

MINISTRY OF FOREIGN AFFAIRS

PROCUREMENT NOTICE

FA/AD/Proc/C&JS/2024-25

PROVIDING CLEANING AND JANITORIAL SERVICES

Sealed bids are hereby invited by the Secretary, Ministry of Foreign Affairs, Republic Building, Colombo 01, for Cleaning and Janitorial Services in the Ministry on or before 22/11/2024 on 2.00 pm

Location

- i. Republic Building, Janadhipathi Mawatha, Colombo 01
- ii. 2nd West, 7th East, 9th East & 10th East and West floors of Ceylinco Building, 69, Janadhipathi Mawatha, Colombo 01
- iii. Consular Affairs Division, 16th Floor, Suhurupaya Building, Battaramulla
- iv. Regional Consular Office (RCO) – Matara, No.349, Anagarika Dharmapala Mawatha, Pamburana, Matara

Site visit could be done during the period of 11.11.2024 – 21.11.2024 between 9.30 a.m. to 3.30 p.m. during working days.

The Ministry of Foreign Affairs will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Sealed bids should be sent by Registered Post in sealed covers addressed to the Director General, General Administration Division, Ministry of Foreign Affairs, 9th Floor, Ceylinco Building, 69, Janadhipathi Mawatha, Colombo 01 or placed in the Tender Box kept in the General Administration Division, Ministry of Foreign Affairs, 9th Floor, Ceylinco Building, 69, Janadhipathi Mawatha, Colombo 01.

Bids will be opened soon after the closure. at 02.00 p.m. on 22.11.2024 at the General Administration Division, Bidders or their authorized representatives are allowed to be present at the time of opening of bids.

For further details please contact the Maintenance Unit (Ms. Yoshani Miththrananda) 011-07711109/0114845739

Director General (Administration)
Ministry of Foreign Affairs
Republic Building
Colombo 01.

TERMS AND CONDITIONS

1. The contractor shall furnish a performance bond in the form of a Bank Guarantee (unconditional) valid for a period of 12 months from date of award, from a recognized commercial bank in Sri Lanka to the value of 5% of the total annual contract amount of all premises.
2. The contractor shall sign a formal agreement with the Ministry before the commencement of the contract.
3. The initial contract period would be for a period of three months on observation basis. If the service is not satisfactory during the observation period of three months, the contract may be terminated by the Ministry without extending further.
4. The contractor should ensure that authorized officers or his representatives are present to supervise any cleaning or maintenance work that is required to be carried out at the Ministry of Foreign Affairs premises. The contractor shall employ a sufficient number of personnel, as specified in the bid, to carry out the assigned tasks and complete the work in a competent and professional manner. Priority should be given to urgent work such as blockage and stench.
5. The contractor shall ensure that none of his staff be engaged in any activity illegal or otherwise unacceptable to the Ministry, which is not included in the scope of services. Any employee of the contractor observed to be engaged in any illegal or unauthorized activity or in any improper behavior as may be determined by the Secretary, Ministry of Foreign Affairs, or his representatives shall be subjected to immediate removal from the Ministry of Foreign Affairs.
6. Secretary through Director General / Director /Deputy Director (Admin) will control and evaluate all work performed under this contract at the all premises of the Ministry of Foreign Affairs. The quality of services will be determined by the Secretary, Ministry of Foreign Affairs and Ministry staff.
7. The billing period shall be one calendar month from the first day of the month to the last day of the month. The contractor shall submit to the Secretary within five (5) working days after the end of the month, a bill for services rendered, which shall consist of changes as per the contract terms, plus any claim for extra work together with certified documentation with prior approval for extra work. Secretary, Ministry of Foreign Affairs shall upon receipt of the contractor's bill and supporting documents arrange checking the bill for payment to the contractor. Payment will be made by a cross and account payee cheque within 30 working days of the receipt of the bill, if the bill is in order.
8. Total/ partial deductions will be made from monthly bills on items, which are not done or unsatisfactorily done. Payment thus retained will be released after 100% successful completion of such item/ items.

In the event of non adherence to above clause where the required number of employees are not employed by the contractor, a sum equivalent to the daily pay of the employee will be deducted from the total contract sum of the month for each absentee.

The contractor is responsible for each and every item taken over by the contractor at the beginning and during the contract period. Any losses or damages to the items will be deducted from the company on a replacement cost basis. All employees engaged on duty should record their times of arrival and departure in addition to fingerprint.

9. The contractor shall be responsible for supplying at his own expense, all tools, equipment, chemicals, polish etc necessary for the services of the contract. A store room will be provided to store the contractor's tools, equipment and materials. All these items should be kept in the Ministry premises.

10. All janitors and supervisors should report at Republic Building, Ceylinco Building and RCO-Matara on Monday to Friday from 7.30 a.m. to 4.30 p.m.
They should report at Republic Building and Ceylinco Building on Saturday from 8.00 a.m. to 1.00 p.m. However, the working hours for the janitors deployed at the Consular Affairs Division, Suhurupaya Building is 6.30 a.m. to 5.00 p.m. The service should be provided in addition to the above timings as per the requirements of the Divisions.
11. The janitors should provide assistance to the Ministry staff on Sundays and Public holidays if the need arises, as requested by the Secretary/Foreign Affairs or his representatives of the Ministry of Foreign Affairs, in accordance with the frequency of cleaning services attached hereto. Rates for working on Sundays and Public holidays should be mentioned separately.
12. The contractor may prepare and maintain a daily attendance and a detailed report including the following details.
- a) Date
 - b) No. of Male Janitors
 - c) No. of Female Janitors
 - d) Name of the Supervisor
 - e) Any item missing in toilet/ bathroom/ pantry
 - f) Any defects, leaks etc. in toilet/ bathroom/pantry
 - g) Difficulties to carryout work due to short falls on the client's side
 - h) Name and signature of the supervisor/ Male Janitors/ Female Janitors who have reported to duty by registering their arrival using the finger scanning machine.

1. Main Locations for providing Cleaning and Janitorial Services

- i. Republic Building, Janadhipathi Mawatha, Colombo 01
- ii. 2nd West, 7th East, 9th East & 10th East and West floors of Ceylinco Building, 69, Janadhipathi Mawatha, Colombo 01
- iii. Consular Affairs Division, 16th Floor, Suhurupaya Building, Battaramulla
- iv. Regional Consular Office (RCO) – Matara, No.349, Anagarika Dharmapala Mawatha, Pamburana, Matara

2. Assigning of Janitorial Staff for the Main Locations

- * All Janitors/Supervisors should be below 65 years of age.
- * Copy of the NIC of Janitors/Supervisors should be submitted by the company selected to provide cleaning services for the Ministry.
- * All Janitors/Supervisors must wear uniforms while on duty and selected company should issue Identity Cards.
- * All Janitors/Supervisors should report to the work as follows,
 - i. **Republic Building & Ceylinco Building** - from Monday to Friday from 7.30am to 4.30pm
Saturday from 8.00 am to 1.00 pm
 - ii. **Suhurupaya Building** - from Monday to Friday from 6.30am to 4.30pm
 - ii. **Regional Consular Office (RCO)- Matara** - from Monday to Friday from 7.30am to 4.30pm
- * Janitors/Supervisors should provide assistance to the Ministry on Sundays and Public Holidays if the need arises. Rates for working on Sundays and Public Holidays should be mentioned separately.

	Minimum no. of Janitors assigned for each location (without Supervisor)			Minimum Supervisors expected of each location	
	Location	Total	Minimum no. of male workers required	Female	Male
i	Republic Building, Colombo 01	33	11	2	2
ii	Ceylinco Building, Colombo 01	08	04	1	1
iii	Consular Affairs Division, 16th Floor, Suhurupaya Building, Battaramulla	6	2	1	-
iv	RCO Matara	01 (Female)	-	-	-
	Total No.	48	17	4	3
	Total No. of staff including supervisors	55			

2 (i) Republic Building, Colombo 01

Zone	Location	No. of Janitors	
		Male	Female
1	Hon. Minister's Bureau, VIP room and Minister's washroom		01
2	Former Hon. State Minister's Bureau Chief of Protocol Room Europe Division		01
3	Secretary's Bureau & Washroom Addl. Sec' Office		01
4	DG(South East Asia)'s Office Senior DG(East Asia & Central Asia)'s Office PR & I Division Middle East Division	01	01
5	DG (Europe & North America)'s Office Main Conference Hall	01	01
6	Addl. Sec (Bilateral)'s Office Ocean Affairs Division North America Division		01
8	Video Conference Room Bilateral Room Add. Sec(State Ministry)'s Office & Division		01
10	Protocol Division UN Division	01	01
11	Addl. Sec/ OA, PR&I's Office HR & MM Division		01
12	Addl. Sec/ OAM&D & HRD, R&T's Office OAM&D Division		01
13	Corridors and Passage (First floor) of the Building, VIP Staircase, Stores Room side Staircase	01	01
14	HRD, R&T Division Addl. Sec(Multilateral Affairs)'s Office Library		02
15	Ground floor Minister's Staff Office Mini Conference Hall Lan Room Time recording unit Security Mail	01	01
16	South East Asia Division East Asia Division NOAC		01
17	Legal Division South Asia & SAARC Public Diplomacy MSD	01	01
18	Reception area Corridors and Passage (Ground floor) of the Building, Media Unit, Transport Unit	01	01
20	Common Washrooms – first floor (Ladies & Gents)	01	01
21	Common Wash Rooms – ground floor (Ladies & Gents)	01	01
22	Common washroom (near Stores and first floor) (Ladies & Gents)	01	01
23	Cafeteria & Driver's rest room		01
24	Yard & Guard rooms	01	01

	Total Janitors	11	22
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	Location	No. of Supervisors	
		Male	Female
1	First Floor of Republic Building	01	01
2	Ground Floor of Republic Building	01	01
	Total	02	02

2 (ii) Ceylinco Building, Colombo 01

	Location	No. of Janitors	
		Male	Female
1	2 nd Floor -West Africa Division & Latin America Division DG's Washroom, 02 washrooms, corridor	01	01
2	7 th Floor -East (Economic Affairs Division) and 02 washrooms, corridor	01	01
3	9 th Floor-East (Admin Division) and 02 washrooms, corridor	01	01
4	10 th Floor (Finance Division) and 02 washrooms, corridor	01	01
	Total	04	04

	Location	No. of Supervisors	
		Male	Female
1	Ceylinco Building – 2,7,9,10 Floors	01	01
	Total	01	01

2 (iii) Consular Affairs Division, 16th floor, Suhurupaya Building, Battaramulla

	Location	No. of Janitors	
		Male	Female
1	Wing B	01	01
2	Wing A.D,C / Washrooms/Lobby area	01	03
	Total	02	04

	Location	No. of Supervisors	
		Male	Female
1	16 th floor	-	01
	Total		01

2 (iv) Regional Consular Office, No. 349, Anagaraika Dharmapala Mawatha, Pamburana, Matara

	Location	No. of Janitors	
		Male	Female
1	Office and washrooms	-	01
	Total	-	01

Scope of Janitorial works

1. Office Areas

	Description of work	Daily	Weekly	Monthly	On request
1	Sweep and mopping(Before 8.30am)	√			
2	Dusting & Damp wipe cleaning of office furniture & equipment	√			
3	Clean & Disinfectant telephone	√			
4	Removal of dust & finger marks from windows, doors, glass pane & walls	√			
5	Removal of garbage & waste and dumping to collecting bay	√			
6	Removal of cobwebs	√			
7	Disinfectant with air fresheners	√			
8	Cleaning of dust on vertical blinds and drapers		√		
9	Polishing of all brass name plates & fittings		√		
10	Vacuuming of carpets, vertical blinds & fabric walls		√		
11	Vacuuming sofas			√	
12	Cleaning of Light fixtures, fans other fittings, AC diffusers & Panels			√	
13	Shampooing of carpets, sofas, vertical blinds & fabric walls				√

2. Common Areas & Public Waiting Areas

	Description of work	Daily	Weekly	Monthly	On request
1	Sweep and mopping –Corridors/ Passages(Before 8.30am)	√			
2	Removal of dust & finger marks from windows, doors, glass pane & walls	√			
3	Removal of cobwebs	√			
4	Removal of garbage & waste and dumping to collecting bay	√			
5	Clean dining tables at Cafeteria using suitable detergents	√			
6	Wash Corridors/ Passages/ Pavements		√		
7	Polishing of all brass name plates & fittings		√		

8	Vacuuming of carpets, vertical blinds & fabric walls		√		
9	Cleaning of Light fixtures, fans, other fittings, AC diffusers & Panels			√	
10	Vacuuming sofas			√	
11	Shampooing carpets, sofas, vertical blinds & fabric walls				√

*** Cafeteria at the Republic Building and Public Waiting Areas located in Consular Division at 16th floor, Suhurupaya and RCO in Matara should be cleaned on hourly basis, disinfected and sprayed air fresheners.**

3. Washrooms/Toilets

	Description of work	Daily			Monthly
		Before 8.30am	10.30 am	2.30 pm	
1	Washing & cleaning of Toilets using suitable chemicals	√	√	√	
2	Scrub cleaning of toilet floors	√	√	√	
3	Washing & cleaning of sinks, mirrors	√	√	√	
4	Disinfectant and spray air fresheners	√	√	√	
5	Keep & maintain Hand wash bottles, toilet papers, Tissue Boxes (Items will be provided by Stores Unit through Head of OES)		√		
6	Removal of garbage & waste and dumping to collecting bay		√		
7	Removal of cobwebs		√		
8	Cleaning of Light fixtures, exhausted fans, other fittings, AC diffusers & Panels				√

***If any damage/defect observed in the Washrooms, Janitors should inform Supervisors and Head of OES of the Ministry.**

3.1. Number of Toilets

	Location	Number
i	Republic Building, Colombo 01	
	Hon. Minister's Room Toilet	01
	Former Hon. State Minister's Room Toilet	01
	Upper floor VIP toilet	01
	Ground floor VIP toilet	01
	Secretary's Bureau toilet	01
	Former State Secretary's gents & ladies toilet	02
	Main Conference hall gents & ladies toilet	02
	Upper floor common gents & ladies toilet	04
	Ground floor common gents & ladies toilet	04

	Former Cabinet Office Upper floor toilets	03
	Former Cabinet Office Ground floor toilets	02
	Former Cabinet Office Basement toilets	02
	Car washing area toilet	01
	Driver's rest room toilet	01
Total Toilets in Republic Building, Colombo 01		26
ii	Ceylinco Building, Colombo 01	
	2 nd floor ladies toilet	01
	2 nd floor gents toilet	01
	2 nd floor DG's toilet	01
	7 th floor ladies toilet	01
	7 th floor gents toilet	01
	7 th floor Add. Sec(Economic Affairs) toilet	01
	9 th floor ladies toilet	01
	9 th floor gents toilet	01
	9 th floor Addl. Sec. (Admin)'s toilet	01
	10 th floor ladies toilet	01
	10 th floor gents toilet	01
	10 th floor CA's toilet	01
Total Toilets in Ceylinco Building, Colombo 01		12
iii	Suhurupaya Building, Battaramulla	
	Minister's toilet	01
	DG's toilet	01
	Ladies toilet	01
	Gents toilet	01
Total Toilets in Suhurupaya Building, Battaramulla		04
iv	RCO, Matara	
	Gents and ladies toilet	01
Total Toilets in RCO, Matara		01

4. Garden Area -Republic Building

Description of work		Daily	Weekly	Monthly	On request
1	Sweep Courtyard and external area (Before 8.30 am, at 11.30 am at 3.00 pm)	√			
2	Sweep Two Car porch	√			
3	Sweep Car park	√			
4	Cleaning of drains, manholes and gutters, Clean all places when rain water is collected and breed mosquitoes	√			√
5	Collect & Removal of garbage	√			
6	Watering flowerbed	√			
7	Weeding flowerbed and garden	√			
8	Wash Two Car porch		√		
9	Wash & Clean Courtyard/ Car park using High pressure gun and air blower machine			√	
10	Trimming flowerbed and plants			√	
11	Pruning of trees in the garden				√
12	Use suitable chemicals & Remove all perished tree trunks suspected to damage to walls				Once in 3 Months

***Garden Area is not applied for Consular Division, Suhurupaya Building, Ceylinco building and RCO Matara.**

5. Supply and Maintain Indoor & Outdoor Plants – Republic Building

Description of work		Daily	Weekly	Monthly	On request
1	Spray water/Watering Indoor Plants	√			
2	Removal of fallen dry leaves	√			
3	Replace Indoor Plants with Pots for Republic Building – Every Saturday (Maximum height of a Plant should be 3 feet, should be well maintained)		√		
4	Add fertilizer for Outdoor plants				√

***Not applied for Consular Division, Suhurupaya Building, Ceylinco building and RCO Matara.**

3.1. Cost Breakdown

	Description of work	Schedule	Amount (Rs.)	Total Amount (Rs.)
01	Office Areas			
1	Sweep and mopping	Daily	
2	Dusting & Damp wipe cleaning of office furniture & equipment	Daily	
3	Clean & Disinfectant telephone	Daily	
4	Removal of dust & finger marks from windows, doors, glass pane & walls	Daily	
5	Removal of garbage & waste and dumping to collecting bay	Daily	
6	Removal of cobwebs	Daily	
7	Disinfectant with air fresheners	Daily	
8	Cleaning of dust on vertical blinds and drapers	Weekly	
9	Polishing of all brass name plates & fittings	Weekly	
10	Vacuuming of carpets, vertical blinds & fabric walls	Weekly	
11	Vacuuming sofas	Monthly	
12	Cleaning of Light fixtures, fans other fittings, AC diffusers & Panels	Monthly	
13	Shampooing of carpets, sofas, vertical blinds & fabric walls	On request	
Total Amount for Office Areas			
02	Common Areas and Public Waiting Areas			
1	Sweep and mopping –Corridors/ Passages	Daily	
2	Removal of dust & finger marks from windows, doors, glass pane & walls	Daily	

3	Removal of cobwebs	Daily	
4	Removal of garbage & waste and dumping to collecting bay	Daily	
5	Clean dining tables at Cafeteria using suitable detergents	Daily	
6	Wash Corridors/ Passages/ Pavements	Weekly	
7	Polishing of all brass name plates & fittings	Weekly	
8	Vacuuming of carpets, vertical blinds & fabric walls	Weekly	
9	Cleaning of Light fixtures, fans, other fittings, AC diffusers & Panels	Monthly	
10	Vacuuming sofas	Monthly	
11	Shampooing carpets, sofas, vertical blinds & fabric walls	On request	
Total Amount for Common Areas and Public Waiting Areas			
03	Washrooms /Toilets			
1	Washing & cleaning of Toilets using suitable chemicals	Daily	
2	Scrub cleaning of toilet floors	Daily	
3	Washing & cleaning of sinks, mirrors	Daily	
4	Disinfectant with air fresheners	Daily	
5	Keep & maintain Hand wash bottles, toilet papers, Tissue Boxes (Items will be provided by Stores Unit through Head of OES)	Daily	
6	Removal of garbage & waste and dumping to collecting bay	Daily	
7	Removal of cobwebs	Daily	
8	Cleaning of Light fixtures, exhausted fans, other fittings, AC diffusers & Panels	Monthly	
Total Amounts for Washrooms /Toilets			
04	Garden Area			

1	Sweep Courtyard and external area (Before 8.30 am, at 11.30 am at 3.00 pm)	Daily	
2	Sweep Two Car porch	Daily	
3	Sweep Car park	Daily	
4	Cleaning of drains, manholes and gutters, Clean all places when rain water is collected and breed mosquitoes	Daily & On request	
5	Collect & Removal of garbage	Daily	
6	Watering flowerbed	Daily	
7	Weeding flowerbed and garden	Daily	
8	Wash Two Car porch	Weekly	
9	Wash & Clean Courtyard/ Car park using High pressure gun and air blower machine	Monthly	
10	Trimming flowerbed and plants	Monthly	
11	Pruning of trees in the garden	On request	
12	Use suitable chemicals & Remove all perished tree trunks suspected to damage to walls	Request on once in 3 Months	
Total Amount for Garden Area			
05	Supply and Maintain Indoor & Outdoor Plants			
1	Spray water/Watering Indoor Plants	Daily	
2	Removal of fallen dry leaves	Daily	
3	Replace Indoor Plants with Pots for Republic Building – Every Saturday (Maximum height of a Plant should be 3 feet, should be well maintained)	Weekly	
4	Add fertilizer for Outdoor plants	On request	
Total Amount for Supply and Maintain Indoor & Outdoor Plants			
Total Contract Sum			
Total Contract Sum Per Year	 X 12	
If any Discount				(.....)
Net Contract Sum			
Add VAT (VAT Reg. No :		

Other Taxes
TOTAL CONTRACT SUM WITH VAT PER YEAR		<u> </u>
Total Contract SUM in Words Rs.	
Contractor's Signature	
Name	
Address	
Date	
Rubber Stamp		

3.2. Labour Wages

	Labour category	Daily paid Rate	Extra work paid Rate
1	Supervisor		
2	Janitors (Gender equal rates)		

4.1. Requirements of Equipment

No	Equipment
1	Brooms
2	Dry/ Wet Mopes
3	Mop Baskets
4	Duster
5	Floor Viper
6	Glass Viper
7	Cob Webs Brooms
8	Hand Brush
9	Garbage Bag (M)
10	Garbage Bag (XL)
11	Garbage Bag (XXL)
12	Sponge – large
13	Sink Brush
14	Deck Brush
15	Toilet Brush
16	Spray Gun
17	Caution Signs
18	Ladders
19	Dust Pans

4.2. List of Chemicals per Month

No	Chemical
01	Glass Cleaner
02	Tile Cleaner
03	Air Freshener (Block) <i>liquid</i>
04	Toilet Ball-Harpic
05	T-Pol
06	Finol
07	Vim
08	Camphor Balls
10	Dettol
11	Air Freshener Tablets
12	Floor Mopping Liquid-Wet Mop Complete

4.3. List of Machines

No	Machines
01	Industrial Scrubbing Machine
02	Industrial vacuum Cleaner
03	Industrial Dryer
04	High Pressure Gun
05	H2O Steam cleaner
06	Cleaning Cart
07	Extension code
08	The ladder (Feet 5 / Feet 8/ Feet 12)
09	Hose
10	Dust Mop
11	Tool Box (From No 06 to No 17)

Month :-

Location :- Wash Room Number :-

DAILY REPORT – Cleaning of Wash Rooms

Date	Time	Janitor's Name	Supervisor's sign
01/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
02/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
03/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
04/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
05/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
06/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
07/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
08/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
09/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
10/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		

Month :-

Location :- Wash Room Number :-

DAILY REPORT – Cleaning of Wash Rooms

Date	Time	Janitor's Name	Supervisor's Sign
11/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
12/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
13/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
14/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
15/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
16/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
17/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
18/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
19/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
20/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		

Month :-

Location :- Wash Room Number :-

DAILY REPORT – Cleaning of Wash Rooms

Date	Time	Janitor's Name	Supervisor's Sign
21/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
22/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
23/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
24/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
25/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
26/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
27/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
28/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
29/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
30/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		
31/...../ 2024	07.45 am – 08.15am		
	10.30am – 11.00 am		
	02.15pm – 02.45pm		

