**Sriram Institute of Marine Studies**

 Check list for toilet clean ship/hygiene for the day \_\_\_\_\_ of (M) \_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forenoon Session 2nd Floor**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Description (T/B) | Clean by  | Time | Sign | Checked by | Time | Signature |  Remarks |
| 1. | Toilet/WCs | Name |  |  | Warden |  |  |  |
| 2. | Warden’s Toilet |  |  |  |  |  |  |  |
| 3. | Ladies ’s toilet |  |  |  |  |  |  |  |
| 4. | Wash basin |  |  |  |  |  |  |  |
| 5. | Toilet lobby |  |  |  |  |  |  |  |
| 6. | Dining hall 1 & 2 |  |  |  |  |  |  |  |

After**noon Session-First floor**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Description (T/B) | Clean by  |  | Sign | Checked by | Signature |  Remarks |
| 1. | Toilet/WCs | Name |  |  | Warden/Inst |  |  |
| 2. | Warden’s Toilet |  |  |  |  |  |  |
| 3. | Ladies ’s toilet |  |  |  |  |  |  |
| 4. | Wash basin |  |  |  |  |  |  |
| 5. | Toilet lobby |  |  |  |  |  |  |
| 6. | Dining hall 1 & 2 |  |  |  |  |  |  |

**Submitted to Admin/HOI on next day by the Duty instructor/WardenRemarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature with date** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOI remarks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature with date** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 II

ED’s Signature : with date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_