## Annual report

### Housekeeping and sanitation section

## April 2022 to March 2023

#### Faculty in charges (additional charge):

SI.	Name of the faculty	Designation	Department
No.			
1	Dr. Amit Pal <sup>*</sup>	Assistant Professor	Dept. of Biochemistry
2	Dr. Ipsita Mohapatra <sup>#</sup>	Associate Professor	Dept. of Obstetrics &
			Gynecology
3	Dr. Samrat Sahoo^	Assistant Professor	Dept. of Orthopedics
4	Dr. Ashish Pundhir <sup>#</sup>	Assistant Professor	Dept. of CM & FM

\*Housekeeping section committee member since 20 Aug 2020; #Housekeeping section committee member since 29 Jan 2022; ^ member since August 2022

#### Highlights:

"Housekeeping is a support service department in a hospital, which is responsible for cleanliness, maintenance & aesthetic upkeep of patient care areas, public areas and staff areas". Housekeeping services in a hospital is entrusted with maintaining a hygienic and clean hospital environment conducive to patient care & services comprising of the activities related to cleanliness, maintenance of hospital environment and good sanitation services for keeping premises free from pollution. Housekeeper literally means "keeper of the house". Hospital housekeeping management may be defined as that branch of general management dealing with cleanliness of the hospital, general environmental hygiene, sanitation and disposal of waste using appropriate methods, equipment and manpower.

#### **Objectives of Housekeeping Department: -**

- To attain and maintain high standards of cleanliness and general upkeep.
- To train, control and supervise staff under its establishment.
- To ensure safety and security of all staff under its department and to keep superior authorities informed about day-to-day activities.
- Control and issue of cleaning materials and equipment.
- To maintain official records on staffing, cleaning materials and equipment.

#### Duties: -

- Toilet/corridor/surroundings/roof top/celling cleaning and disinfection spray.
- Wipe-out blood and other body fluids and then disinfect the area of contact.
- Check water logging/mosquito breeding/plastic waste littering/weed growth.



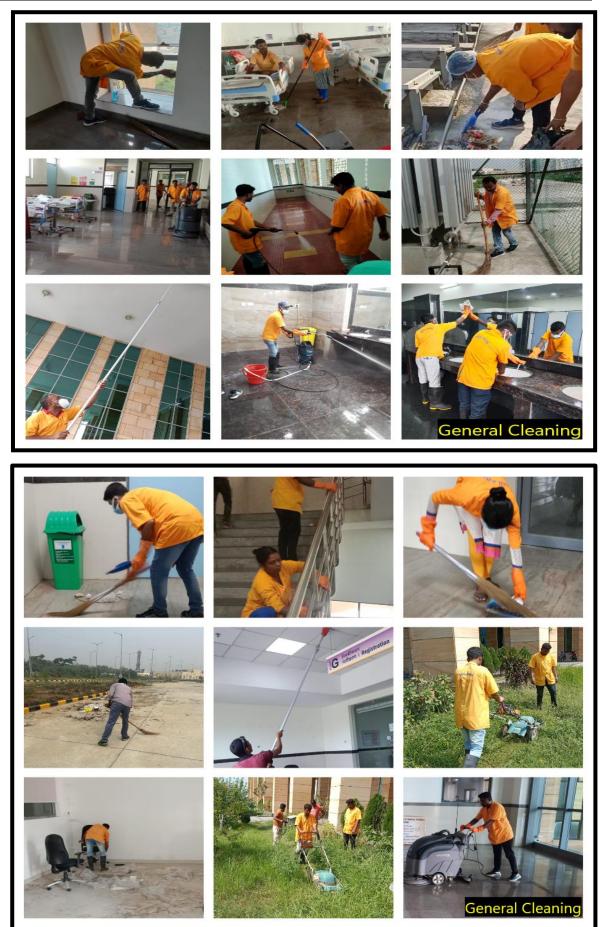












List of awareness programs organized by Housekeeping section

under the initiative रोगी के लिए उपचार, परिजनों के लिए शिक्षण

(Treatment for patient, Teaching for kin)



S. no.	Name of the event	Date
1	Awareness program about Dengue/Malaria/Chikungunya	16/09/2022
2	Awareness program about Handwashing & its importance in prevention of diseases	23/09/2022
3	Awareness program about Dengue/Malaria/Chikungunya	07/10/2022
4	Awareness program about Dengue/Malaria/Chikungunya	28/10/2022
5	Awareness program about Dengue/Malaria/Chikungunya	10/11/2022
6	General waste segregation awareness	24/11/2022
7	Awareness program about Handwashing & its importance in prevention of diseases	30/11/2022
8	Awareness program about Dengue/Malaria/Chikungunya	08/12/2022

9	Awareness program against use of single use plastic	15/12/2022
10	Awareness program about Handwashing & its importance in prevention of diseases	13/01/2023
11	Awareness program about Masks importance in prevention of diseases	24/01/2023
12	General waste segregation awareness	07/02/2023
13	Awareness program against use of single use plastic	15/02/2023
14	General waste segregation awareness	15/03/2023
15	Awareness program about Handwashing & its importance in prevention of diseases	28/03/2023



Prizes were awarded to quiz winners of रोगी के लिए उपचार, परिजनों के लिए शिक्षण

program

# List of general waste segregation awareness and other miscellaneous

# programs organized by Housekeeping section

S. no.	Name of the event	Date	Total no of programs
1	Awareness program about waste segregation	April 2022 to	190
	in OPD complex for general public	March 2023	
2	Swachhata Pakhwada- 2022	01/04/2022 to	15 days of various
		15/04/2022	activities
3	Nukkad nataks	-	07 Nukkad nataks
			organized by
			Housekeeping staff
			for various
			sections/departments
			of AIIMS, Kalyani