

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.

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	2 nd 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

2. On daily basis 1 part of the office to be cleaned as follows:
 - a. This includes removing all files from storage, cleaning and putting back all files in storage.
 - b. All furniture, wall tiles and windows must be cleaned with mop/sponge.
 - c. Vacuuming and cobweb will be removed.
 - d. Floor to be thoroughly cleaned.
 - e. Aqua pressure machine to be used for cleaning bathroom.
 - f. Use CIF cleaner with bleach for thoroughly cleaning all bathroom tiles.
 - g. All sills to be cleaned.
3. Painting touch-ups and loose wire dressing to be taken up once every two weeks.

Soham Modi.