

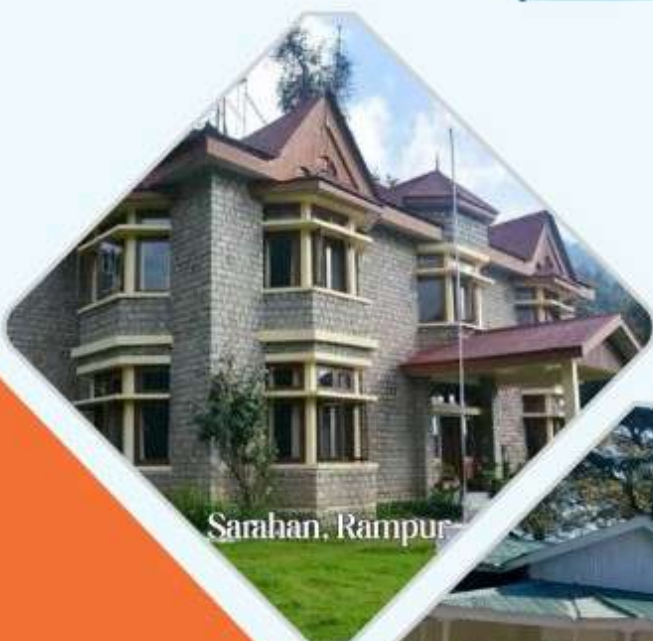


Sh. Sukhvinder Singh Sukhu
Hon'ble Chief Minister, H.P.



Sh. Vikramaditya Singh
Hon'ble PWD & UD Minister, H.P.

Himachal Pradesh Public Works Department



Sarahan, Rampur



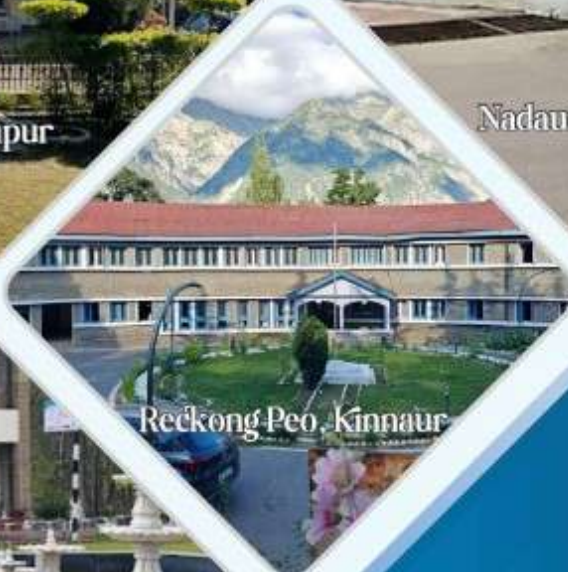
Palampur



Nadaun, Hamirpur



Circuit House Hamirpur



Reckong Peo, Kinnaur

Checklist for Maintenance audit of Circuit Houses & Rest Houses of HPPWD

Name of Circuit House/Rest House : Division/District

No. of total Rooms (VIP Ordinary)

Date & Time of Inspection :

Name and Designation of Inspecting Officer

Description of Item		Remarks	Condition			
			Very Good	Good	Average	Poor
	Structural Items					
1.	Roof, Walls & Cailling					
2.	Floor					
3.	Varanda/Corridors/Balcony					
4.	Doors, Windows & Ventilators					
5.	Stairs & Ramp					
6.	Gates					
7.	Damages, Crack, Wear and Tear in wall ceiling and floors of the buildings					
8.	Leakages/Seepages from Roof/Ceiling, Walls, Floors etc.					
9.	Paints of Roof, Ceiling & Walls					
10.	Fire Extinguisher					
11.	Parking Area					
12.	Signages & Sign Boards showing distances & directions of different places.					
13.	Maintenance of Garden, Flower Beds, Flowers Pots, Trees/Plants, Bushes (Fruit Plants & all weather/ ornamental flowers)					

Quality and condition of Electrical Items						
14.	Wirings, Switches/Sockets					
15.	Bulbs, Tubes, Fan etc					
16.	Heaters, ACs, Coolers and Gysers					
17.	Emergency Lights, Inverters, Generator					
Availability of Water						
18.	Capacity of Water Connection and time of supply.					
19.	Storage					
20.	Leakages, if any.					
21.	Availability of water and taps in Washrooms/ Toilet/Washbasin					
22.	Availability of Potable water in Kitchen.					
23.	Water Purifier/RO system					
24.	Sewerage system.					
25.	Provision of rain water harvesting and its storage.					
Quality & Quantity of Facilities.						
26.	Sofa, Chairs & Tables, Cushions, cupboards in drawing Room, Suites and Rooms					
27.	Beds, Quilts, Blankets, Bed-Sheets, Pillows, Mattress, Towels, Curtains, Flooring, Mats & Carpets ect.					
28.	Dressing Table/Mirror					
29.	T.V. with connectivity and remote in Drawing Room, Suites and Rooms, Internet Connectivity/Signals, CCTV Camera					
30.	Wall Clock, Calendar and Pictures etc.					
31.	Cleanliness & Hygiene in Kitchen.					
32.	Buckets, Mugs, Jugs, Hand Wash, Soap, Towels etc.					

33.	Crockery, Cutlery, Utensils, Glasses, Cups, Refrigerator					
34.	Food items and Menu					
35.	Cleanliness in Drawing Rooms, Rooms, Varanda, and premises.					
36.	Laundry					
37.	Manpower to run Rest House/Circuit House					
38.	Dress Code of Manpower.					
39.	Security & Access control measures (Chowkidar & surveillance Cameras & alarm systems					
40.	Conduct & Reputation of the Staff					
41.	Stock/Store Register					
42.	Store and Stock (condemnation of unserviceable Items)					
43.	Visitors/Guest Register					
44.	Receipt Books for Payments.					
45.	Cash Books					
46.	Monthly Reconciliation of cash books					
47.	Inspection register					
48.	Status of inspection of the CH/RH by A.E. & J.E. concerned and submission of bi-monthly inspection report to the concerned Executive Engineer.					
49.	Inspection by Executive Engineer concerned.					
50.	Any others suggestion/Remarks					

Signature

Name and Designation of Inspecting Officer