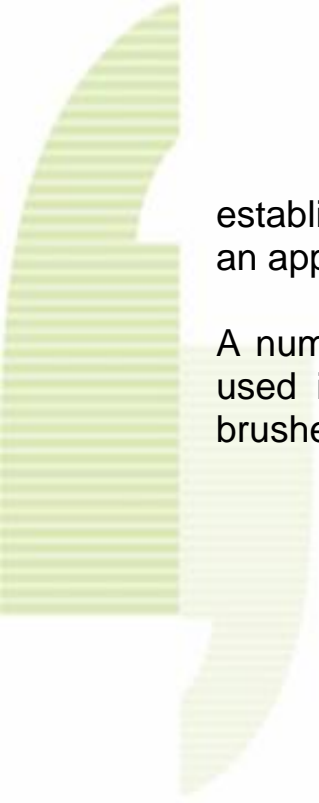
Summary

A clean and pleasant workplace is the dream of any employee at any level anywhere. To provide a conducive ambience to perform, any organization must work for a good upkeep and housekeeping. Housekeeping is the process of keeping premises clean, neat and in a pleasing order. Given this essential purpose behind, every organization strives for the best and maintains Do's and Don'ts in Common Activities and Specialized Activities and ensures disposal of wastes/garbage on a daily basis.

Housekeeping 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. Essential purposes of Industrial Housekeeping includes - 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.

Essential points under Housekeeping covers - 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.

Disposal of Waste / Garbage 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', an apparatus that is designed to destroy the industrial waste.

A number of tools, detergents, chemicals and other instruments are used in industrial housekeeping other than the basic brooms and brushes.

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