



Dr. D. Y. Patil Pratishthan's College of Engineering,
Salokhe Nagar, Kolhapur.

Weekly Cleaning Report

Year 2022-23

Month: April

Week: 2

Daily

- Regular cleaning of all washrooms.
- Regular cleaning of all Classrooms- Dry Mop, Wet Mop & Dusting
- Regular cleaning of all Floors- Ground, First, Second, Third & Staircase
- Sweeping Porch
- Regular water tap checking of all washroom & water coolers

Monday

- Cleaning of Wall tiles
- Dust Ceiling Fans & Light Fixtures

Tuesday

- Cleaning of Partitions
- Cleaning of Glass
- Cleaning with All Machine Buffing

Wednesday

- Vacuum, Sweep & Mop
- Wash Windows and Blinds

Thursday

- Deep cleaning of Washrooms
- High Pressure machine cleaning.

Friday

- Scrubbing of Classroom Corners.
- Dust cleaning of Computers.

Saturday

- Staircase scrubbing
- Steel Materials Cleaning

Sunday

- Office Deep Cleaning
- Wipe of Washer & Dryer
- Security Cabin Cleaning



Remarks/Observations

- Leakage of tap: _____
- Faulty Electrical Equipment (Lights,Fans,etc.): _____
- Cleanliness & Hygiene: Yes
- Any Other: Ground floor water cooler tap broken.

Checked By,
Supervisor

PRINCIPAL
Dr. D. Y. Patil Pratishthan's
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Weekly Cleaning Report

Year 2022-23

Month: April

Week: 3



Daily

- Regular cleaning of all washrooms.
- Regular cleaning of all Classrooms- Dry Mop, Wet Mop & Dusting
- Regular cleaning of all Floors- Ground, First, Second, Third & Staircase
- Sweeping Porch
- Regular water tap checking of all washroom & water coolers

Monday

- Cleaning of Wall tiles
- Dust Ceiling Fans & Light Fixtures

Tuesday

- Cleaning of Partitions
- Cleaning of Glass
- Cleaning with All Machine Buffing

Wednesday

- Vacuum, Sweep & Mop
- Wash Windows and Blinds

Thursday

- Deep cleaning of Washrooms
- High Pressure machine cleaning.

Friday

- Scrubbing of Classroom Corners.
- Dust cleaning of Computers.

Saturday

- Staircase scrubbing
- Steel Materials Cleaning

Sunday

- Office Deep Cleaning
- Wipe of Washer & Dryer
- Security Cabin Cleaning

Remarks/Observations

- Leakage of tap: _____
- Faulty Electrical Equipment (Lights,Fans,etc.): Second floor light problem
- Cleanliness & Hygiene: Yes
- Any Other: _____

Checked By,
Supervisor

[Signature]

[Signature]
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Weekly Cleaning Report

Month: May 2023
Week: 02



Daily

- Regular cleaning of all washrooms.
- Regular cleaning of all Classrooms- Dry Mop, Wet Mop & Dusting
- Regular cleaning of all Floors- Ground, First, Second, Third & Staircase
- Sweeping Porch
- Regular water tap checking of all washroom & water coolers

Monday

- Cleaning of Wall tiles
- Dust Ceiling Fans & Light Fixtures

Tuesday

- Cleaning of Partitions
- Cleaning of Glass
- Cleaning with All Machine Buffing

Wednesday

- Vacuum, Sweep & Mop
- Wash Windows and Blinds

Thursday

- Deep cleaning of Washrooms
- High Pressure machine cleaning.

Friday

- Scrubbing of Classroom Corners.
- Dust cleaning of Computers.

Saturday

- Staircase scrubbing
- Steel Materials Cleaning

Sunday

- Office Deep Cleaning
- Wipe of Washer & Dryer
- Security Cabin Cleaning

Remarks/Observations

- Leakage of tap: second floor staff washroom tap leakage
- Faulty Electrical Equipment (Lights,Fans,etc.): —
- Cleanliness & Hygiene: Yes
- Any Other: —

Checked By,
Supervisor

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Weekly Cleaning Report

Year 2022-23

Month: May

Week: 03



Daily

- Regular cleaning of all washrooms.
- Regular cleaning of all Classrooms- Dry Mop, Wet Mop & Dusting
- Regular cleaning of all Floors- Ground, First, Second, Third & Staircase
- Sweeping Porch
- Regular water tap checking of all washroom & water coolers

Monday

- Cleaning of Wall tiles
- Dust Ceiling Fans & Light Fixtures

Tuesday

- Cleaning of Partitions
- Cleaning of Glass
- Cleaning with All Machine Buffing

Wednesday

- Vacuum, Sweep & Mop
- Wash Windows and Blinds

Thursday

- Deep cleaning of Washrooms
- High Pressure machine cleaning.

Friday

- Scrubbing of Classroom Corners.
- Dust cleaning of Computers.

Saturday

- Staircase scrubbing
- Steel Materials Cleaning

Sunday

- Office Deep Cleaning
- Wipe of Washer & Dryer
- Security Cabin Cleaning

Remarks/Observations

- Leakage of tap: First floor washroom tap leakage
- Faulty Electrical Equipment (Lights, Fans, etc.): Light problem
- Cleanliness & Hygiene: Yes
- Any Other: _____

Checked By,
Supervisor

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Weekly Cleaning Report

Month: June, 2023

Week: 03

Daily

- Regular cleaning of all washrooms.
- Regular cleaning of all Classrooms- Dry Mop, Wet Mop & Dusting
- Regular cleaning of all Floors- Ground, First, Second, Third & Staircase
- Sweeping Porch
- Regular water tap checking of all washroom & water coolers

Monday

- Cleaning of Wall tiles
- Dust Ceiling Fans & Light Fixtures

Tuesday

- Cleaning of Partitions
- Cleaning of Glass
- Cleaning with All Machine Buffing

Wednesday

- Vacuum, Sweep & Mop
- Wash Windows and Blinds

Thursday

- Deep cleaning of Washrooms
- High Pressure machine cleaning.

Friday

- Scrubbing of Classroom Corners.
- Dust cleaning of Computers.

Saturday

- Staircase scrubbing
- Steel Materials Cleaning

Sunday

- Office Deep Cleaning
- Wipe of Washer & Dryer
- Security Cabin Cleaning

Remarks/Observations

- Leakage of tap: _____ Ground Floor Washroom
- Faulty Electrical Equipment (Lights,Fans,etc.): _____
- Cleanliness & Hygiene: _____ YES
- Any Other: _____

Checked By,
Supervisor


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