

Day to Day Action Plan in respect of Food Safety Department to chalk out specific, daily work and targets for the first phase of Swachh Bharat Mission from Oct 2nd to Oct 31st, 2014

- 2nd Oct, 14 - Taking pledge and after that cleanliness of rooms, toilets, Wash Basins and corridors at Lawrence Road.
- 7th Oct, 14 - Cleaning of Stairs, Surrounding Areas and Water Coolers etc. at Lawrence Road, Mayur Bhawan and Patiala House.
- 9th & 10th Oct, 14- Cleaning of inside the almirahs and identify the old record for weeding out and Cleaning of out side the almirahs and identify the old records stacked on almirahs for weeding out at Lawrence Road and Patiala House.
- 13th Oct, 14 - Preparation of lists for weeding out of old records at Lawrence Road and Patiala House.
- 14^h Oct, 14 - Cleaning of Toilets, Wash Basins, Corridors, Lift and Surrounding Areas and ensure constant supply in toilets for maintenance of cleanliness at Lawrence Road, Mayur Bhawan and Paiala House.
- 15th Oct, 14 - Cleaning of Computers, Printers, UPS, CPUs etc. at Lawrence Road, Mayur Bhawan and Patiala House.
- 16th Oct, 14 - Cleaning of Tables, Chairs and Racks etc. at Lawrence Road, Mayur Bhawan and Patiala House.
- 17th Oct, 14 - Cleaning of Photocopiers, Fax Machines, Telephone Instruments and any other item lying in the rooms at Lawrence Road, Mayur Bhawan and Patiala House.
- 20th & 21st Oct, 14- Cleaning of Food Lab at Lawrence Road and removal of old/unused wiring or proper fixing of wiring using conduit at Lawrence Road, Mayur Bhawan and Patiala House.
- 22nd Oct, 14 - Identify the old and broken furniture, computer peripherals and other items for disposal and preparation of lists at Lawrence Road and Patiala House.
- 24th Oct, 14 - Cleaning of rain drain pipe at Lawrence Road, Mayur Bhawan and Patiala House..
- 27th Oct, 14 - Cleaning of Doors, Windows, area outside the windows, Coolers/ACs etc. which are placed at the windows or in the rooms at Lawrence Road, Mayur Bhawan and Patiala House.

- 28th Oct, 14 - Cleaning of Fans, Tube Lights and Electric Switch Boards etc. at Lawrence Road, Mayur Bhawan and Patiala House.
- 29th Oct, 14 - Cleaning of Curtains, Towels, Wall Clocks, Mirrors etc. at Lawrence Road, Mayur Bhawan and Patiala House.
- 30th Oct, 14 - Cleaning of Floors, removal of spit stains on wall/corners/railings etc.. Maintaining litter area within campus and surrounding areas at Lawrence Road, Mayur Bhawan and Patiala House
- 31st Oct, 14 - Condemnation of Vehicles at Lawrence Road.

The following officers will be the incharges for inspection and ensure the cleanliness in the office premises :-

A-20 Lawrence Road

1. Sh. Pawan Kamra, DC (FS)
2. Sh. Ashok Kumar, CTI

Mayur Bhawan

1. Sh. Pawan Bhatnagar, DO
2. Sh. N. N. Sharma, DO

Patiala House

1. Sh. Masood, Addl. PP
2. Sh. Chadha, UDC