

HOUSEKEEPING SCHEDULE							
Qualification	Dressmaking NCII			Station/Bldg	Dressmaking		
Area/Section	Trainees’ Area/Practice Area/Workplace Area						
In-Charge							
ACTIVITIES	Responsible Person	Schedule for the Month of _____					
		Daily	Every other Day	Weekly	Every 15 th Day	Monthly	Remarks
1. Clean and check sewing machines accessories from dust and oil; dry and properly laid-out/ secured/stable							
2. Clean and check the materials for sewing like scissors, threads, bobbin, bobbin case and trimmers							
3. Clean and arrange working tables according to floor plan/lay-out; check stability							
4. Clean and check floor, walls, windows, ceilings <ul style="list-style-type: none">unnecessary objects/itemsobstructionsany used materials/scraps spilled liquidopen cracks (floor)							
5. Clean and check work shop ventilation by dusting lamps/bulbs, replacing non-functional lamps and keeping exhaust clean							
6. Clean and check computer set -monitor, CPU, keyboards, mouse – free, unnecessary markings, dust; cables and plugs are in order; well-arranged; all items functional							

Vision

To produce technically-skilled workforce in Dressmaking NCII in Central Luzon

Mission

To train and certify globally-competitive graduates in Dressmaking NCII

<p>7. Clean, inspect air conditioning equipment:</p> <ul style="list-style-type: none"> • keep screen and filter free from dust/rust • Check selector knobs if in normal positions and are functional • Check if drainage is OK 							
<p>8. Clean, check and maintain Tool Room</p> <ul style="list-style-type: none"> • Free of dust, not damp • Tools in appropriate positions/locations • With visible labels/signage • Logbook and forms are complete, in order and updated • Lights, ventilation – OK 							
<p>9. Clean and check Rest Room</p> <ul style="list-style-type: none"> • Urinals, bowls, wash basins, walls and partitions are free from stains, dirt, oils, graffiti and unnecessary objects; • Ceilings free from cobwebs and dangling items • Floor is kept dry; no broken tiles or protruding objects • Equipped with dipper and pails; properly located after use • Water systems is functional: no dripping/damaged faucets or pipes 							

Vision

To produce technically-skilled workforce in Dressmaking NCII in Central Luzon

Mission

To train and certify globally-competitive graduates in Dressmaking NCII

<ul style="list-style-type: none"> Drainage system is working, no water-clogged areas No offensive odor Lights /Ventilation – OK 							
10. Clean and check wash area: <ul style="list-style-type: none"> Walls/Floors- –free from oils, molds, broken tiles, gums, stains or graffiti Drainage system is functional Water system functional; no dripping faucets or leaking pipes Free from unnecessary objects (mops, rags) 							
11. Clean and maintain work shop surroundings by sweeping/ removing fallen leaves, branches, debris and other refuse, impounded water, clearing pathways of obstructions							
12. Disposal of waste materials <i>(Follow waste segregation system)</i>							

DRESSMAKING NCII WORKSHOP HOUSEKEEPING SCHEDULE		
DAILY TASK	YES	NO
Dispose segregated waste; clean garbage cans		
Sweep floors; if wet, wipe dry		
Wipe and clean whiteboards		
Clean and arrange working tables		
Clean and check mounting of machines/equipment		
Before leaving, collect stubs and other waste		
WEEKLY TASK	YES	NO
Clean posters, visual aids and update accomplishment/Progress Charts		

Vision

To produce technically-skilled workforce in Dressmaking NCII in Central Luzon

Mission

To train and certify globally-competitive graduates in Dressmaking NCII



Clean bulbs/lamps/ceilings/walls		
Clean/Wash of windows/glasses/mirrors		
Clean and check tools, machines, supplies, materials		
Sanitize garbage receptacles		
Empty water collector; clean body of Water Dispenser		
MONTHLY TASK	YES	NO
Conduct inventory		
Clean and arrange tool room		
Inspect electrical system; clean cables, wires		
Clean instructional materials & modules; arrange and put in order		
Inspect and clean air-conditioning equipment filter; clean body		

Vision

To produce technically-skilled
workforce in Dressmaking NCII in
Central Luzon

Mission

To train and certify globally-competitive
graduates in Dressmaking NCII