

Cleaning Schedule and Liquid Nitrogen duty

Instruction

1. Timing for cleaning: 12 noon. Please be at the TC facility on time since the cleaning staff is not aware which lab to approach with this new system.
2. Assigned person needs to take the cleaner to the TC room and give them the instructions. These include using a special mop used only for the TC room from SP lab.
3. He/she has to be present the whole time cleaners are inside the TC room.
4. Every week on Wednesday, call department office to remind Babu/ Sheikh to fill Liquid N₂ cylinder.
5. Check the level to liquid N₂ every second day (scale is kept in SP lab).
6. If you are not on campus, find a replacement before you leave.
7. Once your slot is over inform and handover the duty to the next person.

| S.No. | TC User Names | Date slots |
|-------|-----------------------------|--------------------------|
| 1. | Shalini (DP Lab) | 11 Feb -28 Feb 2015 |
| 2. | Sonia (PT Lab) | 1 March -15 March 2015 |
| 3. | Reema Bajaj (PT Lab) | 16 March - 30 March 2015 |
| 4. | Tanvir Daphedar (DPaul lab) | 1 April - 15 April 2015 |
| 5. | Kshama Kamath (AK Lab) | 16 April - 30 April 2015 |
| 6. | Piyush Kumar (RS lab) | 1 May - 15 May 2015 |
| 7. | Mahak Sapra (SP Lab) | 16 May - 31 May 2015 |
| 8. | Khushi Makkad (PT Lab) | 1 June - 15 June 2015 |
| 9. | Saroj Yadav (DP Lab) | 16 June - 31 June 2015 |
| 10. | Ajay V Suryavanshi (RS Lab) | 1 July - 15 July 2015 |
| 11. | Deepak S Chauhan (RS Lab) | 16 July - 31 July 2015 |
| 12. | Vishakha Dey (SP Lab) | 1 Aug - 15 Aug 2015 |
| 13. | Shreya Agarwal (RS Lab) | 16 Aug - 31 Aug 2015 |
| 14. | Vivek S (SP Lab) | 1 Sept - 15 Sept 2015 |
| 15. | Jubina Balan (DP Lab) | 16 Sept - 30 Sept 2015 |
| 16. | Aishwarya Narayan (SP Lab) | 1 Oct - 15 Oct 2015 |
| 17. | Amrutraj Zade (KK Lab) | 16 Oct - 31 Oct 2015 |
| 18. | Pragati Mastud (SP Lab) | 1 Nov - 15 Nov 2015 |
| 19. | Ganesh Mohite (SKM Lab) | 16 Nov - 30 Nov 2015 |
| 20. | Vaishali Pawar (RS Lab) | 1 Dec - 15 Dec 2015 |
| 21. | Durga Kumari (RB Lab) | 16 Dec - 31 Dec 2015 |
| 22. | Anjali Anil (AK Lab) | 1 Jan - 15 Jan 2016 |
| 23. | Smita Bhutda (AB lab) | 16 Jan - 31 Jan 2016 |
| 24. | Farha Memon (KK Lab) | 1 Feb - 15 Feb 2016 |
| 25. | Mayank K (SP Lab) | 16 Feb - 29 Feb 2016 |
| 26. | Rahul Chaudhari (SP Lab) | 1 March -15 March 2016 |
| 27. | Kanchan Sinha (DP Lab) | 16 March - 30 March 2016 |
| 28. | Afsana Naaz (DP Lab) | 1 April - 15 April 2016 |
| 29. | Sonica Chaudhry (GSM Lab) | 16 April – 30 April |

Bi-monthly cleaning schedule for TC room:

| Cubical | 1 st week of the month | 3 rd week of the month |
|---------|-----------------------------------|-----------------------------------|
| Virus | KK Lab/PT lab users | KK Lab/PT lab users |
| 501 C | SP Lab | AB Lab/SSen Lab |
| 501 D | DP Lab/SS Lab | PT Lab/GSM Lab |
| 501 E | RS Lab/RB Lab | SKM Lab/ DPaul Lab |

*Labs sharing same week should co-ordinate and perform the cleaning in alternate months.

This involves cleaning the entire room with ethanol and during the monsoon, spraying any fungus that might appear with bleach in your cubicle and immediately outside your cubicle.