

## **Head office**

Reporting to: Security Cum Liaison Officer of SBI

1 Supervisor and 9 Janitors

### **Task: ENSURE TO KEEP THE PREMISES CLEAN**

#### **Weekdays – Daily work**

##### **01.7 00 am to 10.00 am**

- Cleaning and mobbing the bank hall, Fort Branch, CH office, and VC room front and back
- Dusting the table, chairs, PCs
- Dusting the telephones with Dettol
- Washing and cleaning the Gent's toilet, Ladies, visitors, and Lobby, and CH and VP CR toilet
- Cleaning lunch room
- Outside premises washing and cleaning
- Clean all the lifts
- All the cabins door cleaning
- Record room cleaning
- Glass partition and all the glass panels cleaning
- Cleaning the basement
- Make sure proper water drainage and clean the gullys
- Washrooms 1 and 1.5 of Baron Jayatilaka Mawatha cleaning
- Cleaning the staircase of Mudalige Mawath from the 4<sup>th</sup>-floor pump room to the basement and Baron from Apartment no 1 to the basement
- All the garbage buckets are cleaning
- Canals are cleaning
- All outside balcony wall cleaning
- CH office and VC room cleaning
- System room, UPS, server room
- Cleaning Fort branch
- Visitor washroom
- Any other works are assigned by Security Cum Liaison Officer
- Lift the lobby of baron and Mudalige
- Outside area of Baron (close to HSBC)
- CH office, VPCR washroom and Bank hall All washrooms

### **10.00 to 10.15**

- Tea

### **10.15 am to 13.00 hrs Mondays**

- All Apartment cleaning.
- All washrooms of Baron Jayatilaka Mawatha, VC room washroom and CH balcony big and small

### **Tuesdays**

- All Apartment cleaning.
- All washrooms Mudalge Mawatha and 1/2/3 floors of Mudage ,mawatha
- All rooms in mezzanine floors Mudalige Mawatha
- Outside balcony

### **Wednesdays**

- All Apartment cleaning.
- Baron all premises 1<sup>st</sup> floor/2<sup>nd</sup> and 3<sup>rd</sup> floor
- Stationery room
- All rooms in mezzanine

### **Thursdays**

- 4<sup>th</sup>-floor apartment no 1 to 5, guest house, driver quarters

### **Fridays**

- All Apartment cleaning.
- The outside area of Baron and Mudalige
- All the outside wall
- Apartment no 1 balcony
- The schedule of the work will change as per the needs

### **13.15 to 14.00**

- Lunch

### **14.00 to 15.00**

- Lunchroom cleaning
- Bank Hall Washroom and front side customer wash roomcleaning (Sir baron jayathilaka Mawatha)

### **15.00 to 15.30**

- Tea

### **15.30 to 17.00**

- Gents, ladies, visitors, and lobby washroom cleaning
- Lobby area cleaning
- Clearing the garbage
- Other work assigned by the Security Officer

### **Trincomalee , Colpetty and Walawatta SBI branches (One janitor at each branch)**

- Weekday and – Daily work
- Cleaning and Mopping the bank hall
- Dusting the table, Chairs and PCs
- Dusting the telephone with Dettol
- Washing and cleaning the toilets
- Cleaning lunch room
- Outside premises washing and cleaning
- Make sure proper water drainage and clean the gally
- Clear the garbage buckets and clean
- Any other work assigned by the branch managers

### **Saturdays (Head Office and Fort Branch)**

- Entire premises washing with staircase ext.
- Apartment Cleaning
- Fan cleaning
- If necessary, tile cutting
- Brasso for SBI boards
- Glass cleaning
- Floor carpet washing if necessary
- Floor mats washing
- Other any work assigned by Security officer
- Complete cleaning of lifts
- CH balcony

