

Projectionist

Month:

Manager Authorization:

GM Initial:



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week		<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>	<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>	<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>Projector lenses <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>	<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>Projector lenses <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>	<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>Projector lenses <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>	<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>Projector lenses <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>	<p>Floors <input type="checkbox"/></p> <p>Surfaces <input type="checkbox"/></p> <p>Projector <input type="checkbox"/></p> <p>Server <input type="checkbox"/></p> <p>Sound rack <input type="checkbox"/></p> <p>Furniture <input type="checkbox"/></p> <p>Storage racks <input type="checkbox"/></p> <p>AHU rooms <input type="checkbox"/></p> <p>Server room <input type="checkbox"/></p> <p>Projector lenses <input type="checkbox"/></p> <p>MOD Signature: _____</p> <p>Time: _____</p>
	Week							
Week								
Week								
Week								
Week								

Breakdown of cleanup activities

Notes:

There is monthly cleaning on the first Monday of each month.

For any cleaning procedure involving the bulb, use the protection equipment.

Floor cleaning	<ul style="list-style-type: none">• Clean and stain free (no gum, etc.)• Free from any object obstructing the passage.
Surfaces	<ul style="list-style-type: none">• Clean surface (sweep). No stains nor waste.
Projector	<ul style="list-style-type: none">• Clean, lens to be free of any smudge marks or scratches.• Filters to be cleaned once a week.
Server	<ul style="list-style-type: none">• Clean, no dust accumulation behind and under the server.
Sound rack	<ul style="list-style-type: none">• Clean, no dust accumulation behind the sound panel.• No visible wires.• Area should be web & dust free.
Storage racks	<ul style="list-style-type: none">• All storage racks to be aligned and kept organized and clean.
Air conditioner	<ul style="list-style-type: none">• Should be clean.• No objects lying on the floor or under the air conditioner filters.• No open holes causing excess air and dust accumulation.
Server room	<ul style="list-style-type: none">• Locked, clean with no space for dust to come in.
Projector lenses	<ul style="list-style-type: none">• Clean, with zero scratches, stains/smudge marks.