

STPI-Chennai

Proposed action plan for Swachhta Pakhwada to be observed at STPI-Chennai and Sub Centers from 1st to 15th February 2018

Sl No.	Date	Activities proposed to be observed	Proposed action plan
1	01.02.2018	Swachhta Pledge	Opening of Swachhta Bharat Pakhwada, Pledge taking ceremony on 01.02.2018 by DG STPI via video conferencing Display of banners at prominent points
2		Swachhta workshop	Organising workshops on cleanliness, waste management Slogan/Poster competition/interactive sessions on e-waste
3	01.02.2018 to 15.02.2018	Display and Banner	Display of banner in the building premises Shramdan of each employee of STPI of atleast 90 minutes for cleaning their workplace
4	05.02.2018 to 09.02.2018	Weeding out old files	Identification of the files/records and weeding of the same by various groups. General cleaning of store rooms, canteen and parking area
5	05.02.2018 to 09.02.2018	Disposal obsolete/ unused assets/ equipments	Identify and initiate action for the disposal of obsolete/ unused assets/ equipments/ furniture/ fixtures/Stationery including electrical & electronic equipments etc
6	01.02.2018 to 09.02.2018	Basic maintenance	Planned to conduct basic and deep cleaning activities like, plaza glass cleaning, carpet shampoo of auditorium and conference room apart for dusting, sweeping, wiping at places like floor, work stations, file storages, common areas, glass fixtures, external areas etc,
7	12.02.2018 to 14.02.2018	Sanitation and SWM	Intense cleaning of restrooms, sanitary fitting, fixtures. Wipe clean with disinfectant and replenish consumables.
8	01.02.2018 to 15.02.2018	Publicity in social media/Digital awareness	Publicity through twitter, facebook, My-Gov on the on-going activities with photos.
9	07.02.2018 to 13.02.2018	Landscaping/Plantation/beautification of surrounding areas	Tree plantation in and around office complex and installation of potted plants in corridors in the office to create an eco friendly environment. Soil replacement, adding manure/fertilizers, to maintain the overall aesthetic of the landscape
10	08.02.2018 to 13.02.2018	Save energy	Promotion of saving energy during Swachhta Pakhwada by reducing electricity consumption and by installing energy efficient lights
11	08.02.2018 to 13.02.2018	General cleaning of surrounding area	General cleaning of roof top area of the building, outside surrounding area of the building. General cleaning of backside wall portion/glass portion/main stairs of the building General cleaning of other office areas including fire exit of the building