



SETHU INSTITUTE OF TECHNOLOGY

(AN AUTONOMOUS INSTITUTION)



Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai

Recognized by UGC Under Section 2(f) & 12(B) of UGC Act, 1956

Approved as Research Centres for Mech, CSE, ECE, EEE, Civil, Physics & Chemistry by Anna University, Chennai

Accredited by NBA, New Delhi for MECH, CSE, ECE under Washington Accord Tier I & EEE, IT under Tier II

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Pulloor, Kariapatti, Virudhunagar (Dist.) - Pin: 626 115. PH: 04566-308001-04, Fax: 04566-308000, 308006

Admn Office : Plot No : 392, Anna Nagar, Madurai - 625 020. Ph: 0452-2532215, 2538294

ACID, SOAP OIL, PHENYL

Bleaching Powder.

GIVEN TO BLOCK.

NOVEMBER 2021.

	BLOCK	Phenyl	ACLD	SOAP OIL	BLEACHING POWDR
1	FIRST YEAR.	2 Lit	15 Lit	2 Lit	4 kg
2	CSE BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
3	ECB BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
4	P.G. BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
5	E.B.E. BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
6	MECHANICAL BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
7	MECHANICAL A/X. BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
8	CIVIL BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
9	OLD FIRST YEAR. BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
10	MAIN BLOCK. I.T. BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
11	BOYS HOSTEL	4 Lit	25 Lit	4 Lit	5 kg
12	LADIES HOSTEL	4 Lit	25 Lit	4 Lit	5 kg
13	LADIES REST ROOM.	2 Lit 30 Lit	10 Lit 210 Lit	2 Lit 30 Lit	50 kg

DECEMBER, 2021

	BLOCK.	Phenyl	ACID	SOAP OIL	BLEACHING Powder.
1	FIRST YEAR	2 Lit	15	2 Lit	4 kg.
2	CSE BLOCK.	2 Lit	15	2 Lit	4 kg.
3	ECE BLOCK	2 Lit	15	2 Lit	4 kg.
4	PG BLOCK	2 Lit	15	2 Lit	4 kg.
5	E.E.E. BLOCK.	2 Lit	15	2 Lit	4 kg.
6	MECHANICAL BLOCK.	2 Lit	15	2 Lit	4 kg.
7	MECHANICAL A/K BLOCK.	2 Lit	15	2 Lit	4 kg.
8	CIVIL BLOCK.	2 Lit	15	2 Lit	4 kg.
9	OLD FIRST YEAR BLOCK.	2 Lit	15	2 Lit	4 kg.
10	MAIN BLOCK.	2 Lit	15	2 Lit	4 kg.
11	LADIES HOSTEL.	4 Lit	25 Lit	4 Lit	5 kg.
12	BOYS HOSTEL.	4 Lit	25 Lit	4 Lit	5 kg.
13	LADIES REST ROOM.	2 Lit	10 Lit	2 Lit	50 kg.
	TOTAL	30 Lit	210 Lit	30 Lit	



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- (i) BLOCK WISE TOILET CHECK LIST
- (ii) BLOCK WISE WEEKLY CLEANING
- (iii) BLOCK WISE MONTHLY CLEANING.

GENTS

REST ROOM'S

GENTS & ~~LADIES~~

CLEANING CHECKLIST

HOUSEKEEPING DEPT



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DEPARTMENT OF HOUSE KEEPING



CHECKLIST FOR RESTROOM GENTS TOILET

NOVEMBER : BMF Block

22 MONTH 11 YEAR 2021

		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
NORMAL TOILET	8:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
WESTER N TOILET	8:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
URINALS	8:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
WASH BASIN	8:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
FLOORS	8:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓

HOUSE KEEPERS NAME:-

A. G. G. G.

SUPERVISOR SIGN

G. M.



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ECE. 13/10/2021

CHECKLIST FOR RESTROOM GENTS TOILET

23 MONTH 12 YEAR 2021

		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
NORMAL TOILET	8:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	11:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	2:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	4:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
WESTER N TOILET	8:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	11:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	2:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	4:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
URINALS	8:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	11:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	2:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	4:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
WASH BASIN	8:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	11:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	2:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	4:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
FLOORS	8:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	11:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	2:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								
	4:00	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓								

HOUSE KEEPERS NAME:- 'M. Jeyu Gobi'

P. Arumugam
SUPERVISOR SIGN
G. 7



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REST ROOM'S

GENTS & LADIES

EVENTS WEEKLY CLEANING

CHECKLIST - HOUSE KEEPING. DE



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GENTS
LADIES REST ROOM CLEANING - EVENTS WEEKLY

7 MONTH 11 YEAR 2021

FLOOR	1	2	3	4	5
	I WEEK	II WEEK	III WEEK	IV WEEK	V WEEK
SINKS	7/11/21	14/11/21	21/11/21	28/11/21	
MIRRORS	Acid work	Acid work	Acid work	Acid work	
TOILETS	✓	✓	✓	✓	
URINALS	✓	✓	✓	✓	
TRASH					
TILES WALL	✓	✓	✓	✓	
COBWEB CLEAN					

SUPERVISOR

R. Srinivas

HOD



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LADIES REST ROOM CLEANING - EVENTS WEEKLY

5 MONTH 12 YEAR 2021

FLOOR	<u>I</u> WEEK	<u>II</u> WEEK	<u>III</u> WEEK	<u>IV</u> WEEK	5
SINKS	5.12.21 Acid work	12.12.21 Acid work	19.12.21 Acid work	26.12.21. Acid work	
MIRRORS					
TOILETS	✓	✓	✓	✓	
URINALS	✓	✓	✓	✓	
TRASH					
TILES WALL	✓	✓	✓	✓	
COBWEB CLEAN					

SUPERVISOR

R. Jagan

R. Jagan
HOD



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DUTY ALLOTMENT
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HOUS KEEPING DEPT



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DUTY ALLOTMENT

DATE 22 MONTH 12 YEAR 2021

SL.NO	BLOCKS	EMPLOYEE NAME	AGRICULTURE STAFF	GENTS TOILET	LADIES TOILET
1.	CIVIL	T. Prabhakaran	T. Prabhakaran		
2.	MECH	-	E. Jeyaraj	N. Gnanapriya	P. Rajarajan
3.	MECH-ANNAX	A. Jeyaraj	-	N. Gnanapriya	-
4.	OLD-1YEAR CC LAB	N. Gnanapriya	-	S. Unnikrishnan	P. Rajarajan
5.	CSE	P. Rajarajan	P. Rajarajan	A. Rajarajan	R. Unnikrishnan
6.	EEE	R. Rajarajan	V. Gnanapriya	S. Unnikrishnan	P. Rajarajan
7.	ECE	R. Rajarajan	-	M. Jeyaraj	M. Gnanapriya
8.	PG	C. Jeyaraj	-	A. Rajarajan	R. Unnikrishnan
9.	1YEAR	N. Gnanapriya	A. Rajarajan	J. Jeyaraj	M. Jeyaraj
10.	ADMIN	R. Rajarajan	S. Gnanapriya	A. Rajarajan	P. Rajarajan
11.	PRINCIPAL CAMPUS	R. Rajarajan	-	A. Rajarajan	P. Rajarajan

HOUSE KEEPING SUPERVISOR

HOUSE KEEPING MANAGER



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DUTY ALLOTMENT

DATE 23 MONTH 12 YEAR 2021

SL.NO	BLOCKS	EMPLOYEE NAME	AGRICULTURE STAFF	GENTS TOILET	LADIES TOILET
1.	CIVIL	J. Sridharan	T. Sridharan	N. Gnanapriya	-
2.	MECH	P. Sridhar	E. Sridhar	N. Gnanapriya	-
3.	MECH-ANNAX	-	K. Sridharan	-	-
4.	OLD-1YEAR CC LAB	N. Gnanapriya	-	S. Sridhar	P. Sridhar
5.	CSE	P. Sridhar	P. Sridhar	A. Sridhar	R. Sridhar
6.	EEE	V. Sridharan	R. Sridhar	S. Sridhar	P. Sridhar
7.	ECE	R. Sridhar	R. Sridhar	M. Sridhar	M. Sridhar
8.	PG	C. Sridhar	V. Sridhar	A. Sridhar	R. Sridhar
9.	1YEAR	V. Sridhar	-	J. Sridhar	M. Sridhar
10.	ADMIN	R. Sridhar	A. Sridhar	A. Sridhar	P. Sridhar
11.	PRINCIPAL CAMPUS	S. Sridhar	-	A. Sridhar	P. Sridhar

HOUSE KEEPING SUPERVISOR

HOUSE KEEPING MANAGER



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Pulloor, Kariapatti - 626115, Virudhunagar District,
Admin. Office - 392, Annanagar Main Road, Annanagar,
Madurai - 625020.



Work load file - 2012 - 13

LADIES TOILET CLEANING CHECKLISTS



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DEPARTMENT OF HOUSE KEEPING



DECEMBER

BMT - Block

CHECKLIST FOR RESTROOM LADIES TOILET

20 MONTH 11 YEAR 2021

		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
NORMAL TOILET	8:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	11:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	2:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	4:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
WESTERN TOILET	8:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	11:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	2:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	4:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
URINALS	8:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	11:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	2:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	4:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
WASH BASIN	8:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	11:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
	2:00	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							
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HOUSE KEEPERS NAME:- R. Umma Lakshmi


SUPERVISOR SIGN
G. M



SETHU INSTITUTE OF TECHNOLOGY

AN AUTONOMOUS INSTITUTION | ACCREDITED WITH 'A' GRADE BY NAAC
DEPARTMENT OF HOUSE KEEPING



CHECKLIST FOR RESTROOM LADIES TOILET

DECEMBER

BME BLOCK

23 MONTH 12 YEAR 2021

		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
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