



LEKSHMI OFFSET PRINTERS

Kadakkarappally P.O.Cherthala

Phone : 9539391734

No.

213

Date

15/01/20

To

Reliance

Sl.No.	Particulars	Qty.	Amount	
			Rs.	Ps.
1	Register Book Printing	3 Books	1600	
		Total	1600	✓

Rupees in words

Authorised Signature

Check List For Men's Wash Room									
Store Code :		Month :				Year :		Fourth Week	
Store Format :		First Week		Second Week		Third Week		Fourth Week	
Store Location :		Tuesday	Friday	Tuesday	Friday	Tuesday	Friday	Tuesday	Friday
		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Wash Room Accessories									
1	Check Granite or Marples are in good condition								
2	Check all Taps are in working condition								
3	Check all sinks are in good condition								
4	Check drain line pipe Accessories are working good condition without any leakage and chokes								
5	Check Mirror are in good condition without any damages								
6	Check Dust Bins are intact								
7	Check Urinals are in unbroken								
8	Check Urinals taps are in operation								
9	Check Exhaust fans are in process								
10	Check all Lights are in live								
11	Check all door & Accessories are functioning								
12	Check hand wash, Tissue & room fragrance are in place	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Rest Room Accessories									
1	Check Rest Room Doors are closing without any gap								
2	Check Rest Room Door locks are working properly								
3	Check WC covers are in good condition								
4	Check Flush tank & Flush Buttons are functioning								
5	Check Health Faucet are working properly								
6	Check Taps are working good condition without any leakage								
7	Check Ceiling Lights and Exhaust Fans are functioning								

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