

**PRODUCTION DAY 2 - 28TH SEPTEMBER 2024 - EXPO HALL**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	28-09-2024	Saturday	PRODUCTION DAY 1	09.00 AM TO 09.00 PM	Expo Hall - Ground Floor	Day Shift	Female	Entire Event Hall after Operational work	10
4	28-09-2024	Saturday	PRODUCTION DAY 1	09.00 PM TO 06.00 AM	Expo Hall - Ground Floor	Night Shift	Female	Entire Event Hall after Operational work	10
3	28-09-2024	Saturday	PRODUCTION DAY 1	09.00 AM TO 09.00 PM	Expo & Seminar Hall	Day Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>22</b>

**PRODUCTION DAY 2 - 28TH SEPTEMBER 2024 - SEMINAR HALL**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
2	28-09-2024	SATURDAY	PRODUCTION DAY 1	09.00 AM TO 09.00 PM	Seminar Hall - First Floor	Day Shift	Female	Entire Seminar Hall after Operational work	5
5	28-09-2024	SATURDAY	PRODUCTION DAY 1	09.00 PM TO 06.00 AM	Seminar Hall - First Floor	Night Shift	Female	Entire Seminar Hall after Operational work	5
6	28-09-2024	SATURDAY	PRODUCTION DAY 1	09.00 PM TO 06.00 AM	Expo & Seminar Hall	Night Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>12</b>

**EVENT DAY 1 - 29TH SEPTEMBER 2024 - EXPO HALL - DAY SHIFT ONLY**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	29-09-2024	SUNDAY	EVENT DAY 1	06.00 AM TO 07.00 PM	Expo Hall - Ground Floor	Day Shift	Female	Entire Event Hall / Food Court / Pathway	14
3	29-09-2024	SUNDAY	EVENT DAY 1	06.00 AM TO 07.00 PM	Expo & Seminar Hall	Day Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>16</b>

**EVENT DAY 1 - 29TH SEPTEMBER 2024 - SEMINAR HALL - DAY SHIFT**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	29-09-2024	SUNDAY	EVENT DAY 1	06.00 AM TO 07.00 PM	Seminar Hall - First Floor	Day Shift	Female	Entire Event Hall / Food Court / Pathway	8
3	29-09-2024	SUNDAY	EVENT DAY 1	06.00 AM TO 07.00 PM	Expo & Seminar Hall	Day Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>10</b>

**EVENT DAY 1 - 29TH SEPTEMBER 2024 - SEMINAR HALL - NIGHT SHIFT**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	29-09-2024	SUNDAY	EVENT DAY 1	06.00 PM TO 06.00 AM	Seminar Hall - First Floor / Ground Floor Dinner	Night Shift	Female	Entire Event Hall / Food Court / Pathway	8
3	29-09-2024	SUNDAY	EVENT DAY 1	06.00 PM TO 06.00 AM	Expo & Seminar Hall	Night Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>10</b>

**EVENT DAY 2 - 30TH SEPTEMBER 2024 - EXPO HALL - DAY SHIFT**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	30-09-2024	MONDAY	EVENT DAY 2	06.00 AM TO 07.00 PM	Expo Hall - Ground Floor	Day Shift	Female	Entire Event Hall / Food Court / Pathway	14
3	30-09-2024	MONDAY	EVENT DAY 2	06.00 AM TO 07.00 PM	Expo & Seminar Hall	Day Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>16</b>

**EVENT DAY 2 - 30TH SEPTEMBER 2024 - SEMINAR HALL - DAY SHIFT**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	30-09-2024	MONDAY	EVENT DAY 2	06.00 AM TO 07.00 PM	Seminar Hall - First Floor	Day Shift	Female	Entire Event Hall / Food Court / Pathway	8
3	30-09-2024	MONDAY	EVENT DAY 2	06.00 AM TO 07.00 PM	Expo & Seminar Hall - Day Shift	Day Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>10</b>

**EVENT DAY 2 - POST EVENT - 30TH SEPTEMBER 2024 - EXPO & SEMINAR HALL - NIGHT SHIFT**

SL.NO	DATE	DAY	PARTICULARS	TIME	PLACE	SHIFT	HOUSE KEEPING TEAM	WORK	COUNT
1	30-09-2024	MONDAY	EVENT DAY 2	11.00 PM TO 06.00 AM	Expo & Seminar Hall - Ground Floor & First Floor	Night Shift	Female	Entire Event Hall / Food Court / Pathway	18
3	30-09-2024	MONDAY	EVENT DAY 2	11.00 PM TO 06.00 AM	Expo & Seminar Hall - Ground Floor & First Floor	Night Shift	Male	Entire Heavy weight disposables coordination	2
<b>TOTAL</b>									<b>20</b>

### IMEC'S HOUSE KEEPING CHECKLIST

SL NO	DATE	DAY	PARTICULARS	TIME	HOUSE KEEPING TEAM	HALL	SHIFT	HOUSE KEEPING COUNT	COUNT PER DAY	TOTAL COUNT
1	28-09-2024	SATURDAY	PRODUCTION DAY 2	09.00 AM TO 09.00 PM	Male (Expo & Seminar) - 2 Nos & Female - 10 Nos	Expo Hall	Day Shift	12	17	34
	28-09-2024	SATURDAY	PRODUCTION DAY 2	09.00 AM TO 09.00 PM	Female - 05 Nos	Seminar Hall	Day Shift	5 + 2		
	28-09-2024	SATURDAY	PRODUCTION DAY 2	09.00 PM TO 06.00 AM	Male (Expo & Seminar) - 2 Nos & Female - 10 Nos	Expo Hall	Night Shift	12	17	
	28-09-2024	SATURDAY	PRODUCTION DAY 2	09.00 PM TO 06.00 AM	Female - 05 Nos	Seminar Hall	Night Shift	5 + 2		
2	29-09-2024	SUNDAY	EVENT DAY 1	06.00 AM TO 07.00 PM	Male (Expo & Seminar) - 2 Nos & Female - 14 Nos	Expo Hall	Day Shift	16	24	34
	29-09-2024	SUNDAY	EVENT DAY 1	06.00 AM TO 07.00 PM	Female - 08 Nos	Seminar Hall	Day Shift	8 + 2		
	29-09-2024	SUNDAY	EVENT DAY 1	06.00 PM TO 07.00 AM	Male (Expo & Seminar) - 2 Nos & Female - 08 Nos	Seminar Hall	Night Shift	10	10	
3	30-09-2024	MONDAY	EVENT DAY 2	06.00 AM TO 07.00 PM	Male (Expo & Seminar) - 2 Nos & Female - 14 Nos	Expo Hall	Day Shift	16	24	24
	30-09-2024	MONDAY	EVENT DAY 2	06.00 AM TO 07.00 PM	Female - 08 Nos	Seminar Hall	Day Shift	8 + 2		
4	30-09-2024	MONDAY	EVENT DAY 2 - POST EVENT	11.00 PM TO 06.00 PM	Male 2 Nos & Female - 18 Nos	Expo Hall & Seminar Hall	Night Shift	20	20	20