



STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Maintaining Garden in the Premises	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

The objective of this SOP is to give guidelines to maintain garden in factory premises.

2.0 SCOPE:

This SOP is applicable garden at entrance, near office, near C- Block, near G -Block, near ETP near canteen & surrounding area at

3.0 RESPONSIBILITY:

Security officer and gardening workmen.

4.0 ACCOUNTABILITY:

Head - Human Resources

5.0 PROCEDURE:

5.1 General conditions /Precautions.

5.1.1 Gardening equipments like shovel, scissors, koyata, Vila should be in working condition.

5.2 Gardening equipments like shovel, scissors, koyata, Vila should be in working condition.

5.2.1 Clean statue in the garden by wet duster at the beginning of work.

5.2.2 Take empty polyethylene bag.

5.2.3 Remove all waste like leaves, branches fallen in the garden.

5.2.4 Fill in the poly bag

5.2.5 Sweep area in the garden wherever waste cannot be collected by hand.

5.2.6 Fill in polyethylene bag.

5.2.7 Put all waste in waste area.

5.2.8 Water all plants using hosepipe.

5.2.9 Water long span of lawn using sprinklers or with hose depending on availability.

5.2.10 Watering is done so that all plants/lawn get water on alternate days except holidays.

5.2.11 Cut border as and when required.

5.2.12 Cut lawn as and when required.



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

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- 5.2.13 Remove unwanted grass/plants in the lawn as and when required.
- 5.2.14 Support trees/plants/lawn with external clay before rainy season.
- 5.2.15 Use pesticides as per the instruction from contractor, in case of any abnormality regarding crop decease. Gardening contractor will guide if pesticides are to be used.
- 5.2.16 Check visually. Garden should look fresh and green.

6.0 FREQUENCY:

Daily

7.0 ANNEXURES:

Nil

8.0 REFERENCES (S):

In House

9.0 GLOSSAR

SOP : Standard Operating procedure

