

## **SCOPE OF WORK**

### **Internal Housekeeping Services**

1. The area of operation includes, but not limited to, the Academic blocks, Hostels, Residences common area, Sports Activity Centre (SAC), Medical Centre, Shopping Complex and other infrastructure and facilities.
2. Academic block consists of A, B C D and E wing; Computer Centre; and Library. It comprises of auditorium, office chambers, laboratories, classrooms, washrooms and open corridors.
3. Hostel area includes common areas and its washrooms/ bathrooms. Individual rooms in hostels are not serviced. However, hostel rooms are to be taken up for deep cleaning twice a year or as per requirement of Institute.
4. Cleaning schedule: Office chambers – daily, once; Washrooms – daily, twice and additional touch if need arises; Laboratories & Classrooms – twice a week; SAC. Mpower & Medical Centre – daily, once; Auditorium – on need basis; Tower residence common area – daily; Work shop – daily once; Shopping complex – daily, once.
5. Usage of cleaning equipment and solutions shall be decided in consultation with the BITS management.
6. Agency shall take preliminary action on maintenance issues related to engineering services issues like drainage choke etc.
7. Agency shall maintain record of all work done in appropriate format.