



As of the weekMonth.....2021 Evaluated Date :Time.....

Evaluation Result	Average Grade / Received grade <input style="width: 80px; height: 25px;" type="text"/>	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
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Audit Checklist	Grade				Average Grade
	1	2	3	4	
Part A : Personal Sanitary Screening Systems					
1. Temperature checking system of staff before entering to the building e.g. Body Temperature Checking, Hand-Washing with alcohol jel, Sanitizer Tunnel					Part A Average Grade
2. Temperature checking system of Visitor / Messenger					
3. Screening Systems of outsider for in-out at office e.g. Electrician, Air Conditioner Technician					
4. Staffs must wear face mask at all time while operating in office					
5. There is staff timeline that must be completed every Monday as a report form specified the travel in the past 1 week (E-Covid-19 Identified Timeline)					

Part B : Building Site Sanitary					
1. Spray disinfectants inside the office at least once a week					Part B Average Grade
2. There is sanitizer tunnel before entering to office					
3. There is alcohol gel service in the office area (Alcohol Point)					
4. Maintain cleanness in the work room at least twice a day.					
5. Restroom must be clean, sanitary and washed at least twice a day					

Part C : Office Environment					
1. Office lights must be sufficient					Part C Average Grade
2. Cleaning of the air conditioner and equipment as specified period					
3. Office equipment and appliances must be sufficient for employees.					
4. Littering by classified type of garbages clearly including dangerous garbages					
5. There is "Pest Control" at least 2 months/times					

Total Average Grade

Auditor _____	Date ___/___/_____
Verified by _____	Date ___/___/_____