

NEW BSBE BUILDING- WEEKEND HOUSEKEEPING RECORD

DATE:

GROUND FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Passage/ Corridor								
Imaging Facility								
50 Seater Seminar Room								
75 Seater Seminar Room								
Department Office								
HOD Office								
Central Facility Room								
Electrical Room A & B								
Network Server Room								
Pantry Room (Web Server)								
Stair Case (Lift Side)								
Stair Case (Back Side)								
Pantry Room								
Janitor Room								
Lifts								

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- WEEKEND HOUSEKEEPING RECORD

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FIRST FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor								
Teaching Lab 1A								
Teaching Lab 1B (UG LAB)								
Class Room / Computer Lab								
COMMON INSTRUMENT 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 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:

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SECOND FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor								
Lab 201 AB								
Lab 202 NK								
Lab 203 HV								
Lab 204 AKun								
Lab 205 Teaching Lab								
Common Instrument Room 204-A1								
Common Instrument 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 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:

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NEW BSBE BUILDING- WEEKEND HOUSEKEEPING RECORD

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THIRD FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor								
Lab 301 SM								
Lab 302 RPur								
Lab 303 SKG								
Lab 304 SS								
Lab 305 SMaji								
Lab 306 RP								
COMMON INSTRUMENT ROOM 304A								
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 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:

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NEW BSBE BUILDING- WEEKEND HOUSEKEEPING RECORD

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FOURTH FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor								
Lab 401 DP								
Lab 402 PVB								
Lab 403 RPatkar								
Lab 404 SKumar								
Lab 405 PP								
Lab 406 RMallik								
COMMON INSTRUMENT ROOM 404A								
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 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:

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NEW BSBE BUILDING- WEEKEND HOUSEKEEPING RECORD

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FIFTH FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor								
Lab 501 TC Room								
Lab 502 SP								
Lab 503 NT								
Lab 504 SK								
Lab 505 RS								
Lab 506 RM								
COMMON INSTRUMENT ROOM 504A								
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 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.

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NEW BSBE BUILDING- WEEKEND HOUSEKEEPING RECORD

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SIXTH FLOOR

LOCATION	TIME	NATURE OF WORK (TICK)			QUALITY OF WORK (TICK)		SIGNATURE	Name
		Sweeping	Mopping	Dusting	Satisfactory	Unsatisfactory		
Corridor								
Lab 601 KK								
Lab 602 PT								
Lab 603 PB								
Lab 604 DPaul								
Lab 605 SSen								
Lab 606 AK								
COMMON INSTRUMENT ROOM 604A								
Pantry 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 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:

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