

ADMINISTRATIVE SERVICES  
DIRECTORATE



الجامعة الأهلية  
AHLIA UNIVERSITY  
BAHRAIN



# CLEANING AND HYGIENE GUIDELINES

A Healthy Environment  
for Students, Staffs and Visitors



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## 1. General Information

Ahlia University campus see hundreds of people every day. From instructors and students to visitors and guest speakers, our institution sees many new and similar faces.

A regular campus cleaning schedule is imperative for creating a welcoming and safe environment for everyone visiting our campus. The state of our institution reflects the care we give our space and resources, and a clean campus shows that we care about student success, staff productivity and general safety.

The benefits of campus cleaning include keeping our university members safe, productive, and proud to be a part of our community. Many potential students and other guests also evaluate the cleanliness of an institution before enrolling or visiting. Keeping our college campus clean has the following advantages:

- Boosting Productivity
- Promoting Safety
- Nurturing Health
- Encouraging Enrollment

## 2. Definitions

### Cleaning definitions in accordance with CDC guidelines :

- **Disinfection (or Deep Cleaning)** - a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces.
- **Regular cleaning** - the removal of visible soil (e.g., organic, and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.
- **Sterilization** - describes a process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods. Steam under pressure, dry heat, EtO gas, hydrogen peroxide gas plasma, UV lighting exposure and liquid chemicals are the principal sterilizing agents used in health-care facilities.

### 3. Cleaning procedures in the Ahlia University

#### General steps of cleaning in AU campus

- Remove general waste.
- High dust.
- Clean & disinfect all flat surfaces.
- Clean & Disinfect restroom.
- Mop floor.
- Stock supplies and perform final inspection.
- Wet Mop floor.

#### Regular cleaning protocol

Priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic, high-touch surfaces.

Examples of high-touch surfaces include	Examples of high-traffic areas include
<ul style="list-style-type: none"><li>- Stair railings</li><li>- Exterior and interior door hardware and surfaces.</li><li>- Light switches.</li><li>- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers.</li><li>- Elevator control panels and call buttons.</li><li>- Common area kitchen countertops and appliances</li></ul>	<ul style="list-style-type: none"><li>- Building entrances</li><li>- Restrooms</li><li>- Classrooms, lounges, and meeting spaces</li><li>- Hallways</li></ul>

- Every morning before class hours all the classrooms, labs, studios, offices, corridors, kitchens are cleaned well by dusting, brushing, moping etc.
- Carpets are cleaned routinely with vacuum cleaner.
- Medical or chemical spillages are cleaned accordingly as per the CDC and NHRA guidelines.
- Allocated a janitor for each toilet and regularly clean the toilets with disinfectant solutions.
- Routinely change the cleaning materials such as mop, brush etc.
- Adequately provided cleaning materials.
- Sufficient employees to clean and make the University neat and clean.
- Cleaning procedures are supervised by authorized person.
- The Campus Community is encouraged to practice preventative cleaning in their personal offices.
- Disinfecting high-touch surfaces in high-traffic areas is performed daily (and more frequently as schedules allow).
- Cleaning check list and toilet cleaning check list are properly followed.
- In case of any positive cases of communicable diseases, we follow MOH guidelines and thorough disinfection to be done by sanitization machine.
- We follow the safety rules in cleaning such as;
  - Keep Cleaning Safety a Top Priority
  - Reduce slips and falls by placing anti-slip strips on rugs.
  - Wear rubber gloves to avoid contact with chemicals.
  - Do not mix chemicals for any reason.
  - Secure cleaning products
  - Always dilute concentrated cleaning products before use.

## 4. Hygiene and Sanitization

- Provided sanitization materials and tools in all classes, labs, corridors, bathrooms, and all other facilities.
- Monitoring the compliance of cleaning companies with procedures, including the provision of sufficient numbers of workers to clean and disinfect toilets regularly after each use and sterilize classrooms and facilities daily, once everyone has left.
- Provided foot-operated lid-fitted waste bins throughout facility.
- Encourage strict hand washing routines and allow students adequate breaks to do that.
- Conduct a complete disinfection of all areas and surfaces, especially those frequently used, such as door handles, elevator buttons and appliances. Complete disinfection should also be carried out at the end of each day.



Hygiene Habits



## 5. Disinfection of premises

- All classrooms, offices, corridors, water circulations and halls will be disinfected before class hours.
- Door handles and regularly used countertops will be cleaned regularly during the day.
- Each classroom /lab will be equipped with a bottle of hand sanitizer.
- Use the trash basket outside the classrooms/labs.
- Food and beverage not allowed in teaching and learning amenities.


### Toilets

- Toilets must be regularly clean and disinfected.
- Allocated a janitor for each toilet.
- Provision of sufficient cleaning materials such as Harpic, Dettol, Clorox, Hand soap, tissues etc.

## 6. Typical AU Custodial Cleaning Tasks and Frequencies

No	Location Type	Cleaning Provided	Frequency
1	All Buildings	Start day by removing any possible contaminated refuse and recyclables from buildings. Apply EPA-approved disinfectant to all required area.	Daily
2	Restrooms	Disinfect all toilets, sinks, urinals, and mirrors. Remove trash, sweep, and mop floors, replace paper products and hand soap.	Daily and as needed
3	Entrances, Lobbies, Hallways and Restrooms	Disinfect all high-touch areas	Daily
4	Lobbies	Sweep, mop and/or auto scrub floors, vacuum carpets and remove trash, wipe furniture, clean glass doors.	Daily
5	Classrooms	Remove trash, sweep, spot mop floors. Disinfect surfaces daily.	Daily and as needed
6	Lecture Halls	Remove trash, sweep, spot mop floors. Disinfect surfaces daily.	Daily and As needed
7	Offices / Cubicles	Remove trash, Spot clean, hi-dust, dust, spot mop hard floors	Daily and as needed
8	Stairwells	Disinfect handrails and doorknobs	Daily
9	Carpeted Floors	Vacuum private offices, office suites, Vacuum public spaces, hallways, carpeted classrooms, conference rooms.	Weekly and as needed
10	Tile Floors	Dust mop, damp mop, spot mop	Daily
11	Light Fixtures	Relamp (below 10 feet)	As needed

## 7. Supportive documents / Images



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AHLIA UNIVERSITY  
**TOILET CLEANING SCHEDULE**

SECURITY  
AND SAFETY  
SECTION

LOCATION	Library ( Gents Toilet )	MONTH	December	WEEK	51
JANITOR NAME	Rayan				
SIGNATURE					
Supervised By:	Mr. LAMA Contact no: 39817155( WhatsApp -36921321)				

**--- TOILETS CLEANING CHECKLIST ---**

DAILY CLEANING TASK	TIME	SUN	MON	TUE	WED	THU	FRI	SAT
<b>1. TOILET BOWL</b> A. Clean by bowl brush B. Flush stir with brush C. Apply disinfectant D. Dry Surface as required	08:00 AM	✓	✓	✓	✓	✓		
	08:30 AM	✓	✓	✓	✓	✓		
	09:00 AM	✓	✓	✓	✓	✓		
	09:30 AM	✓	✓	✓	✓	✓		
	10:00 AM	✓	✓	✓	✓	✓		
<b>2. CLEAN WASH BASEN</b> A. Scrub with sponge B. Wipe dry C. Check for leak D. Wipe dry mirror	10:30 AM	✓	✓	✓	✓	✓		
	11:00 AM	✓	✓	✓	✓	✓		
	11:30 AM	✓	✓	✓	✓	✓		
	12:00 PM	✓	✓	✓	✓	✓		
	12:30 PM	✓	✓	✓	✓	✓		
<b>3. CLEAN WASTE BASKET</b> A. Remove waste B. Replace waste bags.	01:00 PM	✓	✓	✓	✓	✓		
	01:30 PM	✓	✓	✓	✓	✓		
	02:00 PM	✓	✓	✓	✓	✓		
	02:30 PM	✓	✓	✓	✓	✓		
	03:00 PM	✓	✓	✓	✓	✓		
<b>4. SPOT CLEAN FLOOR</b> A. Dampen cloth with germicidal B. Wipe off spots.	03:30 PM	✓	✓	✓	✓	✓		
	04:00 PM	✓	✓	✓	✓	✓		
	04:30 PM							
	05:00 PM							
	05:30 PM							
<b>5. AVAILABLE OF CLEANING SUPPLIES</b> A. Disinfectant B. Tissues C. Soap								

**Dear AU-Staff, Students and Visitors:-**

If these toilets are not up to an adequate standard, kindly send an e-mail to:  
 Mr. Hameed Mansoor, Head of Security & Safety Section at [hsalman@ahlia.edu.bh](mailto:hsalman@ahlia.edu.bh) with your valuable comments on our services. It is preferably if you send photos as well with your comments will be proudly taken in consideration in order to meet your satisfaction in the upcoming.

Ahlia University | Admin Services Directorate | Security & Safety Section  
 For Inquiry, contact Mr. Hameed Mansoor, Head of Security & Safety Section | 17298977  
 Email [hsalman@ahlia.edu.bh](mailto:hsalman@ahlia.edu.bh)

## ADMINISTRATIVE SERVICES DIRECTORATE

### Cleaning & Hygiene Facilities checklist form

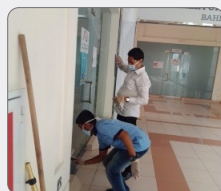
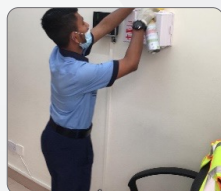
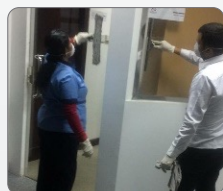
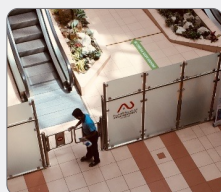
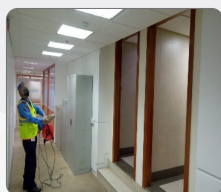
CLASS	OFFICE & CLASS FURNITURE	COMPUTER	FLOOR & CURTAINS	WHITE BOARD	WALLAS	DUSTBIN
C1						
C2						
C3						
C4						
C5						
C6						
C7						
C8						
C9						
C10						
C11						
C12						
C13						
C14						
C15						
C16						
C17						
C18						
C19						
C20						
C21						
C22						
LAB1						
LAB2						
LAB3						
LAB4						
LAB5						

LAB6						
LAB7						
LAB8						
LAB9						
LAB10						
TE-LAB						
CE-LAB						
PT LAB1						
Library						
Theater						
Conference						
Seminar Hall						
Offices Library						
Corridors						
Offices First floor						
Offices Second floor						
Offices Third floor						
Roof -1						
Offices Mezzanin1						
Offices Mezzanine2						
Offices Mezzanine 3						
Media Production Center						
Common room						

<b>DATE</b>	<b>CHECKED BY</b>
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**REMARKS**

## Campus Cleaning and Disinfecting Images



## 8. Abbreviations

- **CDC** - Centers for Disease Control and prevention
- **NHRA** - National Health Regulatory Authority
- **MOH** - Ministry of Health
- **EPA** - Environmental Protection Agency

## 9. References

- <https://www.cdc.gov/hygiene/cleaning/cleaning-your-home.html#:~:text=Cleaning20%removes20%most20%germs2%C2%dt,bleach20%solutions20%or20%sanitizing20%sprays>
- <https://www.diverseyprosumer.com/-3/20/09/2022cleaning-guidelines-schools-colleges/>



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