 <p style="text-align: center;">           Republic of the Philippines  <b>City of Koronadal Water District</b>            Block I, Casa Subd., Zone III,            City of Koronadal, South Cotabato         </p>	DOC ID No.: <b>CKWD-QP-GSD-002</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>Gen. Services Div.</b>	Revision No.: <b>0</b>
<b>TITLE:</b>	<b>Housekeeping, Repairs and Maintenance of Office Equipments and Waste Procedure</b>	
		Date of Revision: <b>-</b>

## 1.0 OBJECTIVE

This procedure describes the process involve in housekeeping, repairs and maintenance of office equipment and on how to manage waste segregation and disposal.

## 2.0 SCOPE

- 2.1 This procedure covers the cleaning, arrangement, maintenance of Office Building and its premises including record monitoring.
- 2.2 This procedure covers the repairs and maintenance of office equipment.
- 2.2 This procedure covers also the waste segregation and disposal.

## 3.0 DEFINITION OF TERMS

- 3.1 Housekeeping - refers to cleaning and maintenance
- 3.2 TIAC – Technical Inspection Acceptance Committee
- 3.3 UW – Utility Worker
- 3.4 Div. Man. - Division Manager
- 3.5 DM - Department Manager
- 3.6 Ecological solid waste management shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment.
- 3.7 Disposal shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in any land.
- 3.8 Segregation shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and reuse of resources and to reduce the volume of waste for collection and disposal.


## 4.0 REFERENCE DOCUMENTS

- 4.1 Cleanliness Checklist Monitoring
- 4.2 Accomplishment Report
- 4.3 R.A. 9003 - Ecological Solid Waste Management Act of 2000
- 4.4 City Ordinance

## 5.0 RESPONSIBILITY AND AUTHORITY

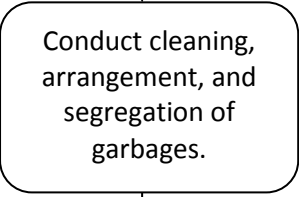
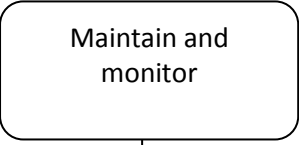
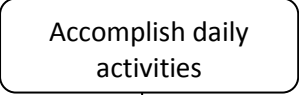
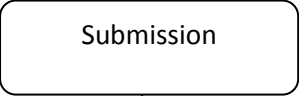
- 5.1 UW shall be responsible for cleaning, arranging, maintaining and monitoring Cleanliness Checklist including collection of segregated waste for disposal at material recovery thrash bin.
- 5.2 Division Manager and Department Manager shall be responsible for the signing of Cleanliness Checklist Monitoring and Accomplishment Report including related forms to this procedures.
- 5.3 Barangay Garbage Collector shall responsible for the collection of segregated waste from GSCWD Office.

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**6.0 PROCEDURE DETAILS**

**6.1 Housekeeping**

Process Flow	In-charge	Process Description	Records
Start			
	UW	Shall sweep and mop the floor tiles. Shall clean Comfort Room's, pantries and Office surroundings. Shall arrange chairs and benches for customers use. Shall segregate garbage materials for collection by the Garbage Truck	Cleanliness Checklist Monitoring
	UW	Shall maintain cleanliness during and after Office hour. Shall fill in data in Cleanliness Checklist Monitoring every hour.	Cleanliness Checklist Monitoring
	UW	Shall record daily activities in Accomplishment Report.	Daily Accomplishment Report
	Div. Man.	Shall receive and sign Daily Accomplishment Report weekly	Daily Accomplishment Report
End			


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### 6.2 Repair/Maintenance of Office Equipments

Process Flow	In-charge	Process Description	Records
Start			
Report equipment for repair/maintenance	Employees	Shall report the damage equipment/s. Shall check and inspect the damage equipment/s.	Incident/ Property Damage Report
Inspection and Documentation	Employees TIAC	Accomplish data in Incident/Property Damage Report	Incident/Property Damage Report
Requisition	Division Manager  End User	Shall request for servicing or replacement.	Purchase Requisition  Procurement Procedure
Conduct repairs/maintenance	Service Provider/ Supplier	Shall execute repairs and maintenance.	
End			

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### 6.3 Waste Segregation and Disposal


#### 6.4

Process Flow	In-charge	Process Description	Records
Start			
↓			
Segregation and Collection	UW	Shall assign plastic garbage can in every Department for proper segregation of waste. Employees shall dispose waste properly at assigned plastic trash bin. <b>Note:</b> Plastic, Paper, Food waste label Shall collect segregated waste after office hour.	
↓			
Disposal	UW Employees	Shall arrange/segregate collected waste at Material Recovery trash bin. Shall endorse to Barangay Garbage collector for disposal.	R.A. 9003 (Ecological Solid Waste Management Act of 2000)
↓			
End			

### 6.2 Reports

Reports	Frequency	Responsible
Cleanliness Checklist Monitoring	Hourly	Housekeeping Service Assistant
Accomplishment Report	Daily	Housekeeping Service Assistant
City Ordinance	Weekly	Barangay Garbage Collector

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**7.0 PERFORMANCE INDICATORS**

- 7.1 Cleanliness Checklist Monitoring completely checked.
- 7.2 Accomplishment Report submitted weekly.
- 7.3 Accomplished Damage Report as attachment for requisition.

**8.0 ATTACHMENTS AND FORMS**

- 8.1 Form 1 - Cleanliness Checklist Monitoring
- 8.2 Form 2 - Accomplishment Report
- 8.3 Form 3 - Damage Report
- 8.4 Form 4 - Building & Grounds Job Order Form
- 8.5 Form 5 - Procurement Procedure

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