



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Office Order
January 7, 2021

CONDUCT OF GENERAL HOUSEKEEPING INITIAL INSPECTION

To: Nieves D. Ebanio
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Lynne B. Cabinian
Rey M. Dulnuan
All Health Personnel

1. Relative to the forthcoming ISO 9001:2015 Audit Surveillance and to assess the general housekeeping maintenance of the workplace, you are hereby advice to conduct initial inspection on January 8, 2021 on all work areas of the Schools Division Office.
2. Attached is the workplace housekeeping checklist to be used during the inspection.
3. For your guidance and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



"HANDANG MAG SERBISYO"

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QUALITY FORM	Document Code: LQF-xxx-xxx-001 Revision: 01 Effectivity date: 11-25-2020
Title: 5S GOOD HOUSEKEEPING CHECKLIST	Name of Office:

Objective: To recognize the importance of good housekeeping and be able to develop good housekeeping habits for a safe and conducive work environment.

5S GOOD HOUSEKEEPING

1. Seiri/Sort/Suriin- Take out unnecessary items and dispose
2. Seton/systemize/sinupin- Arrange necessary items in good order
3. Seiso/sweep/simutin-Clean your workplace
4. Seiketsu/standardize/sigurihin ang kalinisan-Maintain high standard of housekeeping
5. Shitsuki/self-discipline/sariling kusa- Do things spontaneously without being told or ordered

AREA	PURPOSE	COMPONENTS	STANDARDS	STATUS	
				COMPLIANT	NON-COMPLIANT/ REMARKS
Individual Workstation	1. Official station of employees to work on their office responsibilities	a. Office Desk b. Office chair c. File cabinet d. Files e. Computer File f. Equipment g. Workplace	✓ Office Desk/Furniture and equipment are maintained clean and organized; nothing can be found on top of the table except for the computer set ✓ Office chairs are placed in proper locations and neatly arranged ✓ File cabinets are labeled according to content ✓ Files/documents are neatly arranged and clearly labeled inside the cabinets. Table of contents is attached for easy reference ✓ Computer File - Documents are properly classified, stored or saved in distinct file folders		





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				<ul style="list-style-type: none"> ✓ Heavy items are stored at lower levels/layers ✓ Equipment- Multiple electrical connections are properly tied and firmly anchored, turned off/unplugged when not in use ✓ Workplace- During the absence of the staff, a signage of "On Leave or On Fieldwork" is placed on top of the desk ✓ Cleanliness of work station surroundings are maintained ✓ Personal property at the workplace such as slippers, extra pair of shoes and others are properly kept ✓ Signage of office name is posted clearly visible ✓ Name and designation of employee is placed in front of the table or in a place where appropriately available 	





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AREA	PURPOSE	STANDARDS	STATUS	
			COMPLIANT	NON-COMPLIANT/ REMARKS
Storage Room	For storage of office supplies, cleaning materials and other equipment For storage of documents/ records for proper disposal	<ul style="list-style-type: none"> ➤ Storage room door is closed at all times ➤ Items for disposal are placed in proper container with tag or label indicating the content and date ➤ Documents/records and resources are prevented from damage or loss ➤ Unnecessary equipment and materials are not found inside the storage room ➤ Housekeeping activity is conducted once a week ➤ Properly lighted and ventilated ➤ “Authorized Personnel Only” signage is displayed on doors 		
Function Hall	Venue for meetings, trainings and other events	<ul style="list-style-type: none"> ➤ Hall is secured at all times and properly ventilated ➤ Furniture and equipment are organized, well-maintained and sanitized ➤ Area is maintained clean, neat, tidy and sanitized 		
Comfort Rooms	For personal hygiene	<ul style="list-style-type: none"> ➤ Fixtures are working and in good condition-with liquid hand soap and disposable paper towels ➤ Floors are non-slippery ➤ Area is maintained clean, neat and odor free ➤ Entrance is clearly marked and signed (Male/Female) 		





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			COMPLIANT	NON-COMPLIANT/ REMARKS
Corridors/Stairs	Serves as passageway connecting offices	<ul style="list-style-type: none"> ➤ Clean and not slippery (No dirt, No spills, No oil) ➤ Floor surfaces do not present a slip, trip or fall hazard (e.g. cracks, cables, etc.) ➤ Free of obstructions. ➤ Well-lighted ➤ With hallway/corridor signs 		
SDO Ground Area	For car parking	<ul style="list-style-type: none"> ➤ Ground has appropriate signage ➤ Area is manned regularly by security personnel ➤ No vehicle parked during flag raising ceremony and during progrms/activites 		
Wires, Cables and Hoses	For utility services	<ul style="list-style-type: none"> ➤ No trailing wires, cables & hoses across or around the building ➤ Use of cable/wire organizer ➤ No octopus connection 		
Bulletin Board	For info dissemination/ announcements/ publications	<ul style="list-style-type: none"> ➤ With clear and visible labels ➤ Paper posted are covered with transparency film ➤ Kept updated Neat and clean 		
Waste Disposal	For health and environment protection	<ul style="list-style-type: none"> ➤ Containers for recyclable wastes and non-recyclable wastes, lined with trash bags, are available near the comfort rooms 		





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		<ul style="list-style-type: none"> ➤ Each waste container is labeled and color coded: <ul style="list-style-type: none"> a. Biodegradable (Nabubulok) – Tirang Pagkain, balat ng prutas b. Non-Biodegradable (Di Nabubulok) – Plastic wrapper, styrofoam c. Recyclable (May Pakinabang pa) – Paper, plastics, bottles d. Infectious waste (Nakakahawa- used tissue paper/towels, napkins) ➤ Toxic waste materials such as busted light bulbs and batteries are properly disposed (separate waste bin shall be maintained for these wastes). 		
General Health & Safety	Ensures that potentially hazardous situations are not overlooked.	<ul style="list-style-type: none"> ➤ Functional fire extinguishers are easily accessible ➤ Clearly legible Emergency Evacuation Plans are displayed in every floor of the office building ➤ Safety signs and equipment labels are posted in appropriate locations ➤ Exit signs are illuminated and highly visible ➤ First aid and disaster prevention equipment and supplies are available and easily accessible in a designated area 		

Prepared: GENERAL HOUSEKEEPING GROUP	Recommending approval: CHRISTOPHER C. BENIGNO Officer-in-Charge, Office of the Assistant Schools Division Superintendent	Approved: MARIE CAROLYN B. VERANO, CESO V Schools Division Superintendent
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