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		

ws On w seals On On On On	ace Daily ace Daily ace Daily ace Daily ace Daily ace Weekly	12.00 noon 7.00 am	
ws On w seals On On On On	ace Weekly ace Daily ace Daily ace Daily ace Weekly	7.00 am 7.00 am 7.00 am 7.00 am 7.00 am	
w seals On On On On	ace Daily ace Daily ace Daily ace Weekly	7.00 am 7.00 am 7.00 am 7.00 am	
S On On On	ace Daily ace Daily ace Weekly	7.00 am 7.00 am 7.00 am	
On On	ace Daily	7.00 am 7.00 am	
ns On	ice Weekly	7.00 am	
On	D '1		
	ice Daily	7.00 am	
Tw	vice Daily	7.00 am	
		12.00 noon	
ire On	ce Daily	7.00 am	
ws On	ice Weekly	7.00 am	
w seals On	ice Daily	7.00 am	
S On	ice Daily	7.00 am	
On	ice Daily	7.00 am	
ns On	ice Weekly	7.00 am	
On	ice Daily	7.00 am	
S	ws On On W seals On	ws Once Weekly w seals Once Daily Once Daily Once Daily	ws Once Weekly 7.00 am w seals Once Daily 7.00 am Once Daily 7.00 am Once Daily 7.00 am Once Daily 7.00 am Once Weekly 7.00 am

TO NOTE:

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

OPTICAL DEPARTMENT

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	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		
11/06/2024	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		
12/06/2024	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		
12/07/2024	171	0 0 1	7.00		
13/06/2024	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		
14/06/2024	Floors	Once Daily	7.00am		
14/00/2024	Glass tables	Once Daily	7.00am		
		Once Daily			
	Mirrors Benches	•	7.00am		
		Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Door	Once Daily	7.00am		

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

PHARMACY DEPARTMENT

ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
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		
Floors	Once Daily	7.00am		
Sink	•	7.00am		
Furniture	· ·	7.00am		
Windows	· ·	7.00am		
Curtains	Weekly	7.00am		
Eleans	Once Deily	7.00am		
	· ·			
	· ·			
	· ·			
	· ·			
	•			
Curtains	Weekly	7.00am		
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		
Floors	Once Daily	7.00am		
	•			
	<u> </u>			
	-			
	Floors Sink Shelves Furniture Windows Curtains Floors Furniture Windows Curtains	Floors Once Daily Sink Once Daily Shelves Once Daily Furniture Once Daily Windows Once Weekly Curtains Once Weekly Floors Once Daily Sink Once Daily Shelves Once Daily Furniture Once Daily Windows Weekly Curtains Weekly Floors Once Daily Floors Once Daily Furniture Once Daily Floors Once Daily Sink Once Daily Furniture Once Daily Furniture Once Daily Furniture Once Daily Furniture Once Daily Windows Weekly Curtains Weekly Floors Once Daily Floors Once Daily Sink Once Daily Sink Once Daily Sink Once Daily Floors Once Daily Furniture Once Daily Floors Once Daily Furniture Once Daily	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 Daily 7.00am Floors Once Daily 7.00am Sink Once Daily 7.00am Shelves Once Daily 7.00am Furniture Once Daily 7.00am Curtains Weekly 7.00am Curtains Weekly 7.00am Floors Once Daily 7.00am Furniture Once Daily 7.00am Curtains Weekly 7.00am Floors Once Daily 7.00am Sink Once Daily 7.00am Shelves Once Daily 7.00am Furniture Once Daily 7.00am Furniture Once Daily 7.00am Furniture Once Daily 7.00am Curtains Weekly 7.00am Furniture Once Daily 7.00am Floors Once Daily 7.00am Sink Once Daily 7.00am Shelves Once Daily 7.00am Floors Once Daily 7.00am Shelves Once Daily 7.00am Floors Once Daily 7.00am Furniture Once Daily 7.00am Furniture Once Daily 7.00am Furniture Once Daily 7.00am Sink Once Daily 7.00am Furniture Once Daily 7.00am Sink Once Daily 7.00am Shelves Once Daily 7.00am Shelves Once Daily 7.00am Shelves Once Daily 7.00am	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 Daily 7.00am Floors Once Daily 7.00am Sink 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 Floors Once Daily 7.00am Furniture Once Daily 7.00am Floors Once Daily 7.00am Floors Once Daily 7.00am Sink Once Daily 7.00am Sink Once Daily 7.00am Shelves Once Daily 7.00am Furniture Once Daily 7.00am Shelves Once Daily 7.00am Furniture Once Daily 7.00am Furniture Once Daily 7.00am Furniture Once Daily 7.00am Floors Once Daily 7.00am Sink Once Daily 7.00am Floors Once Daily 7.00am Shelves Once Daily 7.00am Floors Once Daily 7.00am Furniture Once Daily 7.00am Sink Once Daily 7.00am Furniture Once Daily 7.00am Sink Once Daily 7.00am Furniture Once Daily 7.00am Sink Once Daily 7.00am Sink Once Daily 7.00am Sink Once Daily 7.00am Shelves Once Daily 7.00am

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

CASUALTY

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	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		
11/06/2024	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		
12/06/2024	Floor	Once Daily	7.00am		
12/00/2024	Furniture	Once Daily	7.00am 7.00am		
	Beds	Once Daily	7.00am 7.00am		
	Doors	•	7.00am		
		Once Weekly	7.00am 7.00am		
	Curtains	Once Weekly			
	Walls	Once Monthly	7.00am		
13/06/2024	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		
14/06/2024	Floor	Once Daily	7.00am		
	Furniture	Once Daily	7.00am		
	Beds	Once Daily	7.00am 7.00am		
	Doors	Once Weekly	7.00am 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.

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.

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:

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

OPD TOILETS

MALE TOILETS		Mon 3/06/24	Tue 4/06/24	Wed 5/06/24	Thur 6/06/24	Fri 7/06/24	REMARKS	SUPERVISOR NAME
	7.00 AM							
	11.00 AM							
	2.00 PM							
FEMALE TOILETS				1	1	<u> </u>	<u> </u>	
	7.00 AM							
	11.00 AM							
	2.00 PM							
STAFF TOILETS			1	1	1			1
	7.00 AM							
	11.00 AM							
	2.00 PM							

TO NOTE:

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

MALE & FEMALE WARDS

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	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		
11/06/2024	Floors	Once daily	7.00 am		
11/00/2024	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		
	Wardrobes	Office Weekly	7.00 am		
12/06/2024	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		
13/06/2024	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		
14/06/2024	Elegra	On an do!!:	7.00 area		
14/06/2024	Floors	Once daily	7.00 am 7.00 am		
	Furniture	Once Daily			
	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.

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		
11/00/2024		•			
	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		
17/00/2027	Furniture	Once Daily	7.00 AM		
		-			
	Surfaces	Once Daily	7.00 AM		

TO NOTE:

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

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		
12/00/2024	110015	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		
			2.00		
	Furniture	Once Daily	2.00pm 7.00 am		
	Curtains	Once Weekly	7.00 am		
	Window	Once Weekly	7.00 am		
	Walls	Once Monthly	7.00 am		

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

LABORATORY

	Floors Furniture Surfaces Sinks	Once Daily Once Daily	7.00 am 7.00 am	
	Surfaces		7.00 am	
		O D. '1	7.00 am	
	Sinks	Once Daily	7.00 am	
	Dillico	Once Daily	7.00 am	
	Handles	Twice Daily	7.00 am	
		-		
			12.00 noon	
	Curtains	Once Weekly	7.00 am	
11/06/2024	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	
	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	
13/06/2024	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	
14/06/2024	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:

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

DENTAL DEPARTMENT

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	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		
11/06/2024	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		
12/06/2024	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		
13/06/2024	Floors	On an Dailer	7.00am		
13/06/2024		Once Daily			
	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		
14/06/2024	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.

DENTAL LABORATORY DEPARTMENT

DATE	ITEMS/ AREA	FREQUENCY	TIME	REMARKS	SUPERVISOR NAME
10/06/2024	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		
11/06/2024	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		
1010510001					
12/06/2024	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		
13/06/2024	Floors	Once Daily	7.00am		
13/00/2024	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		
	Tonet	Once Burry	7.00 um		
14/06/2024	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:

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