

# Housekeeping log book

Format No.:            Rev. No.:            Rev. Date. :

Date	Time	LOCATIONS															Performed by	verified by		
		A - 1	A - 2	A - 3	A - 4	A - 5	A - 6	A - 7	A - 8	A - 9	A - 10	A - 11	A - 12	A - 13	A - 14	A - 15				

Locations	Remarks
A -1     H.R. Office                     A -6     A -11	
A -2     Administrator offices             A -7     A -12	
A -3     Raw Material Storage             A -8     A -13	
A -4     A -9     A -14	
A -5     A -10     A -15	

**Task not performed**

Date	Reasons

Record No.: \_\_\_\_\_ Executive - Human Resources