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| **YEMEKHANE HİZMETLERİ TEMİZLİK PLANI VE TAKİP FORMU Ek-3/b** | | | |
|  | **REVİZYON NO: 4** | **REVİZYON TARİHİ: 01/12/2021** | **SAYFA NO: 1/1** |

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| **YAPILAN TEMİZLİK** | **Masa ve Sandalyeler** | | | **Camlar ve Kapılar** | **Yemekhane Bulaşık Yıkama** | **Benmari Temizliği** | | | **Çöp Kovaları** | | **Çöplerin Toplanması** | | **Yemekhane Raf ve Dolapları** | **Perdeler** | **Yemek Servis Arabaları** | **Zemin Temizliği** | | **Su Sebili** | **El Yıkama Lavaboları** | | **Temizliği Yapan** | **Temizliği Yapan** | **Denetleyen** |
| **Sıklık/Gün** | 3 defa | | | Ayda 1 defa | Kullanımdan sonra | Haftada 3 defa | | | Haftada 2 defa | | 2 defa | | 15 günde 1 defa | Ayda 1 defa | 1 defa+ gerektikçe | 2 defa | | Haftada 1 defa | 2 defa | | Ekrem TEKİN | Eyyüp İÇYER | Halis GÜNER |
| **Tarih / Saati** | 08:00 | 13:30 | 18:00 | Cumartesi 14:00:00 | Kullanımdan sonra | Pazartesi 09:00 | Çarşamba 09:00 | Cuma 09.00 | Cumartesi 10:00 | Çarşamba 10:00 | 13:30 | 18:30 | Cumartesi 09:00 | Cuma 15:00 | 18:30 | 08:00 | 18:30 | Çarşamba 10:00 | 10:00 | 16:00 | Adı Soyadı | Adı Soyadı | Adı Soyadı |
| 01.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 02.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 03.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 04.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 05.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 06.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 07.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 08.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 09.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 11.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 16.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 26.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **ZEMİN KATIN TEMİZLİĞİ** | | | | | | | | | | | | | | | |
| **YAPILAN TEMİZLİK** | **İDARE ODASI** | **CAMLAR** | **ZEMİN** | **MASA VE SANDELYELER** | **MESCİT**  **ETÜT ODALARI** | **Çöplerin Toplanması** | **ÇÖP KOVALARININ TEMİZLİĞİ** | **SU SEBİLLERİ** | **KORİDOR** | **TEMİZLİK AMBARI** | **TUVALETLER** | **LAVOBALAR** | **Temizliği Yapan** | **Temizliği Yapan** | **Denetleyen** |
| **Sıklık/Gün** | HAFTADA 2 DEFA | Ayda 1 defa | Kullanımdan sonra | HER KULLANIMDAN SONRA | HAFTADA 2 DEFA | HERGÜN | 15 günde 1 defa | AYDA BİR | HERGÜN | 15 günde 1 defa | HERGÜN | HERGÜN | Ekrem TEKİN | Eyyüp İÇYER | Halis GÜNER |
| **Tarih / Saati** |  |  |  |  |  |  |  |  |  |  |  |  | İMZA | İMZA | İMZA |
| 01.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 02.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 03.12.2021 | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1.KATIN TEMİZLİĞİ** | | | | | | | | | | | | | | | |
| **YAPILAN TEMİZLİK** | **ODALAR** | **CAMLAR** | **YOLLUKLAR**  **ZEMİN** | **MASA VE SANDELYELER** | **ÜTÜ ODALARI VE ETÜT ODALARI** | **Çöplerin Toplanması** | **ÇÖP KOVALARININ TEMİZLİĞİ** | **SU SEBİLLERİ** | **KORİDOR** | **BANYO** | **TUVALETLER** | **LAVOBALAR** | **TEMİZLİĞİ YAPAN PERSONEL** | **DENETLEYEN** |  |
| **Sıklık/Gün** | HER KULLANIMDAN SONRA | Ayda 1 defa | Kullanımdan sonra | HER KULLANIMDAN SONRA | HAFTADA 2 DEFA | HERGÜN | 15 günde 1 defa | AYDA BİR | HERGÜN | HER GÜN | HERGÜN | HERGÜN | Murat ATMACA | Halis GÜNER |  |
| **Tarih / Saati** |  |  |  |  |  |  |  |  |  |  |  |  | İMZA | İMZA |  |
| 01.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 02.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 03.12.2021 | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **2.KATIN TEMİZLİĞİ** | | | | | | | | | | | | | | | |
| **YAPILAN TEMİZLİK** | **ODALAR** | **CAMLAR** | **YOLLUKLAR**  **ZEMİN** | **MASA VE SANDELYELER** | **ÜTÜ ODALARI VE ETÜT ODALARI** | **Çöplerin Toplanması** | **ÇÖP KOVALARININ TEMİZLİĞİ** | **SU SEBİLLERİ** | **KORİDOR** | **BANYO** | **TUVALETLER** | **LAVOBALAR** | **TEMİZLİĞİ YAPAN PERSONEL** | **DENETLEYEN** | **DENETLEYEN** |
| **Sıklık/Gün** | HER KULLANIMDAN SONRA | Ayda 1 defa | Kullanımdan sonra | HER KULLANIMDAN SONRA | HAFTADA 2 DEFA | HERGÜN | 15 günde 1 defa | AYDA BİR | HERGÜN | HER GÜN | HERGÜN | HERGÜN | Murat ATMACA | Halis GÜNER |  |
| **Tarih / Saati** |  |  |  |  |  |  |  |  |  |  |  |  | İMZA | İMZA | İMZA |
| 01.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 02.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **3.KATIN TEMİZLİĞİ** | | | | | | | | | | | | | | | |
| **YAPILAN TEMİZLİK** | **ODALAR** | **CAMLAR** | **YOLLUKLAR**  **ZEMİN** | **MASA VE SANDELYELER** | **ÜTÜ ODALARI VE ETÜT ODALARI** | **Çöplerin Toplanması** | **ÇÖP KOVALARININ TEMİZLİĞİ** | **SU SEBİLLERİ** | **KORİDOR** | **BANYO** | **TUVALETLER** | **LAVOBALAR** | **TEMİZLİĞİ YAPAN PERSONEL** | **DENETLEYEN** |  |
| **Sıklık/Gün** | HER KULLANIMDAN SONRA | Ayda 1 defa | Kullanımdan sonra | HER KULLANIMDAN SONRA | HAFTADA 2 DEFA | HERGÜN | 15 günde 1 defa | AYDA BİR | HERGÜN | HER GÜN | HERGÜN | HERGÜN | Murat ATMACA | Halis GÜNER |  |
| **Tarih / Saati** |  |  |  |  |  |  |  |  |  |  |  |  | İMZA | İMZA |  |
| 01.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 02.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 03.12.2021 | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 04.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 05.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 06.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 07.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 08.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 09.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30.12.2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |