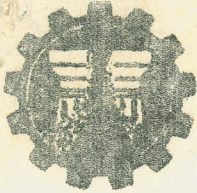


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REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

14 January 1985

MINISTRY ORDER }
No. 4 }
Series of 1985 }

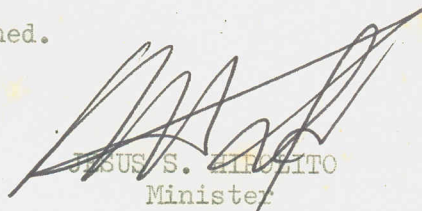
SUBJECT: Application of Good Housekeeping
Practices To Government Properties.

We are reminding all Chiefs of offices/agencies of this Ministry about the pervasive/urgent/pressing need for a continuing application of good housekeeping practices to all government properties in their custody/jurisdiction/possession/responsibility/accountability. The public expect government employees to take good care of these properties.

Enclosed for dissemination to all concerned personnel/offices are general guidelines for good housekeeping which were culled/gathered/copied/compiled from previously issued instructions/circulars/memoranda on the subject. It is recommended that a committee be established/formed/convened in each Region which will see to it that good housekeeping is implemented therein.

We reiterate in all seriousness our desire that good housekeeping be religiously observed by this Ministry.

Your compliance hereon is enjoined.


JESUS S. DELA CRUZ
Minister

Encl: a/s

Guidelines on Good
Housekeeping Practises
for Government Properties

For file - 2/20/85

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GUIDELINES ON GOOD HOUSEKEEPING PRACTICES FOR GOVERNMENT PROPERTIES
IN THE CUSTODY AND CARE OF MPWH

A. For construction equipment/service vehicles.

1. There should be designated place (s) area(s) where equipment/ vehicle that are: a. Operational, b. Under Repair, c. Awaiting Repair, d. Unserviceable, are to be stored. Units in the a, b, and c, categories should have equipment jackets containing the pertinent information about them. All equipment history/master cards should be accomplished and updated. Operational/ready to run units should be maintained. Those under repair and awaiting repair should be cleaned.
2. Equipment should not be abandoned along highways/roads/streets/ thoroughfares, project sites, yards, and other unlikely places. They should be hauled and stored in areas/places for deadlined or unserviceable equipment.
3. All operating equipment should not have an embarrassing appearance. They should not be in a dilapidated or run down condition. They should be regularly cleaned. Damaged, corroded, rusted parts such as hoods, cabs, fenders, bodies etc. should be repaired, replaced and painted. They should be properly marked with MPWH codes, logos and official signs as required by MPWH and Commission on Audit (COA) rules and regulations.

B. For base overhaul and area shops, and shop equipment.

1. Equipment to be sent to the shop for repair or maintenance should be cleaned before they are placed in the repair bays. Equipment under repair shall be provided with a folders/ jackets where pertinent information about it is placed. Bulky components such as engine blocks, transmission, differentials etc. should be cleaned before repair work is done on them.

2. Suitable containers/receptacles/vessels should be provided/used when draining lubricants. Used oil should not be allowed to spill on the floor of the work areas. Not only is this an untidy practice but a slippery floor can cause accidents to mechanics. The work areas should be kept clean. Whenever possible drain the unit of water and lubricants outside the repair shop.
3. Parts and components removed from an equipment should be cleaned, identified, and stored in bins that can be locked. Adequate measures should be taken to prevent their loss.
4. Safety measure are to be implemented, Adequate supports, blocks, guards etc. should be used to prevent injuries to personnel and damage to equipment. Work areas should be adequately lighted and ventilated.
5. Tools, test instruments, shop equipment should be used properly. They should be cleaned before being returned to the toolroom.
6. Shop equipment and test instrument should be maintained. Electric cables with broken insulation, leaking compressed air lines, and water pipes etc. should be repaired or replaced.
7. Fire fighting equipment, water and sand should be strategically located in the shops and fire drills should be made.
8. Energy conservation should be practiced.

C. Spare Parts, Materials and Supplies.

1. Spare parts and components should be properly identified, stored and protected from the adverse effects of the elements. Regular inspection, cleaning, rust prevention of these items particularly these made to precise tolerances, fits and finish should be instituted. Information on stock cards and other documents should be kept up to date and protected from loss, deterioration and fire.
2. Tires and batteries should be properly stored. They should not be piled upon each other.

3. Welding rods should be stored in dry well ventilated bins, not in damp, wet places or on the floor.
4. Lubricants and fuel should be properly stored and issued. These should be protected from adverse effects of the elements, from contamination, and should not be fire hazards.
5. Records, documents, and pertinent information should be filed systematically and protected from deterioration/damage/loss from the elements, termites, vermin and fire.
6. Fire fighting equipment/extinguishers, axes, water, sand should be strategically located in the building and personnel should be drilled on what to do in case of fire.

D. Buildings, offices, and office equipment.

1. These should be clean, adequately lighted and ventilated. Repairs and painting should be made as needed to prevent deterioration/decay.
2. Office equipment should be properly used. They should be regularly maintained and protected from the elements, vermin and theft.
3. Comfort rooms should be clean. They should not be offensive to those that will use them.
4. Important office files/records/documents should be protected from the elements, termites, vermin, loss and fire.

E. Infrastructures:

1. Metal portions of bridges, guardrails, signs should be painted.
2. Riding surfaces of highways/streets thoroughfares should be maintained. Potholes should be filled.
3. Leaking water mains, hydrants, pipes should be repaired. Imagine the value of the water lost from these leaks, the damage it does to roads/highways/streets and the inconvenience it causes to the public.