



# REIGATE GRAMMAR SCHOOL VIETNAM

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## Cleaning and Maintenance Procedure

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<b>Policy Author:</b>	Operations Team
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## Introduction

The purpose of this procedure is to outline the management of office and classroom cleanliness, as well as the maintenance of the school's equipment systems, ensuring a safe and stable operation of the school.

## Procedures

### 1. Daily Office and Classroom Cleaning Procedure

Daily cleaning tasks must be carried out. Ensure that the working and learning areas are cleaned according to the following steps every day.

- Pick up any debris or paper and place them in the trash bin. Ensure no important documents are discarded.
- Empty trash bins and clean them. Replace full trash bags with new, clean ones.
- Vacuum the floor, carpet, or mop the floor in the workspace to eliminate dirt that cannot be removed by hand.
- Remove stains immediately upon discovery using stain-removing cleaning agents.
- Clean stains and fingerprints on windows and mirrors.

After each task is meticulously completed (always check the cleaned areas), use a dry cloth to wipe the area to ensure that all dust is removed.

### 2. Weekly Office and Classroom Cleaning Procedure

Typically, tasks will be carried out throughout the week, alternating between days or possibly spanning 1 to 2 days for task completion, to ensure everything remains in a clean and organized state.

- Dust and wipe down items in the office such as filing cabinets, desks, shelves, and partition walls.
- Clean accessories and electronic devices such as phones, computers, monitors, and keyboards using a small fiber cloth after spraying water or disinfectant. You can also use disinfectant antibacterial wipes.
- Use doorstops to prevent dust and threshold window sills.
- Disinfect the restroom by scrubbing the toilet with a toilet brush and disinfectant cleaner. Wipe down chairs after cleaning. Do the same for mirror areas and sinks. Sweep and mop the restroom floor.

### 3. Water Supply and Drainage System Maintenance Procedure

Technical staff must regularly inspect and maintain the water supply and drainage system.

*a. Domestic water and wastewater pumps.*

The maintenance procedure includes: checking the surrounding areas, performing repairs, and lubricating.

*i/ Monthly Maintenance*

- Check the machine's functionality, abnormal noise, and vibration during operation.
- Inspect for water leaks and promptly repair them.
- Check and clean the pump filter.
- Investigate any unusual activities during operation.

*ii/ Quarterly Maintenance*

- Inspect the operation of safety devices, including: minimum water level control clock, maximum water level alarm clock, overload electric relay, clocks, and alarm systems.
- Check the operation status of drainage manholes.
- Inspect the hygiene of the water reservoir.

*iii/ Annual Maintenance*

- Regularly inspect control circuits.
- Ensure that all operations are proceeding normally.
- Manual/automatic operation control.
- Check the minimum water level control system, inspect relays on faulty equipment, emergency alarm system, test lamps, clocks and alarm systems.
- Inspect pipes, drains, and operational conditions.
- Use anti-corrosion oil to lubricate water pumps.
- Check the drainage system.

*b/ Drainage System*

*i/ Regular Maintenance.*

- Inspect the condition of water drainage holes and clear any blockages.
- Clean debris in drainage channels.
- Check for any leaks in the drainage pipes.
- Use high-pressure spray nozzles to clean sediment trapped in drainage channels.
- Regularly inspect drainage channels to limit the growth of disease-causing microorganisms.

*ii/ Annual Maintenance*

- Inspect and assess the condition of the drainage system.
- Replace damaged pipes.
- Thoroughly clean the entire network of pipes and drainage holes.

## 4. Maintenance of Fire Protection Equipment

### *a/ Regular Maintenance*

The maintenance team must regularly patrol to detect potential issues, including:

- Check fire extinguishers, pipes, and fire hoses for corrosion.
- Examine the corrosion level of water pumps and underground water reservoirs for firefighting.
- Inspect smoke detectors and fire control equipment for any damage.
- Clean electrical distribution cabinets to remove dust, debris, and control moisture.

### *b/ Annual Maintenance*

- The entire fire protection system must undergo annual inspections by contracted engineers from external service providers. Document all existing tools, equipment, and certificates issued by engineers, recording the date of inspection, testing, and the system's operational status.
- Fire alarm systems must be tested and documented in the fire protection monitoring log.
- Activate each fire alarm point in turn to generate a false alarm; report any detected faults immediately to the contracted service engineers for repair.

## 5. Power Supply System - Monthly Maintenance

- Check main electrical panels, cable trays, wires, power lines entering the building, etc.
- Inspect the power distribution system, comparing it with the original design standards to ensure no additional or altered circuits leading to system overload that could cause a fire.
- Ensure all electrical rooms are consistently clean, free of dirt, dust, or dampness.
- Check the operation of electrical hygiene and maintenance devices, such as vacuum cleaners, drills, floor polishers, etc.
- Clean the interior of the power distribution board to prevent dust accumulation and dampness.

## 6. Temperature Control System - Annual Maintenance

- Check the gas pressure in the compressor.
- Clean the air conditioner condenser coil.
- Inspect the air filter and the evaporator coil of the air conditioner. If dirty, clean or replace as necessary.
- Flush the blocked drainage pipes.

## 7. Emergency Generator - Annual Maintenance

The emergency generator is maintained only by the contractor under the annual maintenance contract.

- Adjust the generator according to the manufacturer's specified parameters.
- Check the air and fuel filters, clean or replace them as needed.

- Regularly check the fuel tank, refill it before it runs out.
- Inspect the battery system, replace if expired or voltage is not guaranteed.
- Any damage to the generator must be repaired by the contractor according to the manufacturer's instructions.

#### 8. Elevators - Annual Maintenance

- Elevators are maintained only by monthly contracted engineers from external service providers.
- However, the maintenance team must assist in emergencies when someone is trapped in the elevator. Therefore, the maintenance team should be familiar with the elevator lowering procedure to the ground floor and opening the door.
- The maintenance team must also ensure that all service records are always up-to-date and comply with elevator safety regulations.

#### 9. Internal Public Address System, CCTV - Annual Maintenance

- Any repairs or damages are handled by the contractor.
- Maintenance staff must be familiar with the system's operation, be acquainted with rewiring, adding or removing connections, and be able to change settings if necessary.