Software Technology Parks Of India - Pune

ANNEXURE-I

Proposed Action Plan for Swachhta Pakhwada from 1st –15th Feb, 2021.

Date	Action Plan
01.02.2021	• **Swachhta Pledge :-** Opening of Swachh Bharat Pakhwada, Pledge taking ceremony. • Displaying of Banners at prominent points at STPI-Pune and Sub-centers. • SMS/e-mail reg. Swachhta Pakhwada to employees.
02.02.2021 & 03.02.2021	• STPI board cleaning. • **Webinars/online awareness campaign on the theme of Cleanliness, Health & Hygiene and Environment** • Encouraging the E-office for paperless and healthy environment. • **Publicity /Digital Awareness Campaign through social medial**
04.02.2021 & 05.02.2021	• Weeding Out old records / files related to softex forms etc. & others • Sale of scrap materials. • Identified Disposal of equipment RFP Tender in process. • **Online Workshop for Employees** To raise awareness on Cleanliness, Plastic Waste Management, Elimination of 'Single Use Plastic (SUP) and COVID 19 online workshop
08.02.2021 & 09.02.2021	• Cleaning of office area/wall portion/glass portion, roof top area of building, parking area of STPI & Incubation. • Prevention related to mosquitos & insects, Pest Control. • Water Saturated areas cleaning & Cleaning water tank, Parking Area • General Cleaning of store room, canteen & office area.
10.02.2021 & 11.02.2021	• Sanitation and SWM - Cleaning /maintenance of men and women toilets, availability of running water, hand-wash facilities, installation of dustbin (blue / green).
12.02.2021	• LED light installation, if required. • Grass cutting of Garden area & Plantation • Beautification of indoor office by placing the air purifying indoor potted plants. • Organizing online workshops on cleanliness, waste management and plastic waste management & ban of single use plastic (SUP) • Solid and liquid waste management by segregation of waste.
15.02.2021	• Tree plantation. • Photographs before action plan and after action to be host in My-Gov, Twitter and Facebook site for all events during Swachhta Pakhwada.