



“Swachh Bharat Citizens’ Network”

(An initiative by Ministry of Urban Development and LocalCircles)

Checklist: How to Clean Your Neighbourhood

1. Neighbours should get together and lay out their ‘Neighbourhood Cleanliness Objectives’
2. A cleanliness committee should be formed to make this a sustainable initiative
3. Cleanliness Do’s and Don’ts should be established and posted in multiple locations in Hindi so that residents/staff/vendors/visitors can all understand (include guidelines on cleaning the pet waste, prohibition on littering, posters, spitting etc.)
4. Residents should orient their families, as well as staff and vendors coming in the neighbourhood
5. Cleanliness sign boards to include phone numbers of local health officer, waste pick up agency, Resident Welfare Association/security office, SHO, MLA with a call to action from residents
6. Collective pledge should be taken to commit certain hours a month on cleanliness. Multiple teams should be formed with each covering 2 cleanliness days every month
7. Cleanliness drive should be organised to pick up trash in the neighbourhood (or adjoining areas), clean the parks etc.
8. Collective residents action mechanism should be devised on reporting unauthorized hawkers in the neighbourhood
9. Adequate garbage collection bins should be kept in the society/neighbourhood
10. Initiate a neighbourhood beautification drive with Residents

This checklist is prepared from the responses received in the 200,000 strong Swachh Bharat online Citizens Community on LocalCircles, about what they could do to clean their neighbourhood.



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Checklist: How to Clean Your Workplace

1. Introduce awards, monetary benefits for clean work place
2. Beautify the area where people throw the garbage, this will refrain people from throwing garbage at that place again
3. Install different bins to segregated waste properly
4. Put waste paper baskets in every room and a big one outside near the road with USE ME marked prominently
5. Ban chewing pan/gutkha/smoking in all offices
6. Every employee should be made responsible for keeping his/her desk clean
7. Dust-bins should be imaginatively and attractively designed, in bright colours, with catchy inscription on them
8. A suitable system of fines and penalties should be devised
9. Leaders at all levels must make it a point to speak about it, and set personal examples at all possible occasions
10. If you see anything (paper, plastic, banana leaf etc.) lying on floor, pick it and throw them in dust bin
11. Special task force should be made which will monitor and educate people in the office premises
12. Each individual should be made responsible for at least one room in the office
13. Empower the admin/housekeeping head to impose fine on staff that litters the office space
14. Every workplace should have their personal waste disposal mechanism in place
15. Reach your work place 10 minutes ahead of time and clean up our own work place
16. Hand driers should be used instead of tissue papers in office washrooms
17. A common lunch place should be allotted where all, irrespective of cadres should take lunch and eatables and throw away the wastes in one place
18. An ‘Office Cleanliness Manual’ should be created and discussed during induction of every new employee
19. Waste printed A4 sheets should be used as rough papers for notes on the back side
20. A poster campaign should be done in office telling people about the pros and cons of keeping their workplace clean

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