

# KENNETH MATIBA EYE AND DENTAL HOSPITAL

## CLEANING LOGS

### RECEPTION AREA

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	Floors	Twice Daily	7.00 am		
			12.00 noon		
	Furniture	Once Daily	7.00 am		
	Windows	Once Weekly	7.00 am		
	Window seals	Once Daily	7.00 am		
	Mirrors	Once Daily	7.00 am		
	Chairs	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Doors	Once Daily	7.00 am		
11/06/2024	Floors	Twice Daily	7.00 am		
			12.00 noon		
	Furniture	Once Daily	7.00 am		
	Windows	Once Weekly	7.00 am		
	Window seals	Once Daily	7.00 am		
	Mirrors	Once Daily	7.00 am		
	Chairs	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Doors	Once Daily	7.00 am		
12/06/2024	Floors	Twice Daily	7.00 am		
			12.00 noon		
	Furniture	Once Daily	7.00 am		
	Windows	Once Weekly	7.00 am		
	Window seals	Once Daily	7.00 am		
	Mirrors	Once Daily	7.00 am		
	Chairs	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Doors	Once Daily	7.00 am		

<b>13/06/2024</b>	Floors	Twice Daily	7.00 am 12.00 noon		
	Furniture	Once Daily	7.00 am		
	Windows	Once Weekly	7.00 am		
	Window seals	Once Daily	7.00 am		
	Mirrors	Once Daily	7.00 am		
	Chairs	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Doors	Once Daily	7.00 am		
<b>14/06/2024</b>	Floors	Twice Daily	7.00 am 12.00 noon		
	Furniture	Once Daily	7.00 am		
	Windows	Once Weekly	7.00 am		
	Window seals	Once Daily	7.00 am		
	Mirrors	Once Daily	7.00 am		
	Chairs	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Doors	Once Daily	7.00 am		

**TO NOTE:**

**OTHER THAN THE TIME LISTED, CLEANING WILL BE DONE ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **OPTICAL DEPARTMENT**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
<b>10/06/2024</b>	Floors	Once Daily	7.00am		
	Glass tables	Once Daily	7.00am		
	Mirrors	Once Daily	7.00am		
	Benches	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Door	Once Daily	7.00am		
<b>11/06/2024</b>	Floors	Once Daily	7.00am		
	Glass tables	Once Daily	7.00am		
	Mirrors	Once Daily	7.00am		
	Benches	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Door	Once Daily	7.00am		
<b>12/06/2024</b>	Floors	Once Daily	7.00am		
	Glass tables	Once Daily	7.00am		
	Mirrors	Once Daily	7.00am		
	Benches	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Door	Once Daily	7.00am		
<b>13/06/2024</b>	Floors	Once Daily	7.00am		
	Glass tables	Once Daily	7.00am		
	Mirrors	Once Daily	7.00am		
	Benches	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Door	Once Daily	7.00am		
<b>14/06/2024</b>	Floors	Once Daily	7.00am		
	Glass tables	Once Daily	7.00am		
	Mirrors	Once Daily	7.00am		
	Benches	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Door	Once Daily	7.00am		

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ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **PHARMACY DEPARTMENT**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
<b>10/06/2024</b>	Floors	Once Daily	7.00am		
	Sink	Once Daily	7.00am		
	Shelves	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Weekly	7.00am		
	Curtains	Once Weekly	7.00am		
<b>11/06/2024</b>	Floors	Once Daily	7.00am		
	Sink	Once Daily	7.00am		
	Shelves	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Weekly	7.00am		
	Curtains	Weekly	7.00am		
<b>12/06/2024</b>	Floors	Once Daily	7.00am		
	Sink	Once Daily	7.00am		
	Shelves	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Weekly	7.00am		
	Curtains	Weekly	7.00am		
<b>13/06/2024</b>	Floors	Once Daily	7.00am		
	Sink	Once Daily	7.00am		
	Shelves	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Weekly	7.00am		
	Curtains	Weekly	7.00am		
<b>14/06/2024</b>	Floors	Once Daily	7.00am		
	Sink	Once Daily	7.00am		
	Shelves	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Weekly	7.00am		
	Curtains	Weekly	7.00am		

**TO NOTE: OTHER THAN THE TIME LISTED, CLEANING WILL BE DONE  
ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **CASUALTY**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
<b>10/06/2024</b>	Floor	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Beds	Once Daily	7.00am		
	Doors	Once Weekly	7.00am		
	Curtains	Once Weekly	7.00am		
	Walls	Once Monthly	7.00am		
<b>11/06/2024</b>	Floor	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Beds	Once Daily	7.00am		
	Doors	Once Weekly	7.00am		
	Curtains	Once Weekly	7.00am		
	Walls	Once Monthly	7.00am		
<b>12/06/2024</b>	Floor	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Beds	Once Daily	7.00am		
	Doors	Once Weekly	7.00am		
	Curtains	Once Weekly	7.00am		
	Walls	Once Monthly	7.00am		
<b>13/06/2024</b>	Floor	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Beds	Once Daily	7.00am		
	Doors	Once Weekly	7.00am		
	Curtains	Once Weekly	7.00am		
	Walls	Once Monthly	7.00am		
<b>14/06/2024</b>	Floor	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Beds	Once Daily	7.00am		
	Doors	Once Weekly	7.00am		
	Curtains	Once Weekly	7.00am		
	Walls	Once Monthly	7.00am		

**TO NOTE: OTHER THAN THE TIME LISTED, CLEANING WILL BE DONE  
ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

**OPD CONSULTATION ROOM I**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
11/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
12/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
13/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
14/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		

**TO NOTE:**

**OTHER THAN THE TIME LISTED, CLEANING WILL BE DONE  
ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

**OPD CONSULTATION ROOM II**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
11/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
12/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
13/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		
14/06/2024	Furniture	Once Daily	7.00am		
	Floors	Once Daily	7.00am		
	Sinks	Once Daily	7.00am		
	Bed Couches	Once Daily	7.00am		

**TO NOTE:**

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ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **OPD TOILETS**

<b>MALE TOILETS</b>		<b>Mon 3/06/24</b>	<b>Tue 4/06/24</b>	<b>Wed 5/06/24</b>	<b>Thur 6/06/24</b>	<b>Fri 7/06/24</b>	<b>REMARKS</b>	<b>SUPERVISOR NAME</b>
	<b>7.00 AM</b>							
	<b>11.00 AM</b>							
	<b>2.00 PM</b>							
<b>FEMALE TOILETS</b>								
	<b>7.00 AM</b>							
	<b>11.00 AM</b>							
	<b>2.00 PM</b>							
<b>STAFF TOILETS</b>								
	<b>7.00 AM</b>							
	<b>11.00 AM</b>							
	<b>2.00 PM</b>							

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ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**



### **MALE & FEMALE WARDS**

<b>DATE</b>	<b>ITEMS/ AREA</b>	<b>FREQUENCY</b>	<b>TIME</b>	<b>REMARKS</b>	<b>SUPERVISOR NAME</b>
<b>10/06/2024</b>	Floors	Once daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Beds	Once Daily	7.00 am		
	Walls	Once Monthly	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Mosquito Nets	Once Weekly	7.00 am		
	Wardrobes	Once Weekly	7.00 am		
<b>11/06/2024</b>	Floors	Once daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Beds	Once Daily	7.00 am		
	Walls	Once Monthly	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Mosquito Nets	Once Weekly	7.00 am		
	Wardrobes	Once Weekly	7.00 am		
<b>12/06/2024</b>	Floors	Once daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Beds	Once Daily	7.00 am		
	Walls	Once Monthly	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Mosquito Nets	Once Weekly	7.00 am		
	Wardrobes	Once Weekly	7.00 am		
<b>13/06/2024</b>	Floors	Once daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Beds	Once Daily	7.00 am		
	Walls	Once Monthly	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Mosquito Nets	Once Weekly	7.00 am		
	Wardrobes	Once Weekly	7.00 am		
<b>14/06/2024</b>	Floors	Once daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Beds	Once Daily	7.00 am		
	Walls	Once Monthly	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Mosquito Nets	Once Weekly	7.00 am		
	Wardrobes	Once Weekly	7.00 am		

**TO NOTE: OTHER THAN THE TIME LISTED, CLEANING WILL BE DONE  
ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **KITCHEN**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	Floors	Once Daily	7.00 AM		
	Furniture	Once Daily	7.00 AM		
	Surfaces	Once Daily	7.00 AM		
11/06/2024	Floors	Once Daily	7.00 AM		
	Furniture	Once Daily	7.00 AM		
	Surfaces	Once Daily	7.00 AM		
12/06/2024	Floors	Once Daily	7.00 AM		
	Furniture	Once Daily	7.00 AM		
	Surfaces	Once Daily	7.00 AM		
13/06/2024	Floors	Once Daily	7.00 AM		
	Furniture	Once Daily	7.00 AM		
	Surfaces	Once Daily	7.00 AM		
14/06/2024	Floors	Once Daily	7.00 AM		
	Furniture	Once Daily	7.00 AM		
	Surfaces	Once Daily	7.00 AM		

### **TO NOTE:**

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**BY HOSPITAL MANAGEMENT**

## **THEATRE**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	Floors	Twice Daily	7.00am 2.00pm		
	Furniture	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Window	Once Weekly	7.00 am		
	Walls	Once Monthly	7.00 am		
11/06/2024	Floors	Twice Daily	7.00am 2.00pm		
	Furniture	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Window	Once Weekly	7.00 am		
	Walls	Once Monthly	7.00 am		
12/06/2024	Floors	Twice Daily	7.00am 2.00pm		
	Furniture	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Window	Once Weekly	7.00 am		
	Walls	Once Monthly	7.00 am		
13/06/2024	Floors	Twice Daily	7.00am 2.00pm		
	Furniture	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Window	Once Weekly	7.00 am		
	Walls	Once Monthly	7.00 am		
14/06/2024	Floors	Twice Daily	7.00am 2.00pm		
	Furniture	Once Daily	7.00 am		
	Curtains	Once Weekly	7.00 am		
	Window	Once Weekly	7.00 am		
	Walls	Once Monthly	7.00 am		

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ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **LABORATORY**

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
<b>10/06/2024</b>	Floors	Once Daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Surfaces	Once Daily	7.00 am		
	Sinks	Once Daily	7.00 am		
	Handles	Twice Daily	7.00 am		
			12.00 noon		
	Curtains	Once Weekly	7.00 am		
<b>11/06/2024</b>	Floors	Once Daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Surfaces	Once Daily	7.00 am		
	Sinks	Once Daily	7.00 am		
	Handles	Twice Daily	7.00 am		
			12.00 noon		
	Curtains	Once Weekly	7.00 am		
<b>12/06/2024</b>	Floors	Once Daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Surfaces	Once Daily	7.00 am		
	Sinks	Once Daily	7.00 am		
	Handles	Twice Daily	7.00 am		
			12.00 noon		
	Curtains	Once Weekly	7.00 am		
	Curtains	Once Weekly	7.00 am		
<b>13/06/2024</b>	Floors	Once Daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Surfaces	Once Daily	7.00 am		
	Sinks	Once Daily	7.00 am		
	Handles	Twice Daily	7.00 am		
			12.00 noon		
	Curtains	Once Weekly	7.00 am		
<b>14/06/2024</b>	Floors	Once Daily	7.00 am		
	Furniture	Once Daily	7.00 am		
	Surfaces	Once Daily	7.00 am		
	Sinks	Once Daily	7.00 am		
	Handles	Twice Daily	7.00 am		
			12.00 noon		
	Curtains	Once Weekly	7.00 am		

**TO NOTE:**

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ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **DENTAL DEPARTMENT**

<b>DATE</b>	<b>ITEMS/ AREA</b>	<b>FREQUENCY</b>	<b>TIME</b>	<b>REMARKS</b>	<b>SUPERVISOR NAME</b>
<b>10/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Curtains	Once Weekly	7.00 am		
<b>11/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Curtains	Once Weekly	7.00 am		
<b>12/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Curtains	Once Weekly	7.00 am		
<b>13/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Curtains	Once Weekly	7.00 am		
<b>14/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Curtains	Once Weekly	7.00 am		

**TO NOTE:**  
**OTHER THAN THE TIME LISTED, CLEANING WILL BE DONE**  
**ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**

## **DENTAL LABORATORY DEPARTMENT**

<b>DATE</b>	<b>ITEMS/ AREA</b>	<b>FREQUENCY</b>	<b>TIME</b>	<b>REMARKS</b>	<b>SUPERVISOR NAME</b>
<b>10/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Working benches/Surfaces	Once Daily	7.00am		
	Toilet	Once Daily	7.00am		
<b>11/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Working benches/Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Toilet	Once Daily	7.00 am		
<b>12/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Working benches/Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Toilet	Once Daily	7.00 am		
<b>13/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Working benches/Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Toilet	Once Daily	7.00 am		
<b>14/06/2024</b>	Floors	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Windows	Once Daily	7.00am		
	Working benches/Surfaces	Once Daily	7.00am		
	Doors	Once Daily	7.00am		
	Toilets	Once Daily	7.00 am		

**TO NOTE:**

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ADDITIONALLY WHEN NECESSARY.**

**BY HOSPITAL MANAGEMENT**