

Month:

Particulars	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Cleaning of water cooler tank (Fortnightly)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Cleaning of Fans, Lights, Walls, Doors, Window, Cobweb (Fortnightly)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Cleaning of kitchen area																															
Cleaning of kitchen equipment & cooking utensils																															
Cleaning of crockery																															
Cleaning of Bain Marie																															
Cleaning of washing area																															
Checked by Institute Mess Supervisor																															
Grading by Convener Mess Committee																															

Calculation of total grades as on last day of the month:

- Total Grade A:x500 =
- Total Grade B:x300 =
- Total Grade C:x0 =
- Total Grade D:x(-)300 =
- Total Grade E:x(-)500 =
- Grand Total of the month =