

Staff House Visit Checklist

Date of Visit: March 12, 2025 mid

Particulars		Yes	No	Remarks/Observations
Rooms				
- Male			X	NOT CLEAN. 2 LIGHT BULB NOT INSTALLED
- Female			X	NOT CLEAN, 1 NOT WORKING
Comfort Rooms (Toilet & Lavatory)				
- Male			X	RECOMMENDED TO CLEAN LAVATORY, BOWL, MIRROR, PILES, BOWL DIRTY
- Female			X	RECOMMEND TO WIPE MIRROR, DISPOSAL OF UNNECESSARY ITEMS
Lavatory & Pantry				
Stairs & Hallway				
-Hallways Between Two Rooms				
-Stairs To Rooms			X	DUSTY
-Stairs Down to Cr's			X	DUSTY w/ SPIDER WEBS
Main Gate & Parking Area			X	RECOMMEND TO SWEEP THE AREA
Electrical System (Ex. Wirings & Outlets)		/		ALL WORKING
Plumbing System (Ex. Water Faucets & Fixtures)			X	FEMALE UR & DRAINAGE FOR KEYHOLE
Others				
-Garbage			X	PUT IN DESIGNATED AREA
-Ceilings			X	SPIDER WEB / ROOMS & STAIRS

Comments/Additional Notes:

rooms- need to clean

corridor - rooms need to clean (both male & female)

ceiling- removing the spider webs (rooms & hallways)

lavatory & pantry area - disposal of unnecessary items.

cleaning materials needed.

- walls being again

- toilet cleaner

- doormats

AREA IN STAFF HOUSE	PARTICULARS	NO	REMARKS
MAIN GATE (PARKING AREA)	LIGHT BULBS	5	1 NOT WORKING
	OUTLET	1	WORKING
STAIRS TO ROOMS	LIGHT BULBS	2	WORKING
			DUSTY W/ SPIDER WEBS
HALLWAYS BETWEEN TWO ROOMS	LIGHT BULBS	2	1 NOT WORKING
			2 NOT INSTALLED LIGHT BULB
MALE ROOMS	OUTLETS	5	WORKING
	CABINET	1	
	DOUBLE BED	2	
	SINGLE BED	1	
	INDIVIDUAL FOAM	1	
	FOAMS	5	
	TABLE	2	
	CHAIRS	2	
	STAND FANS	3	
	CEILING FAN	1	
FEMALE ROOMS	LIGHTS BULBS	4	1 NOT WORKING
	OUTLETS	4	WORKING
	CABINET	1	
	DOUBLE DECK FRAME	1	
	SINGLE BED FRAME	1	
	FOAMS	3	
	TABLE	1	
	MONOBLOCK	1	
	PLASTIC CHAIRS	2	
	STAND FANS	1	WORKING
STAIRS DOWN TO CR'S			DUSTY W/ SPIDER WEBS
LAVATORY& PANTRY	MIRROR	1	NOT CLEAN
	HEATER	1	WORKING
MALE CR	LIGHT BULBS	2	WORKING
	MIRROR	1	NOT CLEAN
	DIPPER	1	
	PALE	1	
	BOWL	1	
	BIDET	1	WORKING & NOT CLEAN
	LAVATORY& FAUCET	1	WORKING
	FAUCET	1	WORKING
FEMALE CR	LIGHT BULB	1	WORKING
	MIRROR	1	NOT CLEAN
	BOWL	1	WORKING & NOT CLEAN
	BIDET	1	WORKING
	LAVATORY& FAUCET	1	WORKING
	FAUCET	1	WORKING
	PALE	1	
	DIPPER	1	
	MIRROR	1	NOT CLEAN
	FOR REPAIRS	1	
	FAUCET	1	
	DIPPER	1	
	PALE	1	

PARTNERS IN STAFFHOUSE		PARTNERS OWNED EQUIPMENT & FURNITURE FIXTURES	
MALE			
JVCARBONEL	NONE	3/15/28	
ABJUANANI	IRON PILLOWS (4)	3/13/25	
RCMERCADO	NONE	03/14/2025	
JCROMANO	CLOTHES RACK (1)	02/14/2025	
TBSORIA	ELECTRIC FAN BLUE (1)		
	PALE (1)		
	DIPPER (1)		
	BASIN (1)		
	PILLOWS (2)		
	BEDSHEET (1)		
	BLANKET (1)		
	DISH RACK (1)		
	STORAGE CONTAINER (1)		
	PUSH - UP BOARD (1)		
	RICE COOKER - NOT USING		
	BEDSHEET (1)		
	PILLOW CASE (1)		
	STORAGE BOX (1)	03-13-25	
(IDELA CRUZ)	NONE	3/14/25	
(JCCRUIZ)	NONE		
FEMALE			
LRACUNA	1 CLIP FAN		
	2 PILLOWS		
RPPULBOSA	1 CLIP FAN		
	2 PILLOWS		

Received By:

JVCARBONEL 3/17/25
ABJUANANI 3/17/25
RCMERCADO 3/14/2025
JCROMANO 3/14/2025
TBSORIA 3-13-25
(IDDELA CRUZ) 3/14/25
LRACUNA 3/13/25
RPPULBOSA 3/13/25

Prepared By:

Prepared By: 3/10/25
• PRECIOUS IRA DIAZ
HRAD Staff/Assistant

3/12/25
• MA. ANGELA N. ROSAURO
HRAD Associate

Checked By:

MARIA ANJELI S. CADIZ-BAENA
Assistant General Manager/OFA