

Name of the facility..... House keeping cleaning List

Srl No.	Check List	Cleaning Frequency	Month & Year:- September 2011																															
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
			Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
9	Drinking Water facility																																	
	Dust mopping	Daily																																
	Wet mopping on floor	Daily																																
	Water tank	Monthly with hot water																																
10	Overhead & Underground Water Tank Cleaning	Monthly																																
11	Toilet cleaning	Daily																																
	Commode																																	
	Floor																																	
	Side walls																																	
	Tap																																	
	Door & Windows	Monthly																																
	Handles																																	
12	Dustbin cleaning	Daily																																
13	Garbage disposal	Daily																																
14	Glass cleaning	Daily																																
15	Wheel Chair	Daily																																
16	Strature with trolley	Daily																																
17	Television	Weekly																																
18	Cleaning the Switches	Weekly																																
19	operator	Daily																																
20	Chairs & Sofa Cleaning	Daily																																
21	Telephone cleaning	Weekly																																
22	Fans	Monthly																																
23	Garden	Weekly																																
24	Compound	Monthly																																
	Signature of Supervisor after varification	Daily																																

Weekly task to be done on every Sunday

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Monthly task to be done on every first Sunday

REMARK :
