INSTITUTIONAL · NON PRO · CHECKLIST

Daily housekeeping checklist

A one-page daily checklist for hotels, offices, hospitals and schools. Dilute each NoN Pro concentrate as its label says, clean from clean to dirty areas and top to bottom, and tick each round as it is done.

SITE	FLOOR / BLOCK	DATE	SUPERVISOR

Areas and products

Area	NoN Pro product	Frequency (site)	AM	Mid	PM	Initials
Washrooms and toilets	NoN Pro I-1 Bathroom Cleaner cum Sanitiser, I-8 Toilet Cleaner & Descaler		☐	☐	☐	
Floors	NoN Pro I-10 Floor Cleaner Concentrate		☐	☐	☐	
Counters, desks and touch points	NoN Pro I-2 Hygienic Surface Cleaner		☐	☐	☐	
Furniture	NoN Pro I-4 Furniture Maintainer		☐	☐	☐	
Lifts, railings and kitchen steel	NoN Pro I-13 Stainless Steel Polish		☐	☐	☐	
Carpets and upholstery	NoN Pro I-11 Carpet Shampoo		☐	☐	☐	
Lobbies, rooms and washrooms (fragrance)	NoN Pro I-5 Air Freshener		☐	☐	☐	

Supervisor checks

Check	Yes	No
Dilution charts posted at the dosing point	☐	☐
Bottles and buckets labelled with the product name	☐	☐
Wet-floor signs in place while floors dry	☐	☐
Separate cloths for washrooms and other areas	☐	☐
Consumables refilled: soap, tissue, liners	☐	☐

Sign-off

HOUSEKEEPER	SUPERVISOR	FACILITY MANAGER
Name, signature and date	Name, signature and date	Name, signature and date

Use the dose, temperature and contact time on each product’s technical data sheet (TDS) and your site’s validated cleaning programme. Read the SDS and wear the PPE it lists. Never mix chemicals. This sheet is a guide; follow your plant QA plan and current FSSAI requirements. SDS and TDS: www.innovachem.in/resources/sds-tds/