# LISTA DE VERIFICACIÓN RUTINAS DE LIMPIEZA DE OFICINAS

ISO: 3

REA: SALA

| FECHA D | MM | AA | HORA INICIO | DE SUCIEDAD Baja | Media | Alta | TIPO ASEO RUTINARIO | TERMINAL | ELEMEMTOS ASEADOS Pisos | Muebles | Telefonos | Vidrios | Puertas | Paredes | Equipos Electronicos | Otros | SEÑALE PRODUCTO Jabon Multiusos | Hipoclorito | Desengrasante | Klor Kleen | Ambientador | OTRO | ETAPA DE ENTREGA DEL AREA EJECUTIVA (Describa novedades del área como objetos cortopunzantes, residuos y otros eventos de contaminación) OBSERVACIONES | HORA HORA FINAL | Nombre de quien desarrolla la Actividad Ejecuto | Nombre de Coordinador Supervisor* Supervisó |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 09 | 04 | 25 | 1:00 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | Descanecado | 1:40 | SUSANA | |
| 10 | 04 | 25 | 1:45 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | Descanecado | 1:45 | SUSANA | |
| 10 | 04 | 25 | 7:00 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | Descanecado. | 7:30 | ANGIE | |
| 11 | 04 | 25 | 7:30 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 7:50 | Angie | |
| 14 | 04 | 25 | 8:35 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:40 | Angie | |
| 15 | 04 | 25 | 10:50 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 10:55 | LEA-SUSANA | |
| 16 | 04 | 25 | 8:00 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:30 | SUSA-LETY | |
| 17 | 04 | 25 | 7:50 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:00 | SUSA | |
| 18 | 04 | 25 | 8:00 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:15 | Susana | |
| 21 | 04 | 25 | 8:30 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:40 | Leticia | |
| 22 | 04 | 25 | 8:45 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:55 | Leticia | |
| 23 | 04 | 25 | 8:30 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:40 | Leticia | |
| 24 | 04 | 25 | 8:00 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:10 | Leticia | |
| 25 | 04 | 25 | 8:45 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:20 | Leticia | |
| 28 | 04 | 25 | 9:30 | X | | | | X | X | X | X | X | X | | | | X | X | X | | X | | | 9:35 | Leticia | |
| 29 | 04 | 25 | 8:15 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:30 | SUSA-LETY | |
| 30 | 04 | 25 | 9:00 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 9:25 | SUSANA | |
| 30 | 04 | 25 | 8:20 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | | 8:30 | SUSA-LETY | |
| 01 | 05 | 25 | 9:05 | X | | | X | | X | X | X | X | X | | | | X | X | X | | X | | ASEO GENERAL | 9:30 | SUSANA | |
| 02 | 05 | 25 | 9:10 | X | | | | X | X | X | X | X | X | | | | X | X | X | | X | | | 9:25 | SUSANA | |
| 05 | 05 | 25 | 9:00 | X | | | X | | X | X | | X | X | | | | X | X | | | X | | | 9:05 | SUSANA | |

LABORATORIO Y BODEGA

# LISTA DE VERIFICACIÓN RUTINAS DE LIMPIEZA DE OFICINAS

ISO:

REA: LAB-BOD.

| FECHA D | MM | AA | HORA INICIO | DE SUCIEDAD Baja | Media | Alta | TIPO ASEO RUTINARIO | TERMINAL | ELEMEMTOS ASEADOS Pisos | Muebles | Telefonos | Vidrios | Puertas | Paredes | Equipos Electronicos | Otros | SEÑALE PRODUCTO Jabon Multiusos | Hipoclorito | Desengrasante | Klor Kleen | Ambientador | OTRO | ETAPA DE ENTREGA DEL AREA EJECUTIVA (Describa novedades del área como objetos cortopunzantes, residuos y otros eventos de contaminación) OBSERVACIONES | HORA HORA FINAL | Nombre de quien desarrolla la Actividad Ejecuto | Nombre de Coordinador Supervisor* Supervisó |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 08 | 04 | 25 | 8:40 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | BODEGA | | 9:15 | SUSA-LETI | |
| 09 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB. | | 8:15 | SUSA-LETI | |
| 10 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | BODEGA | | 8:30 | SUSANA | |
| 11 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:25 | SUSA-LETI | |
| 14 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 15 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 16 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB-OF-BODEGA | | 8:25 | SUSA-LETI | |
| 17 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 21 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 22 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 23 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 24 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 28 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 29 | 04 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 30 | 04 | 25 | 9:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 02 | 05 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |
| 05 | 05 | 25 | 8:00 | | X | | X | | X | X | X | | X | | X | | X | X | X | | X | LAB | | 8:30 | SUSA-LETI | |

ESCALERAS Y RECEPCIÓN

# LISTA DE VERIFICACIÓN RUTINAS DE LIMPIEZA DE OFICINAS

ISO: PISO 1
REA:

| FECHA D | MM | AA | HORA INICIO | DE SUCIEDAD Baja | Media | Alta | TIPO ASEO RUTINARIO | TERMINAL | ELEMEMTOS ASEADOS Pisos | Muebles | Telefonos | Vidrios | Puertas | Paredes | Equipos Electronicos | Otros | SEÑALE PRODUCTO Jabon Multiusos | Hipoclorito | Desengrasante | Klor Kleen | Ambientador | OTRO | ETAPA DE ENTREGA DEL AREA EJECUTIVA (Describa novedades del área como objetos cortopunzantes, residuos y otros eventos de contaminación) OBSERVACIONES | HORA HORA FINAL | Nombre de quien desarrolla la Actividad Ejecuto | Nombre de Coordinador Supervisor Supervisó |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 09 | 04 | 25 | 7:00 | | | X | X | | X | X | X | X | X | X | X | | X | X | X | | X | | | 9:30 | SUSANA | |
| 10 | 04 | 25 | 4:00 | | | X | X | | X | X | X | X | X | X | X | | X | X | X | | X | | | 7:30 | AMANDA | |
| 10 | 04 | 25 | 4:00 | | | X | X | | X | X | X | X | X | X | X | | X | X | X | | X | | | 4:20 | AMANDA | |
| 11 | 04 | 25 | 9:00 | | X | | X | | X | X | | X | X | X | X | | X | | X | | | | | 9:30 | Leticia | |
| 11 | 04 | 25 | 2:30 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 3:00 | Leticia | |
| 11 | 04 | 25 | 7:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 7:30 | Leticia | |
| 14 | 04 | 25 | 7:30 | X | | | X | X | X | X | | X | X | X | X | | X | | X | | | | | 8:00 | Leticia | |
| 15 | 04 | 25 | 7:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:00 | Leticia | |
| 16 | 04 | 25 | 8:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:30 | Leticia | |
| 21 | 04 | 25 | 9:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 9:30 | Leti-Susa | |
| 22 | 04 | 25 | 8:20 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:50 | Leti-Susa | |
| 23 | 04 | 25 | 8:10 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:40 | Susa-Leti | |
| 24 | 04 | 25 | 9:05 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 9:25 | Susa-Leti | |
| 25 | 04 | 25 | 7:25 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 7:50 | Susa-Leti | |
| 28 | 04 | 25 | 8:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:40 | Susa-Leti | |
| 29 | 04 | 25 | 7:45 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:15 | Susa-Leti | |
| 30 | 04 | 25 | 8:20 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:50 | Susa-Leti | |
| 02 | 05 | 25 | 8:20 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:45 | SUSA-LETI | |
| 03 | 05 | 25 | 9:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 9:30 | SUSANA | |
| 05 | 05 | 25 | 8:00 | X | | | X | | X | X | | X | X | X | X | | X | | X | | | | | 8:45 | SUSA-LETI | |