

HOUSEKEEPING Cleaning Record Samples of

- Classrooms, Labs and Washrooms

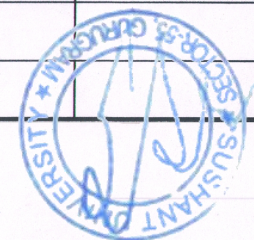
WASHROOM INSPECTION CHECKLIST

Date : 5/5/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	X	✓	X	X	✓	✓	✓	X	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓

Date : 6/5/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	X	X	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 7/5/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date :	Check Stock			Clean & Tidy									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM													
2:30 PM													



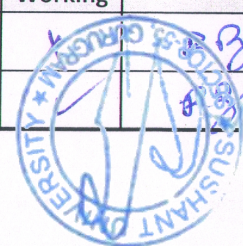
WASHROOM INSPECTION CHECKLIST

Date : 30/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 01/5/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 02/5/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓

Date : 03/5/25	Check Stock			Clean & Tidy									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓



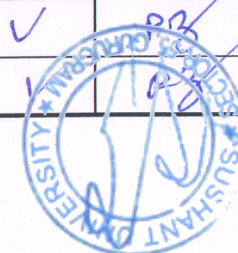
WASHROOM INSPECTION CHECKLIST

Date : 27/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	X	X	✓	✓	X	✓	✓	✓	PS
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	X	PS

Date : 26/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	X	X	X	✓	✓	✓	X	✓	✓	✓	✓	✓	PS
2:30 PM	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	PS

Date : 28/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	PS
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	PS

Date : 29/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	X	X	✓	✓	✓	✓	✓	X	X	✓	✓	PS
2:30 PM	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	PS



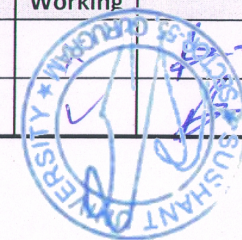
WASHROOM INSPECTION CHECKLIST

Date : 21/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	PJ
2:30 PM	X	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	PJ

Date : 22/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	X	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	PJ
2:30 PM	✓	✓	✓	X	✓	✓	✓	✓	X	X	X	X	PJ

Date : 23/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	JS
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	JS

Date : 24/4/25	Check Stock			Clean & Tidy									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	X	X	✓	✓	✓	✓	✓	X		
2:30 PM	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	



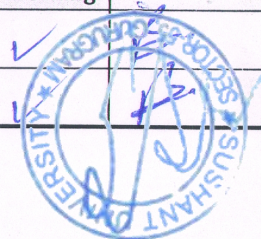
WASHROOM INSPECTION CHECKLIST

Date : 15/4/2025	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B.

Date : 16/4/2025	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✗	✗	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	A.
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B.

Date : 17/4/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	B.
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B.

Date : 19/4/25	Check Stock			Clean & Tidy									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2:30 PM	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	



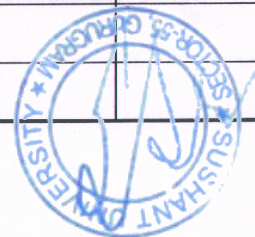
WASHROOM INSPECTION CHECKLIST

Date : <u>11/04/25</u>	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : <u>12/04/25</u>	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date :	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM													
2:30 PM													

Date :	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM													
2:30 PM													



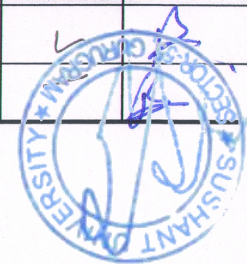
WASHROOM INSPECTION CHECKLIST

Date : 05/04/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 07/04/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 08/04/25	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 09/04/25	Check Stock			Clean & Tidy									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
Time													
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



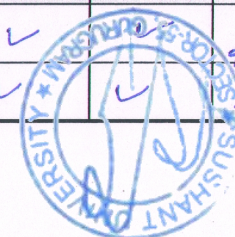
WASHROOM INSPECTION CHECKLIST

Date : 01/04/25 Time	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	f
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 02/04/25 Time	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	f
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 03/04/25 Time	Check Stock (as required)			Clean & Tidy (as per timings)									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	f
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 04/04/25 Time	Check Stock			Clean & Tidy									Signed by
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	
9:00 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	f
2:30 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



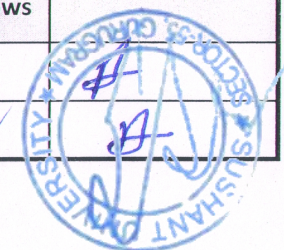
CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date : 6/05/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 7/5/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 01/5/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 9/5/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



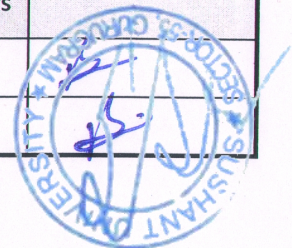
CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date : 30/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 01/5/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 02/5/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 07/5/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date : 24/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✗
3:00 PM	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗

Date : 25/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	

Date : 28/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	

Date : 29/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	



CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date : 17/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 21/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
3:00 PM	✓	✓	✗	✗	✓	✓	✓	✓	✗	✓	✓

Date : 22/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date : 23/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓




CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	X	X	. ✓	✓	✓	✓	✓	✓	✓	✓	S.
3:00 PM	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	B.

Date : 11/11/23	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B.
3:00 PM	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	B.

[illegible]

Date : 16/07/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by 
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	

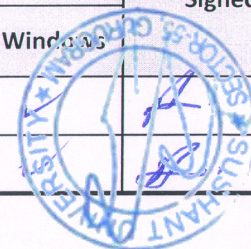
CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date : 7/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.

Date : 9/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date : 9/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.

Date : 10/4/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.



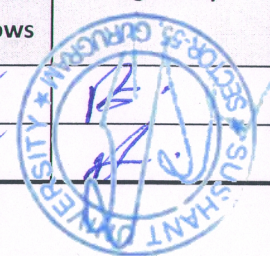
CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date : 01/01/2025	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	A.

Date : 02/04/2025	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.

Date : 03/04/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.

Date : 04/04/25	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A.



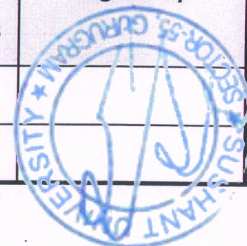
CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
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Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
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Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
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CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

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3:00 PM											

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Time											
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3:00 PM											



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Time											
9:30 AM											
3:00 PM											



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Time											
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3:00 PM											

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Time											
9:30 AM											
3:00 PM											



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Time											
9:30 AM											
3:00 PM											

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3:00 PM											

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3:00 PM											

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Time											
9:30 AM											
3:00 PM											



CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST

Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	

Date :	To Check, working or not			To Check Cleaning, Mopping, Dusting etc. (as per timings)							Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	
Time											
9:30 AM	✓	✗	✓	✗	✓	✗	✓	✓	✓	✓	
3:00 PM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



7/5/2025
Naeem Khan RIC

Dheeraj Kumar <dheerajkumar@sushantuniversity.edu.in>

Seating Requirement for ESE May 2025 Examination

1 message

Shailender Singh Negi <shailendernegi@sushantuniversity.edu.in>

Mon, May 5, 2025 at 2:47 PM

To: Dheeraj Kumar <dheerajkumar@sushantuniversity.edu.in>

CC: Anil Yadav <anilyadav@sushantuniversity.edu.in>, Vijit Lall Mathur <vijitmathur@sushantuniversity.edu.in>, Alpana Jijja <alpanajijja@sushantuniversity.edu.in>, Facility Department <facilities@sushantuniversity.edu.in>, Monika <monika@sushantuniversity.edu.in>, Snehlata <snehlata@sushantuniversity.edu.in>, Suresh Kumar <sureshkumar@sushantuniversity.edu.in>, Gopal Agarwal <gopalagarwal@sushantuniversity.edu.in>, Dean SET Office <deansetoffice@sushantuniversity.edu.in>, Virendra Kumar Malik <virendrakumarmalik@sushantuniversity.edu.in>, Dean SSAA Office <deanssaaoffice@sushantuniversity.edu.in>, "Dr. Koshalpreet Kaur" <koshalpreetkaur@sushantuniversity.edu.in>, Dean SSD Office <deanssdooffice@sushantuniversity.edu.in>, Vijay Anand Dubey <vijaydubey@sushantuniversity.edu.in>, Dean SSB Office <deanssbooffice@sushantuniversity.edu.in>

Dear Dheeraj Sir,

I am writing to follow up on our discussion regarding the upcoming ESE May 2025 examination, which is scheduled from **Tuesday, 13th May 2025 to Friday, 30th May 2025**. The examination will take place across A, D, and E Blocks. As part of our preparations, we need to ensure proper allocation of rooms and seating arrangements.

Below is a list of rooms that need to be reserved for the examinations:

Room Requirement for ESE May 2025 (A, D, and E Block)							
Sl.	Room No	No of Desk	Row 1	Row 2	Row 3	Row 4	Row 4
1	D-223 ✓	32	8	8	8	8	AIC check AIC dc
2	D-305 ✓	24	8	8	8		AIC check AIC dc
3	D-320 ✓	24	8	8	8		AIC check AIC dc
4	D-321 ✓	24	8	8	8		AIC check AIC dc
5	D-322 ✓	28	7	7	7	7	
6	D-405 ✓	20	6	7	7		gas Telling
7	D-408 ✓	30	10	10	10		1.5 m FD AIC dc
8	D-423A ✓	33	11	11	11		
9	D-422 ✓	32	8	8	8	8	
10	E-305	45	9	9	9	9	9
11	E-308	45	9	9	9	9	9
12	E-406	45	9	9	9	9	9

12	A-407	45	9	9	9	9	9
13	A-408	45	9	9	9	9	9
14	A-409	45	9	9	9	9	9
15	A-507	45	9	9	9	9	9
16	A-016	30	10	10	10		
17	A-021	30	10	10	10		
18	A-011	17	6	6	5		
19	A-012	18	7	6	5		
20	A-013	19	7	7	5		
21	D101 ✓	30	AIC check AIC ok				
22	D113 ✓	30	AIC check AIC ok				
23	D201 ✓	30	AIC check AIC ok				
24	D212	30	AIC check AIC ok				
25	D301 ✓	30	AIC check AIC ok				
26	D311 ✓	30	AIC check AIC ok				
27	D401 ✓	30	B M.F.D				
28	D412 ✓	30	Contek tot				
29	D501 ✓	30 ✓					
30	D513 ✓	30 ✓					

Additionally, please ensure all benches are in good condition, with no broken ones, and each room has the necessary facility desk and chair, and there are proper water arrangements available on each block/floor.

Furthermore, we have already obtained permission from the Dean's SET regarding D-321 for the examination.

Should you have any questions or concerns regarding these arrangements, please do not hesitate to contact the undersigned:

Thanks & Regards,

Challender Singh Negi

Session Officer Examination

Sushant University

Should you have any questions or concerns regarding these arrangements, please do not hesitate to contact the undersigned:



Gov. Hostel

Date	Room No	A/C Work	Part Etc	Signature
	301			
	302			
	303	A/C on		Sai Dinesh
	304	A/C on		Sai Dinesh
	305	A/C on		Sai Dinesh
	306	A/C on		Sai Dinesh
	307			
	308			
	201	A/C on		
	202	A/C on		
	203	A/C on		
	204	A/C on		
	205	A/C on		
	206	A/C on		
	207	A/C on		
	208	A/C on		
8/4/2025	Gov. Hostel (202)	1. w. A/C check		
	Gov. Hostel (203)	1. w. A/C check		
9/4/25	D: 301	D. A/C Result A/C on OK		Nisha
9/4/25	Amtetg	D. A/C on OK		
9/4/2025	D. 524.A	1. Daktelod A/C check		
9/4/2025	D. 507	A/C ok		



Date	Room No	A/C Work	Partete	Signature
11/4/2025	D-213	1. Split A/C gas	gas. 2. cell	Rameen
	D-524-A	1. Daktebal A/C New	M.C.B. G3-A	Dr. Asim
	D-303	1. Split A/C water link	4 m. wire 2. metal fix ok A/C working ok	
11/4/2025	Crish Hostel			
	411	1. w. A/C Check	A/C working ok	trish
	416	1. w. A/C motor Dissected Dissected	And A/C Enter chof A/C ok	
	310			
	311	1. w. A/C Check	A/C working ok	trish
	314	1. w. A/C check	A/C working ok	Sakshi
	Boy Hostel			
	504	1. w. A/C Sandwich	A/C working ok	Haimik
	303	1. w. A/C Check	A/C working ok	
	205	1. w. A/C Check H/C ok	A/C ok	
		1. w. A/C Check Hand	A/C ok	
12/4/2025	C-007. Sarvar Room.	1. Split A/C Endos coll. Link ok And Auditor chof And	gas	
		gas chassing And at copal pack 10. Fit. wire 10. fit. fix	copal. Pack. 10. fit	
			wire 10. fit	
13/4/2025	Crish Hostel			
	415	1. w A/C wire konket A/C	working ok	Manish
	513			
	Boy Hostel 201	1. w. A/C motor Dissect And	A/C Enter chof A/C ok	trish
	501	1 w A/C check R/C	working ok	Dr. 15/4/25

Date	Room No	A/C work	Par. etc	Signature
16/4/25	Sol. Room 8			
16/4/25	D. 104			
17/4/25	D. 312	1 SP414 A/C		
17/4/25	CRIST Hostel 6/5	w. A/C SASV9S	gas	Handu Singh
19/4/2025	Room No.	D. Block Dismetal A/C P.C.B. Dismetal		
	D. 545	P.C.B Dismetal		
	D. 412	P.C.B Dismetal		
	D. 413.B	P.C.B Dismetal		
	D. 421	P.C.B Dismetal		
	D. 301	P.C.B Dismetal		
	D. 201	P.C.B Dismetal		
	D. 113	P.C.B Dismetal		
	D. 104	P.C.B Dismetal		
	D. 1150H	P.C.B Dismetal		
	A-20			
	SOL-10	P.C.B Dismetal		
		A/C Not working		

Date	Room No	AIC Work	Per. etc	Signature
19/4/25	Bot Hostel 201	w AIC Sags Vag	OK	S. S. S.
21/4/25	Vice office D114	P.C.B fix	OK	S. S. S.
21/4/2025	D.201 D.113	2. Daktoped AIC	P.C.B	
22/4/2025	A.015	2. Split AIC Check	And like of dk And	
22/4/2025	D.007	1. Split AIC check	And checking And So + u. M.F.D Cable for fix AIC working dk	
22/4/2025	D.313	AIC working	OK	
22/4/2025	D.515	D.C.B		
	D.412	P.C.B		
	D.301	P.C.B		
22/4/2025	Ward Hostel. 516			
23/4/2025	D.323	1. Daktoped AIC Check	And Auditor Master fix And G. M.F.D. Cable for fix AIC dk	
23/4/2025	D.012	2. Split AIC Servid	And So + u. M.F.D. Cable for fix AIC working dk	
23/4/2025	D.102	1. Split AIC Servid	And 1-Thimble for fix AIC dk	
24/4/2025	A.102	4. Split AIC check	And got like of AIC working	

Date	Room No	AIC Work	Partake	Signature
25/4/2025	D 409	on Split AIC Service	O R	<u>Signature</u>
25/4/2025	Gird Hostel	w AIC Service	O R	<u>Signature</u>
28/4/2025	Gird. Hostel			
Room No	603	1. w. AIC Check	AIC working ok	<u>Signature</u>
	315	1. w. AIC check And	M.C.B. on AIC working ok	<u>Signature</u>
		1. w. AIC check And Caproster	Dickit And AIC check AIC ok	<u>Signature</u>
		1. w. AIC check	AIC working ok	<u>Signature</u>
28/4/2025	Sol	w AIC Service	O R	<u>Signature</u>
	S03	w. AIC Service AIC	working ok	<u>Signature</u>
29/4/2025	Gird Hostel			
Room No	309	1. w. AIC Check AIC	working ok	<u>Signature</u>
30/4/2025	Boy. Common Room	1. Dickit AIC	Caproster AIC ok	<u>Signature</u>
	Sol. Room No. 1	1. Dickit AIC	P.C.B. AIC working ok	<u>Signature</u>
	Sol. Room No. 2	1. Dickit AIC	M.F.D. Caproster AIC	<u>Signature</u>
		And gas checking A.C.C.	AIC working ok	<u>Signature</u>
			50th. M.F.D	<u>Signature</u>