Cleaning Checklist

Month :

SR	Cleaning Points	Resp	Method	Freq.	DATE																														
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Admin Area																																		
2	Human Resource offices																																		
3	Production Offices																																		
4	Quality offices																																		
5	Packing / Disptach offices																																		
6	Maintenance offices																																		
7	Purchase / Store rooms																																		
8	Pur./ Store offices																																		
9	Conference Rooms																																		
10	Security offices																																		
11	Laboratories - offices																																		
12	Pantry / Graden																																		
13	Scrap Yard																																		
14	Record Rooms (Fillings)																																		
15	Toilets / Wash Room																																		
16	Machine Area																																		
17	Gange Ways																																		

EXECUTIVE HUMAN RESOURCE

MANAGER - HUMAN RESOURCES