**General Roles and Responsibilities for Cleaners**

 **Maintain cleanliness of all college buildings**, including classrooms, offices, toilets, corridors, stairways, and public areas.

 **Sweep, mop, and disinfect floors** regularly to ensure hygienic conditions.

 **Dust and wipe furniture, windows, doors, and equipment** in classrooms, staff rooms, and administrative offices.

 **Clean and sanitize toilets and washrooms** multiple times a day, replenishing supplies such as soap, toilet paper, and hand towels.

 **Empty and dispose of garbage** from waste bins across campus, ensuring proper waste segregation.

 **Assist in preparing venues for college events** by cleaning and arranging spaces before and after use.

 **Report any maintenance issues** (e.g., broken fixtures, water leaks) to the Administration Office.

 **Follow safety and hygiene protocols**, especially when handling cleaning agents and waste materials.

 **Support campus cleanliness initiatives**, such as waste reduction and cleanliness drives.

 **Maintain punctuality and professionalism**, adhering to the work schedule and assigned cleaning zones