| ALCALDÍA MAYOR DE BOGOTÁ D.C.<br>SECRETARÍA DE INTEGRACIÓN SOCIAL | PROCESO PRESTACIÓN DE SERVICIOS SOCIALES<br>FORMATO LISTA DE VERIFICACIÓN DE LIMPIEZA, DESINFECCIÓN Y ACCIONES CORRECTIVAS | Código: FOR-PSS-068<br>Versión: 1<br>Fecha: Memo Int 33907 – 15/06/2018<br>Página: 1 de 5 |
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**1. NOMBRE DE LA UNIDAD OPERATIVA:** Comunidad de Cuidado Hogar Francisco y Clara

**MES:** Enero **AÑO:** 2024

**2. Nombre del responsable del diligenciamiento:** Ingrid Johana Franco P

| **4. Áreas, alimentos, espacios o elementos a considerar *según la unidad operativa*** | 3. Semana Uno del 1 al 7 | | | | | | | 3. Semana Dos del 8 al 14 | | | | | | | 3. Semana Tres del 15 al 21 | | | | | | | 3. Semana Cuatro del 22 al 28 | | | | | | | 3. Semana Cinco del 29 al 31 | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D |
| **CONSULTORIOS Y OFICINAS** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
| Dirección | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Trabajo social | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Administrativo | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 2 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Recepción | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Sala de atención | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Escaleras y pasillos | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 2 | | | | |
| Salón de reuniones | | 1 | 1 | 1 | 2 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Nutrición | | 1 | 1 | 1 | 1 | | | | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Edu. Física | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 2 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Psicología | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Patios comunes | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| G. documental | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 2 | | | 1 | 1 | 1 | | | | |
| Historias sociales | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | | | | |
| Gerontología | | 1 | 1 | 1 | 2 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| G ambiental | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | 2 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Enfermería 3er piso | | 1 | 2 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 2 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 2 | | | 1 | 2 | 1 | | | | |

| **4. Áreas, alimentos, espacios o elementos a considerar *según la unidad operativa*** | 3. Semana Uno del 1 al 7 | | | | | | | 3. Semana Dos del 8 al 14 | | | | | | | 3. Semana Tres del 15 al 21 | | | | | | | 3. Semana Cuatro del 22 al 28 | | | | | | | 3. Semana Cinco del 29 al 31 | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D |
| Consultorio N° 1 | | 1 | 1 | 1 | 1 | | | | 2 | 1 | 1 | 1 | | | 2 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Consultorio N° 2 | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Consultorio N° 3 | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Consultorio N° 4 | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Áreas de procedimientos | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Stock de medicamentos | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Polideportivo | | 1 | 1 | 1 | 2 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Oficina T.O 3er piso | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Patios comunes 3er piso | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 2 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Salón principal de reuniones | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Bodega de aseo Institucional | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | | | | |
| Salón sensorial | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | | | | |
| **COMEDOR** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pisos comedores | | 1 | 1 | 1 | 2 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Paredes | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | | | | |
| Techos | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 2 | 1 | 1 | | | | |
| Ventanas-anjeo | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| puertas | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 2 | | | 1 | 1 | 2 | | | | |
| **BAÑOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sanitario | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Lavamanos | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 2 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | | | | |

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| **4. Áreas, alimentos, espacios o elementos a considerar *según la unidad operativa*** | 3. Semana Uno del 1 al 7 | | | | | | | 3. Semana Dos del 8 al 14 | | | | | | | 3. Semana Tres del 15 al 21 | | | | | | | 3. Semana Cuatro del 22 al 28 | | | | | | | 3. Semana Cinco del 29 al 31 | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D | L | M | M | J | V | S | D |
| Espejo | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Pisos | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Paredes | | 1 | 1 | 1 | 1 | | | | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Techos | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Ventanas | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 2 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Puertas | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 2 | 1 | 1 | 1 | 1 | | | 2 | 1 | 1 | | | | |
| Papeleras | | 1 | 1 | 1 | 2 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| **CUARTO DE ALMACENAMIENTO DE RESIDUOS SÓLIDOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Canecas | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 2 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 2 | | | | |
| Pisos | | 1 | 2 | 1 | 1 | | | | 2 | 1 | 1 | 1 | | | 2 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Paredes | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Techos | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | | | | |
| Puerta | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Cuartos hospitalarios | | 1 | 1 | 1 | 2 | | | | 1 | 1 | 2 | 1 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Cuartos peligrosos | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Cuarto de reciclables | | 1 | 2 | 1 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 2 | | | | |
| **OTROS ELEMENTOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Colchonetas | | 1 | 1 | 1 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Balones | | 1 | 1 | 2 | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 2 | | | 1 | 1 | 1 | 2 | 1 | | | 1 | 2 | 1 | | | | |
| Ambiente | | 1 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 2 | | | 2 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **L** | **M** | **M** | **J** | **V** | **S** | **D** | **L** | **M** | **M** | **J** | **V** | **S** | **D** | **L** | **M** | **M** | **J** | **V** | **S** | **D** | **L** | **M** | **M** | **J** | **V** | **S** | **D** | **L** | **M** | **M** | **J** | **V** | **S** | **D** |
| Puntos ecológicos | | 1 | 1 | 2 | 1 | | | | 1 | 2 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 2 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |
| Elementos de aseo | | 2 | 1 | 1 | 1 | | | | 1 | 1 | 1 | 2 | | | 1 | 1 | 2 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | | | | |

| 5. OBSERVACIONES | 6. ACCIONES CORRECTIVAS (TIEMPO PROPUESTO) | 7. RESPONSABLE(S) |
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