

MONTH: JUNE

MAINTENANCE- DAILY

19

YEAR: 2022

DATE	Shedding books/ Journals- of Daily Details				Daily Transaction Report.				Cleaning all Section with Computer.				Reading. Section.				Electrical			Digital Library.		Remarks	Signature				
	Stack Area	Circulation	Periodical	Reference	Stack Area	Circulation	Periodical	Reference	Stack Area-	Circulation	Periodical	Reference	Digital Library	Computer	Newspaper Arrangement	Newspaper Notice board	Light	Fan	UPS.	Intra-webbing	e-Journal.		Stack Collector	Stack. Circulation	Reference	Digital Library	Sent to Library
1.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.6.22	✓	✓	✓	✓	✓	✓	✓	✓						S	U	N	D	A	X								
6.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.6.22	✓	✓	✓	✓	✓	✓	✓	✓						S	U	N	D	A	X								
13.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19.6.22	✓	✓	✓	✓	✓	✓	✓	✓						S	U	N	D	A	X								
20.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25.6.22	✓	✓	✓	✓	✓	✓	✓	✓						S	A	T	U	R	D	A	X						
26.6.22	✓	✓	✓	✓	✓	✓	✓	✓						S	U	N	D	A	X								
27.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30.6.22	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

MAINTENANCE - WEEKLY

MONTH:- JUNE

20 YEAR: 2022

	Misplace of all books/journals rectify of the Disposal Management				cleaning Computer keyboard Check cable etc.				Reading Section				Electrical			Digital Library		Remarks	Signature							
DATE	Stock Area	Circulation	Periodical	Reference	Stock Area	Circulation	Periodical	Reference	Digital Library	Computer	Newspaper	Magazine	Newspaper	Magazine	Notice-board	Light	Fan	BPS	Intra-website	e-Journal	Date Collector	Stock Circulation	Reference	Digital Librarian	Senior Librarian	
3.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		OK	OK	OK	OK	OK
9.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		OK	OK	OK	OK	OK
17.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		OK	OK	OK	OK	OK
21.6.22	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		OK	OK	OK	OK	OK

	Circulation	Reference	Digital Library	e-Journal	Mobile Library	Dep. Library	Remarks	Signature
Monthly Report for user	✓	✓	✓	✓		✓		OK
Monthly Report repair equipment	✓	✓	✓	✓		✓		OK
Safety for equipment of expiring	✓	✓	✓	✓		✓		OK
Fire Safety equipment of expires	✓	✓	✓	✓		✓		OK
Technical Section	✓	✓	✓	✓		✓		OK
Fumigation	-	-	-	-	-	-		OK
Income Expenditure Statement	✓	✓	✓	✓	✓	✓		OK