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| --- | --- | --- |
| Day | Week | Area/Task |
| Monday | 1 | 1st floor E & D area |
| Tuesday | 1 | 2nd floor Soham's & Aruna’s cabin |
| Wednesday | 1 | 2nd floor executive area (northwest side) |
| Thursday | 1 | 2nd floor Meeting rooms - 3 no.s, Reception, Guarang's cabin, Scanning room |
| Friday | 1 | 2nd floor Main area – CR, HR etc. |
| Saturday | 1 | 1st, 2nd, and 3rd floor toilets |
|  |  |  |
| **Day** |  | Area/Task |
| Monday | 2 | 3rd floor training room |
| Tuesday | 2 | 3rd floor rooms near toilets |
| Wednesday | 2 | 3rd floor south cubical area |
| Thursday | 2 | 3rd floor accountant work stations |
| Friday | 2 | 3rd floor Accounts manager's cabin |
| Saturday | 2 | 3rd floor lunch room |

Internal memo no: 901-75- Admin. Date: 23.03.2024

Sub: Housekeeping schedule at Head Office

Keywords – HO, House keeping

1. Cleaning tasks schedule to take place between 9:30 am and 10:30 am with the assistance of two sweepers and six office assistants.
2. On daily basis 1 part of the office to be cleaned as follows:
3. This includes removing all files from storage, cleaning and putting back all files in storage.
4. All furniture, wall tiles and windows must be cleaned with mop/sponge.
5. Vacuuming and cobweb will be removed.
6. Floor to be thoroughly cleaned.
7. Aqua pressure machine to be used for cleaning bathroom.
8. Use CIF cleaner with bleach for thoroughly cleaning all bathroom tiles.
9. All sills to be cleaned.
10. Painting touch-ups and loose wire dressing to be taken up once every two weeks.

Soham Modi.