

## CLEANLINESS AND HYGIENE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines the standards and responsibilities regarding personal and shared space hygiene at S' Residences. It aims to promote a clean, healthy, and comfortable living environment for all residents.

### Resident Responsibilities:

- 1.1. Residents are responsible for maintaining cleanliness and order within their individual rooms, including personal wardrobes, desks, beds, and attached washrooms (if applicable).
- 1.2. Daily disposal of personal garbage into the designated floor bins is mandatory.
- 1.3. Residents must ensure that wet waste and sanitary products are disposed of hygienically and not flushed into toilets.
- 1.4. No food is to be stored openly inside rooms. Leftover food must be discarded daily to prevent pest infestation.

### Common Areas and Housekeeping:

- 2.1. Housekeeping staff will clean corridors, staircases, lobbies, and other shared areas daily.
- 2.2. Cleaning of rooms may be scheduled on a weekly or fortnightly basis, but it is the resident's responsibility to maintain cleanliness between housekeeping cycles.
- 2.3. Washroom hygiene, especially in shared accommodations, is a shared responsibility among room occupants.
- 2.4. Use of communal amenities (laundry room, study lounge, dining area) must be followed by proper clean-up by the user.

### Inspections and Monitoring:

- 3.1. Random cleanliness inspections may be conducted by hostel staff without prior notice.
- 3.2. Rooms found to be in an unhygienic condition will be recorded, and residents will be issued a warning with a 24-hour cleanup notice.
- 3.3. Persistent violations will result in fines, withdrawal of services, or disciplinary action.

### Prohibited Practices:

- 4.1. Spitting, littering, or improper disposal of waste within the hostel premises is strictly prohibited.
- 4.2. Hanging clothes on windows, ledges, or public railing is not allowed. Drying racks must be used where provided.
- 4.3. Pouring oil, food waste, or chemicals down washbasins or toilets is not permitted.

### Health and Hygiene Awareness:

- 5.1. Residents are encouraged to practice personal hygiene including regular hand washing, laundry, and bathing.
- 5.2. Periodic awareness drives may be conducted to promote hygiene, especially during seasonal outbreaks or public health alerts.
- 5.3. In case of any signs of illness, residents must notify the hostel office to ensure containment and timely care.

### Amendments:

- 6.1. This policy is subject to periodic review and updates in line with institutional needs, health advisories, and resident feedback.

By following the Cleanliness and Hygiene Policy, residents of S' Residences contribute to a safer, healthier, and more respectful living space that supports the collective well-being of all occupants.

