

Pustaka Negeri Sarawak, Sibul

Schedule of Workplace Physical Factors and Conditions

No.	Workplace	Temperature	Humidity	Cleanliness
1	Management Office on the Ground Floor	20 - 26 (°C)	40 - 60%	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
2	Multi-Purpose Room 1 & Multi-Purpose Room 2 on the Ground Floor	20 - 26 (°C)	40 - 60%	Stack Chair with writing tablet should be dusted at least once in a week or after used for event/ program. Carpet floor should be vacuumed at least once in 2 days or after programs/ events.
3	Children's Infotheque on the Ground Floor	20 - 26 (°C)	40 - 60%	Table, chair & book shelve should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days.
4	Study Area on the 1st Floor	20 - 26 (°C)	40 - 60%	Table, chair, book shelve & workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
5	Special Collection Room on the 1st Floor	20 - 26 (°C)	40 - 60%	Table, chair, book shelve & workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days.
6	Seminar Room on the 1st Floor	20 - 26 (°C)	40 - 60%	Table & chair should be dusted at least once in a week or after used for event/ program. Carpet floor should be vacuumed at least once in a week or after used for event/ program. Trash bins should be emptied after used for event/ program.
7	Study Room (1,2 & 3) on the 1st Floor	20 - 26 (°C)	40 - 60%	Table & chair should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days.

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No.	Physical Factors	Indicators		
		Measures	Location (whichever relevant)	Frequency
1	Temperature	Degree Celsius (°C)	Working Area, Public Area	Weekly (Office Hours)
2	Humidity	Percentage (%)	Working Area, Public Area	Weekly (Office Hours)
3	Cleanliness	Clean	Entire Building	Daily As and When required.

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