

HOUSEKEEPING INSPECTION  
PROCEDURE

# 398 - 68

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COMMUNITY SYSTEMS FOUNDATION

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To: Sister Mary Patrice, R.S.M.  
Administrator  
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cc: Mr. Richard J. Nadolny, Assistant Administrator  
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From: Mr. Rick Braidwood, Industrial Engineering

Subject: Housekeeping Inspection Procedure (MG-BC-6)

The following pages describe in depth a housekeeping inspection procedure for Mercy Hospital. The inspection procedure involves the daily inspection of randomly selected rooms in all areas of the hospital. Strict adherence to this procedure should result in the overall improvement of the degree of cleanliness at Mercy. The immediate implementation of the inspection procedure is strongly recommended.

A. Documentation of Areas to be Inspected

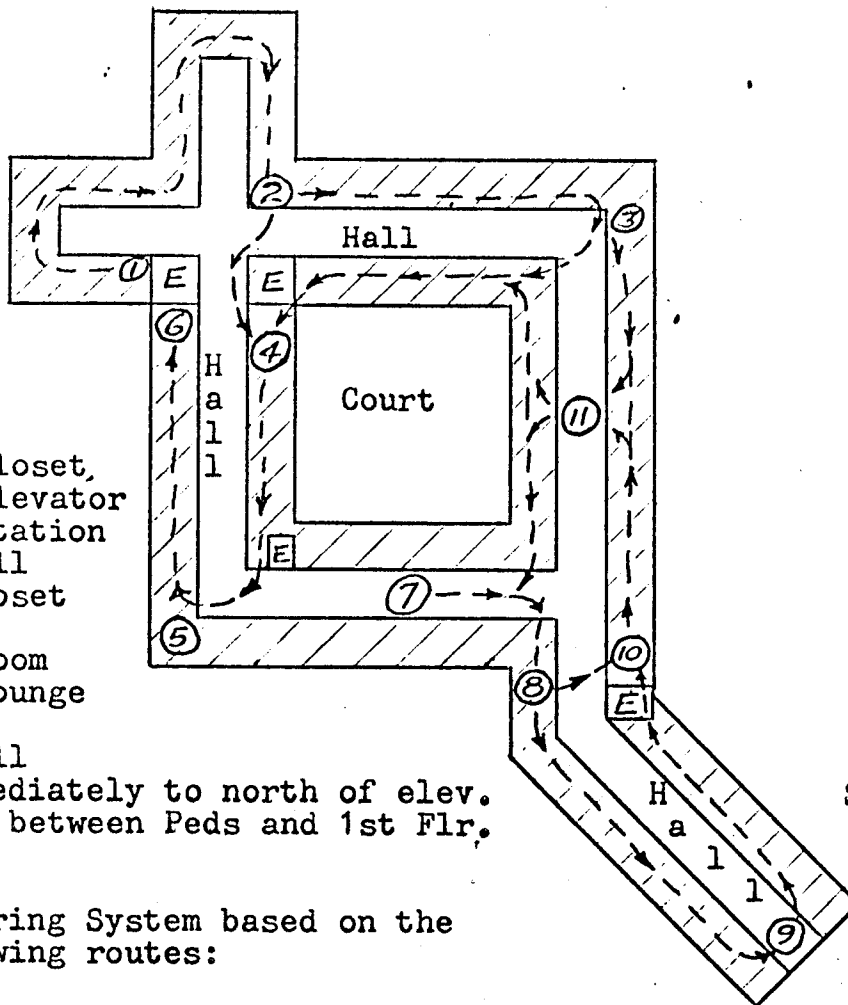
The first step in establishing an inspection procedure is to document all areas where inspection is desired. The hospital was divided into the following general areas for this purpose: fifth floor, four-obstetrics, four-delivery, four-north, three-north, two-north, first floor, ground floor, pediatrics, two-south, three-south, and miscellaneous (convent, nurses home, elevators).

The first four pages of the attached appendix illustrate the detailed documentation of each of the above areas. The daily inspection procedure will continually refer to this Master Numbering Sheet as several rooms in each column are to be inspected daily.

The system used for the numbering of rooms follows a general pattern as explained below. Abbreviations used include: BR - bath-rooms; Med. Rec. - Medical Records; OR - operating room; Stg. - storage; 4N, 3N, and 2N - four, three, and two north units; 4OB and 4-Del. - four obstetrics and four delivery units; 2S and 3S - two and three south units; P.T. - Physical Therapy; I.T. - Inhalation Therapy; and Dischg - Discharge. The various elevators are included as #60 in columns 1, 2, 3, 4, and 5, and as #59-60 in column 8. Please refer to the following basic floor plan for the explanation of the numbering system:

(See next page)

North



Key:

E - Elevator

1 - Janitor Closet, next to Elevator

2 - Nursing Station

3 - End of Hall

4 - Supply Closet

5 - Stairs

6 - Utility Room

7 - Hall or Lounge

8 - Stairs

9 - End of Hall

10 - Room immediately to north of elev.

11 - Division between Peds and 1st Flr.

Numbering System based on the following routes:

<u>Column</u>	<u>Area</u>	<u>Description of Route</u>	<u>Numbers</u>
1	Fifth Flr. 4-N	1 - 2 - 3 - 4 - 5 - 6 South side of hall	1 - 49 50 - 59
2	4-OB 4-Del. 4-N	1 - 2 - 4 - 5 - 6 7 - 8 - 10 - 11 - 7; 4-Del. Dischg. 4-N Dischg.; North side of hall	1 - 36 37 - 51 52 - 59
3	3-N 4-OB	1 - 2 - 3 - 4 - 5 - 6; 3-N Dischg. 4-OB Dischg.	1 - 56 57 - 59
4	2-N 4-OB	1 - 2 - 3 - 4 - 5 - 6; 2-N Dischg. 4-OB Dischg.	1 - 56 57 - 59
5	First Flr. Convent Nurses Home	1 - 2 - 3 - 11 - 4 - 5 - 6 8 - 9 - 10 Nurses Home	1 - 48 49 - 54 55 - 59
6	Grd. Flr. Grd. Flr.	1 - 2 - 3 - 4 - 5 - 6 7 - 3 - 8 (see sheet)	1 - 43 44 - 60
7	Peds Grd. Flr.	7 - 8 - 9 - 10 - 11 - 7; Peds Dischg. 8 - 9 - 10	1 - 47 48 - 60
8	2-S	7 - 8 - 9 - 10 - 3 - 7; 2-S Dischg.	1 - 58
9	3-S Blank	7 - 8 - 9 - 10 - 3 - 7; 3-S Dischg.	1 - 56 57 - 60

B. Random Number Table

After all areas to be inspected have been documented and numbered, the next step is to construct a table of random numbers. This table of nine columns will be used in conjunction with the Master Numbering Sheet (Step A) to determine the rooms to be inspected on a particular date. For example, if the Random Number Table appears as follows for a particular date,

<u>Date</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
--	37	38	30	08	15	17	26	43	51

the rooms to be inspected on that date can be found by referring to the Master Numbering Sheet:

<u>Column</u>	<u>Number</u>	<u>Room</u>
1	37	First room in Medical Records, fifth floor
2	38	Father's waiting room on fourth floor
3	30	Stairs by front elevator on three-north
4	08	Room 248 and bathroom on two-north
5	15	Assistant Administrator's Office, first floor
6	17	X-Ray Office, ground floor
7	26	Room 123 in Pediatrics, first floor
8	43	Dining Room in Two-East
9	51	Any three-south, patient room where discharge cleaning has been completed

An example Random Number Table to be used at Mercy is shown in the Appendix. This table can be constructed by using "A Table of 14,000 Random Units" to determine the two-digit combinations between 01 and 60. The table of 14,000 random numbers is also shown in the Appendix.

C. Inspection Sheets

For the actual inspection of rooms, the Check List shown in the Appendix is suggested. When the rooms to be inspected have been determined by using the Master Numbering Sheet and the Table of Random Numbers, the date and room are entered at the top of the Check List.

The person doing the inspections then uses these Check Lists (one for each room) to record her observations as she inspects each room. A minimum of one room per area should be inspected each day but it is recommended that three rooms per area be inspected each day, i.e., three rooms per column or a total of 27 per day. All questions on the Check List for Cleaning of Rooms should be answered and if a bathroom is included, the reverse side of the sheet, Check List for Bathrooms, should also be completed. The time of the inspection, name of the housekeeper or janitor, and all comments made to employees should be recorded on the Check List also.

After the inspections have been completed, all Check Lists which indicate necessary followup work should be so filed and the remainder of the Check Lists (those where the cleaning is satisfactory) should be filed by employee or room number. Perhaps a cross-index can be used if it is felt that both filing systems

are necessary. The file of Check Lists by employee is valuable for Employee Evaluation purposes and the file of Check Lists by room can give useful information concerning the degree of difficulty in keeping certain areas clean and the scheduling of major cleaning jobs such as painting, wall-washing, stripping the floor, etc.

A supply of Check Lists has been obtained from the hospital print shop and will last 37 days if three inspections per area are made daily or 56 days if two inspections per area are made daily:

$$\frac{1000}{27} = 37 \text{ days}$$

$$\frac{1000}{18} = 56 \text{ days}$$

Nine areas: 3 rooms/day/area = 27 inspections/day/hospital  
2 rooms/day/area = 18 inspections/day/hospital

#### D. Followup Inspections

Three types of followup inspections are recommended. First, the Assistant Housekeeper (or Housekeeping Supervisor) should re-inspect all areas where deficiencies were previously noted. The inspection of these areas does not take the place of the regular daily inspections as determined by the random number assigning process. For example, if Room 123 in Pediatrics were found deficient on Monday by the Housekeeping Supervisor during the course of her regular inspections, she should re-inspect that room on Tuesday in addition to her regular inspections in Pediatrics.

The second type of followup inspection is conducted by the Housekeeping Department Head. Daily inspections are needed here also only less rooms per area need to be checked than in the primary inspection procedure described above. Any deficiencies should be noted and reported to the Assistant Housekeeper or Housekeeping Supervisor.

The third type of followup inspection involves the administration of the hospital. At least once a week (and more if possible), a representative of Administration should inspect the hospital and report any cleaning deficiencies to the Housekeeping Department Head.

Of course, the time, date, and location of any inspection should be a closely guarded piece of information. For example, the employees should not be informed of which rooms the Assistant Housekeeper will inspect; the Assistant Housekeeper should not be informed when or where the Housekeeping Department Head will inspect; and the Housekeeping Department Head should not be informed of any Administration inspection dates or locations.

APPENDICES

MASTER NUMBERING SHEET FOR HOUSEKEEPING INSPECTIONS . .

RANDOM NUMBERS

A TABLE OF 14,000 RANDOM UNITS

CHECK LIST FOR CLEANING OF ROOMS

CHECK LIST FOR BATHROOMS (On reverse side of Check List for Cleaning of Rooms)

MASTER NUMBERING SHEET FOR HOUSEKEEPING INSPECTIONS														
9														
8														
7														
6														
5														
4														
3														
2														
1														
#	Fifth Floor	4-OB 4-Del.	Three North	Two North	First Floor	Ground Floor	Peds	Two South	Three South	#				
1	Janitor Closet	Janitor Closet	Janitor Closet	Janitor Closet	Janitor Closet	Incin. Rm.	Playroom	Lounge to N. Wing	Lounge to N. Wing	1				
2	Hall	Hall	Hall	Hall	Hall	Hall to Phys. Ther.	Nurses Lounge-BR	Bathrm	Bathrm	2				
3	Work Rm.	Formula Room	Kitchen	Medicine Room	Employee Closet	Electro-therapy	Stairs	214-BR	312-BR	3				
4	OR #4	452	352	252	Social Service	Radio Isotope	Hall	Stairs	Stairs	4				
5	Scrub Rm.	451	351	251	Credit Sec'y.	P.T. Waiting Room	Exam. Rm.	Hall	Hall	5				
6	OR #3	Premi. Nursery	350	250	Financial Counselor	P.T. Office	116-BR	217	317	6				
7	Sterile Storage	Nursery	349	249	Payroll	Exercise Room-BR	116-BR	216-BR	316-BR	7				
8	OR #2	Nursing Station	348-BR	248-BR	Control-ler's Off. Room	Dressing Room	Nursing Station	Nurses Lounge-BR	Nurses Lounge-BR	8				
9	Autoclave Room	Circ. Rm.	Bath	Bath	Storage Room	Hydro-therapy	Linen Chute	Nursing Stat.-BR	Nursing Stat.-BR	9				
10	Solution Storage	Scrub Rm.	Hopper Rm.	Hopper Rm.	Business Office	X-Ray Waiting Room	Nursery-BR	220-BR	320-BR	10				
11	OR #1	Medicine Room	347-BR	247-BR	Business Office	Dr's Viewing Room	122-BR	222-BR	322-BR	11				
12	Linen Rm.	447-BR	346	246	Cashier	Radiologists Off.	124-BR	224-BR	324-BR	12				
13	Steriliz. Room	446	Linen Rm.	Linen Rm.	Admitting	Deep Therapy	126-BR	226-BR	326-BR	13				
14	Recovery Room	Linen Rm.	345	245	Admin. Sec'y's.	Storage Room	128-BR	228-BR	328-BR	14				
15	Anesthetist Stg.	445	344-BR	244-BR	Asst. Admin.	Storage	Hall	Hall	Hall	15				

#	Fifth Floor	4-OB 4-Del.	Three North	Two North	First Floor	Ground Floor	Peds	Two South	Three South	#
16	Orthoped. Supply	444-BR	343-BR	243-BR	Lobby	Storage (Film)	Men. Health Off. #1-BR	230-BR	330-BR	16
17	Orthoped. Room	443-BR	Nursing Station	Nursing Station	Lobby	X-Ray Off.	Off. #2	232-BR	332-BR	17
18	Storage Room #5	Nursing Station	Medicine Room	241	Front Entrance	Dark Room	Waiting Room-BR	234-BR	334-BR	18
19	Cysto. Rm.	Stairs	340-BR	240-BR	Gift Shop	Work Room	Off. #3	233	333	19
20	Lounge	Hall	Exam. Rm.	Exam. Rm.	Switch-board	Exam. Rm.	Off. #4	231	331	20
21	Dr's. Office	Supply Room	Hopper Room	Hopper Room	Admin. - BR	Storage Room	Off. #5	229	329	21
22	Dr's. Lounge	457	339-BR	239-BR	Chaplain Apt.	Exam. Rm.	Off. #6	227	327	22
23	Dr's. Locker Rm-BR	Bathroom	338	238	Chaplain Apt. - BR	Exam. Rm.	Hall	Hopper Rm. - BR	Hopper Rm. - BR	23
24	Supply Closets (2)	Tub	337	237	Inservive Off. - BR	Dressing Rm. - BR	Hopper Rm. - BR	225	325	24
25	Nurses Locker Rm.	Bathroom	336	236	Nursing Off. - BR	Dressing Rm. - BR	125	223	323	25
26	Dark Room	456	335	235	Stairs		123	221	321	26
27	Stairs	Kitchen	Women's BR	Women's BR	Hall	Stairs	121	219	319	27
28	Hall	Stairs	Tub	Tub	Sm. Parlor - BR	Hall	119	Medicine Room	Medicine Room	28
29	Pharmacy	Hall	Men's BR	Men's BR	Chapel - Service Rm.	Storage Room	Storage Room	Kitchen	Kitchen	29
30	Pharmacy Storage	455	Stairs	Stairs	Chapel	Emer. Rm.	Kitchen	Men's BR	Men's BR	30



#	Fifth Floor	4-OB 4-Del.	Three North	Two North	First Floor	Ground Floor	Peds	Two South	Three South	#
31	Women's BR	Locker Room	Hall	Hall	Dir. of Nursing	Emer. Office	Linen Room	Linen Room	Linen Room	31
32	Janitor Closet	Lounge-BR	Supply Room	Supply Room	Parlor-BR	Emer. Rm.	Formula Room	Linen Chute	Linen Chute	32
33	Storage Closet	Hopper Room	357	257	Women's BR	Storage Closet	Linen Room	215	314	33
34	Men's BR	Recovery Room	Men's BR	Men's BR	Men's BR	Autoclave Room	113	Supv. Office	Supv. Office	34
35	Blood Bank	453	Tub	Tub	Stairs	Work Room	111	209	309	35
36	Lab Off.	Utility Room	Women's BR	Women's BR	Hall	Solution Storage	109	207-BR	307-BR	36
37	Med. Rec. Room #1	Waiting Room	ICU	256	Auxil. Room	Stairs	107	Hopper Room	Hopper Room	37
38	Med. Rec. Room #2	Waiting Room	ICU-BR	Kitchen	Dictation Room	Hall	Hopper Room-BR	205	Orderly Room	38
39	Med. Rec. Room #3	Hall in Delivery	Lounge to S. Wing	Lounge to S. Wing	Board Rm.	Morgue	110	Stairs	Stairs	39
40	Med. Rec. Room #4	Labor Rm. -BR	Stairs	Stairs	Coffee Shop	Blood Bank	112	Hall	Hall	40
41	Stairs	Stairs	Hall	Hall	Kitchen	Admitting	Playroom	203-BR	303-5-BR	41
42	Hall	Nursing Station	355	255	Stairs	Waiting Room-BR	Dischg	201-BR	Women's BR	42
43	Lab Rm. #1	Delivery Room	Locker Room	Locker Room	Hall	Emergency Entrance	Dischg	Dining Room	TV Storage	43
44	Lab Rm. #2	Work Room	Lounge-BR	Lounge-BR	Chaplain Dining Rm.	Janitor Closet	Dischg	TV Room	Equipment Storage	44
45	Lab Rm. #3	Delivery Room	Hopper Room	Hopper Room	Dr's. BR	Hall - Time Clk.	Dischg	Workshop	302	45

#	5th Floor & 4-North	4-Del. & 4-North	3-North & 4-OB	2-North & 4-OB	1st Floor & Misc.	Ground Floor	Peds & Grd. Flr.	Two South	Three South	#
46	Lab Rm.#4 Dr's. Off.	Work Room	354	254	Dr's. Lounge	Telephone Equipment	Dischg	202	304	46
47	Lab Rm.#5	Dr's. Rm. BR	353	253	Medical Library	I.T. Storage	Dischg	204-BR	306	47
48	Lab.Rm.#6	Labor Rm.	Utility Room	Utility Room	Utility Room	I.T. Storage	Stairs to Pediatrics	206	308	48
49	Utility Room	4-Del. Dischg	3N Dischg	2N Dischg	Convent	Linen Room	02 & Matt. Storage	208	3S Dischg	49
50	4N Hall	4-Del. Dischg	3N Dischg	2N Dischg	Convent	Purch. Office	Dietary Storage	210	3S Dischg	50
51	Men's BR	4-Del. Dischg	3N Dischg	2N Dischg	Convent	Hsekgp. Office	Cart Storage	2S Dischg	3S Dischg	51
52	Tub	4N Dischg	3N Dischg	2N Dischg	Convent	Personnel Office	Dietary Office	2S Dischg	3S Dischg	52
53	Women's BR	4N Dischg	3N Dischg	2N Dischg	Convent	Sec'y's. Office	Refrig. Freezers	2S Dischg	3S Dischg	53
54	439	4N Dischg	3N Dischg	2N Dischg	Convent	Storage Closet	Bakery	2S Dischg	3S Dischg	54
55	437	4N Hopper Room	3N Dischg	2N Dischg	Nurses Home	Stairs	Cafeteria	2S Dischg	3S Dischg	55
56	435	Storage Room	3N Dischg	2N Dischg	Nurses Home	Hall	Cafeteria	2S Dischg	3S Dischg	56
57	434	440-BR	4-OB Discharge	4-OB Discharge	Nurses Home	Employee Closet	Kitchen	2S Dischg		57
58	436	Medicine Room	4-OB Discharge	4-OB Discharge	Nurses Home	Storage Closet	Kitchen	2S Dischg		58
59	438-BR	Nursing Station	4-OB Discharge	4-OB Discharge	Nurses Home	Sewing Rm. Hsekg.Stg.	Dishroom	2S-3S Elevator		59
60	5th Flr. Elevator	4th Flr. Elevator	3N Elevator	2N Elevator	1st Flr. Elevator	Incin Rm.	Hall	Grd. Flr. Elevator		60

## RANDOM NUMBERS

DATE	1	2	3	4	5	6	7	8	9
	10	48	15	01	01	53	02	01	17
	14	19	59	36	20	20	57	29	22
	36	46	57	25	59	39	30	19	27
	53	40	34	09	52	19	17	39	50
	24	13	48	36	22	52	26	39	15
	17	24	49	34	32	08	30	19	34
	58	42	16	09	06	24	07	16	37
	39	44	53	53	34	57	16	37	37
	57	39	16	06	12	60	46	30	49
	60	14	11	06	01	26	54	06	11
	42	27	53	49	18	60	15	05	21
	44	39	42	56	56	42	31	01	19
	18	44	01	48	21	21	06	10	12
	30	05	46	07	18	20	59	56	01
	60	04	18	42	42	50	32	30	57
	14	34	10	28	17	45	18	10	57
	37	25	33	12	56	58	44	05	58
	56	47	36	53	34	53	53	06	59
	53	38	30	08	15	17	16	43	11
	45	18	59	28	57	23	33	27	56
	05	10	31	59	01	54	59	18	55
	40	48	23	03	42	49	44	18	52
	18	20	12	23	51	33	32	42	52
	33	48	36	32	17	30	01	08	27
	11	27	15	30	10	36	12	52	48
	23	52	26	39	01	51	26	35	10
	20	28	29	07	11	33	04	08	17
	23	13	47	56	05	29	37	46	28
	55	51	08	12	51	51	25	45	16
	30	60	14	49	44	53	60	40	02
	36	21	38	52	40	60	26	36	19
	55	32	44	01	18	25	44	05	55
	15	01	01	54	09	33	36	31	27
	04	14	18	59	29	58	03	51	13
	01	52	16	53	46	36	58	58	23
	21	14	51	14	23	49	35	17	35
	15	35	07	05	33	09	42	06	13
	60	51	46	10	19	50	25	58	10
	48	24	14	34	09	17	30	16	22
	04	59	19	22	17	30	42	32	54

Line/Col.	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1	10480	15011	01530	02011	81647	01646	69170	14194	62590	36207	20900	09570	91201	90700
2	22368	46573	25595	85393	30905	80198	27982	53402	93965	34095	52666	19174	30615	95505
3	24130	48360	22527	97265	76393	64800	15170	24830	40340	32081	30680	19655	63348	58629
4	42167	93003	06243	61680	07856	16376	39440	53537	71341	57004	00849	74917	97758	16370
5	37570	30975	81837	16650	06121	01782	60468	81305	40684	60672	14110	06927	01263	54013
6	77021	06907	11008	42751	27750	53498	18602	70659	90655	15053	21910	81825	44394	42880
7	99562	72905	56420	60904	08872	31016	71194	18738	44013	48840	63213	21069	10634	12952
8	96301	91977	05463	07072	18870	20922	40595	50860	69014	60045	18425	84903	42508	32307
9	89579	14342	63661	10281	17453	18103	57740	84378	25331	12566	58678	44947	05585	56941
10	85475	36857	63342	53988	53060	69533	38807	62300	08158	17983	16439	11468	18593	04952
11	28018	60578	88231	33270	70907	79936	50865	05850	90100	31595	01547	85590	91610	78188
12	63553	40961	48235	03427	40626	09445	18663	72695	52180	20847	12234	90511	33703	90322
13	09429	03969	52636	92737	88974	33488	36320	17617	30915	08272	84115	27150	30613	74952
14	10365	61129	87529	85689	48237	52267	67689	03394	01511	26358	85104	20285	29975	89864
15	07110	97330	71048	08178	77233	13910	47604	81050	97735	85977	29372	74461	28551	90707
16	51085	12765	51821	61250	77452	16308	60756	02144	40442	53000	70960	63900	75601	40719
17	02368	21382	52404	60268	80368	19885	55322	44819	01188	65255	04835	44910	05044	55157
18	01011	54092	33362	94904	31273	04146	18504	29852	71685	85030	51132	01916	92747	64951
19	52162	53916	46369	58586	23210	14513	83149	98730	23496	64350	04738	17752	35156	35740
20	07050	97628	33787	09908	42098	06691	70988	13002	61851	46104	88016	19509	26625	58104
21	48663	91245	85828	14340	09172	30168	09229	04734	50193	22178	30421	01666	99004	32812
22	54164	58492	22421	74103	47070	25300	70468	26384	68151	09040	21524	15227	96900	44502
23	32639	32363	05597	24200	13363	38005	94342	28728	35800	09012	17012	04161	18296	22851
24	29334	27001	87637	87308	58731	09256	46834	16308	46557	41135	10367	07684	30188	18510
25	02488	33062	28834	07351	19731	02420	60952	01280	50001	67668	32586	80679	60720	94963
26	81525	72295	04830	06423	24878	82651	60566	14778	76707	14780	13300	87074	70660	95725
27	29076	20591	68086	26432	46901	20849	89768	81536	86645	12659	92259	57102	80428	25280
28	00742	57392	39064	66432	84673	40027	32832	61362	98947	96067	64760	64584	96096	98253
29	05360	04213	25669	26422	44407	44048	37937	63904	45766	66134	75470	66520	34603	90449
30	91921	26418	64117	94305	26766	26040	39972	22200	71600	04568	91402	42410	07844	60618
31	00582	04711	87917	77341	42206	35126	74087	90547	81817	42607	43808	76055	62028	76630
32	00725	69884	62797	56170	86324	88072	76222	36086	84637	93161	76038	65855	77919	88006
33	69011	63795	95876	55293	18988	27354	26575	08625	40801	50920	29841	80150	12777	48501
34	25976	57948	29888	88604	67917	48708	18912	82271	65424	69774	33611	54262	85963	03547
35	09763	83473	73577	12008	30883	18317	28290	36797	05998	47688	34952	37888	38917	88050
36	91567	42595	27958	30134	04024	86385	29880	99730	55536	84855	29080	09250	79656	73211
37	17955	56349	90909	49127	20044	50931	06115	20542	18059	02008	73708	83517	36103	42791
38	46503	18584	18845	49618	02304	51038	20655	58727	28168	15475	56942	53399	20562	87338
39	92157	89634	94824	78171	84510	82834	09922	25417	44137	48413	25555	21240	35509	20498
40	14577	62765	35605	81263	30667	47358	56873	66307	01607	40518	80650	21013	77490	18062
41	98427	07523	33362	64270	01638	92477	60660	08420	04880	45585	46565	04102	46880	45709
42	24514	63979	88720	82765	34476	17032	87556	95292	32427	70002	70663	88863	77775	69348
43	70060	28277	39475	46473	23219	53416	94970	25832	69975	94854	19661	72828	00102	66794
44	53976	54914	06990	67245	68350	82948	11398	42878	80287	88267	47303	46634	06541	97809
45	76072	29515	40980	07391	58745	25774	22987	80059	39911	96189	41151	14222	60697	59583
46	99725	52210	83074	29902	65831	38857	50490	83765	55657	14361	31720	57375	56228	41546
47	64364	67412	33339	31920	14883	24413	69744	92351	97473	89280	35931	04110	23276	51900
48	08962	00358	31662	25388	61642	34072	81249	35648	56891	60352	48373	45578	78547	81788
49	95012	68379	93520	70765	10592	04542	70463	44328	02340	17247	28965	14777	62730	92277
50	15604	10493	20492	38391	91132	21999	69510	81652	27105	48223	46751	22923	32261	85053
51	16408	81899	04153	53381	79401	21438	83035	92350	36603	31238	59049	01754	72772	02338
52	18629	81953	05520	91962	04739	13992	97662	24822	94730	06496	35000	04822	86774	98289
53	73115	35101	47498	87637	99010	71060	88824	71013	18735	20280	23153	72224	35165	43040
54	57491	10703	23167	49323	45021	33132	12544	41035	80780	45303	44812	12515	98931	91202
55	30405	83946	23792	14422	16050	45790	22710	19792	09983	74353	68068	30429	70735	25499
56	16631	35000	85900	98275	32388	52390	19815	09298	82732	38480	73817	32523	41961	44437
57	96773	20200	42559	50300	22164	21604	24360	54224	35083	19087	11052	91491	60383	10740
58	39335	64202	14349	82074	60523	44133	00997	35532	35970	19124	63318	29680	90387	59846
59	31624	76384	17403	53363	44107	64486	04758	76390	70554	31001	12614	33072	60332	92325
60	78919	19474	23632	27889	47914	02584	37080	20801	72162	30339	34800	08030	85001	87820
61	03931	33309	57017	74211	63445	17361	62825	39998	05607	91284	68833	25570	38818	46920
62	74126	33278	43972	10119	89917	15665	52872	73823	73144	88662	88970	74102	61805	99378
63	09036	09093	29795	95152	02648	45151	09552	88815	16553	51125	79375	97596	16296	66092
64	42388	12120	87025	14267	29979	01508	94535	31355	86064	29472	47680	05974	52168	16834
65	16153	08902	26504	41744	81059	65642	74240	56302	00033	67107	77510	70625	28725	31191
66	21457	40742	29820	96783	29400	21840	15035	34537	33310	06110	95210	16957	16572	06004
67	21581	57802	02050	89728	17937	37621	47075	42080	97403	48620	68995	43805	33380	21597
68	55912	78095	83197	33732	05810	24813	86902	60397	16480	03264	88525	42786	05260	92532
69	41657	66999	99324	61281	84463	60563	79312	93454	68870	25471	93911	25650	12682	73572
70	91310	84979	46940	81973	37049	61023	43997	15263	80044	43942	80203	71795	99533	50501
71	91227	21199	31935	27022	84067	05462	35216	14486	29891	68607	14867	14951	01696	85065
72	50601	38140	66321	19924	72163	09538	12151	09878	91903	18740	34405	56087	82790	79925
73	65390	05224	72958	28609	81406	39147	25540	48542	42627	45233	67202	04617	23772	07896
74	27504	96131	83944	41575	10573	08419	64482	73923	36152	05184	94142	25299	84387	34925
75	37169	04851	39117	80632	09059	16487	65530	40071	39782	17005	02330	74301	00275	48250
76	11509	70225	51111	38351	19444	06499	71045	05422	13442	78675	80881	66938	93654	69894
77	37449	30362	06694	54600	04052	16115	62757	05345	78662	11163	81651	50245	34971	52924
78	46515	70331	85022	38329	67015	57675	97161	17869	45349	01790	66345	81073	49109	79860
79	30986	81223	42416	58353	21532	30502	32305	86482	05174	07901	54330	68861	74818	46942
80	63798	64995	46583	09785	44160	78128	83901	42865	02520	83531	80377	35909	81250	64238
81	82486	84846	09254	67632	43218	60976								

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
96	42488	78077	69882	61657	34130	79180	67520	43002	01098	73571	80700	70530	71255	64230
97	46764	86273	36003	03017	31201	36692	40202	35275	57300	55543	53203	18098	47625	86684
98	03237	45430	55417	63282	90816	17319	88298	00183	36600	78406	06216	95787	42570	00730
99	86591	81482	52667	01582	14972	90053	89534	76036	49109	43710	97548	04370	46370	28672
100	38534	01715	04064	87288	05680	43772	39560	12018	86637	62738	10636	51132	25730	56947
101	13284	16834	74151	02027	24670	36665	00770	22878	02170	51602	07270	76517	97275	45960
102	21224	00370	30120	03883	94648	89428	41583	17564	27395	63904	41548	49197	82277	24120
103	69052	47887	81085	64933	06270	80132	05703	83287	34142	13211	30590	97760	35848	91983
104	00109	50993	08603	38452	87890	04624	69721	57484	67501	77638	44331	11257	71131	11059
105	60578	06183	28733	37867	07030	98710	08530	27180	31237	80012	44188	97810	70101	95419
106	91240	18312	17441	01920	18163	69201	31211	54288	30290	37318	65724	80101	79017	62077
107	97458	14220	12063	59611	32240	90166	33210	19358	02501	54263	88410	01912	07430	60813
108	35249	38646	34475	72417	60514	60257	12489	51924	86871	92440	36607	11458	30140	52639
109	38980	46600	11750	11900	46743	27860	77010	30208	97838	06145	32378	68038	89351	37005
110	10760	52743	38740	57300	58060	54731	80205	89002	30404	13198	69000	70108	20812	83120
111	36247	27850	73958	20473	37800	63835	71051	84724	52492	22342	78071	17450	96104	18327
112	70994	66986	99744	72438	01174	42159	11392	20724	54322	36923	70009	23233	65438	59685
113	99638	94702	11463	18148	81380	80431	00628	52506	02010	85151	88508	47821	00265	82525
114	72055	15774	43857	99805	10419	76939	25993	03544	21560	83471	43989	00770	22965	41247
115	24038	65541	85788	56835	38835	69300	13700	35112	01324	39520	76210	22467	83275	32256
116	74070	14631	35908	28221	39470	91548	12854	30166	00073	75887	36782	00268	97121	57676
117	35553	71628	70180	26430	63407	91178	90348	55350	80392	41012	36270	77780	80578	21059
118	35670	12797	51434	82076	42010	26344	92920	92155	58807	54644	65581	05331	78629	73314
119	74815	67523	72985	23183	02440	63594	98924	20433	58842	85001	07648	70164	34994	67662
120	45240	88048	65173	50980	91060	80894	36030	32810	08550	90221	40475	60558	34698	71800
121	76509	47069	86378	41797	11910	40672	88575	97066	32460	10083	54728	81972	58975	30761
122	19689	90332	04315	97248	11188	39062	03312	52490	07340	70178	33602	47352	72862	72862
123	42751	35318	97513	01537	64955	09150	00337	80778	27507	05478	21252	12746	37534	97775
124	11946	23681	45045	13664	57517	59410	58015	44067	58710	58840	45557	96345	33271	53464
125	06518	48688	20900	11090	48390	57177	83867	80464	14342	21545	46717	72364	80954	55580
126	35720	58643	76869	84622	30098	36093	72605	92265	23107	00278	05822	46760	44294	07672
127	36737	42750	48968	70530	84804	04052	38404	04317	05402	13589	01055	79044	19308	83623
128	97025	66492	56177	04049	80312	48028	26408	43591	76528	65341	49044	95495	81250	53214
129	62814	08075	09788	66350	70787	51591	54608	49205	58530	59860	30883	80660	96142	18354
130	25578	22950	15227	83291	41737	70599	06191	71846	80800	70694	24200	01551	80092	82118
131	68763	69570	88901	49662	46704	63362	56625	00181	73323	91427	15264	09695	57018	54149
132	17900	00813	64361	60725	88974	61005	99709	30660	36451	11528	44323	34778	60342	66388
133	71944	60227	63551	71109	05624	43836	58254	26160	32116	63403	35404	57146	10900	07348
134	54684	93691	85132	64399	29182	44324	14101	55220	38793	34107	39374	48429	51370	09559
135	25046	27623	11258	65204	52832	50880	22273	05564	90621	73791	85744	29270	70320	60251
136	01353	39318	44961	44972	91760	90262	56073	06606	51820	18803	83448	31915	97764	76091
137	99083	88191	27662	09113	57174	35571	99884	13951	71957	53061	61448	74909	97322	80960
138	52021	45400	37945	75234	24327	86078	22644	87779	23753	99920	63898	64886	18051	06314
139	78755	47744	43776	83098	03225	14281	83637	55984	13400	52212	58781	14905	46502	01472
140	25282	69106	50180	16257	22810	43600	12224	25643	80884	31140	85423	32581	34374	70873
141	11059	94202	02743	86847	70725	51811	12998	76844	05320	54236	53891	70226	38632	84776
142	11614	13792	88190	01424	30078	28197	55583	05197	47714	68440	22010	79204	06862	94451
143	06307	97912	68110	59812	05448	43244	31262	88880	13010	16458	43813	80416	42182	33939
144	76285	75714	89585	99296	46518	55486	90754	88932	18032	10937	57119	23251	55619	23679
145	55322	07598	39600	60806	63007	20007	66810	84164	61131	81420	60670	42807	78280	20915
146	78017	99928	00220	02503	83375	26986	74390	30885	88567	20169	72816	53357	15428	86932
147	44768	43342	20696	26331	43140	69744	82028	24988	64237	46138	77420	39039	55590	12655
148	25100	19340	14605	86603	51680	97678	24261	02464	86563	74812	69969	71674	15478	47642
149	83612	46623	62870	85107	07824	01392	58317	37726	84628	42221	10268	20602	15699	20167
150	41347	81660	82961	60413	71020	83058	02416	33922	66036	98712	40796	15303	28113	05447
151	38128	51178	75096	13609	16110	73533	42564	59870	29390	67834	91055	89917	51090	89011
152	60950	00455	73254	06067	50717	13878	03210	78274	65863	37011	91283	33014	91303	43926
153	90524	17320	29832	96118	75792	25320	22940	24004	80523	38928	91374	55597	97567	38914
154	49897	18278	67160	39408	97050	43517	84420	59650	20247	19203	02019	14790	02852	05819
155	18494	09209	81060	19488	65596	69787	47930	01225	98768	43688	00438	05548	09443	82897
156	65373	72984	30171	37741	70203	40994	87261	39056	58124	70133	15036	02138	50372	09075
157	40653	12843	01213	70025	05360	65774	76130	01768	52817	81151	52188	31940	54273	49032
158	51688	22238	56344	44587	83231	50317	74541	07719	25472	41602	77318	15146	57516	07633
159	69742	09803	62578	83575	30337	07488	51941	84316	42007	40992	23016	29101	03013	73449
160	55012	74072	07488	74580	47992	69482	58024	17106	47538	13452	22620	24260	40165	74716
161	18348	19855	42857	08279	43206	47077	42637	45606	00011	20662	34642	40984	94509	56380
162	59614	09103	58064	20080	44385	45740	70752	05663	40981	20660	57454	90264	24142	74618
163	75688	28630	39210	52897	02748	27658	98059	07292	01869	19190	14663	87645	89713	00701
164	13941	77802	69101	70061	35460	34576	16412	81391	58757	35498	64630	75521	00603	97701
165	06650	86420	06475	80458	54463	96119	65417	41375	70880	19093	69877	36934	59901	00497
166	03663	82042	15942	14549	38324	87904	19069	67590	11087	68570	22501	65232	85015	91499
167	70366	08390	69155	25496	13240	57407	91407	09160	07379	34414	91567	66035	38918	65708
168	47870	36605	12927	16013	63257	93796	52721	73120	48025	76074	95005	67422	41646	14557
169	79504	77606	22761	30518	28373	73898	30550	76684	77366	32276	01690	61667	64798	66276
170	46967	74841	50923	15339	37755	98995	40162	89561	60109	42267	11647	47603	48779	97907
171	14558	50769	35444	59030	87516	48193	02945	00922	48180	04724	21263	20892	92955	00251
172	12440	25057	01132	38611	28135	68089	10954	10097	54243	06460	50850	65435	70377	53800
173	32293	29938	68653	10497	98910	45587	77701	99110	93165	67788	17638	23097	21468	36992
174	10640	21875	72462	77981	56550	59999	87310	69643	45124	00340	00841	05748	06831	30651
175	47615	23169	30571	56972	20628	21788	51730	33133	72690	3200				

CHECK LIST FOR CLEANING OF ROOMS

Location \_\_\_\_\_

Date \_\_\_\_\_

Inspected by \_\_\_\_\_

Time \_\_\_\_\_

Housekeeper: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
Are the floors clean?	( )	( )	
Has mop line been removed?	( )	( )	
Is the wax all right?	( )	( )	
Does it need buffing?	( )	( )	
Have finger marks been removed from wall?	( )	( )	
Are the walls clean?	( )	( )	
Are the ceilings clean?	( )	( )	
Is waste basket clean?	( )	( )	
Has waste basket been emptied?	( )	( )	
Are wood trims and doors clean?	( )	( )	
Are window sills clean?	( )	( )	
Are windows clean?	( )	( )	
Is it clean behind radiator?	( )	( )	
Does the furniture need washing?	( )	( )	
Does the furniture need waxing?	( )	( )	
Are the light fixtures clean?	( )	( )	
Are the light fixtures in need of repair?	( )	( )	
Does the furniture need repair?	( )	( )	
Are the drapes clean?	( )	( )	
Are the cubicles clean?	( )	( )	
Are the casters on the furniture all right?	( )	( )	
Are the pictures on wall O.K.?	( )	( )	
Is the crucifix all right?	( )	( )	
Are the drawers clean?	( )	( )	
Does the room need painting?	( )	( )	
Are the bulbs burned out?	( )	( )	

CHECK LIST FOR BATHROOMS

Location \_\_\_\_\_

Date \_\_\_\_\_

Inspected by \_\_\_\_\_

Time \_\_\_\_\_

Housekeeper: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
Are the light fixtures clean?	( )	( )	
Are the floors clean?	( )	( )	
Does the floor need buffing?	( )	( )	
Has mop line been removed?	( )	( )	
Is the wax all right?	( )	( )	
Are corners clean?	( )	( )	
Have stains around toilet been removed?	( )	( )	
Have finger marks been removed from walls?	( )	( )	
Are walls clean?	( )	( )	
Are ceilings clean?	( )	( )	
Is waste receptacles clean?	( )	( )	
Has waste receptacle been emptied?	( )	( )	
Are wood trims and doors clean?	( )	( )	
Are window sills clean?	( )	( )	
Is bathtub clean inside?	( )	( )	
Is bathtub clean outside?	( )	( )	
Have faucets been polished?	( )	( )	
Is washbowl clean inside?	( )	( )	
Is washbowl clean outside?	( )	( )	
Are pipes under bowl clean?	( )	( )	
Is toilet bowl clean inside?	( )	( )	
Is toilet bowl clean outside?	( )	( )	
Is toilet seat clean?	( )	( )	
When was this room last painted?	( )	( )	