CLEANING RECORD OF SERVICE FLOOR, WATER SYSTEM AND ENGGINEERING BLOCK

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Month & Year :											Location / Area :							
Date & time of cleaning	Engg office		Scrap room		HVAC* area			Water* system			Utility area*		y *	Cleaned by (sign/date)	Checked by (sign/date)			

* Weekly cleaning. $\sqrt{-}$ cleaning done, X – Cleaning not done