



केन्द्रीय विद्यालय संगठन (मुख्या०)
शहीदजीत सिंह मार्ग, १८ संस्थागत क्षेत्र,
नई दिल्ली-११० ०१६
KENDRIYA VIDYALAYA SANGATHAN (Hq),
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Date: 16.08.2022

Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Subject: Ensuring basic amenities of potable water, cleaning of toilets and proper up keep of school building regarding.

Sir/ Madam,

It has been observed from the photographs attached with the special repair estimates submitted by Regional offices that despite issues of clear guidelines and directions to all Regional Offices time to time on the subject cited above that Annual Repair & Maintenance/ preventive maintenance have to be attended on regular basis, but this issue has not given due attention, resulting deterioration of Vidyalaya assets.

In view of the above, the following instructions are once again issued specially for day to day/ upkeep of school buildings and these are in no way connected with the work of the regular construction agencies. These aspects are under the overall responsibility of the Principal and his team. Maintenance of hygiene and cleanliness is of utmost importance in our KVs to ensure good health, hygiene and learning environment for our students, teachers & employees alike.

• **Drinking water system**

- Drinking water arrangement needs lot of improvement keeping in view total water consumption as well as its proper distribution to the various outlet's units.
- All drinking water troughs placed inside the building and drinking water kiosk outside should be provided with taps. These taps may be replaced as and when they become non-functional. In no case there should be any missing or blocked drinking water tap.
- Water troughs be cleaned daily.
- The tank supplying drinking water be cleaned every quarter and date of last cleaning be written over it or a register maintained.

• **Student toilets**

- Each toilet should be cleaned atleast thrice i.e. after school hours, morning before start and after recess, so as to maintain hygiene and avoid stagnation of water.
- Each toilet should be allotted to concerned sweeper/Group 'D' and a sign board at its entrance doors should be fixed as given in **Appendices - 1 to 3**.
- To catch the attention of students & teachers for keeping WC's cleaned after use, a sign board on each door be displayed as given in **Appendix - 4**.
- For each toilet (ie. Girls and boys) a Lady Teacher and a Gents Teacher be made in-charge for 2-4 weeks time to supervise the work of sweepers regularly. Principal shall ensure that he/she inspects the campus/toilets atleast twice a day. There should be a roaster duty of teachers block-wise or floor-wise depending upon the type & size of building.

Contd. 2

e. The exhaust fans in all the toilets should be in working condition.

• **Conservation of Resource**

- a. Conservation of water is prime, hence students should be encouraged not to waste water. Appropriate play-cards or stickers should be on display near all water outlets, as given in **Appendix-5**.
- b. Similarly, conservation of electricity should also be given priority. Use of lights & fans should be resorted to only in adverse weather conditions/requirements. The lights/fans should be put off soon after the classes are over.

• **Drainage system**

- a. Cleaning of all open drains, surrounding building in the campus be ensured atleast quarterly by removing debris, brick bats, vegetation to ensure smooth flow of waste or rain water, thereby avoiding damage to foundation.
- b. In case of deep drains covered with concrete slabs, the broken or missing intermittent slabs should be replaced/covered by stone slab or precast concrete.
- c. Septic tank/sewers should be cleaned regularly for reason of safety of building and from hygienic considerations.

• **Safety considerations**

- a. All out-grown plants & trees should be trimmed, bushes, other weedings and undesired vegetation cut atleast once in a quarter to avoid unwanted casualties due to insects, snakes, etc. Due clearances if any, should be obtained from public authorities on time, as per requirement.
- b. The primary children park with the play equipment should be maintained properly. All devices i.e. play equipment should be checked by the PET or concerned teacher at regular intervals, so that there is no weakened or defective part which may cause any injury or casualty.
- c. All manholes should be covered. In case the covers are broken/missing, these should be replaced immediately for student's safety.
- d. The safety fencing/sign board should be also displayed in the campus to check students' movements close to areas of pockets like: transformer, overhead tank, underground sump, pump house, depressions etc.


• **Maintenance staff**

- a. At the end of each quarter, a crash programme of cleanliness of building and the campus be planned by the Principal concerned.

You are therefore, requested to circulate these instructions to KVs under your jurisdiction and ensure that the KV premises are kept clean, hygienic and intact. In this endeavour, Officers from Regional Office level may be involved, so that proper environment for an effective teaching – learning process can be ensured.

Encl: As above

Yours faithfully


16/08/2012
(Ajeeta Longjam)
Joint Commissioner (Admn.)

Appendix - 1(1)

THIS TOILET IS
MAINTAINED BY

Sri/Smt :

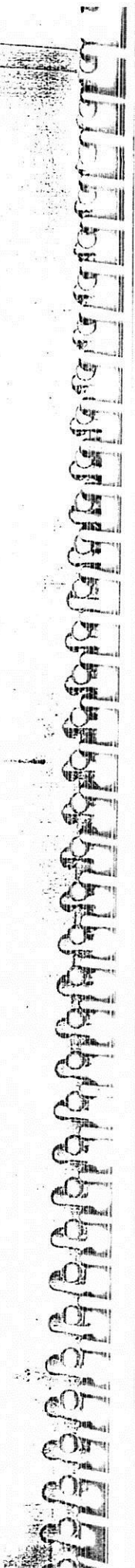
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Appendix - 2(2)

TOILET
(BOYS)

TOILET
(GIRLS)





Appendix - 1(3)

OT 21 MIA RUO

TOILET
(GENTS)

TOILET
(LADIES)

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(S.E. - 11/2022)

Appendix - 4

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KEEP THIS

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CLEAN





Appendix - G

DEPARTMENT OF WATER SUPPLY AND SEWERAGE
 CORPORATION OF CHENNAI
 WATER SUPPLY DEPARTMENT
 CHENNAI

SAVE EVERY DROP OF WATER

