** Housekeeping meeting 12th April 2017**

**Action Plan**

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| **Ser. No** | **Issue** | **Action** | **Person Responsible** | **Completed** | **Date** |
| 1 | Prayer Rooms dirty and smell | The Asset Management and Transportation Officer to continue to visit the Female Prayer rooms and monitor student behaviour. | Asset Management and Transportation Officer | Continuous |  |
| The Head of Student Services will talk to students in class about prayer rooms. | Head of Student Services | Continuous |  |
| 2 | Some projectors need cleaning or replacing | IT support to check Projectors | Head of Library and Computer Services |  |  |
| 3 | Bathrooms run out of hand soap. Air Fresher sometimes runs out. | Facilities to fit air fresheners in corridors and hand soap will also be monitored. | Facilities Supervisor |  |  |
| 4 | The cafeteria is dirty. | Security, Health and Safety Officer to continue to monitor the cleanliness of the cafeteria daily. | Security, Health and Safety Officer | Continuous |  |