




# The Catholic University of Eastern Africa

| TITLE   | AUTHOR   |
|---|--|
| <b>PROCEDURE FOR ISSUING DETERGENTS<br/>(CUEA/DVC ADM/HSK/ 02)</b>                              | <b>SR. IN-CHARGE HOUSEKEEPING</b>                |
|   | NO. OF APPENDICES:                               |
|   | <b>(NONE)</b>                                    |
| <b>AUTHORIZATION</b><br><br>This Standard Operating Procedure is issued under the authority of: |  |
| TITLE   | <b>DEPUTY VICE CHANCELLOR<br/>ADMINISTRATION</b> |
| SIGNATURE   |  |
| DATE.   | <b>23 February 2011</b>                          |
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| Revision | 00 |  | Date | 9 <sup>th</sup> March, 2011 |
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|  | <b>The Standard Operating Procedure</b> | <b>CUEA/DVC<br/>ADM/HSK/<br/>02</b> |
| <b>Title</b>  | <b>PROCEDURE FOR ISSUING DETERGENTS</b> | <b>Page 2 of 5</b>                  |

**NOTE:**

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Sr. In Charge and DVC Administration's offices.

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**0.2 RECORD OF CHANGES**

| No. | Date              | Details of Changes |                         | Authorization |
|-----|-------------------|--------------------|-------------------------|---------------|
|     | <i>(dd-mm-yy)</i> | <i>Page</i>        | <i>Clause/subclause</i> | <i>Title</i>  |
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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at relevant function for authorized users


**1.0 PURPOSE**

The purpose of this procedure is to ensure efficient and effective issuing of cleaning detergents/equipments to cleaners in all departments within CUEA.

**2.0 SCOPE**

This procedure shall be followed by cleaners working in all departments in CUEA.

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### 3.0 TERMS AND DEFINITIONS

3.1 Cleaners: These are workers who carry out cleaning duties in different departments within CUEA.

3.2. Housekeeper: Refers to persons in charge of managing the housekeeping stores in CUEA.

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#### 4.0 REFERENCES

- 4.1 ISO 9001: 2008 standard
- 4.2 CUEA Quality Management Manual

#### 5.0 PRINCIPAL RESPONSIBILITIES

The Housekeeper has the overall responsibility for maintaining this procedure.

#### 6.0 METHOD

6.1 The cleaners shall write requests for detergents and equipments which they need from the store.

6.2 The Head of Department shall receive the order.

6.3 The Head of Department shall approve the order.

6.4 The Housekeeper shall receive the order and issue detergents/equipments to the cleaners.

6.5 The Housekeeper shall invoice the Department.

6.6 The invoice officer shall receive the invoice and charge the departments.

#### 7.0 APPENDICES

|          |    |  |      |                            |
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