**Teknowledge Shared Services Pvt. Ltd**

OPR for How to Clean and arrange

IT room and dispose damaged items

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| **SUBJECT** | **OPR for Clean and arrange**  **IT room and dispose damaged items** |
| **DEPARTMENT** | IT Support |
| **RECORDER (Name & Designation)** | Fowzan Rahumathullah |
| **APPROVEDBY (Name & Designation)** |  |
| **CREATED DATE** | 25 – July – 2019 |
| **LAST UPDATED** | 25 – July – 2019 |
| **PATH ON NETWORK FOLDER** | [Click Here](https://cisintlcom.sharepoint.com/:w:/g/itsupport/EQY3P5PWIwJBht8xoabqm8EBIO5TcFMsKq_SSypH6dSd8w?e=iomD0l) |
| **NO. OF PAGES INCLUDING THIS PAGE** | 2 Pages |

1. Divide the items which is useful for Repair and dispose
2. Then clean the Repairing table and arrange it as per Structure
3. Then arrange the tool table
4. Then clean the spare parts and equipment cupboard and store our replacement items (Keyboard, Caddy, SSD, HDD, RAM, Mouse etc..)
5. Then which we select as disposable item ask admin to dispose it with cleaning team (Aunty)