

# Guidelines for Sanitation in Govt. Schools by outsourcing



# SANITATION IN GOVERNMENT SCHOOLS

- The System for sanitation in Govt. schools has been restructured to ensure utmost cleanliness.
- The following has been done.
  - 621 more schools have been added to existing 117 schools already having private sanitation arrangement.
  - In rest of the schools 3-4 regular sweepers have been posted according to enrolment.

# ENGAGING PRIVATE SANITATION

## Contract:

The Department has entered into a contract with M/s. Acme Enterprises, F-67, Shaheed Bhagat Singh Market, New Delhi-110001, for provision of sanitation services to the **additional 621** schools covered under this private sanitation. 117 schools are already under contract with M/s. Yasikan Enterprises Private Limited.

# ENGAGING PRIVATE SANITATION

## Contract:

- The Department has signed an Umbrella Agreement with the contractor M/s. Acme Enterprises for 621 schools. List of schools is placed on department's website.
- No separate contract has to be done at the level of HoS in respect of these schools.

# ENGAGING PRIVATE SANITATION

- Occasional inspections will be done by the officials of the Department to ensure the enforcement of the contract.

# ENGAGING PRIVATE SANITATION

The following guidelines pertain to the 621 schools only where M/s. Acme Enterprises is to provide the sanitation services.

# **ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS**

- That Heads of Schools will ensure that sufficient Private sweepers are engaged by the contractor.
- That Heads of Schools must ensure that the sanitation work of each school should be completed 30 minutes before the start of each session i.e. morning and after recess. Cleaning of covered area as well as open area should be done twice a day.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

- Norms of Cleaning of Toilet Blocks

Sl. No.	Students	Frequency
01.	Upto 500	Twice a day
02.	501 to 999	Four times a day.
03.	1000 to 1499	Six times a day.
04.	More than 1500	Eight times a day

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

## Payment norms:

	<b>Part of the School Building</b>	<b>Payment per Sq. Mtr.</b>
(a)	Covered Area	97 Paise.
(b)	Open Space area	48 Paise
(c)	Area of toilet block	40 Paise

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

- **Payment Norms**

- For upto 500 Students and Frequency of cleaning twice a day, the payment per month will be as follows:

- Monthly payment

- a) Covered Area X Rate of covered area per sq. mtr (97 paise per sq. mtr.)
    - b) Open space area X Rate of open space area per sq. mtr. (48 paise per sq. mtr.)
    - c) Area of Toilet Block X Rate of Toilet Block per sq. mtr. (40 paise per sq. mtr.)

Total monthly payment will be the sum of a+b+c mentioned above.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

- **Payment Norms**

- For 501 to 999 Students and Frequency of cleaning four times a day, the payment per month will be as follows:

- Monthly payment

- a) Covered Area X Rate of covered area per sq. mtr (97 paise per sq. mtr.)
- b) Open space area X Rate of open space area per sq. mtr. (48 paise per sq. mtr.)
- c) Area of Toilet Block X 2(Rate of Toilet Block per sq. mtr.) (40 paise per sq. mtr.)

Total monthly payment will be sum of a+b+c mentioned above.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

- **Payment Norms**

- For 1000 to 1499 Students and Frequency of cleaning six times a day. The payment for month will be as follows:

- Monthly payment =

- a) Covered Area X Rate of covered area per sq. mtr (97 paise per sq. mtr.)

- b) Open space area X Rate of open space area per sq. mtr. (48 paise per sq. mtr.)

- c) Area of Toilet Block X 3(Rate of Toilet Block per sq. mtr.) (40 paise per sq. mtr.)

Total monthly payment will be sum of a+b+c mentioned above.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

- **Payment Norms**

- For more than 1500 Students and Frequency of cleaning eight times a day. The payment for month will be as follows:

- Monthly payment =

- a) Covered Area X Rate of covered area per sq. mtr (97 paise per sq. mtr.)

- b) Open space area X Rate of open space area per sq. mtr. (48 paise per sq. mtr.)

- c) Area of Toilet Block X 4(Rate of Toilet Block per sq. mtr.) (40 paise per sq. mtr.)

Total monthly payment will be sum of a+b+c mentioned above.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

## Supervision

The Heads of Schools should monitor the following:

- Maintain attendance of private sweepers being deployed by the contractor.
- Only female sweepers be deployed to clean girls toilet.
- The contractor is providing adequate material to the sweepers.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

## Support to Contractor:

The following support has to be extended to the contractor:

- Electricity and water required for sanitation work.
- Payment to the contractor should be made before 10<sup>th</sup> day of each completed month.
- Payment during summer vacation, Dussehra and Diwali holidays will be based on actual work done by the contractor.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

## Enforcement of norms:

- In case there is any dereliction of duty on the part of contractor, the same will be brought to the notice of Care Taking Branch at Head Quarters.
- That deployment of private sweeper will be based on area to be swept and enrollment of students.
- The Head of School has to ensure the fulfillment of norms of cleaning and prescribed frequency of cleanings mentioned in above slides and as per contract available on website.
- There is no hard and fast rule on number of manpower to be deployed.

# ENGAGING PRIVATE SANITATION- DUTIES OF HEAD OF SCHOOLS

Enforcement of norms:

Penalty Clause:

In case the contractor fails to maintain the cleanliness or deployment of sweepers on a particular day, the Head of School may, at their discretion get the work done from any other source by paying upto Rs.2,000/- and deduct the same amount from the payment of the contractor under intimation to the Caretaking Branch at HQ.

# **DUTIES OF CONTRACTOR**



# ENGAGING PRIVATE SANITATION DUTIES OF CONTRACTOR



The Contractor must ensure the following:

- Requisite number of man power is deployed in each school as per enrollment.
- Sufficient material (of ISI standard) is provided for ensuring proper sanitation.
- Cleaning of toilet on the basis of norms as per enrollment is done.
- In case the regular sweeper is on leave or not available, immediate replacement should be made available.



# **ENGAGING PRIVATE SANITATION- DUTIES OF CONTRACTOR**

**Contractor to ensure that the sweepers deployed by them perform the following duties without fail:**

- Sweeping office/school rooms including attached rooms and space mentioned as per allocation of Department/Head of Schools.**
- Sweeping, washing, scrubbing and swabbing etc. of the verandas vestibules and staircases and cleaning the articles lying therein, such as spittoons, fire fighting equipments etc.**
- Sweeping open spaces like roads, courtyards, garages etc.**

# **ENGAGING PRIVATE SANITATION- DUTIES OF CONTRACTOR**

**Contractor to ensure that the sweepers deployed by them perform the following duties without fail:**

- Open spaces like lawns etc. are swept extensively which includes picking papers bits etc. and by partial sweeping, wherever necessary.**
- Cleaning latrines, bathrooms, urinals etc. as per norms.**
- The manpower deployed for the sanitation duty should wear name plates/identification badges at the time of duty.**

# **ENGAGING PRIVATE SANITATION- DUTIES OF CONTRACTOR**

## **Timings and frequency of the cleanings:**

- **Sanitation work of each school should be completed 30 minutes before the start of each session i.e. pre and post recess sessions.**
- **Cleaning of covered area as well as open area should be done twice a day.**

THANKS