



**Internal/External**

**4. SERVICENAME: HOUSEKEEPING CONTROL PROCEDURE**

**Description of the Service:** To ensure all areas are regularly cleaned, free from litter and debris and well maintained to create pleasant and safe environment.

<b>Office or Division:</b>	City General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Legal Documents (if any)		Other Local and National Agencies (if applicable)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Identify areas Scheduling	The Housekeeping Supervisor shall identify all areas that need maintenance and check schedules of agency janitorial services.	None	1 Day	Lirio Flores
2. Cleaning	The Agency Janitorial Services Worker shall clean assigned and repair if necessary.	None	From time to time	GSO Personnel



	Note: The Janitorial Maintenance Checklist shall be accomplished during the maintenance activity.			
3. Verifying	The Housekeeping Supervisor shall verify maintenance activities every 5:00 PM in the afternoon.	None	1 Hour	Lirio Flores
TOTAL		None	1 day and 1 hour (From time to time)	