**Sriram Institute of Marine Studies**

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

**Forenoon session- Ground floor**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Description (T/B) | Clean by  | Time | Sign | Checked by | Time | Signature |  Remarks |
| 1. | Toilet/WCs | Name |  |  | Warden |  |  |  |
| 2. | Female toilet |  |  |  |  |  |  |  |
| 3. | Chairman ,ED HOI toilet |  |  |  |  |  |  |  |
| 4. | Wash basin |  |  |  |  |  |  |  |
| 5. | Toilet lobby |  |  |  |  |  |  |  |
| 6. | Changing room Swimming pool |  |  |  |  |  |  |  |
| 7. | Female toilet2nd floor |  |  |  |  |  |  |  |
| 8. | 1st Floor  |  |  |  |  |  |  |  |
| 9. | 2nd floor |  |  |  |  |  |  |  |
| 10 | 3rd floor |  |  |  |  |  |  |  |

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

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

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

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

Afternoon session:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Description (T/B) | Clean by  | Time | Sign | Checked by | Time | Signature |  Remarks |
| 1. | Toilet/WCs | Name |  |  | Warden |  |  |  |
| 2. | Female toilet |  |  |  |  |  |  |  |
| 3. | Chairman ,ED HOI toilet |  |  |  |  |  |  |  |
| 4. | Wash basin |  |  |  |  |  |  |  |
| 5. | Toilet lobby |  |  |  |  |  |  |  |
| 6. | Changing room Swimming pool |  |  |  |  |  |  |  |
| 7. | Female toilet2nd floor |  |  |  |  |  |  |  |
| 8. | 1st Floor  |  |  |  |  |  |  |  |
| 9. | 2nd floor |  |  |  |  |  |  |  |
| 10 | 3rd floor |  |  |  |  |  |  |  |

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

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

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

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

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