



30. Disinfection of Admin Building Procedure

Defines the disinfection schedule of admin building

Office or Division:	Administrative Services Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Utility Schedule Form(1pc., Original)		Building and Grounds Maintenance Supervisor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	1. Prepares disinfection schedule.	None	5 minutes	<i>Building and Grounds Supervisor</i>
2. None	2. The Utility wear full PPE every Friday for General Disinfection. 2.1 The Utility prepare the chlorine solution. 2.2 The Building and Grounds Supervisor check if the chlorine solution is proper and accurate.	None	10 minutes	<i>Utility</i> <i>Building and Grounds Maintenance Supervisor</i>
3. None	3. The Utility perform the task based on the schedule of disinfection.	None	1 hour	<i>Utility</i>
4. None	4. The Building and Grounds Maintenance Supervisor will check and rate the performed task of the personnel based	None	15 minutes	<i>Building and Grounds Maintenance Supervisor</i>



	on the schedule and guidelines.			
Total:		None	1 hour and 30 minutes	