NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

Number of PHO Staff allotted for BSBE: _____ **Signature of Supervisor: _____**

GROUND FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
50 Seater Seminar Room	8:30 am							
75 Seater Seminar Room	8:30 am							
Department Office	8:45 am							
HOD Office	9:00 am							
Network Server Room	8:15 am							
Pantry Room (Web Server)	8:45 am							
Central Facility Room	9:30 am							
Imaging Facility	11:30 am							
Stair Case (Lift Side)	9:15 am							
Stair Case (Back Side)	9:15 am							
Passage/ Corridor	7:30 am							
Lifts	7:30 am							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Central Facility Room. It is mandatory to write LAB No. if a student signs for Central Facility Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK

NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

FIRST FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor	3:00 pm							
Class Room / Computer Lab	9:00 am							
Teaching Lab 1A (MSc Lab)	10:30 am							
Conference Room	11:00 am							
COMMON INSTRUMENT ROOM 104A	12:00 noon							
Lab 104 SNair	11:00 am							
Lab 105 SShinde	11:30 am							
Pantry Room (Autoclave)	12:30 am							
Stair Case (Lift Side)	9:15 am							
Stair Case (Back Side)	9:15 am							
Janitor Room	12:15 pm							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Common Instrument Room. It is mandatory to write LAB No. if a student signs for Common Instrument Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK

NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

SECOND FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor	09:30 am							
Lab 201 AB	03:00 pm							
Lab 202 NK	11:00 am							
Lab 203 HV	11:30 am							
Lab 204 AKun	03:30 pm							
Lab 205 Teaching Lab	2:30 pm							
Common Instrument Room 204-A1	12:30 pm							
Common Instrument Room 204-A2	12:45 pm							
Pantry Room (UC Room)	12:00 noon							
Stair Case (Lift Side)	09:15 am							
Stair Case (Back Side)	09:15 am							
Janitor Room	03:15 pm							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Common Instrument Room, LAB 201, LAB204. It is mandatory to write LAB No. if a student signs for Common Instrument Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK

NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

THIRD FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor	03:00 pm							
Lab 301 SM	10:30 am							
Lab 302 RPur	12:00 pm							
Lab 303 SKG	10:45 am							
Lab 304 SS	09:30 am							
Lab 305 SMaji	11:00 am							
Lab 306 RP	11:30 am							
COMMON INSTRUMENT ROOM 304A	12:30 pm							
Pantry Room (Cold Room)	02:15 pm							
Stair Case (Lift Side)	9:15 am							
Stair Case (Back Side)	9:15 am							
Janitor Room	12:45 pm							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Common Instrument Room, LAB 301, LAB302, LAB 303, LAB304, LAB 305, LAB306. It is mandatory to write LAB No. if a student signs for Common Instrument Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK

NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

FOURTH FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor	03:00 pm							
Lab 401 DP	03:30 pm							
Lab 402 PVB	10:30 am							
Lab 402A Visiting Fac.	12:00 noon							
Lab 403 RPatkar	11:00 am							
Lab 404 SKumar	10:40 am							
Lab 405 PP	11:30 am							
Lab 406 RMallik	02:30 pm							
COMMON INSTRUMENT ROOM 404A	02:00 pm							
Pantry Room (Autoclave)	02:45 pm							
Stair Case (Lift Side)	09:15 am							
Stair Case (Back Side)	09:15 am							
Janitor Room	02:55 pm							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Common Instrument Room, LAB 401, LAB402, LAB 403, LAB404, LAB 405, LAB406. It is mandatory to write LAB No. if a student signs for Common Instrument Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK

NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

FIFTH FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor	03:00 pm							
Lab 501 TC Room	10:30 am							
Lab 502 SP	10:45 am							
Lab 503 NT	11:00 am							
Lab 504 SK	12:00 pm							
Lab 505 RS	9:30 am							
Lab 506 RM	11:30 am							
COMMON INSTRUMENT ROOM 504A	02:00 pm							
Pantry Room (Cold Room)	03:15 pm							
Stair Case (Lift Side)	09:15 am							
Stair Case (Back Side)	09:15 am							
Janitor Room	03:30 pm							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Common Instrument Room, LAB 501, LAB502, LAB 503, LAB504, LAB 505, LAB506. It is mandatory to write LAB No. if a student signs for Common Instrument Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK

NEW BSBE BUILDING- WEEKDAY HOUSEKEEPING RECORD

DATE:

SIXTH FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor	03:00 pm							
Lab 601 KK	10:30 am							
Lab 602 PT	11:30 am							
Lab 603 PB	12:00 pm							
Lab 604 DPaul	02:30 pm							
Lab 605 SSen	03:00 pm							
Lab 606 AK	09:30 am							
COMMON INSTRUMENT ROOM 604A	11:00 am							
Pantry Room	09:15 Pm							
Stair Case (Lift Side)	09:15 am							
Stair Case (Back Side)	09:15 am							
Janitor Room	03:30 pm							

NOTE: An office staff/faculty member/Cleaning and Maintenance Committee Member/office staff authorized by Cleaning and Maintenance Committee should sign for all areas other than Common Instrument Room, LAB 601, LAB602, LAB 603, LAB604, LAB 605, LAB 606. It is mandatory to write LAB No. if a student signs for Common Instrument Room.

Remark(s):

Signature of Cleaning and Maintenance Committee Member/Authorized Office-staff or Student:

PLEASE DO NOT SIGN IF YOU ARE NOT SATISFIED WITH THE QUALITY OF HOUSEKEEPING WORK