

The action plan for Swachhta Pakhwada (01.02.2022 to 15.02.2022) in UIDAI HQ

Sl. No.	Date / Day	Particulars of physical action	Motivational Action	Achieved Man Hours (As per Calendar)	Special Activities
1.	01.02.2022 (Tuesday)	<ul style="list-style-type: none"> Opening of Swachhta Pakhwada and pledge taking ceremony Displaying of banners at Entry & Exit Gates. 	<ul style="list-style-type: none"> Welcome address at 11:00 hrs at Board Room 9th floor. Swachh Bharat message to be displayed on all notice boards of UIDAI HQ. Display of Welcome message regarding Swachh Bharat Pakhwada during all meetings from 1-15 Feb, 22 		Displaying of Swachta digital banners (1-15 Feb) in board rooms and meeting rooms before starting of each meeting. *Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
2.	02.02.2022 (Wednesday)	<ul style="list-style-type: none"> General cleaning of all common area of 3rd & 4th floor including corridor, lifts, toilets, Library, Conference Room & Store (9:00 hrs to 10:00 hrs). Deep cleaning of outer area of the building. 	<ul style="list-style-type: none"> 10 Minutes lecture on "Importance of Lifts Sanitization" 	120 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
3.	03.02.2022 (Thursday)	<ul style="list-style-type: none"> General cleaning of all common area of Ground floor including corridors, lifts, toilets & outer area (9:00 hrs - 13:00 hrs) Cleaning from Kali Mandir to Goal Market 	<ul style="list-style-type: none"> Tea & snacks to Housekeeping Staff 	120 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
4.	04.02.2022 (Friday)	<ul style="list-style-type: none"> Deep cleaning of Canteen at 3rd Floor (9:00 hrs to 12:00 hrs). Cleaning from Kali Mandir to Vidya Bhawan. 	<ul style="list-style-type: none"> 10 Minutes Tool Box Talk on " Process of Sanitization" 	120 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
5.	05.02.2022 (Saturday)	<ul style="list-style-type: none"> General cleaning of all common area of 5th floor including corridor, toilets, Conference Room (9:00 hrs to 12:00 hrs). Solid and Liquid waste and Segregation 	<ul style="list-style-type: none"> Tea & snacks to Housekeeping Staff 	150 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day. Awareness lecture on Swacha Bharat Mission.

6.	07.02.2022 (Monday)	<ul style="list-style-type: none"> • General cleaning of all common area of 6th floor including corridor, toilets, Conference Room (09:00 hrs to 12:00 hrs). • Slum (Back side Basti Area road, walkways cleaning). 	<ul style="list-style-type: none"> • 10 Minutes lecture on “Importance of Hygiene in office premises and personal hygiene” 	120 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
7.	08.02.2022 (Tuesday)	<ul style="list-style-type: none"> • General cleaning of all common area of 7th floor including corridor, toilets, Conference Room (09:00 hrs to 12:00 hrs). • Dusting of office chair and sofas • Cleaning of pin boards/Notice boards etc • Identification and disposal of unusable store / consumables. 	<ul style="list-style-type: none"> • 10 Minutes Tool Box Talk on “ Effectiveness of Cleaning” 	120 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
8.	09.02.2022 (Wednesday)	<ul style="list-style-type: none"> • Beautification of the entrance & whole area of the office with flowers, Tree Plantation, washing of passing area (09:00 hrs to 12:00 hrs). • Deep cleaning of outer area of the building. (09:00 hrs to 12:00 hrs) • Landscaping and developing plants and Lawns • Cleaning of Divyang Toilet at Ground floor 	<ul style="list-style-type: none"> •Lecture on compost fertilizer and use in horticulture maintenance •Tea & snacks to Housekeeping Staff 	90 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
9.	10.02.2022 (Thursday)	<ul style="list-style-type: none"> • Cleaning of IT equipments by the individual/Officers and AMC technicians. (10:00 hrs to 12:00 hrs) • Cleaning of Decompost machine. • Cleaning from Gurudwara Bangla Saahib red light to Kali Mandir 	<ul style="list-style-type: none"> • 10 Minutes lecture on “Precautions for cleaning of IT equipments” •Lecture on disposal of IT scrap to Admin staff. 	70 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day
10.	11.02.2022 (Friday)	<ul style="list-style-type: none"> • General cleaning of all common area of 8th floor including corridor, toilets, Conference Room (9:00 hrs to 15:00 hrs). • Nukkad Natak. 	<ul style="list-style-type: none"> •10 Minutes Tool Box Talk on “Use of Cleaning Agents” 	120 Hrs	*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day

11.	12.02.2022 (Saturday)	<ul style="list-style-type: none"> • Deep cleaning of all common area of 9th floor including corridor, lifts, toilets (09:00 hrs to 11:00 hrs). • Deep cleaning of tables and almirahs by individual / Officers. (10:00 hrs to 11:00 hrs) • Cleaning of Residential Complex at DDU Marg 	<ul style="list-style-type: none"> • Awareness cum training on Rodent control in office building •Tea & snacks to Housekeeping Staff 	90 Hrs	<p>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</p> <p>Near About 350 Kg plastic waste collected and deposited to NDMC.</p>
12.	14.02.2022 (Monday)	<ul style="list-style-type: none"> • Deep cleaning of all common area of 9th floor including Board Room, VC room, waiting room, Dining lounge (09:00 hrs to 11:00 hrs). • Cleaning of Roof and Solar Panel (11:30 hrs to 13:00 hrs) • Cleaning of automatic car parking area 	<ul style="list-style-type: none"> • 10 Minutes lecture on "Cleaning of Solar Panels" 	120 Hrs	<p>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</p>
13.	15.02.2022 (Tuesday)	<ul style="list-style-type: none"> • Cleanliness drive from Gurudwara Bangla Sahib red light to Kali Mandir (10:00 hrs to 11:00 hrs) •Cleaning for Green wall/ In-door plants/Out-door plants/Horticulture 	<ul style="list-style-type: none"> • Tea & snacks to Housekeeping Staff. • Closing remarks by the DDG / ADG (Admin) 	120 Hrs	<p>*Extra 60 Man-hours spend on disinfection and deep sanitization. 12 Man heads deployed for 5 Hours per day</p>