

**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**GROUND FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                    | DATE OUTSIDE<br>COBWEB<br>REMOVED | SIGNATURE | DATE INSIDE<br>COBWEB<br>REMOVED | SIGNATURE | Name |
|-----------------------------|-----------------------------------|-----------|----------------------------------|-----------|------|
| Foyer                       |                                   |           |                                  |           |      |
| Imaging<br>Facility         |                                   |           |                                  |           |      |
| Class Room<br>(50 Seater)   |                                   |           |                                  |           |      |
| Class Room<br>(75 Seater)   |                                   |           |                                  |           |      |
| Department<br>Office        |                                   |           |                                  |           |      |
| HOD<br>Office               |                                   |           |                                  |           |      |
| Central<br>Facility Room    |                                   |           |                                  |           |      |
| Electrical Room<br>A&B      |                                   |           |                                  |           |      |
| Pantry Room<br>(Web Server) |                                   |           |                                  |           |      |
| Network<br>Server Room      |                                   |           |                                  |           |      |
| Stair Case<br>(Lift Side)   |                                   |           |                                  |           |      |
| Stair Case (Back<br>Side)   |                                   |           |                                  |           |      |
| Janitor<br>Room             |                                   |           |                                  |           |      |

**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:**

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

**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FIRST FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                   | DATE OUTSIDE COBWEB REMOVED | SIGNATURE | DATE INSIDE COBWEB REMOVED | SIGNATURE | Name |
|----------------------------|-----------------------------|-----------|----------------------------|-----------|------|
| Corridor                   |                             |           |                            |           |      |
| Teaching Lab 1A            |                             |           |                            |           |      |
| Teaching Lab 1B (UG LAB)   |                             |           |                            |           |      |
| Class Room / Computer Lab  |                             |           |                            |           |      |
| Common Equipment Room 104A |                             |           |                            |           |      |
| Lab 104 SNair              |                             |           |                            |           |      |
| Pantry Room (Autoclave)    |                             |           |                            |           |      |
| Stair Case (Lift Side)     |                             |           |                            |           |      |
| Stair Case (Back Side)     |                             |           |                            |           |      |
| Janitor Room               |                             |           |                            |           |      |

**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 Equipment Room. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**SECOND FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                           | DATE OUTSIDE<br>COBWEB<br>REMOVED | SIGNATURE | DATE INSIDE<br>COBWEB<br>REMOVED | SIGNATURE | Name |
|------------------------------------|-----------------------------------|-----------|----------------------------------|-----------|------|
| Corridor                           |                                   |           |                                  |           |      |
| Lab 201<br>AB                      |                                   |           |                                  |           |      |
| Lab 202<br>NK                      |                                   |           |                                  |           |      |
| Lab 203<br>HV                      |                                   |           |                                  |           |      |
| Lab 204<br>AKun                    |                                   |           |                                  |           |      |
| Lab 205<br>Teaching                |                                   |           |                                  |           |      |
| Common<br>Equipment<br>Room 204-A1 |                                   |           |                                  |           |      |
| Common<br>Equipment<br>Room 204-A2 |                                   |           |                                  |           |      |
| Pantry Room<br>(UC Room)           |                                   |           |                                  |           |      |
| Stair Case<br>(Lift Side)          |                                   |           |                                  |           |      |
| Stair Case<br>(Back Side)          |                                   |           |                                  |           |      |
| Janitor<br>Room                    |                                   |           |                                  |           |      |

**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 Equipment Room, LAB 201, LAB204. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**THIRD FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                   | DATE OUTSIDE COBWEB REMOVED | SIGNATURE | DATE INSIDE COBWEB REMOVED | SIGNATURE | Name |
|----------------------------|-----------------------------|-----------|----------------------------|-----------|------|
| Corridor                   |                             |           |                            |           |      |
| Lab 301<br>SM              |                             |           |                            |           |      |
| Lab 302<br>RPur            |                             |           |                            |           |      |
| Lab 303<br>SKG             |                             |           |                            |           |      |
| Lab 304<br>SS              |                             |           |                            |           |      |
| Lab 305<br>SMaji           |                             |           |                            |           |      |
| Lab 306<br>RP              |                             |           |                            |           |      |
| COMMON<br>EQP.             |                             |           |                            |           |      |
| Pantry Room<br>(Cold Room) |                             |           |                            |           |      |
| Stair Case<br>(Lift Side)  |                             |           |                            |           |      |
| Stair Case<br>(Back Side)  |                             |           |                            |           |      |
| Janitor<br>Room            |                             |           |                            |           |      |

**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 Equipment Room, LAB 301, LAB302, LAB 303, LAB304, LAB 305, LAB306. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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

**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FOURTH FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                   | DATE OUTSIDE<br>COBWEB<br>REMOVED | SIGNATURE | DATE INSIDE<br>COBWEB<br>REMOVED | SIGNATURE | Name |
|----------------------------|-----------------------------------|-----------|----------------------------------|-----------|------|
| Corridor                   |                                   |           |                                  |           |      |
| Lab 401<br>DP              |                                   |           |                                  |           |      |
| Lab 402<br>PVB             |                                   |           |                                  |           |      |
| Lab 403<br>RPatkar         |                                   |           |                                  |           |      |
| Lab 404<br>SKumar          |                                   |           |                                  |           |      |
| Lab 405<br>PP              |                                   |           |                                  |           |      |
| Lab 406<br>RMallik         |                                   |           |                                  |           |      |
| COMMON<br>EQP. ROOM        |                                   |           |                                  |           |      |
| Pantry Room<br>(Autoclave) |                                   |           |                                  |           |      |
| Stair Case<br>(Lift Side)  |                                   |           |                                  |           |      |
| Stair Case<br>(Back Side)  |                                   |           |                                  |           |      |
| Janitor<br>Room            |                                   |           |                                  |           |      |

**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 Equipment Room, LAB 401, LAB402, LAB 403, LAB404, LAB 405, LAB 406. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FIFTH FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                   | DATE OUTSIDE<br>COBWEB<br>REMOVED | SIGNATURE | DATE INSIDE<br>COBWEB<br>REMOVED | SIGNATURE | Name |
|----------------------------|-----------------------------------|-----------|----------------------------------|-----------|------|
| Corridor                   |                                   |           |                                  |           |      |
| Lab 501<br>TC Room         |                                   |           |                                  |           |      |
| Lab 502<br>SP              |                                   |           |                                  |           |      |
| Lab 503<br>NT              |                                   |           |                                  |           |      |
| Lab 504<br>SK              |                                   |           |                                  |           |      |
| Lab 505<br>RS              |                                   |           |                                  |           |      |
| Lab 506<br>RM              |                                   |           |                                  |           |      |
| COMMON<br>EQP. ROOM        |                                   |           |                                  |           |      |
| Pantry Room<br>(Cold room) |                                   |           |                                  |           |      |
| Stair Case<br>(Lift Side)  |                                   |           |                                  |           |      |
| Stair Case<br>(Back Side)  |                                   |           |                                  |           |      |
| Janitor<br>Room            |                                   |           |                                  |           |      |

**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 Equipment Room, LAB 501, LAB502, LAB 503, LAB504, LAB 505, LAB 506. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**SIXTH FLOOR INSIDE AND OUTSIDE COBWEB REMOVAL**

| LOCATION                               | DATE OUTSIDE COBWEB | SIGNATURE | DATE INSIDE COBWEB REMOVED | SIGNATURE | Name |
|--|---------------------|-----------|----------------------------|-----------|------|
| Corridor                               |                     |           |                            |           |      |
| Lab 601<br>KK                          |                     |           |                            |           |      |
| Lab 602<br>PT                          |                     |           |                            |           |      |
| Lab 603<br>PB                          |                     |           |                            |           |      |
| Lab 604<br>DPaul                       |                     |           |                            |           |      |
| Lab 605<br>SSen                        |                     |           |                            |           |      |
| Lab 606<br>AK                          |                     |           |                            |           |      |
| COMMON<br>EQP. ROOM<br>(Radioactivity) |                     |           |                            |           |      |
| Pantry<br>Room                         |                     |           |                            |           |      |
| Stair Case<br>(Lift Side)              |                     |           |                            |           |      |
| Stair Case<br>(Back Side)              |                     |           |                            |           |      |
| Janitor<br>Room                        |                     |           |                            |           |      |

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**Remark(s):**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**GROUND FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                 | DATE OUTSIDE GLASS CLEANED | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|--------------------------|----------------------------|-----------|---------------------------|-----------|------|
| Foyer                    |                            |           |                           |           |      |
| Imaging Facility         |                            |           |                           |           |      |
| Class Room (50 Seater)   |                            |           |                           |           |      |
| Class Room (75 Seater)   |                            |           |                           |           |      |
| Department Office        |                            |           |                           |           |      |
| HOD Office               |                            |           |                           |           |      |
| Central Facility Room    |                            |           |                           |           |      |
| Electrical Room          |                            |           |                           |           |      |
| Network Server Room      |                            |           |                           |           |      |
| Pantry Room (Web Server) |                            |           |                           |           |      |
| Stair Case (Lift Side)   |                            |           |                           |           |      |
| Stair Case (Back Side)   |                            |           |                           |           |      |
| Janitor Room             |                            |           |                           |           |      |

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FIRST FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                   | DATE OUTSIDE GLASS | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|----------------------------|--------------------|-----------|---------------------------|-----------|------|
| Corridor                   |                    |           |                           |           |      |
| Teaching Lab 1A            |                    |           |                           |           |      |
| Teaching Lab 1B (UG LAB)   |                    |           |                           |           |      |
| Class Room / Computer Lab  |                    |           |                           |           |      |
| Common Equipment Room 104A |                    |           |                           |           |      |
| Lab 104 SNair              |                    |           |                           |           |      |
| Pantry Room (Autoclave)    |                    |           |                           |           |      |
| Stair Case (Lift Side)     |                    |           |                           |           |      |
| Stair Case (Back Side)     |                    |           |                           |           |      |
| Janitor Room               |                    |           |                           |           |      |

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**SECOND FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                       | DATE OUTSIDE GLASS | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|--------------------------------|--------------------|-----------|---------------------------|-----------|------|
| Corridor                       |                    |           |                           |           |      |
| Lab 201 AB                     |                    |           |                           |           |      |
| Lab 202 NK                     |                    |           |                           |           |      |
| Lab 203 HV                     |                    |           |                           |           |      |
| Lab 204 AKun                   |                    |           |                           |           |      |
| Lab 205 Teaching Lab           |                    |           |                           |           |      |
| Common Equipment Room (204-A1) |                    |           |                           |           |      |
| Common Equipment Room (204-A2) |                    |           |                           |           |      |
| Pantry Room (UC Room)          |                    |           |                           |           |      |
| Stair Case (Lift Side)         |                    |           |                           |           |      |
| Stair Case (Back Side)         |                    |           |                           |           |      |
| Janitor Room                   |                    |           |                           |           |      |

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**THIRD FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                   | DATE OUTSIDE GLASS | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|----------------------------|--------------------|-----------|---------------------------|-----------|------|
| Corridor                   |                    |           |                           |           |      |
| Lab 301<br>SM              |                    |           |                           |           |      |
| Lab 302<br>RPur            |                    |           |                           |           |      |
| Lab 303<br>SKG             |                    |           |                           |           |      |
| Lab 304<br>SS              |                    |           |                           |           |      |
| Lab 305<br>SMaji           |                    |           |                           |           |      |
| Lab 306<br>RP              |                    |           |                           |           |      |
| COMMON<br>EQP. ROOM        |                    |           |                           |           |      |
| Pantry Room<br>(Cold Room) |                    |           |                           |           |      |
| Stair Case<br>(Lift Side)  |                    |           |                           |           |      |
| Stair Case<br>(Back Side)  |                    |           |                           |           |      |
| Janitor<br>Room            |                    |           |                           |           |      |

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FOURTH FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                   | DATE OUTSIDE GLASS CLEANED | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|----------------------------|----------------------------|-----------|---------------------------|-----------|------|
| Corridor                   |                            |           |                           |           |      |
| Lab 401<br>DP              |                            |           |                           |           |      |
| Lab 402<br>PVB             |                            |           |                           |           |      |
| Lab 403<br>RPatkar         |                            |           |                           |           |      |
| Lab 404<br>SKumar          |                            |           |                           |           |      |
| Lab 405<br>PP              |                            |           |                           |           |      |
| Lab 406<br>RMallik         |                            |           |                           |           |      |
| COMMON<br>EQ. ROOM         |                            |           |                           |           |      |
| Pantry Room<br>(Autoclave) |                            |           |                           |           |      |
| Stair Case<br>(Lift Side)  |                            |           |                           |           |      |
| Stair Case<br>(Back Side)  |                            |           |                           |           |      |
| Janitor<br>Room            |                            |           |                           |           |      |

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FIFTH FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                   | DATE OUTSIDE GLASS CLEANED | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|----------------------------|----------------------------|-----------|---------------------------|-----------|------|
| Corridor                   |                            |           |                           |           |      |
| Lab 501<br>TC Room         |                            |           |                           |           |      |
| Lab 502<br>SP              |                            |           |                           |           |      |
| Lab 503<br>NT              |                            |           |                           |           |      |
| Lab 504<br>SK              |                            |           |                           |           |      |
| Lab 505<br>RS              |                            |           |                           |           |      |
| Lab 506<br>RM              |                            |           |                           |           |      |
| COMMON<br>EQP. ROOM        |                            |           |                           |           |      |
| Pantry Room<br>(Cold Room) |                            |           |                           |           |      |
| Stair Case<br>(Lift Side)  |                            |           |                           |           |      |
| Stair Case<br>(Back Side)  |                            |           |                           |           |      |
| Janitor<br>Room            |                            |           |                           |           |      |

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**SIXTH FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                  | DATE OUTSIDE GLASS CLEANED | SIGNATURE | DATE INSIDE GLASS CLEANED | SIGNATURE | Name |
|---------------------------|----------------------------|-----------|---------------------------|-----------|------|
| Corridor                  |                            |           |                           |           |      |
| Lab 601<br>KK             |                            |           |                           |           |      |
| Lab 602<br>PT             |                            |           |                           |           |      |
| Lab 603<br>PB             |                            |           |                           |           |      |
| Lab 604<br>DPaul          |                            |           |                           |           |      |
| Lab 605<br>SSen           |                            |           |                           |           |      |
| Lab 606<br>AK             |                            |           |                           |           |      |
| COMMON<br>EQP. ROOM       |                            |           |                           |           |      |
| Pantry<br>Room            |                            |           |                           |           |      |
| Stair Case<br>(Lift Side) |                            |           |                           |           |      |
| Stair Case<br>(Back Side) |                            |           |                           |           |      |
| Janitor<br>Room           |                            |           |                           |           |      |

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**Remark(s):**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**GROUND FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                 | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|--------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Foyer                    |                              |           |                                 |           |      |
| Conference Room          |                              |           |                                 |           |      |
| Class Room (50 Seater)   |                              |           |                                 |           |      |
| Class Room (75 Seater)   |                              |           |                                 |           |      |
| Department Office        |                              |           |                                 |           |      |
| HOD Office               |                              |           |                                 |           |      |
| Central Facility         |                              |           |                                 |           |      |
| Electrical Room          |                              |           |                                 |           |      |
| Network Server           |                              |           |                                 |           |      |
| Pantry Room (Web Server) |                              |           |                                 |           |      |
| Stair Case (Lift Side)   |                              |           |                                 |           |      |
| Stair Case (Back Side)   |                              |           |                                 |           |      |
| Janitor Room             |                              |           |                                 |           |      |

**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):**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FIRST FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                   | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|----------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Corridor                   |                              |           |                                 |           |      |
| Teaching Lab 1A            |                              |           |                                 |           |      |
| Teaching Lab 1B (UG LAB)   |                              |           |                                 |           |      |
| Class Room / Computer Lab  |                              |           |                                 |           |      |
| Common Equipment Room 104A |                              |           |                                 |           |      |
| Lab 104 SNair              |                              |           |                                 |           |      |
| Pantry Room (Autoclave)    |                              |           |                                 |           |      |
| Stair Case (Lift Side)     |                              |           |                                 |           |      |
| Stair Case (Back Side)     |                              |           |                                 |           |      |
| Janitor Room               |                              |           |                                 |           |      |

**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 Equipment Room. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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



**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**SECOND FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                       | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|--------------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Corridor                       |                              |           |                                 |           |      |
| Lab 201 AB                     |                              |           |                                 |           |      |
| Lab 202 NK                     |                              |           |                                 |           |      |
| Lab 203 HV                     |                              |           |                                 |           |      |
| Lab 204 AKun                   |                              |           |                                 |           |      |
| Lab 205 Teaching Lab           |                              |           |                                 |           |      |
| Common Equipment Room (204-A1) |                              |           |                                 |           |      |
| Common Equipment Room (204-A2) |                              |           |                                 |           |      |
| Pantry Room (UC Room)          |                              |           |                                 |           |      |
| Stair Case (Lift Side)         |                              |           |                                 |           |      |
| Stair Case (Back Side)         |                              |           |                                 |           |      |
| Janitor Room                   |                              |           |                                 |           |      |

**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 Equipment Room, LAB 201, LAB204. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**THIRD FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|-------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Corridor                |                              |           |                                 |           |      |
| Lab 301 SM              |                              |           |                                 |           |      |
| Lab 302                 |                              |           |                                 |           |      |
| Lab 303 SKG             |                              |           |                                 |           |      |
| Lab 304 SS              |                              |           |                                 |           |      |
| Lab 305 SMaji           |                              |           |                                 |           |      |
| Lab 306 RP              |                              |           |                                 |           |      |
| COMMON EQP. ROOM        |                              |           |                                 |           |      |
| Pantry Room (Cold Room) |                              |           |                                 |           |      |
| Stair Case (Lift Side)  |                              |           |                                 |           |      |
| Stair Case (Back Side)  |                              |           |                                 |           |      |
| Janitor Room            |                              |           |                                 |           |      |

**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 Equipment Room, LAB 301, LAB302,LAB 303, LAB304, LAB 305, LAB 306. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FOURTH FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|-------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Corridor                |                              |           |                                 |           |      |
| Lab 401 DP              |                              |           |                                 |           |      |
| Lab 402 PVB             |                              |           |                                 |           |      |
| Lab 403 RPatkar         |                              |           |                                 |           |      |
| Lab 404 SKumar          |                              |           |                                 |           |      |
| Lab 405 PP              |                              |           |                                 |           |      |
| Lab 406 RMallik         |                              |           |                                 |           |      |
| COMMON EQP. ROOM        |                              |           |                                 |           |      |
| Pantry Room (Autoclave) |                              |           |                                 |           |      |
| Stair Case (Lift Side)  |                              |           |                                 |           |      |
| Stair Case (Back Side)  |                              |           |                                 |           |      |
| Janitor Room            |                              |           |                                 |           |      |

**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 Equipment Room, LAB 401, LAB402,LAB 403, LAB404, LAB 405, LAB 406. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**FIFTH FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                   | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|----------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Corridor                   |                              |           |                                 |           |      |
| Lab 501<br>TC Room         |                              |           |                                 |           |      |
| Lab 502<br>SP              |                              |           |                                 |           |      |
| Lab 503<br>NT              |                              |           |                                 |           |      |
| Lab 504<br>SK              |                              |           |                                 |           |      |
| Lab 505<br>RS              |                              |           |                                 |           |      |
| Lab 506<br>RM              |                              |           |                                 |           |      |
| COMMON<br>EQP. ROOM        |                              |           |                                 |           |      |
| Pantry Room<br>(Cold Room) |                              |           |                                 |           |      |
| Stair Case<br>(Lift Side)  |                              |           |                                 |           |      |
| Stair Case<br>(Back Side)  |                              |           |                                 |           |      |
| Janitor<br>Room            |                              |           |                                 |           |      |

**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 Equipment Room, LAB 501, LAB502,LAB 503, LAB504, LAB 505, LAB 506. It is mandatory to write LAB No. if a student signs for Common Equipment Room.

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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**NEW BSBE BUILDING- MONTHLY HOUSEKEEPING RECORD**

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**SIXTH FLOOR INSIDE AND OUTSIDE GLASS CLEANING**

| LOCATION                  | DATE WASHING /SCRUBBING DONE | SIGNATURE | DATE FANS AND TUBELIGHT CLEANED | SIGNATURE | Name |
|---------------------------|------------------------------|-----------|---------------------------------|-----------|------|
| Corridor                  |                              |           |                                 |           |      |
| Lab 601<br>KK             |                              |           |                                 |           |      |
| Lab 602<br>PT             |                              |           |                                 |           |      |
| Lab 603<br>PB             |                              |           |                                 |           |      |
| Lab 604<br>DPaul          |                              |           |                                 |           |      |
| Lab 605<br>SSen           |                              |           |                                 |           |      |
| Lab 606<br>AK             |                              |           |                                 |           |      |
| COMMON<br>EQP. ROOM       |                              |           |                                 |           |      |
| Pantry<br>Room            |                              |           |                                 |           |      |
| Stair Case<br>(Lift Side) |                              |           |                                 |           |      |
| Stair Case<br>(Back Side) |                              |           |                                 |           |      |
| Janitor<br>Room           |                              |           |                                 |           |      |

**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 Equipment Room, LAB 601, LAB602,LAB 603, LAB604, LAB 605, LAB 606. It is mandatory to write LAB No. if a student signs for Common Equipment Room

**Remark(s):**

**Signature of Cleaning and Maintenance Committee Member/Authorized Office Staff:**

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