

iii	Washing with detergent	Weekly on Saturday	1-00 PM								
G	Garbage Disposal										
i	Check for Placement of Black Dustbin with bags of sufficient size at every 100 meter distance in circulatory space	Daily	9-00 AM								
ii	Check for Placement of Black Dustbin with bags of sufficient size at every corner of steps	Daily	9-00 AM								
iii	Emptying of All Black Bags	Daily	9-00 AM								
2	Disinfection of Mops with	Daily	5-00 PM								
3	Biomedical Waste										
i	Collection of BMW from entire health facility in the trolley & storing at Biomedical waste store room/ Corner	Daily	9-00 AM								
ii	Handing over all four colour bags waste to CBWTF	Minimum Every Alternate Day	At fixed time of collection by CBWTF								
iii	Weighing of waste bags under supervision before handing over	At the time of collection	At fixed time of collection by CBWTF								
iv	Entry in BMW Register with Signature	At the time of collection	At fixed time of collection by CBWTF								
v	Checking by supervisor of BMW register with signature	Monthly	Surprise visit								
4	Water										
i	Checking for the cover of bore hole	Weekly on Saturday	1-00 PM								
ii	Checking for cover of the water tanks	Weekly on Saturday	1-00 PM								
iii	Chlorination of water source	Weekly on Saturday	1-00 PM								
iv	Checking for Leakage in Pipeline	Weekly on Saturday	1-00 PM								
v	Overhead Water Tank Cleaning	Monthly on First Saturday	1-00 PM								
vi	Underground Water Tank Cleaning	Monthly on First Saturday	1-00 PM								
5	Campus Cleanliness										
i	Watering of plantain in compound	Alternate Day	5-00 PM								
ii	Compound Cleaning	Weekly on Saturday	9-00 AM								
iii	Area surrounding compound wall	Monthly on First Saturday	9-00 AM								
6	Inspection of Commercial Establishments Cleanliness										
i	Overall Cleanliness	Monthly	Surprise visit								
ii	Presence of dustbin	Monthly	Surprise visit								
iii	Daily Emptying of dustbins & disposal of waste in municipality dustbins	Monthly	Surprise visit								
iv	Quality of food products as per FSSAI guidelines	Monthly	Surprise visit								
iv	Hygiene of workers	Monthly	Surprise visit								
7	Cleanliness Materials Stock Monitoring										
i	Detergent	Weekly on Saturday	1-00 PM								
ii	Phenyl	Weekly on Saturday	1-00 PM								
iii	Soap	Weekly on Saturday	1-00 PM								
iii	BMW Bags	Weekly on Saturday	1-00 PM								
iv	BMW Bins	Weekly on Saturday	1-00 PM								
V	Hypochlorite/Bleaching Powder	Weekly on Saturday	1-00 PM								
VI	Chlorine Tablets	Weekly on Saturday	1-00 PM								
vii	Acid	Weekly on Saturday	1-00 PM								
viii	H2S strip	Weekly on Saturday	1-00 PM								
xi	Deodorizing Agent	Weekly on Saturday	1-00 PM								
xii	Mops	Weekly on Saturday	1-00 PM								
XIII	Brooms	Weekly on Saturday	1-00 PM								
xiv	Red Gloves	Weekly on Saturday	1-00 PM								
xv	Mask	Weekly on Saturday	1-00 PM								
Signature of Supervisor after verification			Daily	Surprise visit							

REMARK :

Name of the facility.....			House keeping cleaning List																														
To be displayed in each & every Toilet Block (Total no. of Toilet Block in health facility.....)			Month & Year:-																														
Srl No.	Check List	Cleaning Frequency	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
				Name of the responsible persons																													
Name of the Supervisors																																	
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soap after cleaning																																	
	Toilet Block No.; Toilet Block Area:; Total No. of Toilets in the Block:.....; Total no. of Urinals in the Block.....; Total no. of bathrooms in the block.....; Total																																
1	Checking & Replacing/Repairng in the toilet block																																
i	All Toilets are Assessable (Not Locked)	Daily	9-00AM																														
ii	All Toilets are Functional	Daily	9-00AM																														
iii	All Light Points are Functional	Daily	9-00AM																														
iv	All Water Taps are Functional	Daily	9-00AM																														
v	Running water in all Toilets	Daily	9-00AM																														
vi	All Washbasins are Functionl	Daily	9-00AM																														
vii	All Washbasins have soaps	Daily	9-00AM																														
viii	All Toilets have intact (non -broken) bucket & tumbler	Daily	9-00AM																														
ix	Checking for Functionality of Exhaust fan	Daily	9-00AM																														
ix	All ventilators are non broken	Daily	9-00AM																														
ix	All Glasses are non broken	Daily	9-00AM																														
X	Checking for Placement of instruction showing proper disposal of sanitary pads	Monthly on First Saturday	9-00 AM																														
2	Toilet Cleaning																																
i	Floor- Washing with detergent & acid	4 times Daily	9-00AM																														
			12-00 Noon																														
			4-00PM																														
			6-00 PM																														
ii	Washbasin- Washing with detergent & acid	4 times Daily	9-00AM																														
			12-00 Noon																														
			4-00PM																														
			6-00 PM																														
iii	Commod- Washing with detergent & acid	4 times Daily	9-00AM																														
			12-00 Noon																														
			4-00PM																														
			6-00 PM																														
iv	Tiles- Washing with detergent & acid	4 times Daily	9-00AM																														
			12-00 Noon																														
			4-00PM																														
			6-00 PM																														
v	Mopping of Taps	Daily	9-00 AM																														
vi	Mopping of Glass	Daily	9-00 AM																														
vii	Dusting of ventilator/window grills & disposing of any scrape/garbage lying over it	Daily	9-00 AM																														
viii	Wet Mopping of grills & ventilators with detergent	Weekly on Saturday	1-00 PM																														
ix	Mopping of Switches	Weekly on Saturday	1-00 PM																														
x	Mopping of Exhaust fan	Weekly on Saturday	1-00 PM																														
xi	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM																														
xii	Wet Mopping of Doors	Weekly on Saturday	1-00 PM																														
2	Garbage Disposal																																
i	Check for Placement of Black Dustbin with bags of sufficient size in each & every toilet block	Daily	Surprise visit																														
ii	Emptying of All Black Bags	Daily	9-00 AM																														
	Signature of Supervisor after varification	Daily	Surprise visit																														

REMARK :

REMARK :

Name of the facility				House keeping cleaning List																																	
Srl No.	Check List	Cleaning Frequency	Time	To be displayed in mortuary																																	
				Month & Year:- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																																	
Name of the responsible person																																					
Name of the Supervisor																																					
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning																																					
Floor																																					
1	Wet Mopping with high concentrate (2%) Sodium Hypocloride Solution.	Daily	9-00AM After each Autopsy																																		
2	Washing with detergent	Weekly on Saturday	1-00 PM																																		
Wall																																					
i	Wet Mopping with Phenyl	Weekly on Saturday	1-00 PM																																		
ii	Washing with detergent	Monthly on First Saturday	1-00 PM																																		
Ceiling																																					
i	Removal of Cob webs/Honey comb etc.	Weekly on Saturday	1-00 PM																																		
ii	Wet Mopping of Fans with detergent	Weekly on Saturday	1-00 PM																																		
iii	Wet Mopping of Tubelights & Bulbs	Weekly on Saturday	1-00 PM																																		
iv	Mopping of Switches	Weekly on Saturday	1-00 PM																																		
Doors & Windows																																					
i	Dusting of windows	Daily	9-00 AM																																		
ii	Wet Mopping of grills & windows with detergent	Weekly on Saturday	1-00 PM																																		
iii	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM																																		
iv	Wet Mopping of Doors	Weekly on Saturday	1-00 PM																																		
v	Checking that no window glass is broken	Weekly on Saturday	1-00 PM																																		
vi	Checking for No scrape/Garbage lying over window/ventilator	Weekly on Saturday	9-00AM																																		
E	All instruments, Equipment should be clean with high concentrate (2%) Sodium Hypocloride Solution	Weekly on Saturday	1-00 PM																																		
F	Post mortem platform (Autopsy table) with high concentrate (2%) Sodium Hypocloride Solution	Weekly on Saturday	1-00 PM																																		
Garbage Disposal																																					
i	Check for Placement of BMW bins with bags of sufficient size of Black-Yellow-Blue	Daily	Surprise visit																																		
iii	Emptying of All BMW bags	Daily	9-00 AM																																		
H	Check for 24 hrs running water	Daily	9-00 AM																																		
I	Check for functionality of drainage line	Daily	9-00 AM																																		
Signature of Supervisor after verification																																					

REMARK:-

REMARK :

Name of the facility.....			House keeping cleaning List	
To be displayed in the xray room				
Srl No.	Check List	Cleaning Frequency	Time	Month & Year:-
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Name of the responsible persons				
Name of the Supervisors				
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning				
A	Floor			
i	Wet Mopping with Phenyl	4 times Daily	9-00AM 12-00 Noon 4-00PM 6-00 PM	
ii	Washing with detergent	Weekly on Saturday	1-00 PM	
B	Wall			
i	Wet Mopping with Phenyl	Weekly on Saturday	1-00 PM	
ii	Washing with detergent	Monthly on First Saturday	1-00 PM	
C	Ceiling			
i	Removal of Cob webs/Honey comb etc.	Weekly on Saturday	1-00 PM	
ii	Wet Mopping of Fans with detergent	Weekly on Saturday	1-00 PM	
iii	Wet Mopping of Tubelights & Bulbs	Weekly on Saturday	1-00 PM	
iv	Mopping of Switches	Weekly on Saturday	1-00 PM	
D	Doors & Windows			
i	Dusting of windows	Daily	9-00 AM	
ii	Wet Mopping of grills & windows with detergent	Weekly on Saturday	1-00 PM	
iii	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM	
iv	Wet Mopping of Doors	Weekly on Saturday	1-00 PM	
v	Checking that no window glass is broken	Weekly	Surprise visit	
vi	Checking for No scrape/Garbage lying over window/ventilator	Weekly	Surprise visit	
G	Garbage Disposal			
i	Check for Placement of Black Dustbin with bags	Daily	9-00 AM	
iii	Emptying of All Black Bags	Daily	9-00 AM	
H	Washbasins			
i	Washing with detergents	Daily	9-00 AM	
ii	check for running water	Daily	9-00 AM	
iii	Check for functionality	Daily	9-00 AM	
iv	check for water tap functionality	Daily	9-00 AM	
v	Check for soap availability	Daily	9-00 AM	
vi	Availability of Alcohol based Hand rub	Daily	9-00 AM	
vii	Check for Display of Hand washing Instruction at Point of Use	Monthly on First Saturday	1-00 PM	

REMARK :

		Name of the facility.....		House keeping cleaning List		To be displayed in the pharmacy & store																																																													
Srl No.	Check List	Cleaning Frequency	Time	Month & Year:-																																																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																		
Name of the responsible persons																																																																			
Name of the Supervisors																																																																			
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning																																																																			
A	Floor																																																																		
i	Wet Mopping with Phenyl	4 times Daily	9-00AM																																																																
ii	Washing with detergent		12-00 Noon																																																																
i	Wet Mopping with Phenyl		4-00PM																																																																
ii	Washing with detergent		6-00 PM																																																																
B	Wall																																																																		
i	Wet Mopping with Phenyl	Weekly on Saturday	1-00 PM																																																																
ii	Washing with detergent	Monthly on First Saturday	1-00 PM																																																																
C	Ceiling																																																																		
i	Removal of Cob webs/Honey comb etc.	Weekly on Saturday	1-00 PM																																																																
ii	Wet Mopping of Fans with detergent	Weekly on Saturday	1-00 PM																																																																
iii	Wet Mopping of Tubelights & Bulbs	Weekly on Saturday	1-00 PM																																																																
iv	Mopping of Switches	Weekly on Saturday	1-00 PM																																																																
D	Doors & Windows																																																																		
i	Dusting of windows	Daily	9-00 AM																																																																
ii	Wet Mopping of grills & windows with detergent	Weekly on Saturday	1-00 PM																																																																
iii	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM																																																																
iv	Wet Mopping of Doors	Weekly on Saturday	1-00 PM																																																																
v	Checking that no window glass is broken	Weekly	Surprise visit																																																																
vi	Checking for No scrape/Garbage lying over window/ventilator	Weekly	Surprise visit																																																																
G	Garbage Disposal																																																																		
i	Check for Placement of Black Dustbin with bags	Daily	9-00 AM																																																																
iii	Emptying of All Black Bags	Daily	9-00 AM																																																																
IV	Removal of condemned/Junk material in the Pharmacy and drug store	Daily	9-00 AM																																																																
Signature of Supervisor after verification			Daily	Surprise visit																																																															

REMARK :

Name of the facility.....				House keeping cleaning List																																																									
Srl No.	Check List	Cleaning Frequency	Time	Month & Year:-																																																									
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																												
Name of the responsible persons																																																													
Name of the Supervisors																																																													
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning																																																													
A				Floor																																																									
i	Wet Mopping with Phenyl	4 times Daily																																																											
ii																																																													
B				Wall																																																									
i	Wet Mopping with Phenyl	Weekly on Saturday																																																											
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C				Ceiling																																																									
i	Removal of Cob webs/Honey comb etc.	Weekly on Saturday																																																											
ii																																																													
iii	Wet Mopping of Fans with detergent	Weekly on Saturday																																																											
iv																																																													
D				Doors & Windows																																																									
i	Dusting of windows	Daily																																																											
ii																																																													
iii	Wet Mopping of grills & windows with detergent	Weekly on Saturday																																																											
iv																																																													
v	Wet Mopping of Handles with Disinfecting Fluids	Weekly																																																											
vi																																																													
G				Garbage Disposal																																																									
i	Check for Placement of Four coloured BMW bins with bags	Daily																																																											
ii																																																													
H				Mopping of Furnitures & equipments with disinfecting fluid																																																									
I	Curtains Changing	Monthly on First Saturday																																																											
J																																																													
M	Check availability of functional light bulb in room	Daily																																																											
2																																																													
9	ILR & DF dust mopping	Monthly on First Saturday																																																											
Signature of Supervisor																																																													

Weekly task to be done on every Sunday

Monthly task to be done on every first Sunday

REMARK :

Name of the facility.....			House keeping cleaning List																														
			To be displayed in each ward/special room/isolation room																														
Srl No.	Check List	Cleaning Frequency	Month & Year:-																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Name of the responsible person																																	
Name of the Supervisor																																	
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning																																	
A			Floor																														
i	Wet Mopping with Phenyl	4 times Daily	9-00AM																														
			12-00 Noon																														
			4-00PM																														
			6-00 PM																														
ii	Washing with detergent	Weekly on Saturday	1-00 PM																														
B			Wall																														
i	Wet Mopping with Phenyl	Weekly on Saturday	1-00 PM																														
ii	Washing with detergent	Monthly on First Saturday	1-00 PM																														
C			Ceiling																														
i	Removal of Cob webs/Honey comb etc.	Weekly on Saturday	1-00 PM																														
ii	Wet Mopping of Fans with detergent	Weekly on Saturday	1-00 PM																														
iii	Wet Mopping of Tubelights & Bulbs	Weekly on Saturday	1-00 PM																														
iv	Mopping of Switches	Weekly on Saturday	1-00 PM																														
D			Doors & Windows																														
i	Dusting of windows	Daily	9-00 AM																														
ii	Wet Mopping of grills & windows with detergent	Weekly on Saturday	1-00 PM																														
iii	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM																														
iv	Wet Mopping of Doors	Weekly on Saturday	1-00 PM																														
v	Checking that no window glass is broken	Weekly	Surprise visit																														
vi	Checking for No scrape/Garbage lying over window/ventilator	Weekly	Surprise visit																														
G			Garbage Disposal																														
i	Check for Placement of Four coloured BMW bins with bags	Daily	9-00 AM																														
ii	Emptying of All BMW Bags	Daily	9-00 AM																														
H	Mopping of Furnitures & equipments with disinfecting fluid	Daily	9-00 AM																														
I	Curtains Changing	Monthly on First Saturday	9-00 AM																														
J	Replace linen, pillow cover	Daily & as soiled	9-00 AM																														
J	Glass cleaning	Daily	9-00 AM																														
M	Check availability of functional light bulb in room	Daily	9-00 AM																														
Signature of Supervisor after verification			Daily	Surprise visit																													

REMARK :

Name of the facility			House keeping cleaning List																														
Srl No.	Check List	Cleaning Frequency	To be displayed in Labor room																											Month & Year:-			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Name of the responsible person																																	
Name of the Supervisor																																	
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning																																	
A			Floor																														
i	Wet Mopping with Phenyl	4 times Daily	9-00AM																														
			12-00 Noon																														
ii	Washing with detergent	Weekly on Saturday	4-00PM																														
			6-00 PM																														
B			Wall																														
i	Wet Mopping with Phenyl	Weekly on Saturday	1-00 PM																														
ii	Washing with detergent	Monthly on First Saturday	1-00 PM																														
C			Ceiling																														
i	Removal of Cob webs/Honey comb etc.	Weekly on Saturday	1-00 PM																														
ii	Wet Mopping of Fans with detergent	Weekly on Saturday	1-00 PM																														
iii	Wet Mopping of Tubelights & Bulbs	Weekly on Saturday	1-00 PM																														
iv	Mopping of Switches	Weekly on Saturday	1-00 PM																														
D			Doors & Windows																														
i	Dusting of windows	Daily	9-00 AM																														
ii	Wet Mopping of grills & windows with detergent	Weekly on Saturday	1-00 PM																														
iii	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM																														
iv	Wet Mopping of Doors	Weekly on Saturday	1-00 PM																														
v	Checking that no window glass is broken	Weekly	Surprise visit																														
vi	Checking for No scrape/Garbage lying over window/ventilator	Weekly	Surprise visit																														
G			Garbage Disposal																														
i	Check for Placement of Four coloured BMW bins with bags	Daily	9-00 AM																														
ii	Emptying of All BMW Bags	Daily	9-00 AM																														
H	Mopping of Furnitures & equipments with disinfecting fluid	Daily	9-00 AM																														
I	Curtains Changing	Monthly on First Saturday	9-00 AM																														
J	Replace linen, pillow cover	After each Labour & inbetween if soiled	After each Labour & inbetween if soiled																														
J	Glass cleaning	Daily	9-00 AM																														
M	Check availability of functional light bulb in room	Daily	9-00 AM																														
N	Carbolization	Weekly on Saturday	1-00 PM																														
Signature of Supervisor			Daily	Surprise visit																													

REMARK :

Name of the facility.....		House keeping cleaning List
To be displayed in Head of the institute's Room		
Srl No.	Particular	Whether functional / available as per norms
	Name of the responsible person	
	Name of the Supervisor	
	Month..... Year.....	
Quality Control		
1	Total available Instrument	
2	Functional	
3	Non functional	
*Reasons for not functioning		
a	Equipment/Instrument is not required	
b	Equipment/Instrument is not installed	
c	Need repairing	
d	Can't be repaired	
e	Necessary space is not available	
f	Necessary electrical arrangement is not available	
g	Trained manpower is not available	
h	Extra qty.	
i	Others	
	Total Non functional	

Name of the facility.....		House keeping cleaning List
To be displayed in Head of the institute's Room		
Srl No.	Particular	Whether functional / available as per norms
Name of the responsible person		
Name of the Supervisor		
Month..... Year.....		
Quality Control		
S.No.	Particular	Whether functional / available as per norms
1	Citizen's charter (Yes/No)	
2	Constitution of Rogi Kalyan Samiti (Yes/No)	
3	Internal monitoring (Last date of audit: dd/mm/yyyy)	
a	Social audit through Panchayati Raj Institution	
b	Social audit through Rogi Kalyan Samitis	
4	External monitoring /Gradation by PRI (Zila Parishad) (Last date of audit: dd/mm/yyyy)	
a	External monitoring /Gradation by Rogi Kalyan Samitis (Last date of audit: dd/mm/yyyy)	
5	Availability of Standard Operating Procedures (SOP) / Standard Treatment Protocols (STP)/ Guidelines (Yes/no)	
6	RKS Fund received in previous year (Total) (Rs.)	
a	RKs fund Utilized in previous year (Total) (Rs.)	
7	HAI	
a	Incidence of Hospital Associated Infection (Per 1000 Case)	
b	Last culture sent for autoclave monitoring strip (dd/mm/yyyy)	
c	Last swab taken from OT for bacteriological survillence (DD/mm/yyyy)	
d	Last swab taken from labor room for bacteriological survillence (DD/mm/yyyy)	
e	No. of needle prick injuries in last month	
f	IV lines changes after how many hours	
g	Antibiotics given in normal diarrhoea/Vomiting cases (Yes/No)	
8	Patient safety	
a	No. of instants of medication error in last month	
b	No. of AEFI reported in last month	
c	no. of sentinel events In last month	
d	No. of Infant deaths in last month	
e	No. of maternal deaths in last month	
9	Licence Available (Yes/No)	
a	BMW from GPCB	
b	Permit for Spirit from Drug & Narcotics Department	
c	Permit for Drugs from Drug & Narcotics Department	
d	MTP Permit	
e	TL Permit from District Panchayt Health & Family Welfare	
f	Vehicle Registration (From RTO)	
g	Vehicle Insurance	
h	NOC from Fire Safety Officer	
i	Certificate for FAR (Executive Engineer, R&B, District Panchayat)	
j	Certificate for Building Safety (Executive Engineer, R&B, District Panchayat)	

Name of the facility.....				House keeping cleaning List																														
Srl No.	Check List	Cleaning Frequency	Time	To be displayed in ambulance																														
				Month & Year:-																														
Name of the responsible persons																																		
Name of the Supervisors																																		
Use Red rubber Gloves up to Elbow, Mask & Apron before cleaning & Hand wash with soa after cleaning																																		
A				Floor																														
i	Wet Mopping with Phenyl	4 times Daily	9-00AM 12-00 Noon 4-00PM 6-00 PM																															
ii	Washing with detergent	Weekly on Saturday	1-00 PM																															
B				Wall																														
i	Wet Mopping with Phenyl	Weekly on Saturday	1-00 PM																															
ii	Washing with detergent	Monthly on First Saturday	1-00 PM																															
D				Doors & Windows																														
i	Dusting of windows	Daily	9-00 AM																															
ii	Wet Mopping of grills & windows with detergent	Weekly on Saturday	1-00 PM																															
iii	Wet Mopping of Handles with Disinfecting Fluids	Weekly on Saturday	1-00 PM																															
iv	Wet Mopping of Doors	Weekly on Saturday	1-00 PM																															
v	Checking that no window glass is broken	Weekly	Surprise visit																															
G				Garbage Disposal																														
ii	Emptying of All BMW Bags	Daily	9-00 AM																															
H	Mopping of Furnitures & equipments with disinfecting fluid	Daily	9-00 AM																															
I	Curtains Changing	Monthly on First Saturday	9-00 AM																															
J	Glass cleaning	Daily	9-00 AM																															
i	Check for presence of hand disinfect	Daily	9-00 AM																															
i	Check for presence of mask	Daily	9-00 AM																															
ii	Check for presence of gloves	Daily	9-00 AM																															
iii	Check for presence of apron	Daily	9-00 AM																															
Signature of Supervisor																																		

Weekly task to be done on **every Sunday**

Monthly task to be done on **every first Sunday**

REMARK :