

NEW BSBE BUILDING- WEEKLY HOUSEKEEPING RECORD

DATE PERIOD: FROM _____ TO _____

GROUND FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
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)			
Janitor Room			

FIRST FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
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			

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SECOND FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
Corridor			
Lab 201 AB			
Lab 202 NK			
Lab 203 HV			
Lab 204 AKun			
Teaching Lab 2B			
Common Instrument Room 204-A1			
Common Instrument Room 204-A2			
Pantry Room (UC Room)			
Stair Case (Lift Side)			
Stair Case (Back Side)			
Janitor Room			

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THIRD FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
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			

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FOURTH FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
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			

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FIFTH FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
Corridor			
Lab 501 TC Room			
Lab 502 SP			
Lab 503 NT			
Lab 504 SK			
Lab 505 RS			
Lab 506 RM			
COMMON INSTRUMENT ROOM 505A			
Pantry Room (Cold Room)			
Stair Case (Lift Side)			
Stair Case (Back Side)			
Janitor Room			

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SIXTH FLOOR LOCATION	DATE COBWEB REMOVED	SIGNATURE	NAME
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			

NEW BSBE BUILDING- WEEKLY HOUSEKEEPING RECORD

DATE PERIOD: FROM _____ TO _____

FLOOR	DATE DUSTBIN CLEANED	SIGNATURE	NAME
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Fourth Floor			
Fifth Floor			
Sixth Floor			

HARD CLEANING OF HOD OFFICE TOILET	DATE CLEANED	SIGNATURE	NAME

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HARD CLEANING OF GENTS TOILETS	DATE COMPLETED	SIGNATURE	NAME
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Fourth Floor			
Fifth Floor			
Sixth Floor			

HARD CLEANING OF LADIES TOILETS	DATE DUSTBIN CLEANED	SIGNATURE	NAME
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Fourth Floor			
Fifth Floor			
Sixth Floor			

DESCRIPTION OF WORK	DATE WORK COMPLETED	SIGNATURE	NAME
Paper, Plastic & unwanted material collection from bldg. surrounding & disposal of it			
Internal cleaning of elevator by applying D-7 material			