WORK SHEET OF CENTER

CENTER NAME :			DATE		

S#	PARTICULARS	RESPONSIBILITIES				REMARKS (If not Done)
		WORK	SIGNATURE	CHECKING	SIGNATURE	
1	Clean Out Side Floor	Washing		Center Incharge		
2	Clean Front Mirror	Washing		Center Incharge		
3	Clean In Side Floors	Washing		Center Incharge		
4	Clean In Side Mirror	Washing		Center Incharge		
5	Clean Reception Table	Washing		Center Incharge		
6	Clean Chairs/Sofa Seat	Washing		Center Incharge		
7	Clean Reception Chair	Washing		Center Incharge		
8	Clean Washroom Floor	Washing		Center Incharge		
9	Clean Flash	Washing		Center Incharge		
10	Clean Pot	Washing		Center Incharge		
11	Check Towels	Washing		Center Incharge		
12	Check Soap	Washing		Center Incharge		
13	Clean Split/AC	Washing		Center Incharge		
14	Clean Dustbins	Washing		Center Incharge		
15	Change Yellow Bags	Washing		Center Incharge		
16	Check Bio Hazard Waste	Center Incharge		Center Incharge		
17	Clean all Equipments	Technologist/Technician		Center Incharge		
18	Check CPUSs	Mor/Eve/Night Receptionist		Center Incharge		
19	Check all Hard Drives	Center Incharge		Center Incharge		
20	Check Printers	Mor/Eve/Night Receptionist		Center Incharge		
21	Check Entries Randomly	Center Incharge		Center Incharge		
22	Check Dressing	Center Incharge		Center Incharge		
23	Check Lab Coat	Center Incharge		Center Incharge		
24	Check Tie	Center Incharge		Center Incharge		
25	Check Stock	Technologits/Technician		Center Incharge		
26	Check Patient Entry Register	Mor/Eve/Night Receptionist		Center Incharge		
27	Check Dues	Mor/Eve/Night Receptionist		Center Incharge		
28	Check Discounts	Mor/Eve/Night Receptionist		Center Incharge		
29	Check Expneces	Mor/Eve/Night Receptionist		Center Incharge		
30	Visit to Doctors	Center Incharge		Center Incharge		
31	Any Problems	Center Incharge		Center Incharge		
32	Ask to any Item	Center Incharge		Center Incharge		
33	**Daily Feed Back from the Center Doctor**					

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CENTER INCHARGE   ADMIN. DEPARTMENT   EXECUTIVE MANAGER OPERATIONS