CHECK LIST OF RUNNING ROOM INSPECTION

Division: Malda   Station: Malda

Sl. No.	Observation	Remarks
1	Staff position: <table><tr><td></td><td>Sanction strength</td><td>On Roll</td><td>Vacancy</td></tr><tr><td>Cook</td><td></td><td></td><td></td></tr><tr><td>Bearer</td><td></td><td></td><td></td></tr><tr><td>Name & Duty Hrs. of staff:</td><td></td><td></td><td></td></tr></table>	
2	Working hours of Running Room:	
3	General cleanliness:	
4	Accommodation in Running Room:	
5	Condition of cots:	
6	Availability of Blankets, Bed Sheets, Pillow Covers and Mosquito nets:	
7	Water supply:	
8	Availability and condition of lights, fans, night lamps, water coolers, water filters etc.:	
9	Cleanliness of blankets, bed sheets, pillow covers and mosquito nets etc.:	
10	Availability of door mats:	
11	Availability and condition of cooking utensils:	
12	Medical check-up of Running Room staff:	

Sl. No.	Observation	Remarks
13	First Aid Box and Fire Fighting Equipment:	
14	Complaint Book:	
15	Divisional Committee last inspected the Running Room:	
16	Arrangement of boundary wall at Running Room:	
17	Power supply arrangement:	
18	Availability of telephone:	
19	Availability of lockers:	
20	Occupancy Register:	
21	Desert Cooler:	
22	Reading Room with newspapers/ magazines:	
23	Condition of wiring:	
24	Inspection Register:	
25	Safety Posters:	
26	'Silence Please', 'Do not talk loudly', 'Do not smoke' etc. should be clearly exhibited at a conspicuous place:	
27	Other observation:	