

# Cleanliness Management

## Education Sector Checklist

### ADMINISTRATIVE MANAGEMENT

Teacher lesson plans are maintained and reviewed

☐ Yes☐ No☐ NA

Parent-teacher meetings conducted as per schedule

☐ Yes☐ No☐ NA

Student discipline cases are documented

☐ Yes☐ No☐ NA

Fee receipts are stored and accessible

☐ Yes☐ No☐ NA

School timetable is structured and communicated

☐ Yes☐ No☐ NA

### CAMPUS CLEANLINESS

Corridors are free of clutter and obstacles

☐ Yes☐ No☐ NA

Outdoor areas are regularly swept and maintained

☐ Yes☐ No☐ NA

Dustbins are placed in adequate numbers around campus

Yes

No

NA

School gardens are maintained by staff or students

Yes

No

NA

Windows and doors are cleaned weekly

Yes

No

NA

## CLASSROOM QUALITY

ICT tools (projector/TV) are functioning and serviced

Yes

No

NA

Student seating is adequate for class size

Yes

No

NA

Classroom temperature is monitored (AC/Fans operational)

Yes

No

NA

Learning aids (charts, models) are adequately displayed

Yes

No

NA

Classroom rules are posted visibly

Yes

No

NA

## HEALTH & HYGIENE

Health check-up records are maintained for students

Yes

No

NA

Medical room is staffed during school hours

Yes

No

NA

Sanitary napkin dispensers available in girls' washrooms

Yes

No

NA

Soap refills in washrooms are tracked regularly

Yes

No

NA

Staff trained in basic first aid techniques

Yes

No

NA

## SAFETY COMPLIANCE

Fire alarms are tested periodically

Yes

No

NA

Emergency drill practices conducted once per term

Yes

No

NA

Hazardous materials are stored away from student reach

Yes

No

NA

Staircases have functional railings

☐☐☐

Wet floor signs are used when required

☐☐☐