



# 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

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Pullloor, 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

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ACID, SOAP OIL, PHENYL

Bleaching powder.

GIVEN TO BLOCK.

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NOVEMBER 2021.

Block	Phenyl	ACID	SOAP OIL	BLEACHING - Powder
1 FIRST YEAR.	2 Lit	15 Lit	2 Lit	4 kg
2 CSE BLOCK.	2 Lit	15 Lit	2 Lit	4 kg
3 BCE 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	10 Lit	2 Lit	50 kg
	30 Lit	210 Lit	30 Lit	

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 F.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 LADS 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	240 Lit	30 Lit	



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Admin Office : Plot No : 332, Anna Nagar, Madurai - 625 020. Ph: 0452-2532215, 2538294

- (i) Block wise TOILET CHECK LIST
- (ii) Block wise WEEKLY CLEANING
- (iii) Block wise MONTHLY CLEANING.

## EVENTS

### REST ROOM'S

### EVENTS &

### 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. Girish

R. Jeyaraj  
SUPE VISOR SIGN  
G. M





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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 <sup>2</sup>	<u>III</u> WEEK <sup>3</sup>	<u>IV</u> WEEK <sup>4</sup>	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**

**REGISTER**

**HOUS KEEPING DEPT**

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DUTY ALLOTMENT

DATE 22 MONTH 10 YEAR 2021

SL.NO	BLOCKS	EMPLOYEE NAME	AGRICULTURE STAFF	GENTS TOILET	LADIES TOILET
1.	CIVIL	T. Rajulini	T. Rajulini		
2.	MECH	-	E. Anitha	N. G. Anitha	V. Rajini
3.	MECH-ANNAX	A. Sulema	-	N. Anitha	-
4.	OLD-1YEAR CCLAB	N. G. Anitha	-	S. Anitha	P. Anitha
5.	CSE	P. Anitha	P. Anitha	A. Anitha	R. Anitha
6.	EEE	R. Anitha	V. Anitha	S. Anitha	P. Anitha
7.	ECE	R. Anitha	-	M. Anitha	M. Anitha
8.	PG	C. Anitha	-	A. Anitha	R. Anitha
9.	1YEAR	M. Anitha	A. Anitha	S. Anitha	M. Anitha
10.	ADMIN	R. Anitha	S. Anitha	A. Anitha	P. Anitha
11.	PRINCIPAL CAMPUS	R. Anitha	-	A. Anitha	P. Anitha

HOUSE KEEPING SUPERVISOR

*[Signature]*  
G. Anitha

HOUSE KEEPING MANAGER

*[Signature]*  
G. Anitha



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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	Z. Selvarani	F. Rajalakshmi	N. G. Manjamma	-
2.	MECH	P. Jayaram	E. Jagan Chakr	N. G. Manjamma	-
3.	MECH- ANNMAX	-	K. J. Jagan Prakash	-	-
4.	OLD-1YEAR CC LAB	N. G. Jeyaraj	-	S. Ummaiyar	P. Chinna
5.	CSE	P. Divya	P. Divya	A. Rajitha	R. Ummaiyar
6.	EEE	V. Divya	R. Divya	S. Ummaiyar	P. Chinna
7.	ECE	R. Divya	R. Divya	M. Jagan Chakr	M. Jagan Prakash
8.	PG	C. Usha	V. Jayaram	A. Rajitha	R. Ummaiyar
9.	IYEAR	N. G. Jeyaraj	-	S. Jagan Chakr	M. Jagan Prakash
10.	ADMIN	R. Divya	A. Rajitha	A. Rajitha	P. Chinna
11.	PRINCIPAL CAMPUS	S. Chinna	-	A. Rajitha	P. Chinna

*(Signature)*  
HOUSE KEEPING SUPERVISOR  
G. Jagan

*(Signature)*  
HOUSE KEEPING MANAGER



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Admin. Office - 392, Annanagar Main Road, Annanagar,

Madurai - 625020.



ISO 9001 : 2008  
FS10973

Work load File - 2012 -13

LADIES TOILET

CLEANING

CHECKLISTS



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DECEMBER

BME 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WESTERN TOILET	4:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	8:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
URINALS	2:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	8:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WASH BASIN	11:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FLOORS	8:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	2:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
REFILL SANITARY NAPKINS	4:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	8:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	11:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4:00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

HOUSE KEEPERS NAME:-: P. Vinitha

*P. Vinitha*  
SUPERVISOR SIGN

*g.m.f*

