

## Entry of Running Room Inspection

### 1. Inspection Detail :

Inspection Name

RUNNING ROOM

Inspection by

Jogendra Yadvendu

Designation

ADRM/KIR

Inspection Date\*

Select Inspection Date

Time\*

Select inspection time

Type\*

Select inspection type

Department

ADMINISTRATION

### 2. Running Room Inspection Details :

Name of Running Room\*

Enter name of running room

Name of Bearer

Enter name of bearer

Name of janitor

Enter name of janitor

Name of Cook

Enter name of cook

### Crew Facility Items in Running Room :

#### 1. General Cleanliness (Bed rooms / Reading room / Toilet room / Dinning rooms / Kitchen room)

Item Name	Clean	Not Clean
Bed Rooms	<input type="radio"/>	<input type="radio"/>
Reading Room	<input type="radio"/>	<input type="radio"/>
Toilets	<input type="radio"/>	<input type="radio"/>
Dinning Rooms	<input type="radio"/>	<input type="radio"/>
Kitchen	<input type="radio"/>	<input type="radio"/>

#### 2. Accommodation, Any proposal formulated for overcoming the shortages. Provision of two beds per room/cubicle.

Item Name	YES	NO
Sufficient number of beds available	<input type="radio"/>	<input type="radio"/>
Sufficient number of blankets available	<input type="radio"/>	<input type="radio"/>
Sufficient number of mosquito nets available	<input type="radio"/>	<input type="radio"/>
Sufficient number of Table & Chairs available	<input type="radio"/>	<input type="radio"/>
Availability of cooking Gas	<input type="radio"/>	<input type="radio"/>
Availability of Water Coolers & Aqua-gaurd	<input type="radio"/>	<input type="radio"/>

#### 3. Condition of furniture (Beds, Lockers, Chairs & Dinning tables)

Item Numbers	Good	Bad	Satisfactory
Beds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lockers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dinning tables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4. Condition of Mattress/Pillows**

Item Name	Good	Bad	Satisfactory
Mattress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pillows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**5. Condition of Bathrooms**

Item Name	Good	Bad	Satisfactory
Bathroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


**Running Room Complaint Items :**

Complaint Points	YES	NO
1. Are newspapers/magazines being supplied?	<input type="radio"/>	<input type="radio"/>
2. Is there any nuisance from outside ?	<input type="radio"/>	<input type="radio"/>
3. Are the cook and Bearer clean and hygienic ?	<input type="radio"/>	<input type="radio"/>
4. Complaint book available or not. Nature of compliance recorded Action taken.	<input type="radio"/>	<input type="radio"/>
5. Register of joint checking of Running room by Electrical and Civil supervisors regarding maintenance of running room.	<input type="radio"/>	<input type="radio"/>
6. Availability of safety posters and fire extinguishers.	<input type="radio"/>	<input type="radio"/>
7. Repair to roofs, doors, windows, toilets and bathrooms wherever necessary	<input type="radio"/>	<input type="radio"/>
8. Provision of adequate water supply and provision of showers in bathrooms.	<input type="radio"/>	<input type="radio"/>
9. Provision of fencing wherever needed. Maintenance of garden, tree plantation, and beautification with plant in post(leaf Variety)	<input type="radio"/>	<input type="radio"/>
10. Any suggestions to improve the condition of Running Room such as modernisation of kitchen and lavatory.	<input type="radio"/>	<input type="radio"/>

**Observation :**

S.No.	Observation	Document	Action by	Selected officers
SN		<input type="button" value="Choose File"/> N...	achd-iiimlg ((Mrs)D.Kharr achd-iimlg (B.C. Baro) achd-imlg (B. P Deka ) achd-ivmlg ((Mrs) J Hmar achd-vimlg (G.L.Pegoo) achd-vmlg ((Mrs) A Phuk achdngclmg ((Mrs) MG B achdpnowlmg ((Mrs) N.D acmdnfr (S.C.Rabha) acms-iapdj (B Basak)	
SN	Observation	<input type="button" value="Choose File"/> N...	achd-iiimlg ((Mrs)D.Kharr achd-iimlg (B.C. Baro) achd-imlg (B. P Deka ) achd-ivmlg ((Mrs) J Hmar achd-vimlg (G.L.Pegoo) achd-vmlg ((Mrs) A Phuk achdngclmg ((Mrs) MG B achdpnowlmg ((Mrs) N.D acmdnfr (S.C.Rabha) acms-iapdj (B Basak)	

**Select Copy to** (Copy of Inspection will not be saved until you submit the inspection)

<ul style="list-style-type: none"><li>cwmdbws (D. S. Kunwar)</li><li>cwmnbqs (P P Roy)</li><li>principalsttcpno ()</li><li>pccmnfr (Aneet Dulat)</li><li>pceenfr (Anand Dev)</li><li>pceenfr (Vinod Kumar Verma)</li><li>pcmdnfr (S.K.Deka)</li><li>pcmenfr (Gopal Krishan Gupta)</li><li>pcmmnfr (DEVAKI NANDAN )</li><li>pcomnfr (U. Hazarika)</li></ul>	
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