** Housekeeping meeting 4th April 2018**

**Action Plan**

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| **Ser. No** | **Issue** | **Action** | **Person Responsible** | **Completed** | **Date** |
| 1 | A Prayer room for students with special needs will be looked into as there are not many students.  | Facilities Supervisor to speak to Dr Maha regarding this issue | Facilities Supervisor |  |  |
| 2 | To arrange for washing area (to clean before prayers) for the girls in the washrooms. | Facilities Supervisor to speak to Dr Maha regarding this issue | Facilities Supervisor |  |  |
| 3 | Replacing carpets in Common Rooms | Facilities Supervisor to investigate the need to replace carpets in the Common rooms | Facilities Supervisor |  |  |
| 4 | Bad Smell in Classrooms | Email to be sent to HoFs to remind their staff not to allow students to enter classrooms with food. | HQE | Yes | 01/05/18 |
| 5 | Dirty carpet in Prayer room | Facilities Supervisor to ensure Prayer room carpet is cleaned. ASAP | Facilities Supervisor |  |  |