MORTCO EXECUTIVE COMPOUND

PROPERTY MANAGEMENT SOFTWARE

For Family Housing and Labor Camp 3

(To be named 'Rakaiz Al Jubail Ltd. Co.')

Feasibility Study & Functional Requirements Document

Submitted By:

Information Technology Department

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I. Background

MORTCO Executive Compound is an executive housing facility which provides homes to thousands of families and individuals.

MORTCO plans to provide the best hospitality and service to its tenants which is also the essence of the compound.

MORTCO has four sections called as camps, with camp 1, 2 and 4 consisting of villas occupied by esteemed officials and families, whereas camp 3 occupied by private company employees rented on company basis along with eating/meals arrangements. MORTCO housing provides Single and Double Bedroom Studio Flats for Senior Bachelors, all rounded full-services housing for different categories – Junior & TCN Bachelor Staffs, Single-Bedroom Villas, Two-Bedroom Villas (different types) and Three-Bedroom Villas

MORTCO has multiple recreational and other facilities such as two swimming pools, fully equipped gyms, fully furnished villas, fiber optic internet connection, multipurpose halls, two tennis courts, two shuttle courts, children's playground, mosque, table tennis court, supermarket, volleyball court, basketball court, restaurants, 24x7 security and night guards, CCTV cameras, 24x7 satellite TVs, 24x7 operator telephone service, 24 x7 maintenance service, ladies shopping bus facilities, housekeeping and laundry for bachelors.

MORTCO's client base are of esteemed companies such as Al Fanar, Al Khater Group of Companies, Al Trade R B Hilton, Anabeeb, Arcellor Mittal, AR Narmel, CAT, Cleveland, Gulf Steel Works, Jesco, Kentz, Linde Arabia, Maden, SABIC, Sadara, Sahara, Sankyu Arcc, SA Talkie, Saudi Pan Gulf, Spie Oil & Gas, Tecnimont Saudi Arabia, Thysenkrupp, Yokogawa.

II. Document Scope

This Functional Requirements Document addresses MORTCO – Third Party Software Developer and prepared based on requirements specified by the key users during the analysis conducted through the AKG IT Department to understand and enact the Business Process and Goals of MORTCO.

This document aims at addressing MORTCO's functional areas of operation to be covered in the MORTCO Property Management Software.

The purpose of this FRD is to communicate business needs in common terms to all project and software developers to ensure the end product meets and satisfies the business objectives. It is the first phase of the Systems Development Life Cycle.

The FRD defines 'what' the user needs. It is not intended to specify how the needs are to be met. The 'how' will be worked out by the developers and discussed with concerned personnel for sign off.

Furthermore, the document identifies and documents MORTCO requirements, forms the basis of the system configurations and report generation and provides an overall idea of how the MORTCO Property Management Software is supposed to function.

However, any scope creep or a discovery of additional requirements at a later stage may require revisiting the solution for the overall compatibility of the solution.

The proposed system should include all the activities mentioned in Section III and Functional Requirements mentioned in Section IV of the document.

This will help MORTCO to automate its processes and improve productivity of staff by easing their manual work and efficiently providing for MORTCO tenants' satisfaction.

III.   Activities

A. Tenant Profile Management
B. Company Profile Management
C. Rooms Management
D. Food/Canteen Management
E. Online Booking System
F. Expenses, Housekeeping and Facilities Management
G. Reporting

IV. Functional Requirements

A. Tenant Profile Management

1. System user should be able to add/edit/remove Tenant details in the system.
2. Tenant details should include:
    - Name (100 characters)
    - Number of dependents (Members in the family) [Camp 1, 2 and 4 only]
    - Date of Birth
    - Nationality
    - Religion
    - Iqama number (10-12 digits)
    - Company Name and ID (10-15 digits) [Camp 3 only]
    - Employee ID number
    - Tenant ID number (10-15 digits)
    - Tenant category (Senior / Junior)
    - Room/Villa category (1 in 1, 2 in 1, etc.)/camp number (Camp 1, 2, etc.)
    - Room/Villa number
    - Food type
2. Every tenant should be issued an ID Card for the purpose of entry into MORTCO and food/mess checks with the following:

- Photo
- Name
- Employee ID number
- Tenant ID number
- Tenant category
- Camp number

3. System user should be able to check records of tenants:
   - Including previous room/villa numbers assigned.
   - Check-in and check-out dates.
   - Attendance reports (number of days Present/Reserved/Absent) of tenants.
     i. Individual tenant camp (camp 1, 2 and 4)/company (camp 3) attendance report [with option to choose Timeframe/Date period].
     ii. Full camp (camp 1, 2 and 4)/company (camp 3) tenants' attendance report [with option to choose Timeframe/Date period].
4. Room/Villa prices to be entered manually (Different price for Present and Reserved tenant).

B. *Company Profile Management (For Camp 3)*

1. System user should be able to add/edit/remove Company details in the system.
2. Company details should include:
   - Name (100 characters)
   - Company ID (10-15 digits)
   - Company Person-in-charge details (Open field to manually input/edit).
3. System user should be able to check records of company:
   - Including total number of tenants of particular company [with option to choose Timeframe/Date period].
   - Tenants and their count with respect to tenant category [with option to choose Timeframe/Date period].
   - Total number of meals for particular company day wise [with option to choose Timeframe/Date period].
   - Total number of meals for particular company month wise [with option to choose Timeframe/Date period].
4. Room prices to be entered manually (Different price for different room type based on Company).
5. Option to choose number of meals day wise of the week for every company.
6. Company database should include the following: (Full company details to be provided upon creation of MASTER DATA)
   - Al Fanar
   - Al Khater Group of Companies
   - Al Trade R B Hilton
   - Anabeeb
   - Arcellor Mittal
   - AR Narmel
   - CAT
   - Cleveland

- Gulf Steel Works
- Jesco
- Kentz
- Linde Arabia
- Maden
- SABIC
- Sadara
- Sahara
- Sankyu Arcc
- SA Talkie
- Saudi Pan Gulf
- Spie Oil & Gas
- Tecnimont Saudi Arabia
- Thysenkrupp
- Yokogawa

C. *Rooms/Villas Management*

1. Room/Villa category to be:
   - 1 in 1
   - 2 in 1
   - 3 in 1
   - 4 in 1
   - 5 in 1
   - 6 in 1
   - Single-Bedroom Studio for Executive Bachelor
   - Double-Bedroom Studio for Executive Bachelor
   - 1B-Family Villa
   - 2B-Family Villa (Different Types; ask MORTCO)
   - 3B-Family Villa
2. Report for total number of rooms/villas available, rooms/villas out of service, vacant rooms/villas along with vacant rooms/villas numbers.
3. Rooms/Villas check-in and check-out activity for tenants:
   - Check-in date and check-out date to be included while calculating costs.
   - Check-in screen should include:
     i. Company details to be fetched from Company Profile Management DB (if camp 3).
     ii. Entering/creating new tenant record option which to be saved to Tenant Profile Management DB.
     iii. Issued room information – Room/Villa Type, Room/Villa Number, Occupancy in selected Room (if camp 3).
     iv. Number of issued items (if camp 3) – Blanket, Bed Sheet, Pillow, Pillow Cover, Room Key, Television, and Refrigerator.
   - Check-in and check-out ticket/full report able to be printed.

- Rooms/Villas with Present or Reserved should automatically check-in for Next Month of that particular tenant

D. Online Booking System
1. Guests can book and reserve property in MORTCO Executive Compound
2. Options to include: Studios and all Villa types
3. System to be integrated with new MORTCO website.
4. MORTCO will be optimized for SEO and all other digital marketing categories.
5. Integrated payment options to the online booking system.

E. Food/Canteen Management
1. System user should be able to add/edit/remove Food types in the system.
2. Food types should be:
   - Filipino-Junior
   - Filipino-Senior
   - Indo-Pak-Junior
   - Indo-Pak-Senior
   - Others-Junior (_____) [To be filled by system user upon Check-in]
   - Others-Senior (_____) [To be filled by system user upon Check-in]
3. Option to choose number of meals day wise of the week for every company.
4. Option to create Meals Purchase Order from the system to send to Caterer.
5. Report for food costs to be calculated for number of tenants who are Present ONLY (Reserved not to be calculated), daily and monthly.
6. Extra/Additional Charges for Parcel Food (Blank field to be filled by system user and calculated as Extra/Additional Charges).

F. Expenses, Housekeeping and Facilities Management
1. Facilities – Costs to be added separately:
   i. Maintenance package (Plumbing, Electrical)
   ii. Housekeeping package (columns/empty fields to input housekeeping supplies for particular house)
   iii. Wi-Fi
   iv. Gym
   v. Pool
   vi. Sports Facilities
   - Separate options for adding/removing these facilities while check-in depending on tenant's preference.
   - If chosen, price to be included and calculated separately for particular villa rent/costs.
2. Expenses – Costs and revenue to be calculated per room/villa wise and reported. Report to include cost breakdown per room/villa, monthly and yearly.
3. Costs to include:
   i. Water bill

     ii.   Electricity bill

    iii.   Maintenance costs (Plumbing, Electrical)

    iv.   Housekeeping costs with sub-column for housekeeping supplies bought for particular house

    v.   Wi-Fi

    vi.   Gym

   vii.   Pool

  viii.   Sports Facilities

G. *Reporting*

(All pictures attached are only and only for sample purposes, adding/editing/tweaking according to FRD to be done)

ALL REPORTS SHOULD HAVE THE OPTION TO BE EXPORTED TO EXCEL FORMAT.

1. *Total occupancy report of tenants based on Room/Villa Category with respect to Camp (C1, 2, 3 & 4)/Company (C3) [with option to choose Timeframe/Date period]*

DAILY OCCUPANCY

COMPANY OCCUPANCY REPORT

Date: 06 July 2021   Page# 1

Company Name	1:1	2:1	3:1	4:1	5:1	6:1	TOTAL
PAN GULF STEEL (C.P.C.)		2		8			10
A R NARMEL		2		50			52
CLEVELAND BRIDGE				100			100
MORTCO	2	2					4
N.C.M.S						7	7
PAN GULF WELDING				1			1
PETRO CHEMICAL		1		5		36	42
R.B HILTON		67		214			281
SANKYU - ARCC	31	134	6				171
GRAND TOTAL	33	208	6	378		43	668

2. Individual monthly occupancy report of Tenants based on Category with respect to Camp (C1, 2, 3 & 4)/Company(C3) [with option to choose Timeframe/Date period]

MORTCO - CAMP III
July, 2021 Report

Monthly Schedule

Print Date : 06-Jul-2021

Page 1

SR. NO.	COMPANY / Employee Name	ID No.	ROOM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	P	R	A
												SANKYU - ARCC											CATEGORY				1:1						TOTAL		
1.	LUCIANO O.BUNAG	100016	I-371	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		31	
2.	ROMAN M TANEDO	100030	I-372	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
3.	ANDYMAR M.SANTOS	100045	I-384	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
4. 5.	YURI A.DIVINAGRACIA	100075	I-381	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
6.	RAMON C.MERCADO	100086	I-380	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	ROY E.BADAL	100089	I-389	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	FLORENCIO	100117	H340	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		31	
·	JASON S.GEORPE	100119	I-385	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	GODOFREDO C	100121	I-373	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	ANDY H.LEOCARIO	100125	I-396	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	HERACLEO G.ENGO	100126	I-398	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	BERT RANIERO	100135	I-387	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	BERNIES	100140	I-395	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	JEFFREY I.GOLEN	100163	I-386	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	JOSEPH M.DALISAY	100164	I-391	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	EUGENE FRANCIS O.	100179	I-388	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
·	JHONY M.JAVA	100215	I-382	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		31	
	MARK DOUGLAS	100223	I-378	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	ARNELLE	100270	I-393	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	MICHAEL L CASTRO	100278	I-377	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	NOLAN J.YAP	100295	I-390	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	MICHAEL	100328	I-394	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	SHERWIN P.ALAR	100337	I-397	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	VICENTE	100425	I-370	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	HERMAN C.RAMIRO	100449	I-379	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	MUHAMID D. CRUZ	100461	G314	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	DEEPAK	100463	I-392	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	NOEL A. MERCADO	100487	I-374	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	RONALD GALGAO	100504	G311	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	WILBERT N LLANES	100593	I-383	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		
	SHUAIB AHMED KHAN	100616	I-399	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31		

MORTCO - CAMP III
July, 2021 Report

Print Date : 06-Jul-2021

COMPANY									SANKYU - ARCC																											CATEGORY			1:1			TOTAL		
Employee Name	ID No.	ROOM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							P	R	A
TOTAL (Present + Reserved)			31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31							868	93	

TOTAL (Reserved) — Seperately

HOUSING SUPERVISOR   COMPANY REPRESENTATIVE   CHECKED BY / APPROVED

3. *Occupied and vacant rooms/villas report with respect to Camp (C1, 2, 3 & 4) [with option to choose Timeframe/Date period]*

Empty Rooms. and Vacancies (Daily).

Date 1/1/20

Room no.	1	2	3	4	5	6	7	8	TOTAL
Vacant	o				0	0	0	0	5
Occupied		0	0	0					3

(v) Vacant & (o) Occupied Rooms (Monthly)

Room No. / Date	V1	2/1	3/1	4/1	5/1	6/1	Total Vacant	Total Occupied
1	V	0	0	V	V	V	4	2
2	V	0	0	V	V	V	4	2
3	V	0	V	V	V	V	5	1
4	0	V	V	V	V	V	5	1
Total Vacant	3	1	2	4	4	4		
Total Occupied	1	3	2	0	0	0		

4. Full tenant/guest list with respect to Camp (C1, 2, 3 & 4)/Company (C3) [with option to choose Timeframe/Date period]

Guest list.

**MORTCO EXECUTIVE HOUSING
ROOM OCCUPANCY REPORT**

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SANKYU - ARCC	Sr. No.	NAME	EMPLOYEE	ROOM #	CATEGOR
	1	ANDY H.LEOCARIO	100125	I-396	1:1
	2	ANDYMAR M.SANTOS	100045	I-384	1:1
	3	ARNELLE M.VALENCIA	100270	I-393	1:1
	4	BERNIES S.CASABUENA	100140	I-395	1:1
	5	BERT RANIERO M.LAPURE	100135	I-387	1:1
	6	DEEPAK BHAGHAWAN	100463	I-392	1:1
	7	EUGENE FRANCIS O.	100179	I-388	1:1
	8	FLORENCIO M.LAZARO	100117	H340	1:1
	.	GODOFREDO C MARQUEZ	100121	I-373	1:1
	.	HERACLEO G.ENGO	100126	I-398	1:1
		HERMAN C.RAMIRO	100449	I-379	1:1
		JASON S.GEORPE	100119	I-385	1:1
		JEFFREY I.GOLEN	100163	I-386	1:1
		JHONY M.JAVA	100215	I-382	1:1
		JOSEPH M.DALISAY	100184	I-391	1:1
		LUCIANO O.BUNAG	100016	I-371	1:1
		MARK DOUGLAS	100223	I-378	1:1
		MICHAEL B.CHAMANGEG	100328	I-394	1:1
		MICHAEL L CASTRO	100278	I-377	1:1
		MUHAMID D. CRUZ	100461	G314	1:1
		NOEL A. MERCADO	100487	I-374	1:1
		NOLAN J.YAP	100295	I-390	1:1
		RAMON C.MERCADO	100086	I-380	1:1
		ROMAN M TANEDO	100030	I-372	1:1
		RONALD GALGAO	100504	G311	1:1
		ROY E.BADAL	100089	I-389	1:1
		SHERWIN P.ALAR	100337	I-397	1:1
		SHUAIB AHMED KHAN	100616	I-399	1:1
		VICENTE P.MACABASCO	100425	I-370	1:1
		WILBERT N LLANES	100593	I-383	1:1
		YURI A.DIVINAGRACIA	100075	I-381	1:1

5. Tenant reserved report based on Room/Villa Category with respect to Camp (C1, 2, 3 & 4)/Company(C3) [with option to choose Timeframe/Date period]

DAILY Reserve.

MORTCO EXECUTIVE HOUSING
ROOM OCCUPANCY REPORT

RESERVATION DATE 01/07/2021

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Page

COMPANY	NAME	EMPLOYEE NO	ROOM NO	CATEGOF
SANKYU - ARCC	JEFFREY S.GUARDINO	100805	F304	

6. Monthly meals breakdown and total costs for Camp 3 [with option to choose Timeframe/Date period]

Monthly Total Food.

Junior, labour

Date	1/1/20		2/1/20		3/1/20				MONTHLY TOTAL		TOT
Company	JUNIOR	SENIOR	JUNIOR	SENIOR	JUNIOR	SENIOR			JUNIOR	SENIOR	
ABC	500	700	500	800	600	1200			1600	2700	430
DEF	500	700	500	800	600	1200			1600	2700	430
TOTAL	1000	1400	1000	1600	1200	2400			3200	5400	860

Mᴏɴᴛʜʟʏ ~~DAILY~~ N.C.M.S MEALS FOR A R NARMEL

MONTH OF : -JULY-2021

BREAK FAST AND DINNER — **2 MEALS**

DATE	FILIPINO MANDAYS	OTHERS MANDAYS	TOTAL
01-Jul-21	7	34	41
02-Jul-21			0
03-Jul-21			0
04-Jul-21	7	35	42
05-Jul-21	7	35	42
06-Jul-21	7	35	42
07-Jul-21			0
08-Jul-21			0
09-Jul-21			0
10-Jul-21			0
11-Jul-21			0
12-Jul-21			0
13-Jul-21			0
14-Jul-21			0
15-Jul-21			0
16-Jul-21			0
17-Jul-21			0
18-Jul-21			0
19-Jul-21			0
20-Jul-21			0
21-Jul-21			0
22-Jul-21			0
23-Jul-21			0
24-Jul-21			0
25-Jul-21			0
26-Jul-21			0
27-Jul-21			0
28-Jul-21			0
29-Jul-21			0
30-Jul-21			0
31-Jul-21			0
TOTAL	28	139	167

Total Cost

Camp Coordinator
MORTCO

7. *Daily meals breakdown and costs for Camp 3*

DAILY REPORT

DAILY N C M S MEAL DETAILS

DATE: 06/07/2021 — 3 meals

	Company Name	Labour	Junior	Nationality
1	PETRO CHEMICAL	1	0	Philippino
2	R.B.HILTON	17	11	Philippino
3	SANKYU ARCC	0	130	Philippino
	Total	18	141	
1	PAN GULF STEEL	0	9	Indian
2	SANKYU ARCC	0	34	Indian
3	PAN GULF WELDING	1	0	Indian
4	R.B.HILTON	197	56	Indian
5	PETRO CHEMICAL	40	1	Indian
	Total	238	100	
	Grand Total	256	241	

Camp Coordinator
MORTCO

8. *Check-in and check-out ticket for room/villa (all aforementioned fields in Tenant Profile Management to be included)*

Gate Pass

Check-In Ticket

MORTCO EXECUTIVE HOUSING

| TRANS. NO. | 96504 | TRANS. DATE | 6/12/2013 | ROOM NO. | F299 | 6:1 |

GUEST NO.   31886

COMPANY   95   NHN CONT.CO.

MPLOYEE   NHN6517   NIM NORBU SHERPA O

NATIONALITY   23   Nipali

RELIGION   12   Hindu   BIRTH DATE

IQAMA NO.   IQAMA DATE   IQAMA. PLACE

ITEM	QUANTITY	Notes:
BLANKET	0	
BED SHEET	0	
PILLOW	0	
PILLOW COVER	0	
ROOM KEY	0	
CABINET KEY	0	
CUP & SPOON	0	
REFRIGARATOR	0	

RECEIVED ITEMS

Note: All items should be returned to MORTCO when checking-out. Damaged or missing items cost will be charged to the customer.

CAMP Coodrinator   Customer

9. *Daily/Monthly check-in and check-out list with respect to Camp (C1, 2, 3 & 4)/Company (C3) [with option to choose Timeframe/Date period]*

DAILY check in

MORTCO EXECUTIVE HOUSING
ROOM OCCUPANCY REPORT

CHECK-IN DATE 05/07/2021

06 July 202
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COMPANY	NAME	EMPLOYEE NO	ROOM NO	CATEGOF
R.B HILTON	TARA PRASAD DANGI	R82626	F287	2
R.B HILTON	BHOLA MAN KARKI	R100878	K496	4

DAILY Check out .

MORTCO EXECUTIVE HOUSING
ROOM OCCUPANCY REPORT

CHECK-OUT DATE 05/07/2021

06 July 202
Page

COMPANY	NAME	EMPLOYEE NO	ROOM NO	CATEGOI
R.B HILTON	BIJO PULICKAL JOSE	R77543	E271	

10. *Housekeeping items issued with respect to house number report [with option to choose Timeframe/Date period]*

11. *Housekeeping total costs and breakdown of cost per house report [with option to choose Timeframe/Date period]*

12. *All facilities revenue report with breakdown of revenue per house report [with option to choose Timeframe/Date period]*

13. *Individual facilities revenue report [with option to choose Timeframe/Date period]*

14. *All expenses report [with option to choose Timeframe/Date period]*

15. *Expenses report with respect to Camp (C1, 2, 3 & 4)/Company (C3) [with option to choose Timeframe/Date period]*

16. *Expenses report breakdown per room/villa (all aforementioned fields in Expenses Management to be included) [with option to choose Timeframe/Date period]*