

Sheet1

DUTY POST	TIME DAY SCHEDULE		TIME NIGHT SCHEDULE	
	FROM	TO	FROM	TO
BUILDING NO.1 BASEMENT	07:00:00 AM	07:00:00 PM	07:00:00 PM	07:00:00 AM
BUILDING NO.1 LOWER GROUND	07:00:00 AM	07:00:00 PM	07:00:00 PM	07:00:00 AM
BUILDING NO.1 FIRST FLOOR	07:00:00	07:00:00 PM	07:00:00 PM	07:00:00 AM
BUILDING NO.1 GROUND FLOOR	07:00:00 AM	07:00:00 PM	07:00:00 PM	07:00:00 AM

SECURITY DUTY SCHEDULE
SYMBOSIS HOSPITAL PUNE

MAN POWER		CHARGE HANDED OVER TIME		OPD OPEN & CLOSING	
DAY	NIGHT	DAY	NIGHT	DAY	NIGHT
2	1	7AM To 7:30PM	7PM TO 7:30AM	NIL	NIL
2	2	7AM To 7:30PM	7PM TO 7:30AM	NIL	NIL
1	1	7AM To 7:30PM	7PM TO 7:30AM	7AM To 7:30PM	6PM TO 7AM
2	2	7AM To 7:30PM	7PM TO 7:30AM	6AM TO 6:30PM	6AM TO 6:30PM

RESPONSIBILITIES		
1.	HANDED OVER	TAKING CHARGE
2.	REGISTER	CHECK
3.	AREA	CONFIRMATION
4.	VEHICLE	MOVEMENT REGISTER
1.	HANDED OVER	TAKING CHARGE
2.	REGISTER	CHECK
3.	AREA	CONFIRMATION
4.	STAFF ID	CHECK CONFIRM
5.	STORE ITEM	RECEIVE ENTRY
6.	STORE KEY	ISSUE ENTRY
7.	CONFIRM ALL	STORE CLOSED
1.	HANDED OVER	TAKING CHARGE
2.	AREA	CONFIRMATION
3.	CONFIRM	PATIENT PASS AND ENTRY
4.	ONLY DIALYSIS	PATIENT ENTRY TO WARD
5.	CONFIRM ALL	WARD CLOSED
1.	HANDED OVER	TAKING CHARGE
2.	REGISTER	CHECK
3.	AREA	CONFIRMATION
4.	GUEST VEHICLE	PARKING
5.	SENIOR OFFICER	VEHICLE PARKING
6.	ENTRY	PROTOCOL