



Discovery Labs

**HOUSE KEEPING RECORD**

Month:

Year:

S. No.	Daily Activity:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Sweeping & mopping of entire floor																															
2.	Cleaning of Doors, Windows, Cabin, With Cloth																															
3.	Empty the dust bins																															
4.	Remove of waste containers and poly bags																															
5.	Clean the Weighing Balance With Dry Cloth																															
Weekly Activity:																																
6.	Cleaning of container with dry / wet cloth.																															
7.	Cleaning of pellets with cloth.																															
8.	Cleaning of electric fixture with dry cloth.																															
9.	Cleaning of Ceiling,Walls and Cob webs																															
10.	Clean the floor with cleaning agent																															
Signature of Warehouse personnel																																

Note: 1. Put ✓ mark in the appropriate column after completion of the activity.

2. Cleaning shall be done in presence of supervisor by helper.