# STPI-Chennai

## Action Plan for Swachhta Pakhwada
## at STPI-Chennai & sub-centers
## from 1st to 15th February 2022

| Sl No. | Date | Activities proposed to be observed | Proposed action plan |
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| 1. | 01.02.2022 | Swachhta Pledge / e-pledge | Pledge to be administered by all staff of STPI-Chennai.<br><br>Dissemination of information w.r.t observation of Swachhta Pakhwada and activities to be under taken during the period through e-mails.<br><br>All staff to take E-waste pledge and Swachha Bharat Pledge on mygov.in page.<br><br>Also, the industry and units under the Jurisdiction of STPI-Chennai are planned to be sensitized on the objective of Swachha Bharat Mission and will be motivated to take pledge on the mygov portal. |
| 2. | 01.02.2022 to 15.02.2022 | Display of Banner | **Swachhta Pakhwada banner** to be displayed at STPI-Chennai at reception areas, work station area and other prominent places. |
| 3. | 03.02.2022 | Electrical Basic Maintenance | STPI-Chennai to dedicate the day towards maintaining electrical hygiene. |
| 4. | 04.02.2022 | e-office & paperless environment | Encourage all staff for judicial usage of paper and healthy environment and digitization of records through e-mail. |
| 5. | 01.02.2022 to 15.02.2022 (any one day) | Swachhta E-Workshop | An E-Workshop on **Swachhta** related topic during the pakhwada is planned to be conducted at STPI-Chennai. |
| 6. | 04.02.2022 | Sanitization activity | Entire STPI-Chennai facility is planned to be sanitized towards precautionary measure and an effort to minimize transmission of Novel Corona Virus (COVID 19) in office setup. |
| 7. | 05.02.2022 2 | Deep cleaning activity | Entire STPI-Chennai facility is planned to be deep cleansed after the sanitization activity. |
| 8. | 07.02.2022 | Cleaning activities by staff | Interaction of Admin officer with housekeeping supervisors and staff is planned to sensitize importance of cleanliness and hygiene. |
| 9. | 07.02.2022 | Shramdan by STPI-Chennai staff | All the staff/officers of STPI-Chennai to devote minimum 90 minutes time for clearing their respective areas/desks and involve themselves on daily basis for clearing their desks/ draws/ cabins and their surrounding areas. |

| 10. | 08.02.2022 to 15.02.2022 | Weeding out old files | All groups to identify documents required to be weeded out and undertake weeding activity as per the policy. |
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| 11. | 03.02.2022 to 14.02.2022 | Identification of Scrap material in around facility | Planned round in and around STPI-Chennai facility is to be conducted to identify scarp material required to be disposed off. |
| 12. | 02.02.2022 to 15.02.2022 | Basic maintenance | Basic cleaning  - as daily activity<br><br>Regular cleaning of office workstations, toilets and disposal of bins.<br><br>Basic and deep cleaning activities like, Plaza glass cleaning in the elevation area Carpet shampoo of auditorium/class rooms/conference rooms is to be undertaken. Dusting, sweeping, wiping at places like floor, work stations, file storages, common areas, glass fixtures, external areas etc to be conducted on daily basis during the pakhwada. |
| 13. | 02.02.2022 to 15.02.2022 | Sanitation and SWM | As a part of Swachhta Pakhwada, intense cleaning is planned to be done for the rest rooms including sanitary fittings, fixtures in the ground plus three floors.<br>Clearing of the garbage and arrangement for regular and systematic collection and disposal of garbage is to be undertaken. |
| 14. | 02.02.2022 to 15.02.2022 | Publicity in social media/Digital awareness | Activities of Swachhta Pakhwada at STPI-Chennai is planned to be posted on social media platforms. |
| 15. | 07.02.2022 to 11.02.2022 | Landscaping/ beautification of surrounding areas | Fertilizer/manure treatment, application of fresh soil, Weeding, trimming/cutting of shrubs, plants, mowing of lawn and uplifting STPI-Chennai Landscaping are planned to be done during the period. |
| 16. | 08.02.2022 to 14.02.2022 | General cleaning of surrounding area | Following activities are planned during the pakhwadda:<br>∗ Deep cleaning of the building terrace.<br>∗ General cleaning around the building & backside wall portion,  main stairs of the building<br>∗ Deep cleaning of  car parking area (basement), fire room, back side of the building, area around the Sewage Treatment plant, fire exit area, staircases.<br>∗ Cleaning of rainwater harvesting pits |
| 17. | 07.02.2022 to 11.02.2022 | Cleaning of Network Operations Centre, Electrical panels, AC Panels | Following activities are planned during the pakhwadda:<br>∗ Cleaning of equipments and racks in (NoC), Network Operations Centre.<br>∗ Cleaning of breakers & electrical panel capacitor panels of primary/seconday power source.<br>∗ Cleaning of AC panels. |