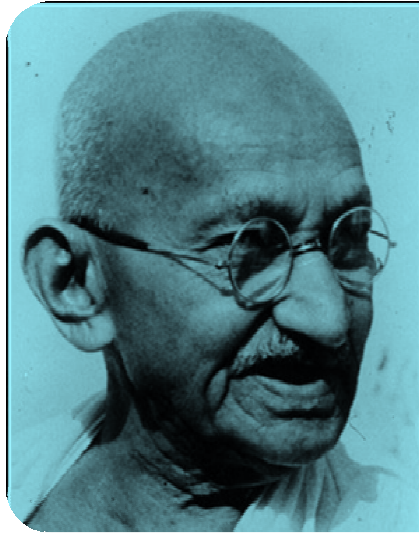


# *SANITATION WORKS MANUAL*



Sanitation is more important than  
Independence.

— *Mahatma Gandhi* —

# *GRI CAMPUS*



# GANDHIGRAM RURAL INSTITUTE - DEEMED UNIVERSITY

(Ministry of Human Resource Development, Govt. of India)

Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

GANDHIGRAM - 624 302, DINDIGUL DISTRICT, TAMIL NADU, INDIA

Phone: 0451-2452305/2453845, Fax: 0451-2454535, Mobile: 94421 05116, E-mail: vco\_gri@yahoo.com / www.ruraluniv.ac.in

Dr.S.NATARAJAN  
Vice-Chancellor

03.02.2017



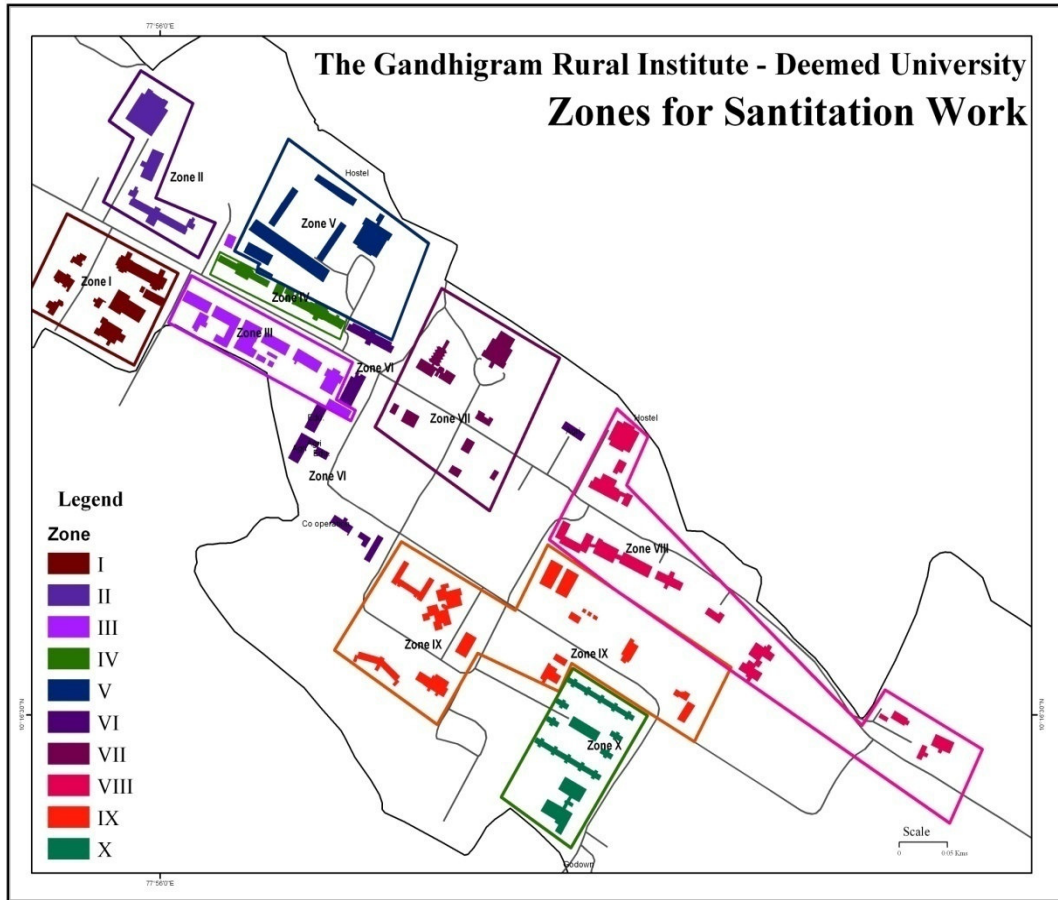
## Preface

Sanitation is a process whereby people demand, effect, and sustains a hygienic and healthy environment for them by erecting barriers to prevent the transmission of disease agents. Such an approach is needed in each every place and nook and corners of an institute to prevent disease and promote health and to lay the foundation for sustainable development. The concept of sanitation includes personal hygiene, home sanitation, safe water, garbage, excreta and waste water disposal conforming to the national sanitation programme framework.

Mahatma Gandhi reiterated sanitation, health, and hygiene aspects in various forums and occasions. He said "I shall have to defend myself on one point, namely, sanitary conveniences. I learnt 35 years ago that a lavatory must be as clean as a drawing room. I learnt this in the West. I believe that many rules about cleanliness in lavatories are observed more scrupulously in the West than in the East. There are some defects in their rules in this matter, which can be easily remedied. The cause of many of our diseases is the condition of our lavatories and our bad habit of disposing of excreta anywhere and everywhere. I, therefore, believe in the absolute necessity of a clean place for answering the call of nature and clean articles for use at the time, have accustomed myself to them and wish that all others should do the same. The habit has become so firm in me that even if I wished to change it I would not be able to do so. Nor do I wish to change it" (Source: *Navajivan* dated 24-5-1925).

The Gandhigram Rural Institute-Deemed University has been in forefront in offering courses on rural sanitation and therefore this manual has been prepared to help the team of staff responsible for sanitation programme on the campus. It is felt that there should be a steady improvement to meet the challenges concerning campus sanitation. I am sure that this manual would go a long way in approaching the campus sanitation scientifically and efficiently.

(S.Natarajan)



## **INTRODUCTION**

The sanitation is “the science of safeguarding health”. “Sanitation is a way of life. It is the quality of living that is expressed in the clean home, the clean farm, the clean business, the clean neighborhood and the clean community. Being a way of life it must come from within the people; it is nourished by knowledge and grows as an obligation and an ideal in human relations”. The term sanitation covers the whole field of controlling the environment with a view to prevent disease and promote health. It is the control of these factors that has been responsible for considerable improvement in the health of the community and for this reason maintaining good sanitation practice is important.

### ***IMPORTANCE OF ENVIRONMENTAL SANITATION:***

- ❖ It promotes health
- ❖ It prevents disease transmission
- ❖ It eliminates breeding places of insects and rodents that may be carrier of disease.
- ❖ It improves the quality of life.

### ***OBJECTIVES OF CAMPUS SANITATION:***

- Develop the 4Cs (clean mind, clean body, clean environment and clean society)
- Creation of clean environment
- Improving sanitation and health
- Adoption of improved hygienic practices among the students and staff
- Safe management of solid and liquid waste and help improving the ecology
- Adopting appropriate technologies for ecologically safe and sustainable sanitation.
- Enhance the quality of life of students /staff in the campus

### ***ROLES AND RESPONSIBILITIES OF SANITARY OUTSOURCING AGENCY IN GRI:***

- ❖ Sanitary cleaning, sweeping and dusting of the entire built up area and open area specified as prescribed in the agreement.
- ❖ Daily sweeping of the floor in the common areas like Corridors, Reception area, Conference rooms and stair cases.

- ❖ Daily cleaning and washing of toilets including washbasins, pans, commodes, urinals using detergent and disinfectant in the morning and again after lunch hours and in some areas thrice a day.
- ❖ Daily removal of spider cobwebs, dust etc.
- ❖ Placing of naphthalene balls in urinals and replenishing it as and when required.
- ❖ Collecting all the garbage and waste material during cleaning and sweeping in the Campus
- ❖ Special stain removal with stain removing liquid of sanitary wares
- ❖ The other works such as major sewage line blockages, leach pit and septic tank works will be undertaken as and when required.
- ❖ The open space like storm water drains, roads, peripheral drains, parks, parking and paths will also be cleaned and swept regularly.
- ❖ It will be the responsibility of the contract agency to ensure that there is no choking, anywhere including drains, storm water drains, sanitary pipes, installations and rain water pipes and that utmost care would be taken in this connection.
- ❖ The contract agency has to remove the Caracas if any found in the campus.

***ROLE OF SUPERVISORS:***

1. Muster roll to be taken every day and keep attendance properly for inspection by higher authority.
2. Regular supervision of the workers of the outsourcing agency at various locations and their work performance.
3. Instruction will be given to the workers on the work to be done and demonstrating them as how to do the work whenever necessary
4. Correction of working methods of workers (if not done properly) and train the workers wherever necessary.
5. Attending various sanitation related complaints as instructed by the health inspectors
6. Regular inspection of waste water drainage systems and maintain them properly.

7. Regular inspection of various mosquito control works by engaging them in source elimination works
8. Assisting in all public health related works carried in the campus
9. Identification of sanitation related problems and attending them
10. Attending the repairs and remedial measures in sanitary installations of toilets and septic tanks.

***ROLE OF HEALTH/ SANITARY INSPECTOR:***

1. Supervision of regular sweeping of entire campus area including roads, side berms common areas, backyards and common verandahs
2. Supervision of waste collection, storage, segregation and safe disposal arrangements.
3. Supervision of sewage disposal systems functioning and sewerage networks and maintenance.
4. Monitoring the water supply network system in GRI campus (regarding sanitation and public health alone) ensuring protected water supply in the campus to the hostels, office, depts. and staff quarters.
5. Chlorination and disinfection of water supply network system, special chlorination, and super chlorination in case of any emergency, contamination and dead animals in the tanks.
6. Supervision of transportation of various kinds of wastes and disposal arrangements in the selected locations.
7. Public health important vector control measures
  - Mosquito control-All type of adult mosquitoes control and various Anti Larval measures
  - Houseflies control and other insects control
  - Source elimination
  - Chemical and Biological control measures
  - Mosquito proofing , and
  - Other control and preventive measures.
8. Supervision of day-to-day toilets cleaning and maintenance

9. Planning and execution of unwanted bushes cutting in the main areas, front areas of office and other important building at regular intervals.
10. Carrying out various works and programme arrangements as per the direction of the authorities from time to time.
11. Repair and remediation of small waste water disposal systems, drainage and sanitary installations of the buildings.
12. Reporting to the Dean FRH&S and higher authorities about various works and problems related to sanitation and act according to instructions and guidance given by them.
13. Planning, fixing priorities and execution of sanitation related works.
14. Regular issue of sanitary cleaning materials to the agency and to the workers and ensuring their proper use.
15. Scrutinize sanitary work contract bills and submission for payment to the agency.
16. Roll call of workers twice or thrice a day, supervision and checkup at various work locations.
17. Attending all the sanitation and public health related complaints in the campus and planning for repair and remediation.
18. Allocation of workers for various new and urgent works, arrangements for urgent and important institute functions.
19. Timely purchase of sanitary materials at least two month stock should be maintained.
20. The imprest bills should be submitted for reimbursement as soon as the purchase is over and make necessary entries in the stock register.
21. Out sourcing related planning and allocation of workers according to the priority /necessity basis
22. Tender related /outsourcing related works
23. Supervision and execution of special /intensive programmes in case any outbreak of disease /vector borne diseases occurs in the campus mass control programs.
24. Exposure training to PGDSI trainee students in various campus field conditions and train them to carryout different tasks and giving special demonstrations to them.
25. Allocations of different zones in the campus for their direct /fresh field exposure /experience to the students.
26. Help the students /clarify their doubts related to sanitation works in the field conditions.

***ROLE OF ASSISTANT ENGINEER:***

1. He will be overall in charge of sanitation works of GRI campus
2. He will monitor and supervise the sanitation work carried out in GRI campus
3. Based on the supervision he will bring modification required for effective maintenance of sanitation in the campus.
4. He will identify the need for training of sanitary workers and conduct it as and when required at least once in a month.
5. He is responsible to purchase new equipments for sanitation following the institute procedure
6. He will organize the sanitation committee meeting at least twice in a month to assess the sanitation situation of GRI campus.
7. He will implement decisions taken during the sanitation committee.
8. He will scrutinize the workers wage bills for each month claimed by the outsourcing agency and submit it to the authority for settlement.
9. He will carry out instruction given by the authority concerned related to sanitation works
10. He will act as a link person between the outsourcing agency and the authority concerned.

***TIMINGS OF SANITATION WORKS:***

- |                          |                             |
|--------------------------|-----------------------------|
| 1. 6.00 A.M -6.15 A.M    | -Roll Call                  |
| 2. 6.15 A.M -9.30 A.M    | -Sanitation Work            |
| 3. 9.30 A.M -10.00 A.M - | -Break                      |
| 4. 10.00 A.M -10.15 A.M  | -Roll Call                  |
| 5. 10.15 A.M -1.30P.M    | - Sanitation Work continues |
| 6. 1.30P.M -2.00 P.M     | -Lunch break                |
| 7. 2.00 P.M -3.30 P.M    | - Sanitation Work allotment |
| 8. 3.30P.M               | -Dispersal                  |

For the effective implementation of sanitation work in the campus the entire GRI campus is divided into 11 Zones with cluster of buildings based on the proximity and accessibility. The details of the sanitary workers required for each Zone and supervisor responsible for each zone are identified as follows.



**ZONES**

Zone	Name of the Block/building	Nature of works	S. worker		Supervi sor	HI
			M	F		
I	1.IQAC	Street sweeping	1	1	I	I
	2.Dept. of Applied Research	Corridor cleaning and				
	3.V.C House and Premises	\Collection and disposal				
	4.AnrharBharathi Hall	of solid waste. Cleaning of toilets				
	5.Mamas monument	Cleaning and Mobbing				
	6.Department of Chemistry	Street sweeping				
	7.Chemistry Annex	Corridor cleaning and				
		\Collection and disposal				
	8.Old Convocation Hall	of solid waste. Cleaning of toilets				
	Street sweeping					
	9. Silver Jubilee Hall	Corridor cleaning and				
		\Collection and disposal				
		of solid waste. *inside cleaning and when functions arranged				
			1	1		

Zone	Name of the Block/building	Nature of works	S. worker		Superv isor	HI
			M	F		
II	1.Administrative Building	Street sweeping	1	1	I	I
	2.Yoga and Women Fitness Centre	Corridor cleaning and				
		\Collection and disposal				
	3.MPA	of solid waste. Cleaning of toilets				
		Street sweeping				
		Corridor cleaning and				
		\Collection and disposal				
		of solid waste. Cleaning of toilets *inside cleaning and when functions arranged				
			1	1		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
III	1. Dept. of Home Science	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	1	1	I	I
	2. Dept. of Biology					
	3. Dept. of Gandhian Thought & Peace Science & Museum					
	4. Faculty of English and Foreign Languages					
	5. Dept. of Political Science & Development Administration					
	6. M.Ed class room					
	7. Estate Office					
			1	1		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
IV	1. Faculty of Tamil, Indian Languages and Rural Arts	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	1	1	I	IV
	2. Dean Students Welfare building					
	3. Day scholar dining Hall					
	4. Distance Education					
	5. Controller of Examinations building					
	6. Dept. of Extension Education					
	7. Dept. of Life Long Learning					
			1	1		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
V	<b>Ladies Hostel 5</b>	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	0	6	I	IV
	1.Kasthuriba Block GF&FF					
	2.Manimegalai block, GF, FF& SF					
	3.Andal Block GF&FF					
	4.Kannagi Block GF&FF					
	5.Soundaram Block GF&FF					
	6. Working Women's Hostel					
			0	6		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
VI	1.Day scholar Gents and Women Toilet	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	1	1	II	IV
	2.Tagore Building					
	3.Dept. of Mathematics					
	4.Dept. of Education					
	5.Faculty Agriculture & Animal Husbandry					
	6.Dept. of Co operation					
			1	1		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
VII	1.Library building	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	1	1	II	II
	2.Centre for Women Studies					
	3.Centre for Study of Social Exclusion and Inclusive policy					
	4. Canteen	Street sweeping				
	5.Faculty Guest House	Street sweeping				
	6.Health Centre	Corridor cleaning and \Collection and disposal of solid waste.				
	7.Rural Energy Centre	Cleaning of toilets				

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
VIII	1. Agri&A.H Class rooms GF&FF	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	2	1	II	III
	2. Research Scholar Hostel,					
	3. Dept. of Physics					
	4. Dept. of Computer Science & Applications					
	5. Computer Centre					
	6. Geo Informatics buildings					
	7. Water Treatment plant	Street sweeping				
	8. Jatropa centre	Street sweeping				
	9. IDARA	Corridor cleaning and \Collection and disposal of solid waste.				
	10. Rajiv Gandhi Chair Centre building	Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets				
			2	1		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
IX	1. Dept. of Applied Geology	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	2	1	II	III
	2. MBA Block					
	3. Dept. of Sociology					
	4. Dept. of Economics					
	5. RTC					
	6. Bakery	Street sweeping				
	7. USIC	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets				
	8. Entrance of Staff quarters	Street sweeping				
	9. Zakir Hussain Hostel	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets				

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
X	Boys Hostel 1.Dr. Radha Krishnan Hostel	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	6	0	II	II
	2.Dr.Venkataraman Hostel					
			6	0		

Zone	Name of the Block/building	Nature of works	S. worker		Supervisor	HI
			M	F		
XI	1.Kaushal Kendra building	Street sweeping Corridor cleaning and \Collection and disposal of solid waste. Cleaning of toilets	1	0	II	I
	2.FRH&S –Building, & Boys Hostel building					
	Staff quarters No.1	Street sweeping Collection and disposal of solid waste	1	1		
	Staff quarters No.2	Street sweeping Collection and disposal of solid waste	1	1		
	Staff quarters No.3	Street sweeping Collection and disposal of solid waste	1	1		
	Entire campus	Bush cutting, collection& disposal of solid waste etc	3	2		
			7	5		