


 UTS	TOILET CLEANING AT UTS CAMPUS & HOSTEL	Doc. No:	UTS/MFS/P15
		Revision No:	03
		Date:	01/10/24
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	25/07/18	Establishment	00	Manager, MFS
2	08/08/22	Review the whole contents	01	Manager, MFS
3	19/07/24	Review the whole contents -change job scope -change abbreviation "Standard Operating Procedure" and "Maintenance, Facilities & Security Department"	02	Manager, MFS
4	01/10/24	Review the whole contents -change process flow chart for step 1 until step 5 -change form -revise objective & references -revise flow chart & description	03	Manager, MFS

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1.0 OBJECTIVE

To ensure the toilet campus area is maintained clean by the cleaner.

2.0 SCOPE

The scope of this SOP applies to all cleaners in UTS.

3.0 REFERENCES

Toilet Cleaning Job Scope

4.0 DEFINITION / ABBREVIATIONS

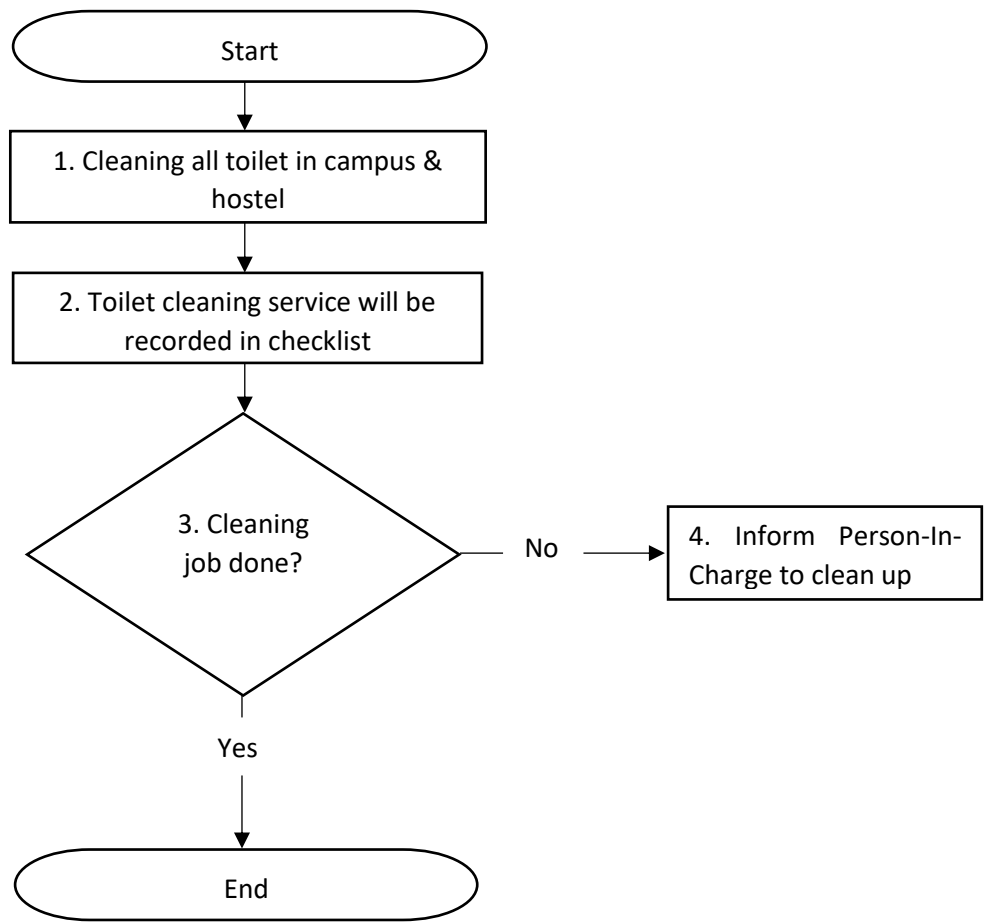
UTS : University of Technology Sarawak
 SOP : Standard Operating Procedure
 MFSD : Maintenance, Facilities & Security Department
 HOD : Head of Department
 SE : Senior Executive


5.0 RESPONSIBILITY

- 5.1 The HOD of MFSD is responsible to ensure that SOP is adhered to.
- 5.2 The SE of MFSD is responsible to follow and adhere to this SOP
- 5.3 Manager of Cleaning Service Company to follow and adhere to this SOP.
- 5.3 Cleaner to follow and adhere to this SOP.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Cleaner will clean all the toilet by block in campus and hostel except Admin Block according the job scope provided.	Cleaner	Toilet Cleaning Job Scope
2	Toilet cleaning service will be recorded in checklist and sign by the cleaner and their supervisor once a day.	Cleaner	Toilet Cleaning Checklist
3	The supervisor of the cleaner will inspect and check whether the jobs are done or not. If YES, the process is end. If NO, proceed to step No. 4.	Cleaner supervisor	NIL
4	The cleaner supervisor have to inform Person-In-Charge to clean up the toilet.	Cleaner supervisor	NIL

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Toilet Cleaning Checklist	Every Toilet /Cleaner & Cleaner supervisor	1 Year