# LISTA DE VERIFICACIÓN PARA ACTIVIDADES DE LIMPIEZA Y DESINFECCIÓN EN CAFETERÍA

PISO: 1
AREA: COFFE

| FECHA DD | MM | AA | HORA INICIO | GRADO DE SUCIEDAD: Baja | Media | Alta | TIPO ASEO: RUTINARIO | TERMINAL | ELEMENTOS ASEADOS: Loza | Bandejas | Cubiertos | Jarras | Mesones | Paredes | Estantería | Puertas | Nevera | Microondas | Contenedores | Residuos | PRODUCTO: Jabon Multiusos | Hipoclorito | Desengrasante | Klor Klean | Ambientador | OTRO | ETAPA DE ENTREGA DEL AREA EJECUTIVA: (Describa novedades del área como objetos cortopunzantes, residuos y otros eventos de contaminación) OBSERVACIONES | HORA FINAL | Nombre de quien desarrolla la Actividad: Ejecuto | Nombre de Coordinador Supervisor: Supervise |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 09 | 04 | 25 | 6:45 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:00 | SUSANA |
| 09 | 04 | 25 | 9:00 | X | | | | X | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 9:15 | SUSANA |
| 10 | 04 | 25 | 2:40 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:55 | SUSANA |
| 10 | 04 | 25 | 4:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 4:20 | SUSANA |
| 11 | 04 | 25 | 7:30 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:45 | SUSANA |
| 11 | 04 | 25 | 3:00 | | | X | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 4:00 | SUSANA |
| 12 | 04 | 25 | 10:30 | | | X | | X | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 11:15 | SUSANA |
| 14 | 04 | 25 | 6:45 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:00 | Leticia |
| 14 | 04 | 25 | 4:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 4:15 | Leticia |
| 15 | 04 | 25 | 7:30 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:50 | Leticia |
| 15 | 04 | 25 | 4:05 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 4:15 | Leticia |
| 16 | 04 | 25 | 7:40 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:55 | Leticia |
| 16 | 04 | 25 | 3:40 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 4:00 | Leticia |
| 21 | 04 | 25 | 6:50 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:10 | SUSA |
| 22 | 04 | 25 | 6:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 5:15 | SUSA |
| 22 | 04 | 25 | 6:30 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:40 | SUSA |
| 22 | 04 | 25 | 5:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 5:15 | SUSA |
| 23 | 04 | 25 | 6:30 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:00 | SUSA |
| 23 | 04 | 25 | 3:30 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 3:50 | SUSA |
| 24 | 04 | 25 | 6:40 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:00 | SUSA |
| 24 | 04 | 25 | 3:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 3:30 | SUSA |
| 25 | 04 | 25 | 7:15 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 7:30 | SUSA |
| 25 | 04 | 25 | 3:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 3:15 | SUSA |
| 28 | 04 | 25 | 11:30 | X | | | | X | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 12:40 | Leticia |
| 28 | 04 | 25 | 6:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:15 | Leticia |
| 29 | 04 | 25 | 3:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 2:10 | Leticia |
| 29 | 04 | 25 | 6:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:10 | Leticia |
| 30 | 04 | 25 | 3:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 3:10 | Leticia |
| 30 | 04 | 25 | 6:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:10 | Leticia |
| 01 | 05 | 25 | 3:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 3:10 | Leticia |
| 02 | 05 | 25 | 6:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:20 | Leticia |
| 03 | 05 | 25 | 10:20 | X | | | | X | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 10:40 | Susana |
| 05 | 05 | 25 | 6:00 | X | | | X | | X | X | X | X | X | X | X | | | X | X | X | X | X | X | | | | | 6:30 | Susana |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | ASEO GENERAL | | |

# LISTA DE VERIFICACIÓN RUTINAS DE LIMPIEZA DE OFICINAS

PISO: 2
AREA: SALA

| FECHA | | | HORA | | DE SUCIEDAD | | | TIPO ASEO | | ELEMENTOS ASEADOS | | | | | | | | SEÑALE PRODUCTO | | | | | ETAPA DE ENTREGA DEL AREA EJECUTIVA | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D | MM | AA | HORA INICIO | | Baja | Media | Alta | RUTINARIO | TERMINAL | Pisos | Muebles | Telefonos | Vidrios | Puertas | Paredes | Equipos Electronicos | Otros | Jabon Multiusos | Hipoclorito | Desengrasante | Klor Kleen | Ambientador | OTRO | (Describa novedades del área como objetos corlopunzantes, residuos y otros evehtos de contaminación) OBSERVACIONES | HORA HORA FINAL | Nombre de quien desarrolla la Actividad Ejecuto | Nombre de Coordinador Supervisor* Supervis |
| 09 | 04 | 25 | 8:50 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:00 | SUSA Y ANAN |
| 10 | 04 | 25 | 9:00 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:15 | SUSA Y ANAN |
| 11 | 04 | 25 | 10:20 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 10:35 | LETI |
| 12 | 04 | 25 | 9:40 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 10:55 | SUSA-LETI |
| 14 | 04 | 25 | 9:10 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:40 | SUSA-LETI |
| 15 | 04 | 25 | 9:20 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:55 | SUSA |
| 16 | 04 | 25 | 9:00 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 10:20 | SUSA-LETI |
| 21 | 04 | 25 | 10:00 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 10:35 | SUSA-LETI |
| 22 | 04 | 25 | 8:45 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:00 | SUSA-LETI |
| 23 | 04 | 25 | 8:50 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:10 | SUSA-LETI |
| 24 | 04 | 25 | 9:00 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:30 | SUSA-LETI |
| 26 | 04 | 25 | 8:45 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:45 | SUSA-LETI |
| 28 | 04 | 25 | 8:00 | | | | X | X | | X | X | X | X | X | | | | X | X | X | | X | | ASEO GENERAL | 8:45 | LETICIA |
| 29 | 04 | 25 | 8:30 | | X | | | | X | X | X | X | X | X | | | | X | X | X | | X | | | 9:25 | SUSA-LETI |
| 30 | 04 | 25 | 8:10 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:25 | SUSA AMI |
| 01 | 05 | 25 | 8:15 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:40 | SUSA-LETI |
| 02 | 05 | 25 | 8:00 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:20 | SUSA-LETI |
| 03 | 05 | 25 | 8:05 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:30 | SUSA-LETI |
| 05 | 05 | 25 | 9:00 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:50 | SUSA-LETI |
| 06 | 05 | 25 | 9:30 | | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | ASEO GENERAL | 9:10 | SUSA-LETI |
| | | | | | | | | | | | | | | | | | | | | | | | | | 9:35 | Leticia |