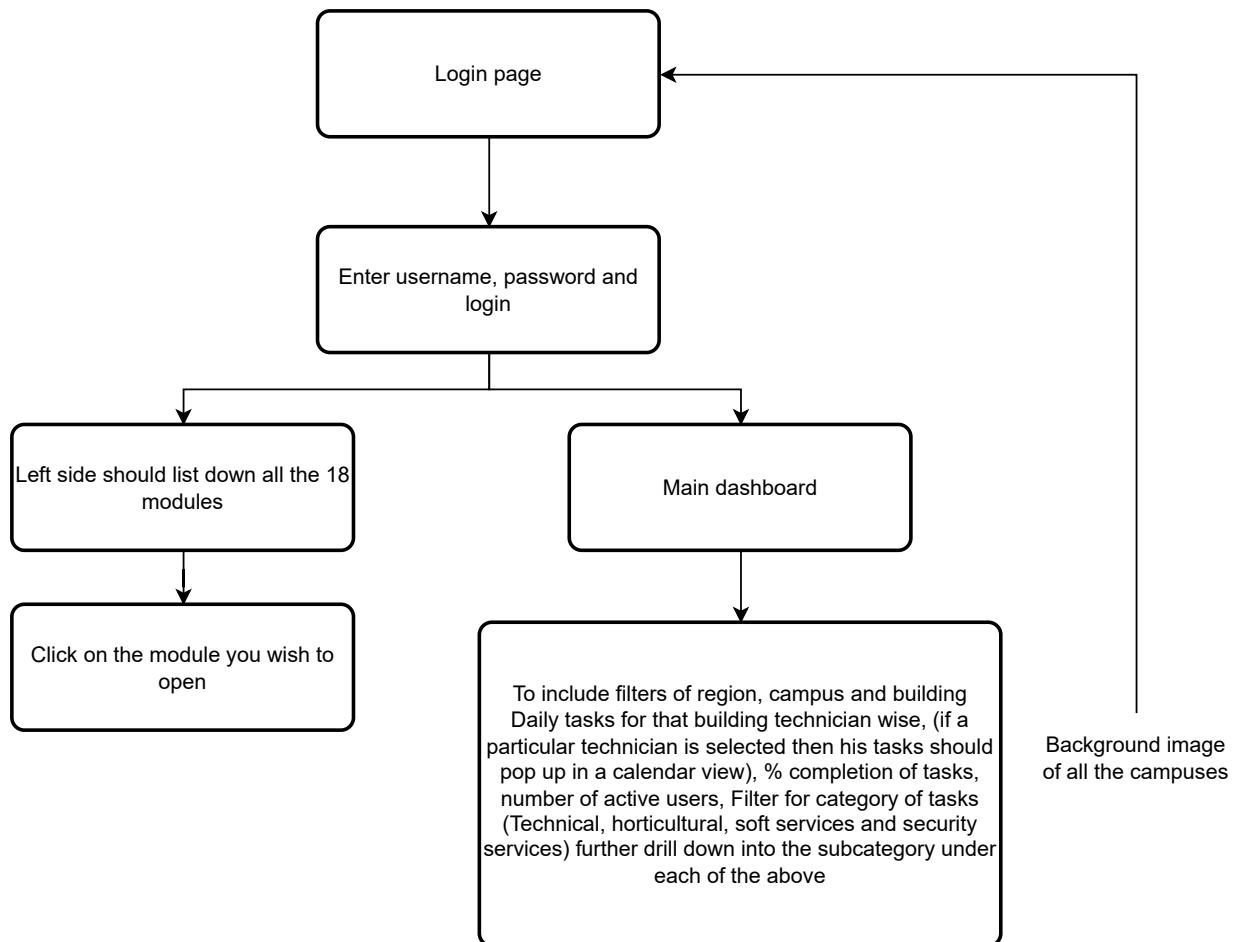
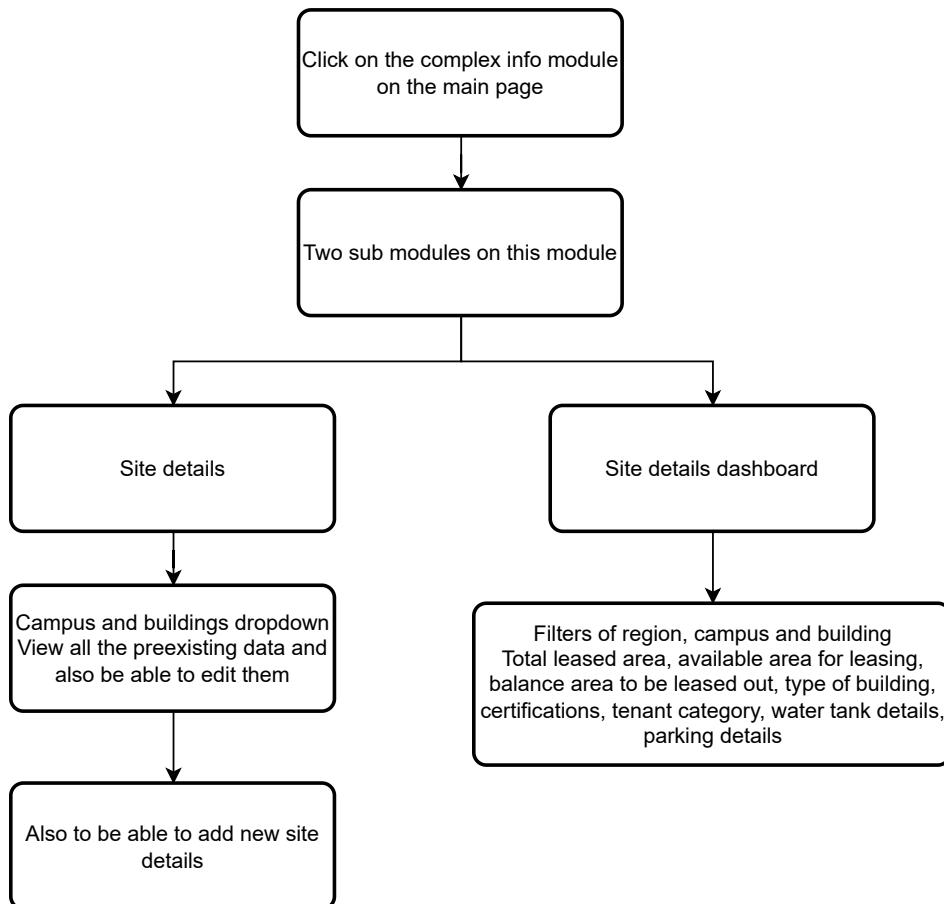


Main Page



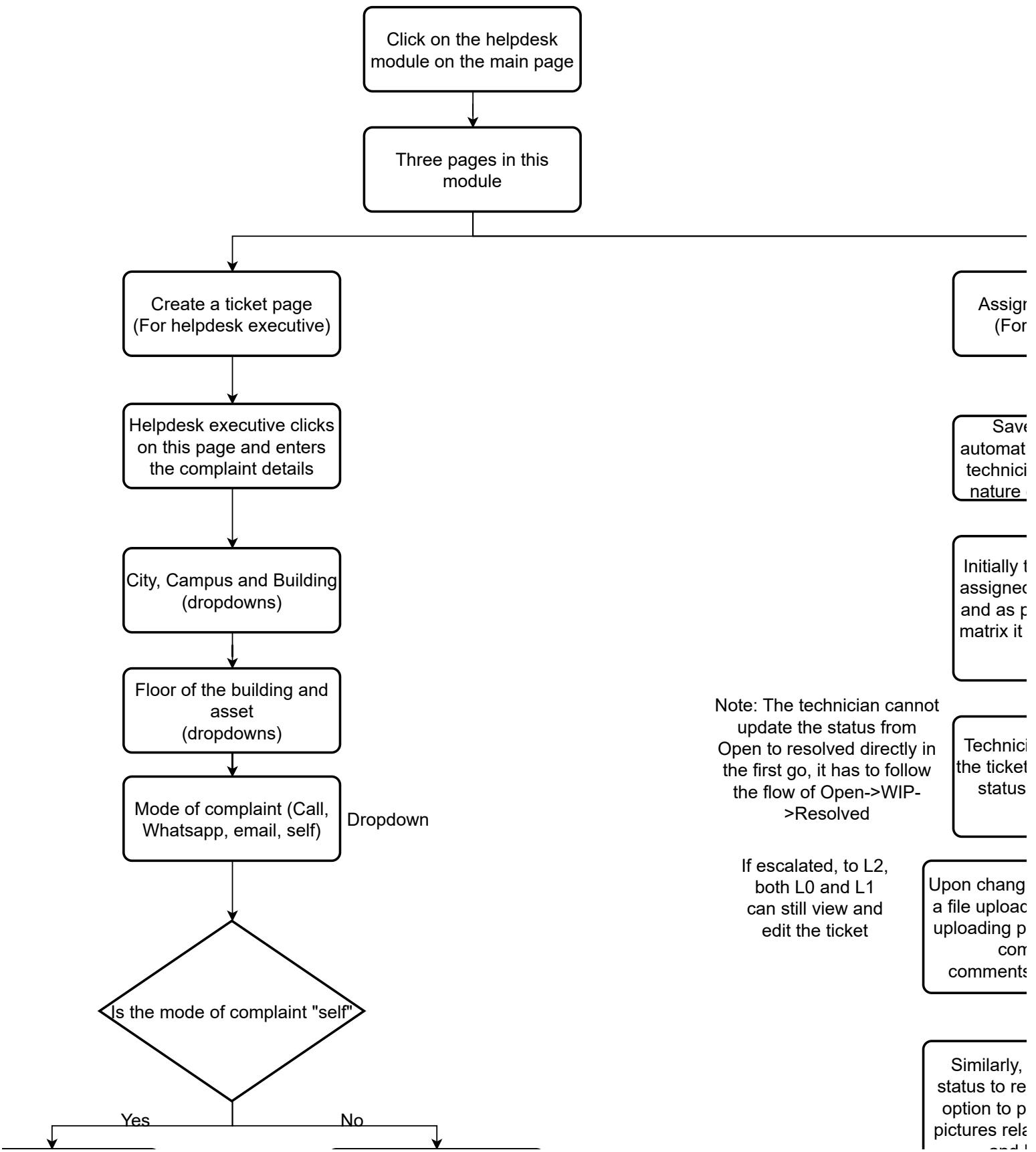
Button on the
redirect to a fc
the pre ree

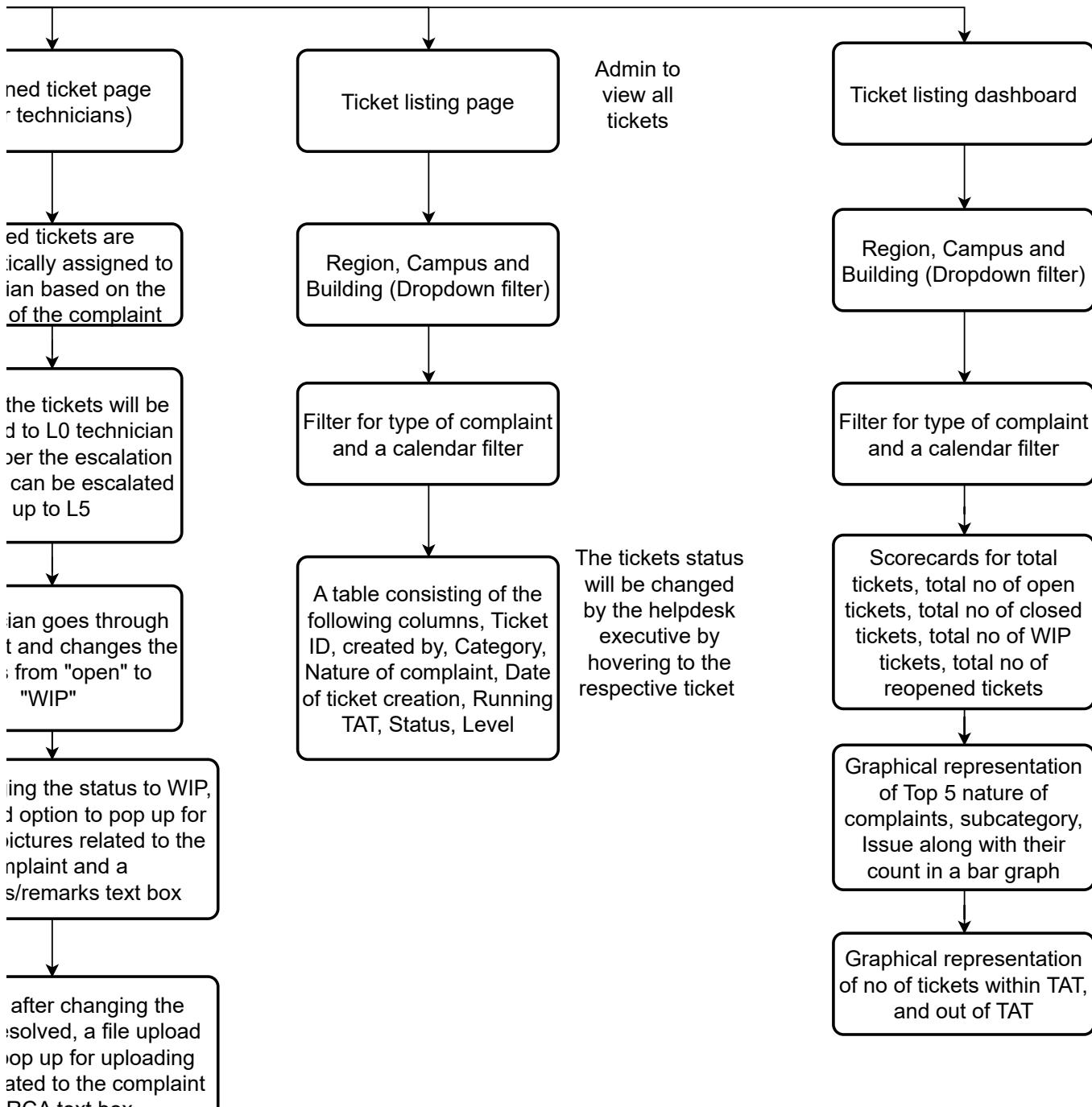
1) Complex information module



top right to
orm to fill all
quisites

2) Helpdesk Module





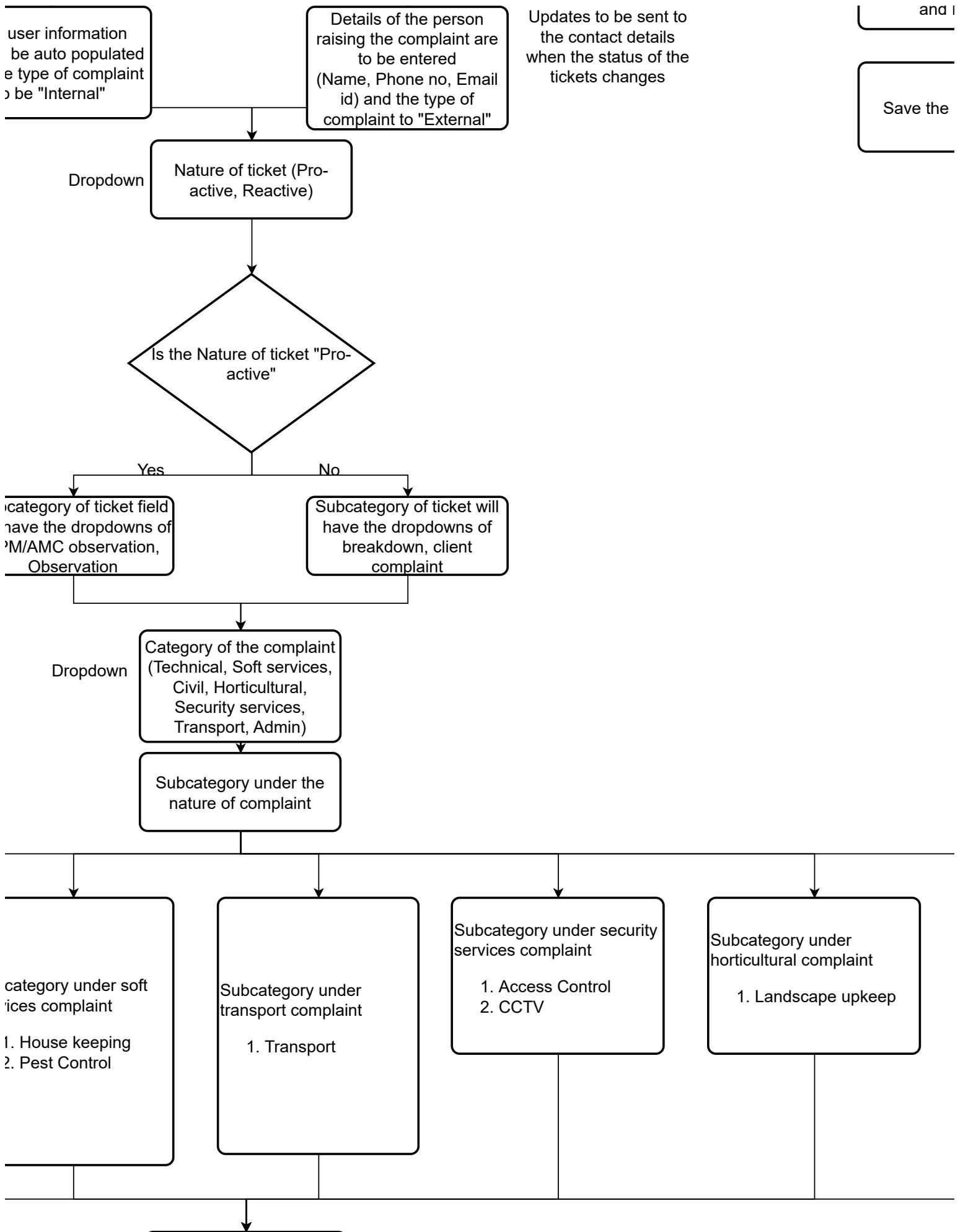
The
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Sub
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PP

Subcategory under
technical complaint

- 1. HVAC
- 2. Electrical
- 3. Civil
- 4. EHS
- 5. Fire
- 6. PHE

Sub
serv
1
2



RCA text box



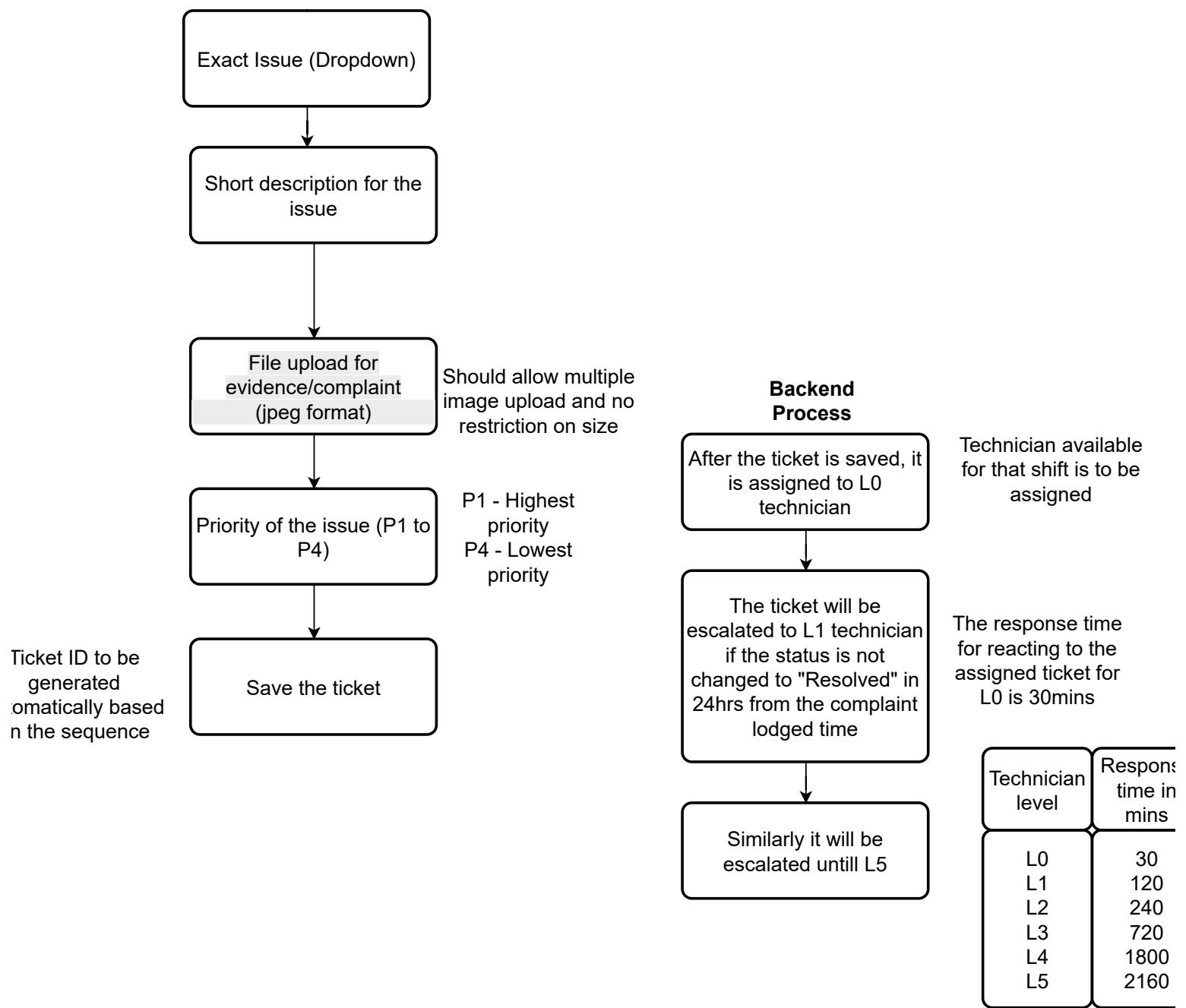
entries and submit

Subcategory under admin
complaint

1. Office support

1

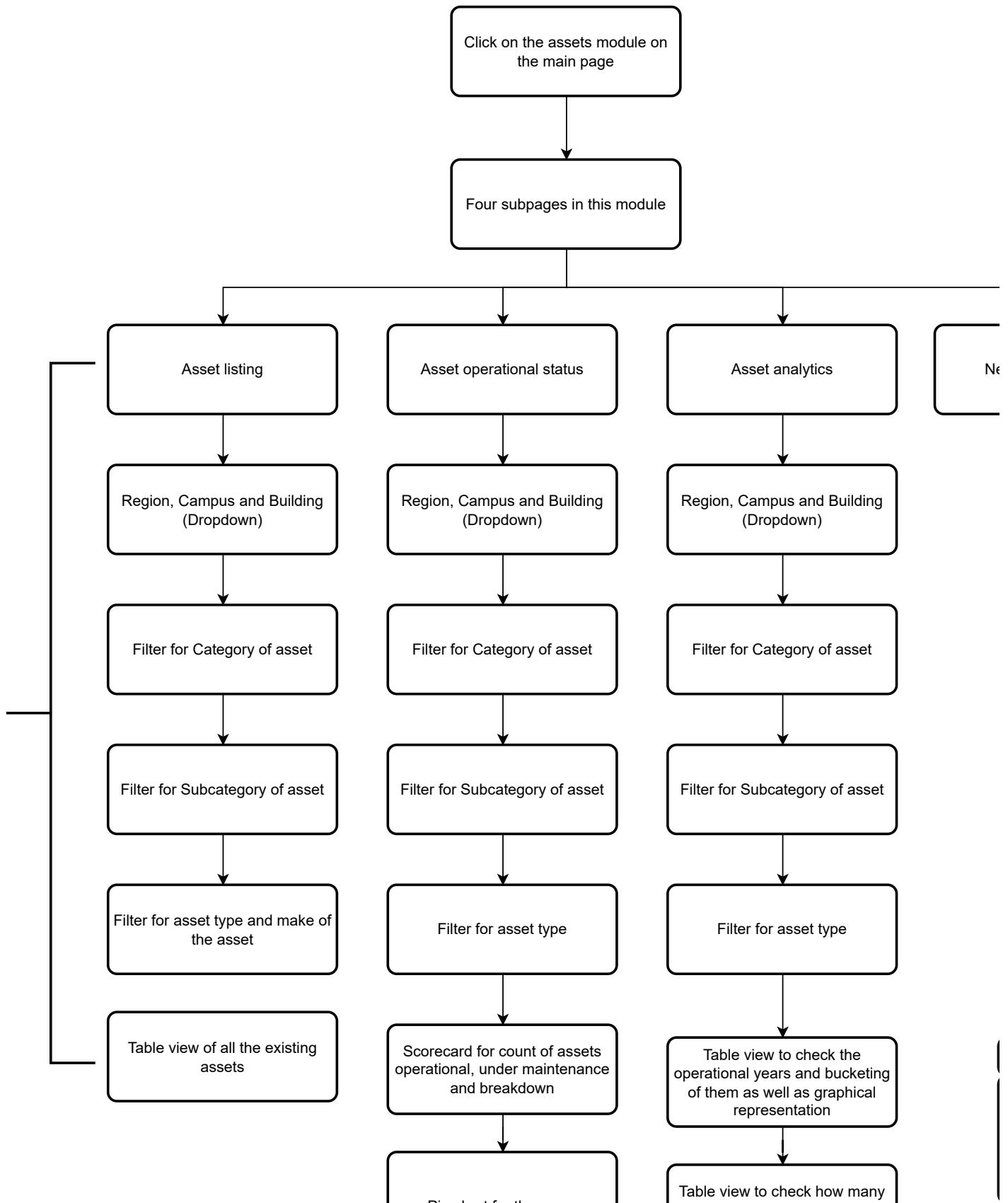
aut
or

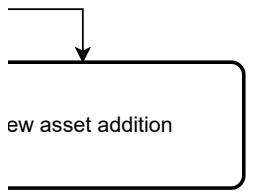


se	Resolution time in mins
	1440
	2880
	4320
	5160
	6600
	8040

To view a
inform
already
as

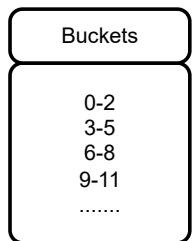
3) Assets Module





Page for adding new assets
Option to upload manually one by one as well as bulk upload

After filling the field,
generate a QR Code for
the assets, QR Code to
work in offline mode as well

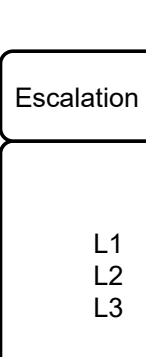


Pie chart for the same

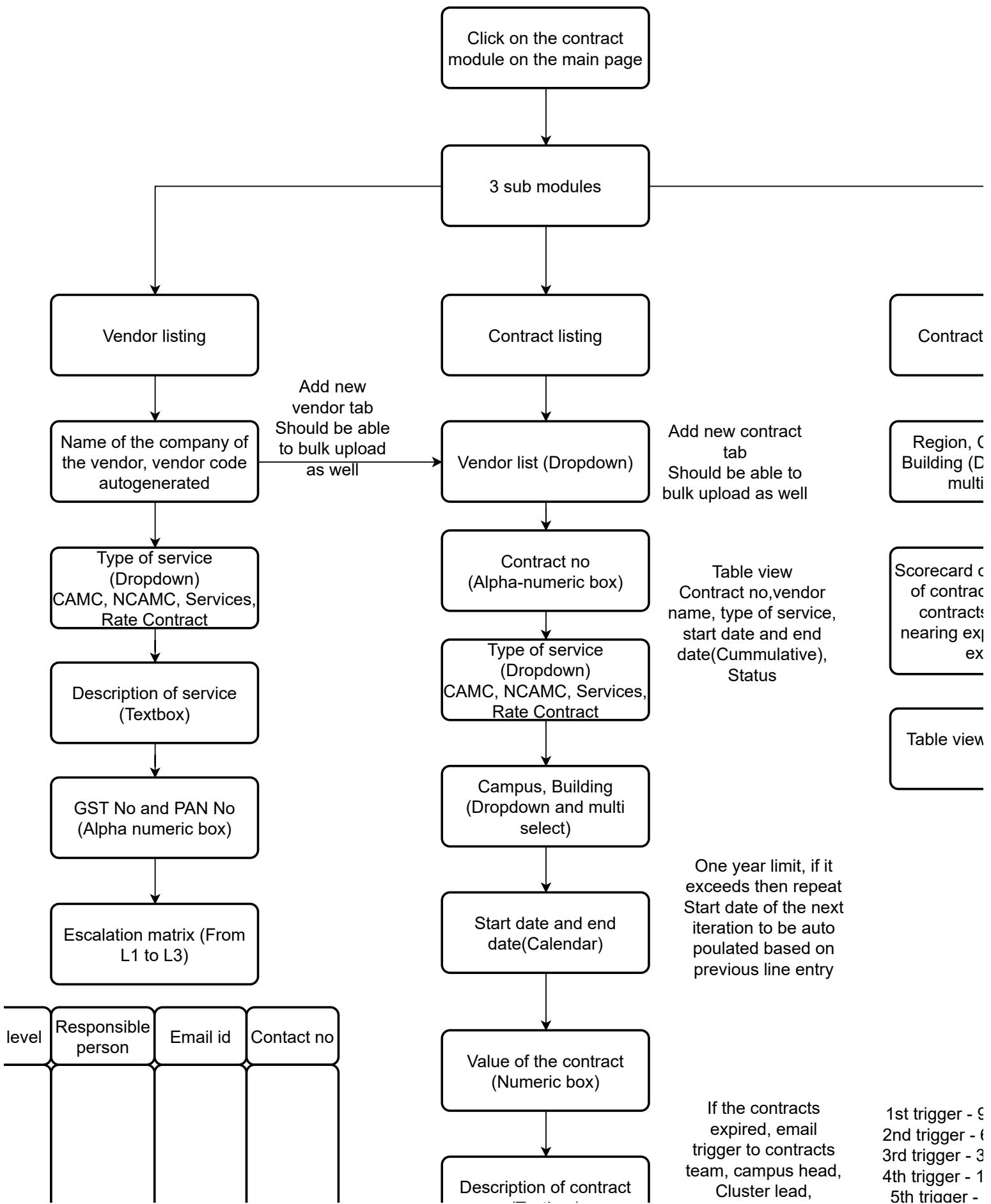
years the asset will last and
bucketing of them

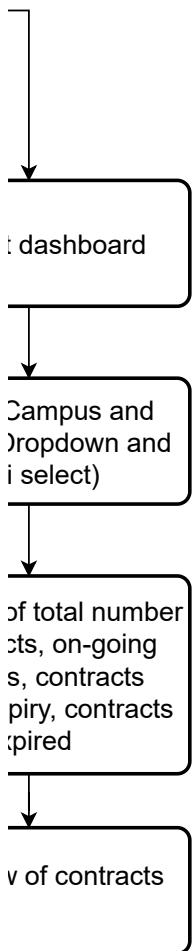


Table of
first 4
fields



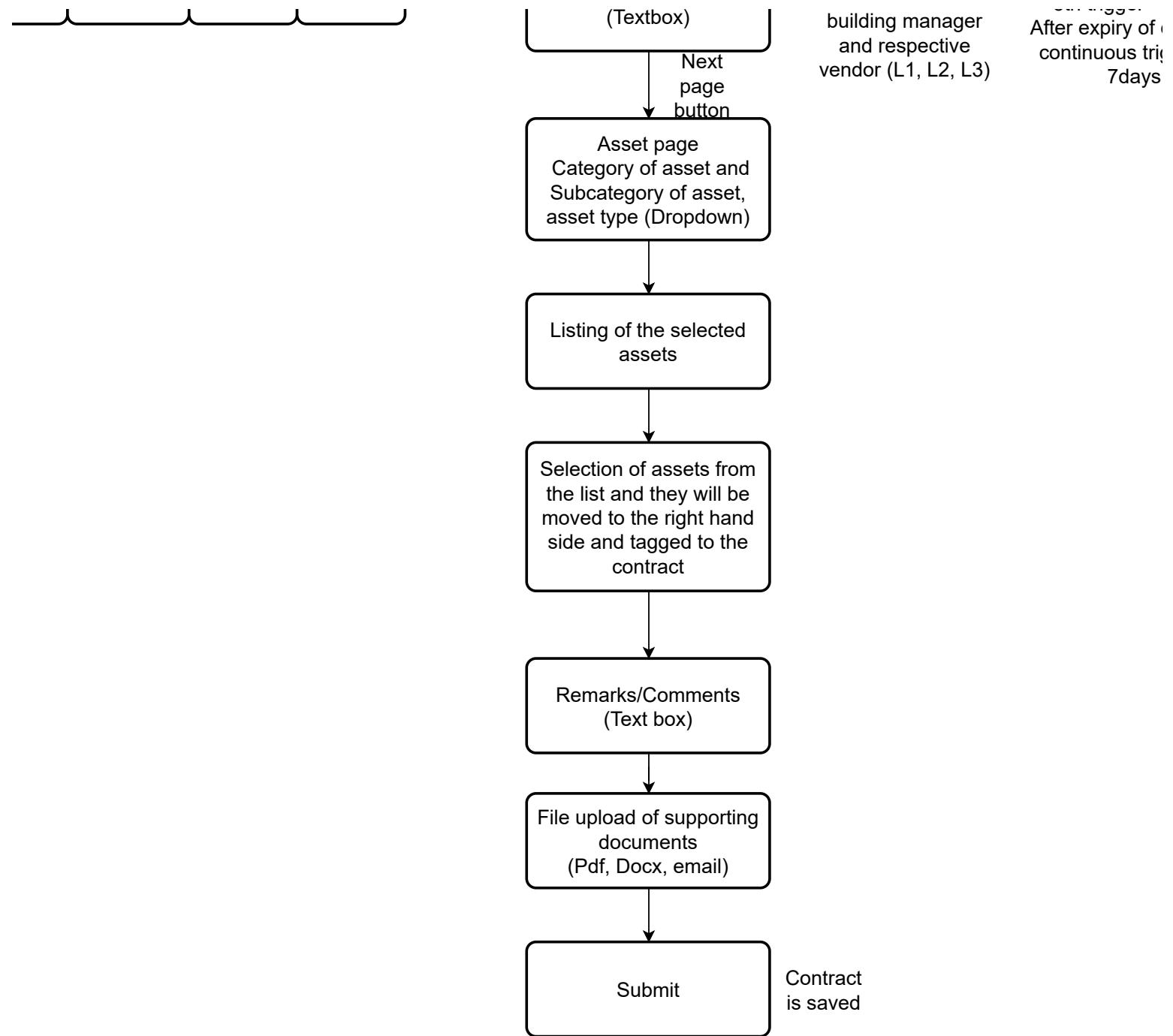
5) Contract Module





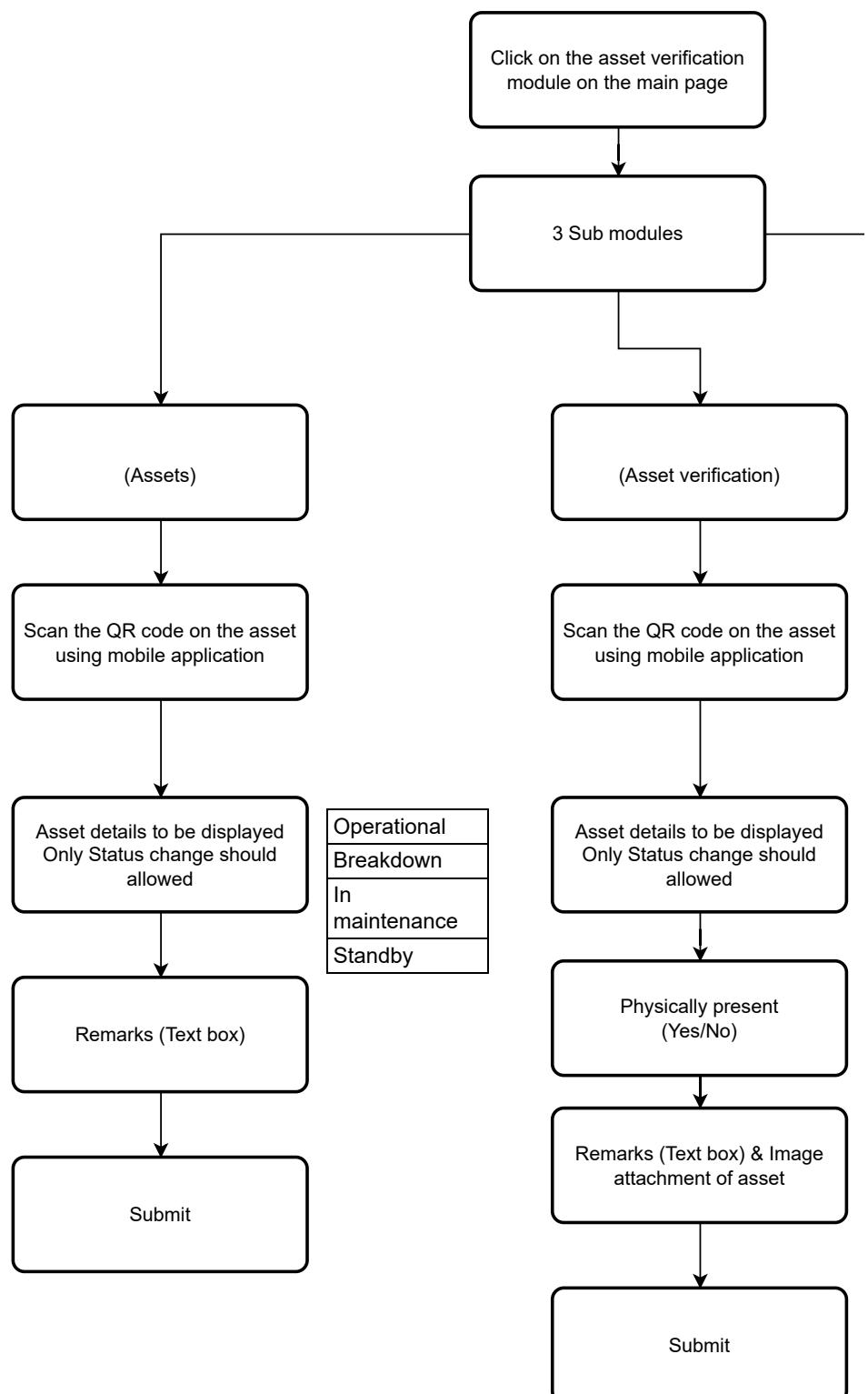
90days
60days
30 days
15 days
Dav 0

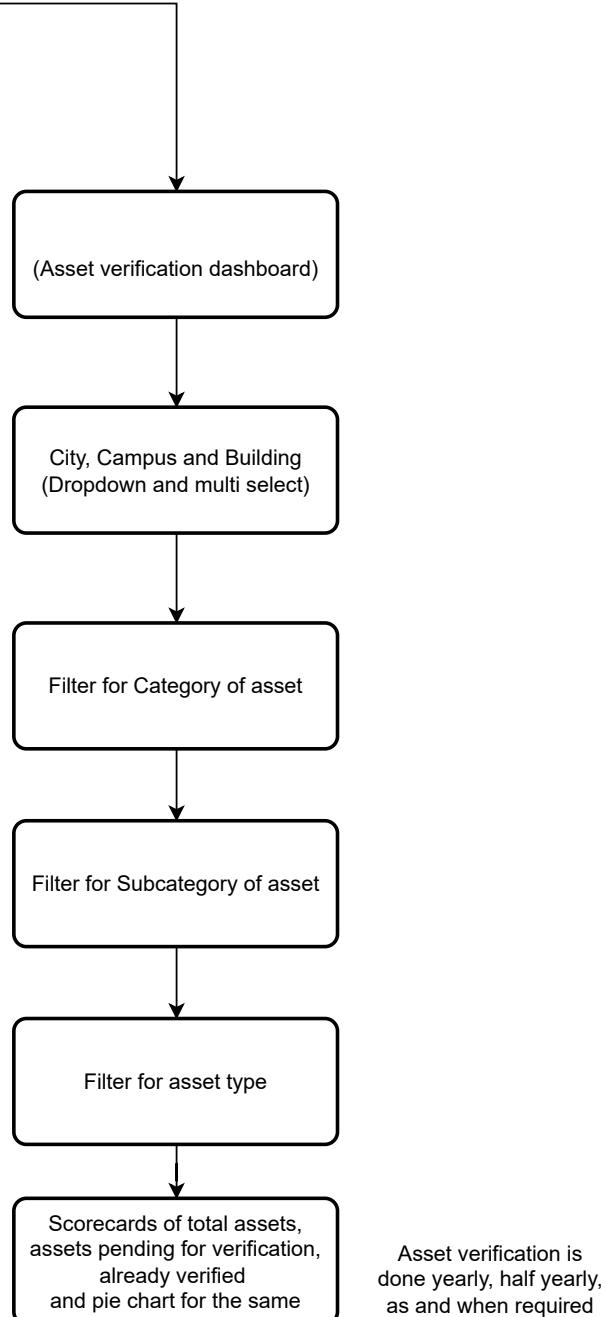
L

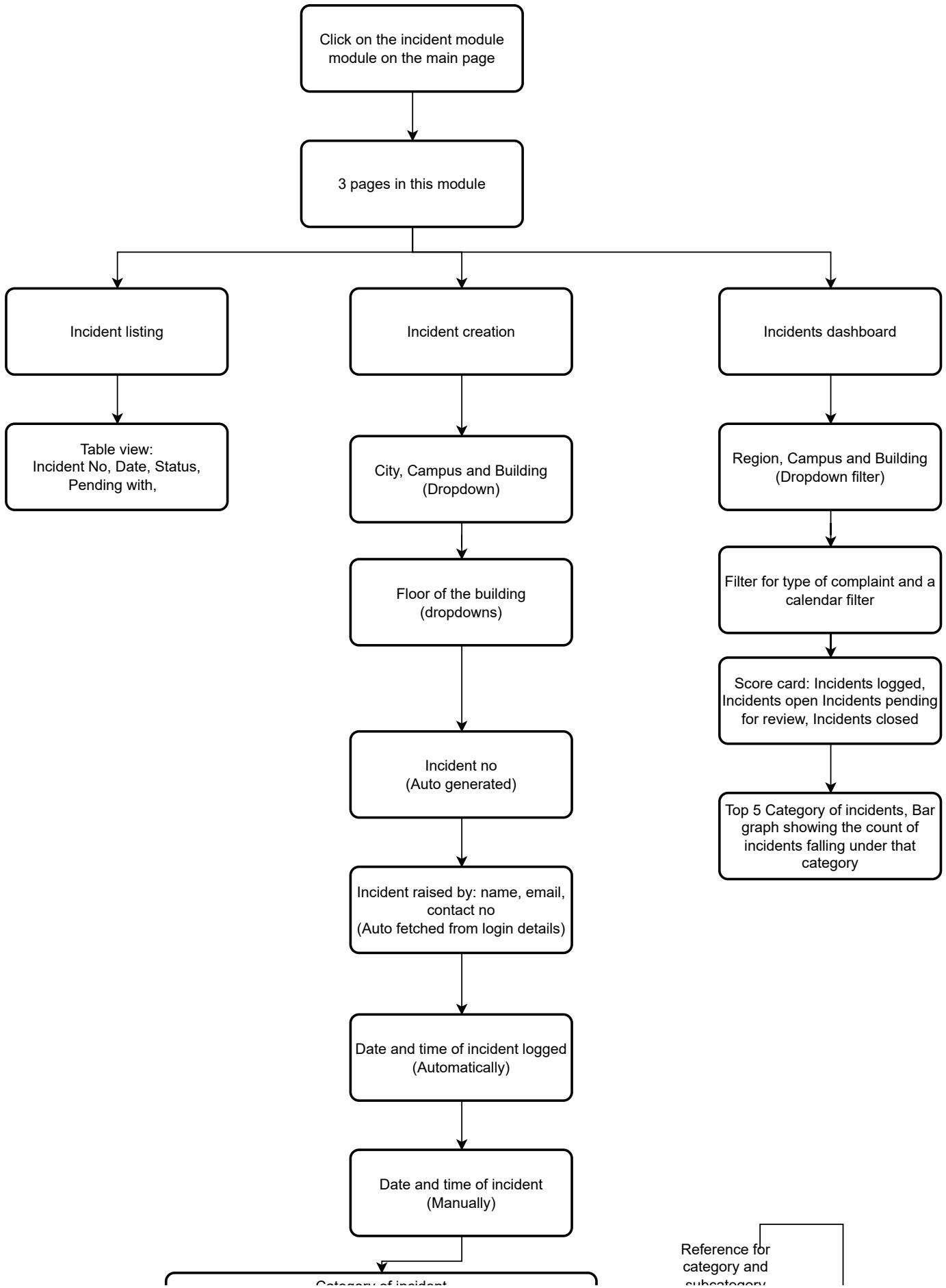


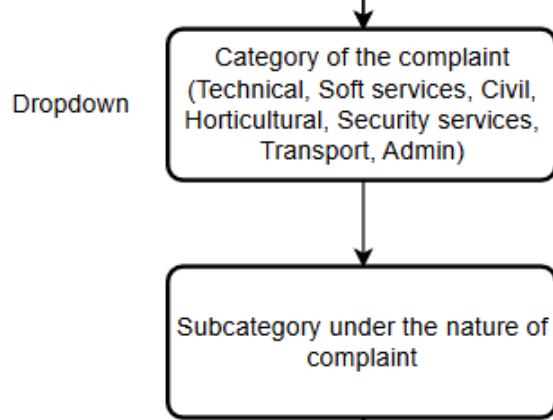
--, -
contract,
gger for

6) Asset Verification Modu









Category or incident
(Dropdown)

(Health & Safety (Injury, Near Miss, Unsafe Act/Condition)
 - Environment (Spill, Waste, Emission, Pollution)
 - Fire & Emergency
 - Property Damage
 - Security Breach

Electrical / HVAC / Plumbing / Fire Safety / Lift / Housekeeping /
 Security / IT / Landscaping, Equipment Breakdown / Safety
 Hazard / Property Damage / Environmental, Slip & Fall / Broken
 Glass / Pest Infestation / Improper Waste Disposal / Spillage
 - Others (Specify)

If others is selected:
 Text box to fill in the category

Incident Type : (Dropdown) :
 Slip & Fall / Electrical Shock / Oil Spill / Fire Alarm Trigger / PPE Violation/Equipment Breakdown / Safety Hazard / Property Damage / Environmental

Severity / Potential Severity :
(Dropdown) :
 Minor / Moderate / Major / Critical

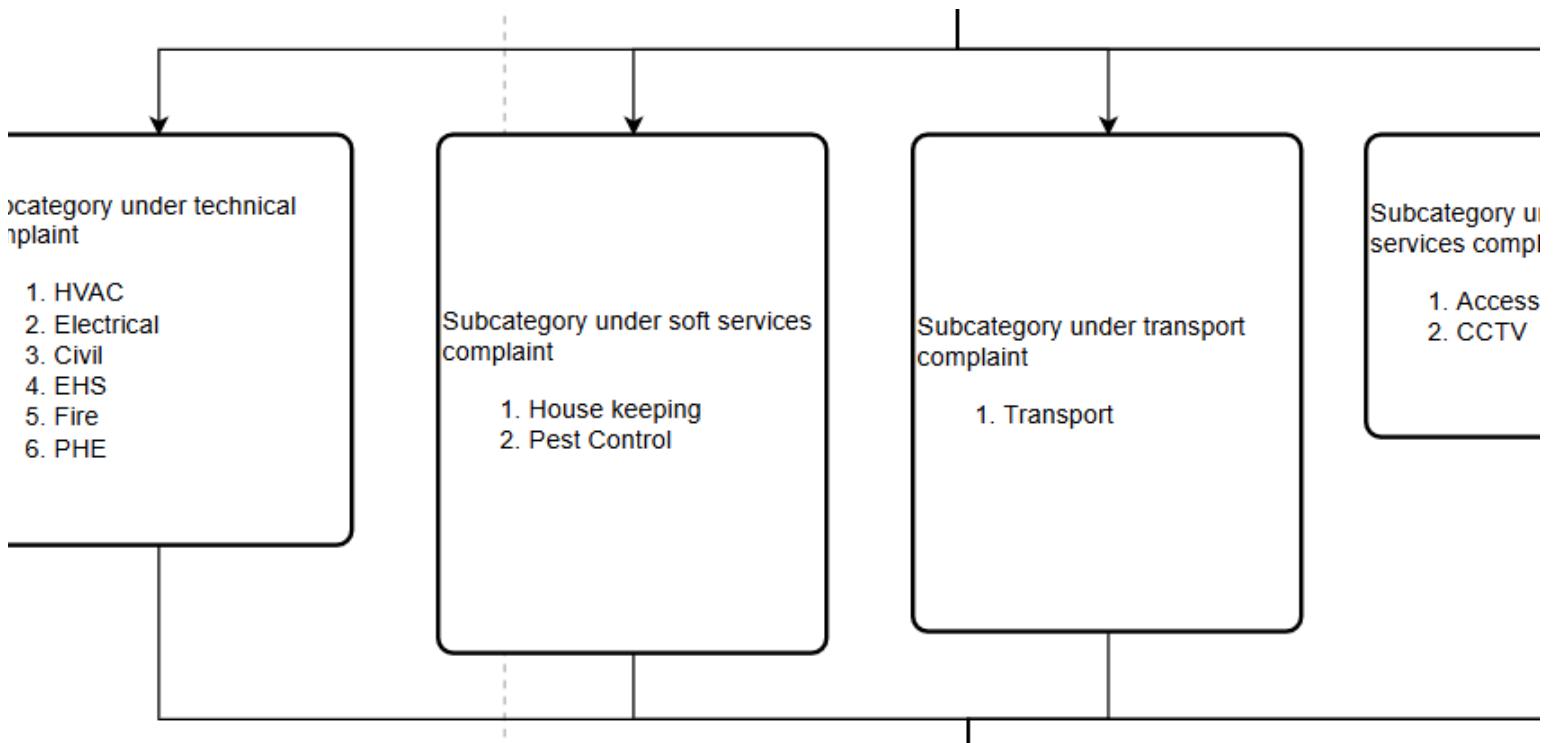
Classification (Dropdown) :
 Lost Time Injury (LTI) / Medical Treatment / First Aid / Near Miss / Environmental Non-Compliance

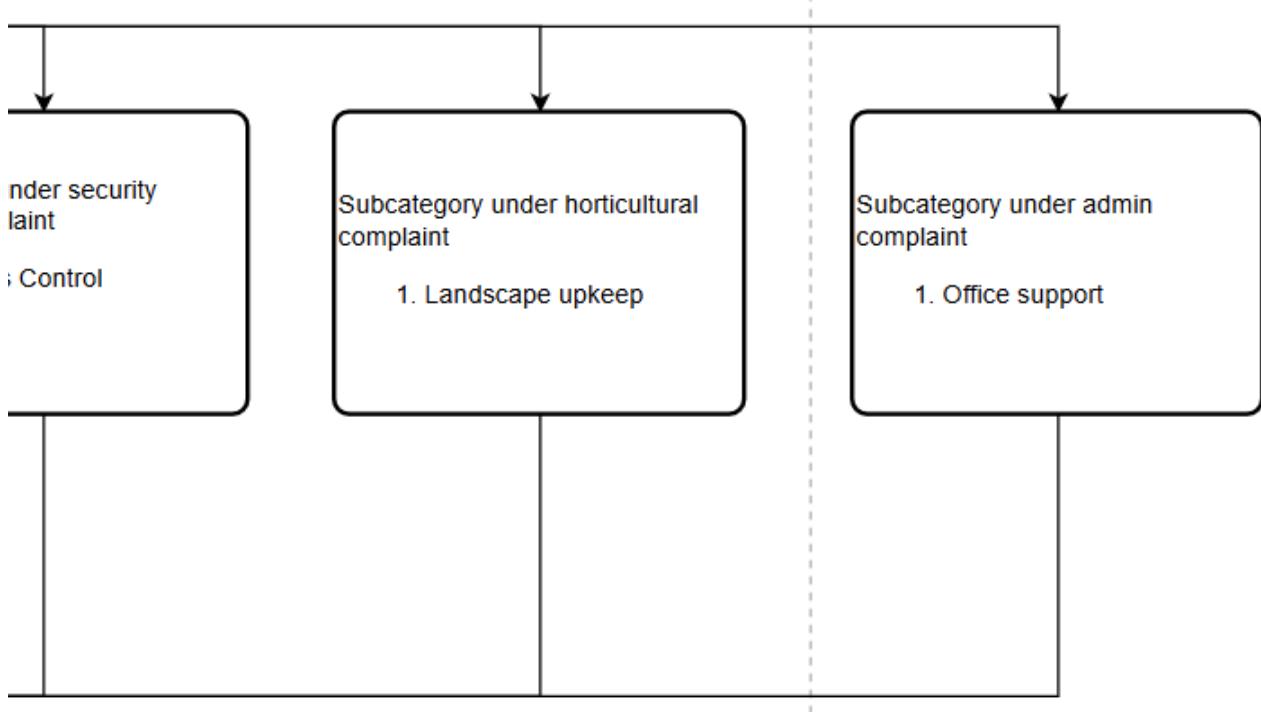
Priority Level (P1,P2,P3) -
Dropdown

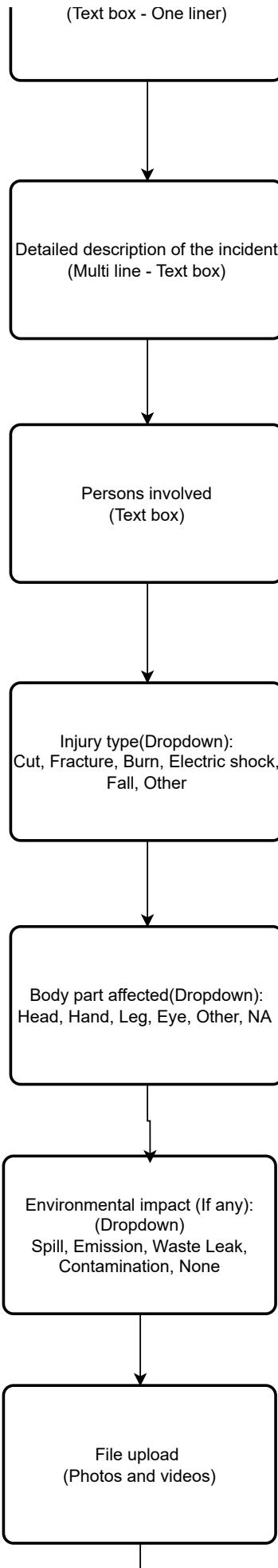
Incident Source (Dropdown) :
 Employee / Contractor / Visitor / Vendor / Public

Incident summary

Sub
com







If others is selected:
Text box to fill in the
category

↓

Submit incident

Auto trigger to
Building managers
for review

Status of the ticket:
Open, Closed, Pending review

When Building manager opens the ticket:

Whether to investigate this
incident: Yes/No
If NO: Description box, File upload
After this ticket is triggered to QHSE
campus head for review and approval
If he approves it, the incident is closed

Name, email,
contact no
Auto fetched for
only team leader

If YES: Creates an investigation
team, Team leader, other team
members: (Dropdown/Text box)
Description, File upload
After submitting, triggers to the
campus head for approval
If approved: Email triggers for the
team members, building manager
and QHSE campus head

Team leader of the investigation will
get a 5 Why type of fields where he
enters and after submitting should get
an acknowledgement mail

File upload and submits
Triggers to building manager, Campus
head, QHSE campus head
Then only QHSE campus head
should have the permissions of
approving it, email trigger for
building manager, team leader and
his team, cluster lead and campus
security incharge

Approved, Send back for edit for
QHSE campus head

If the second option is
selected; text box for
filling in why

5 Why format from Whatsapp
RCA Conducted By, Method
used, Root cause description,
Immediate causes, Underlying
causes, corrective actions,
preventive actions, target
completion date

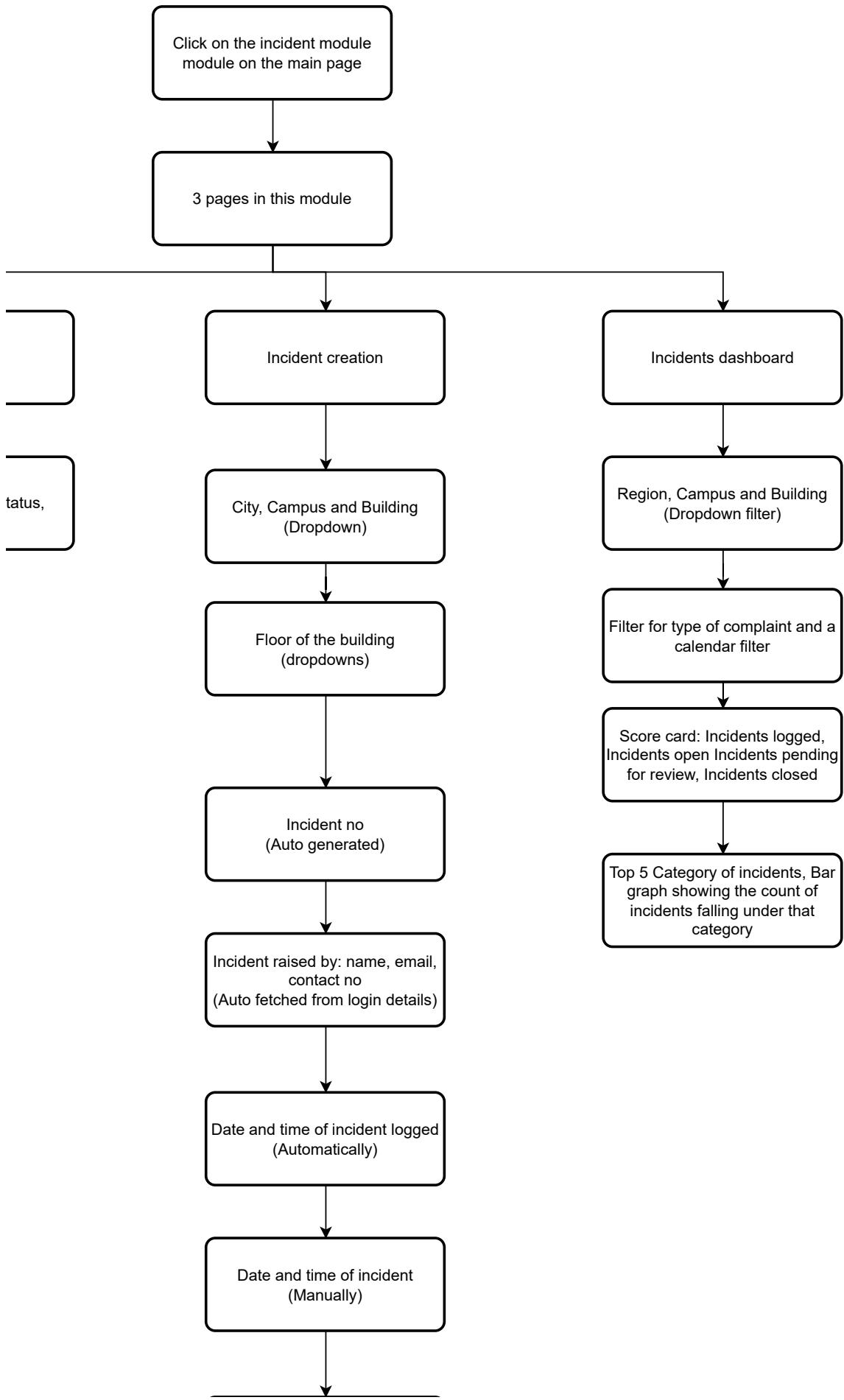
Verification details to be filled in
by QHSE Head
Verification date, closure
remarks, incident status, closure
date, supporting documents




```
graph TD; A[Incident listing] --> B["Table view:  
Incident No, Date, St  
Pending with,"]
```

Incident listing

Table view:
Incident No, Date, St
Pending with,



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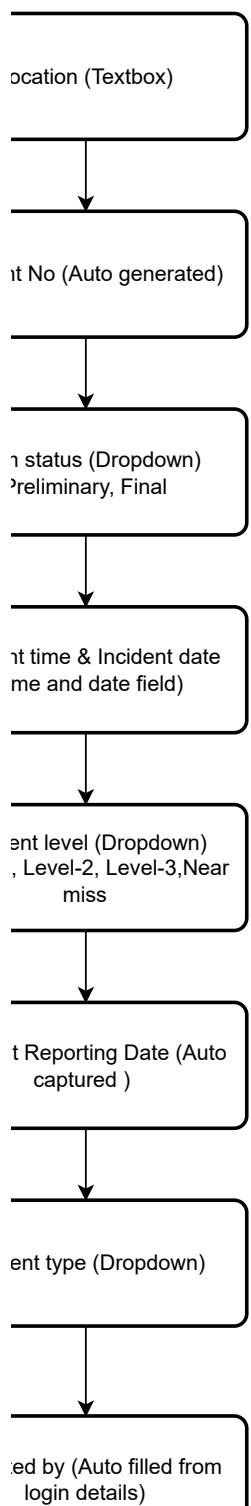
Incide
Level-1,

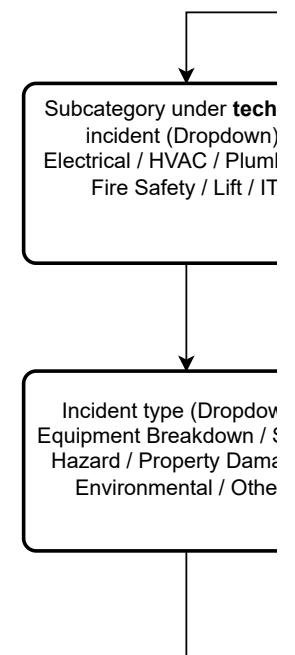
Incident

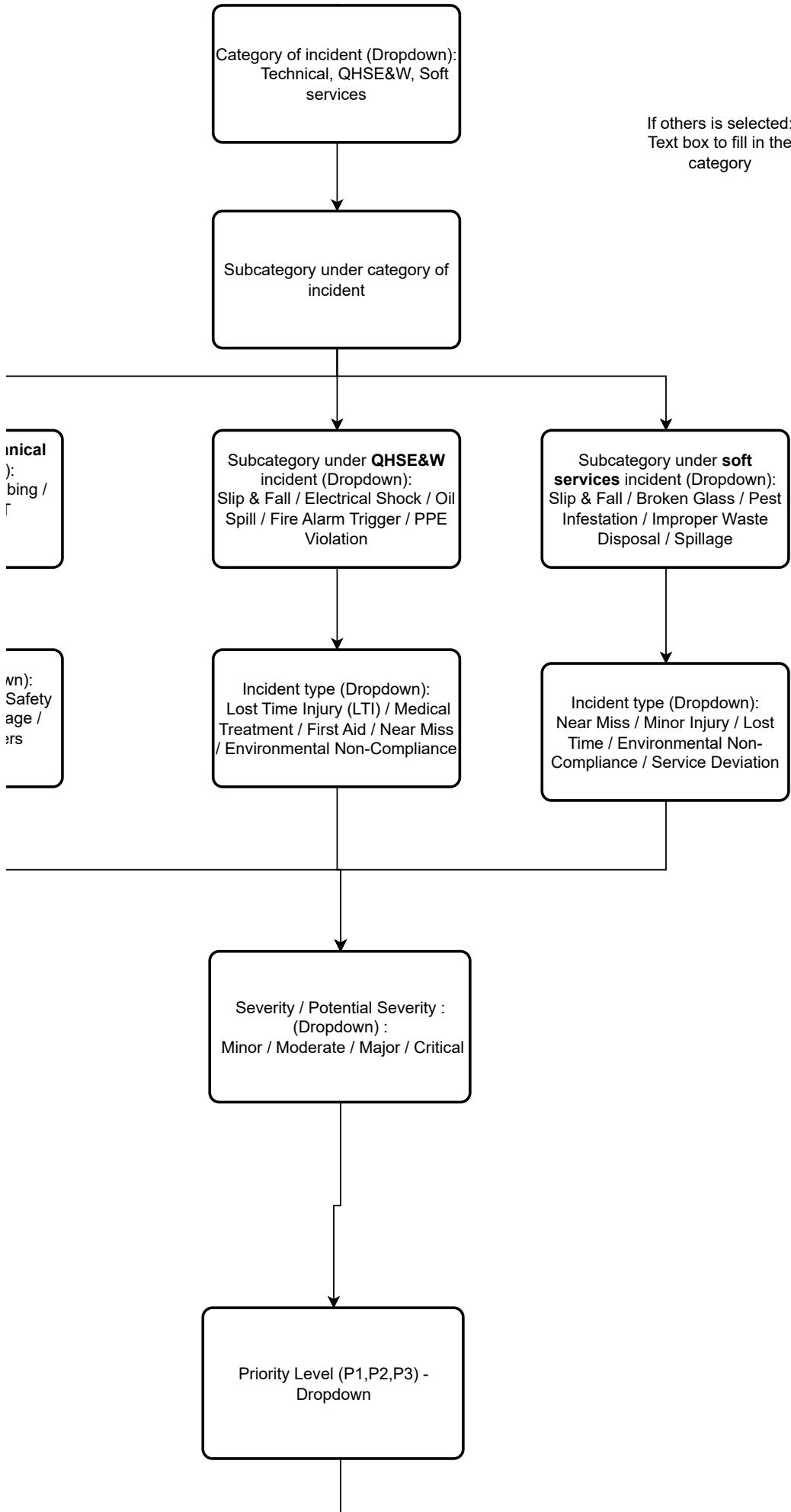
Incide

Report

Reference

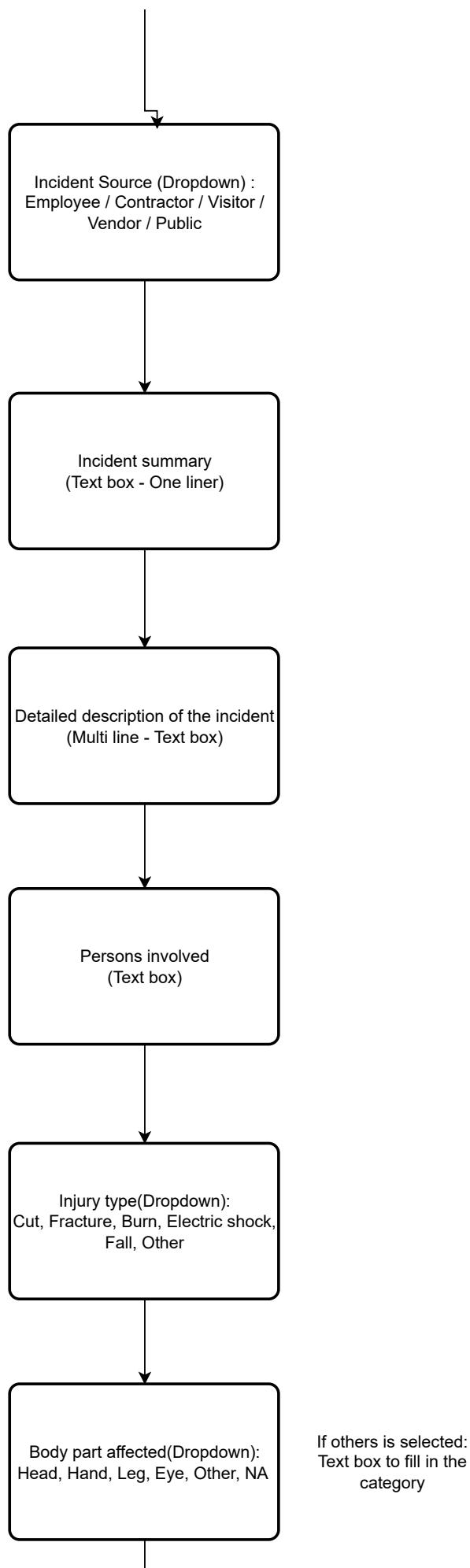


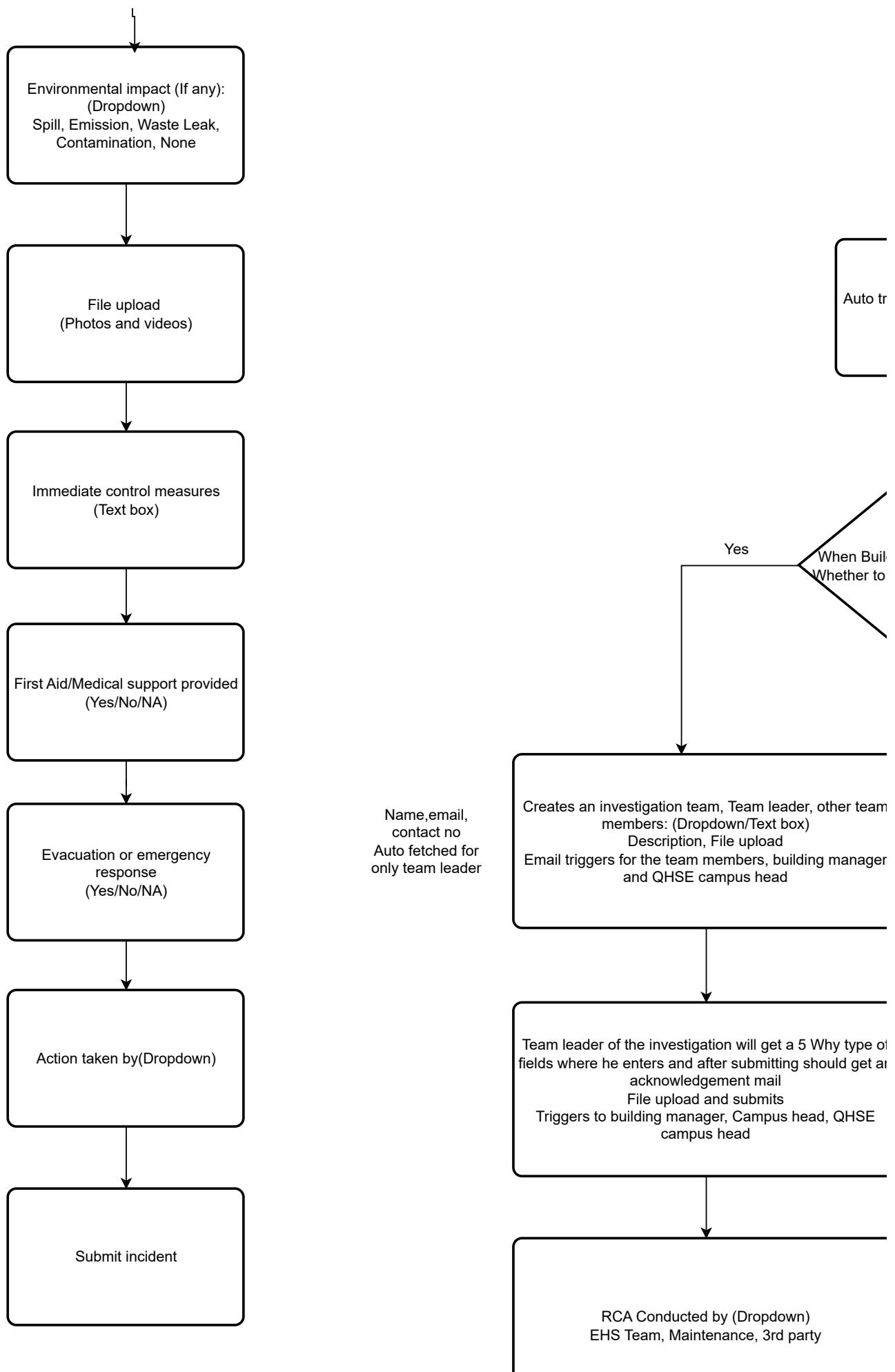


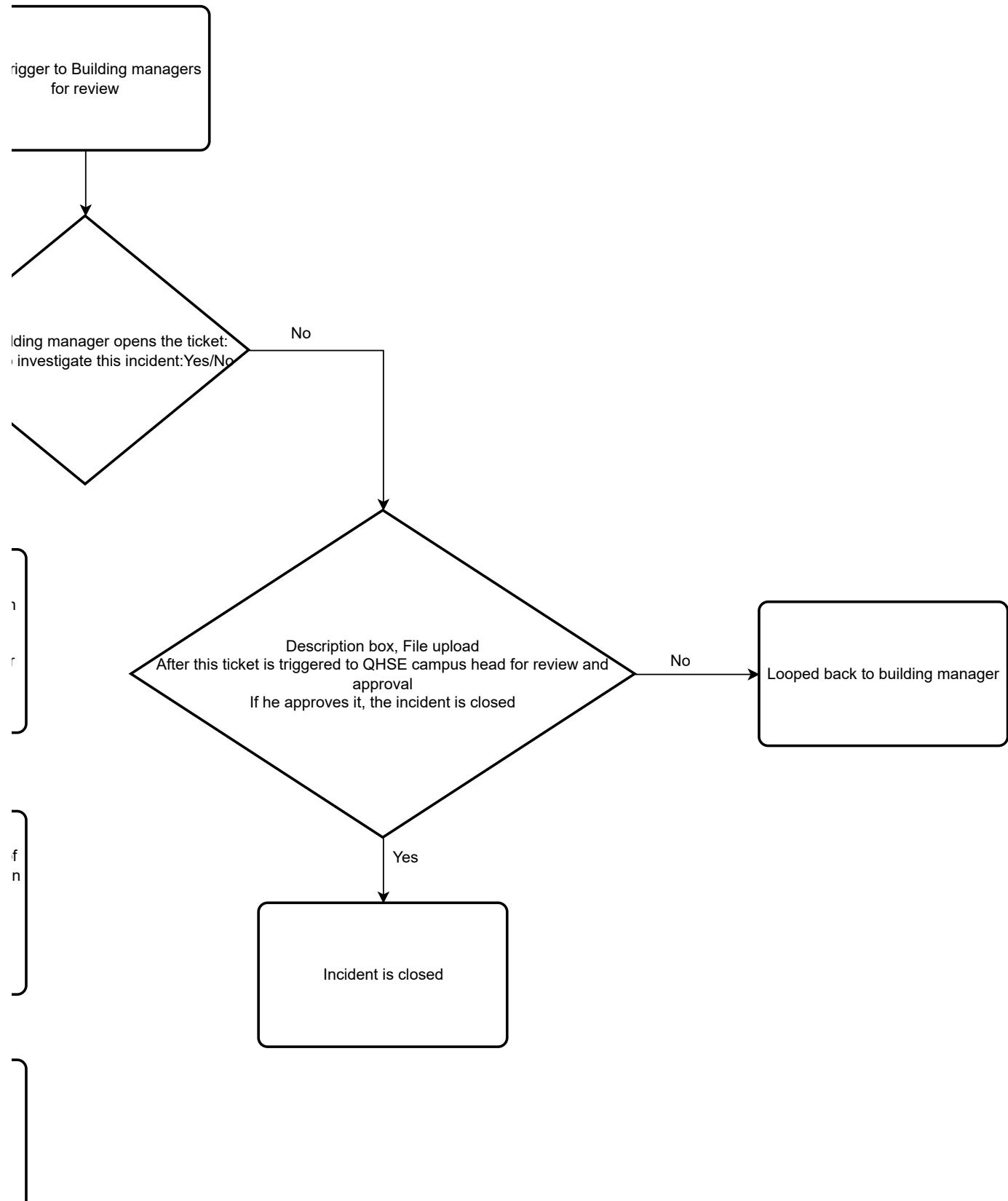


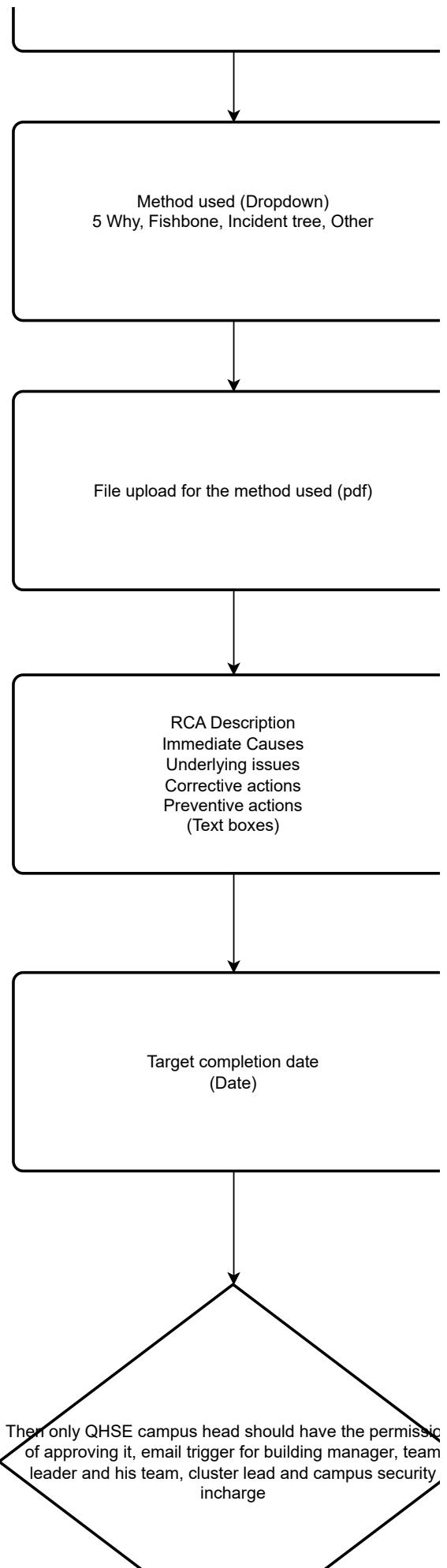
Report

ed by (Auto filled from
login details)









J

}

}

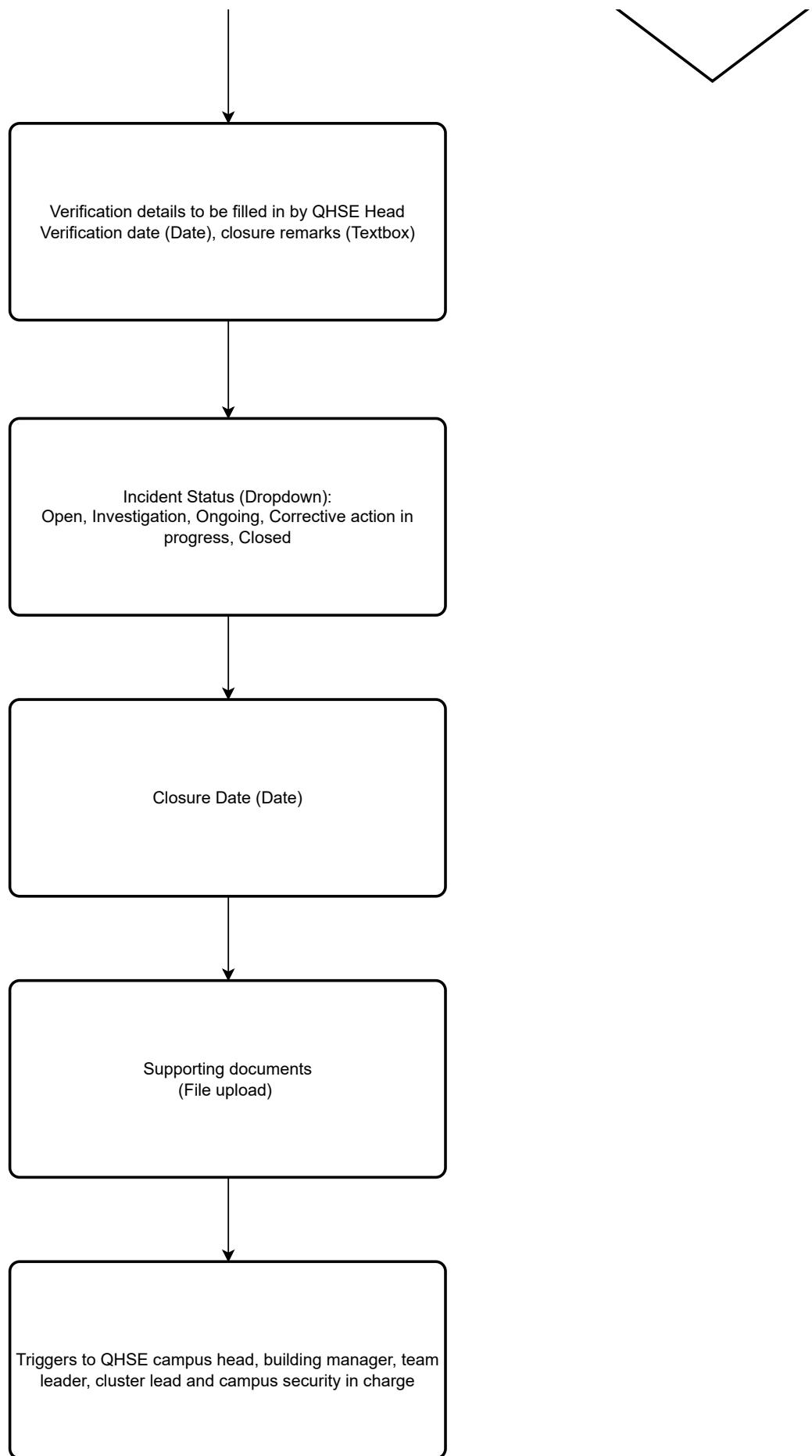
}

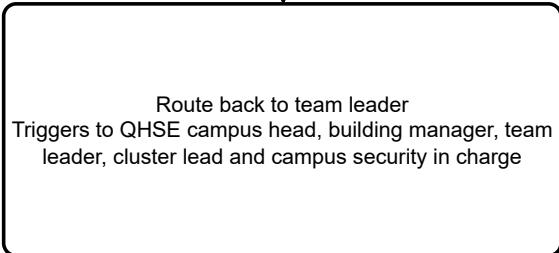
}

ons

Send back
to edit

Text box for filling in why

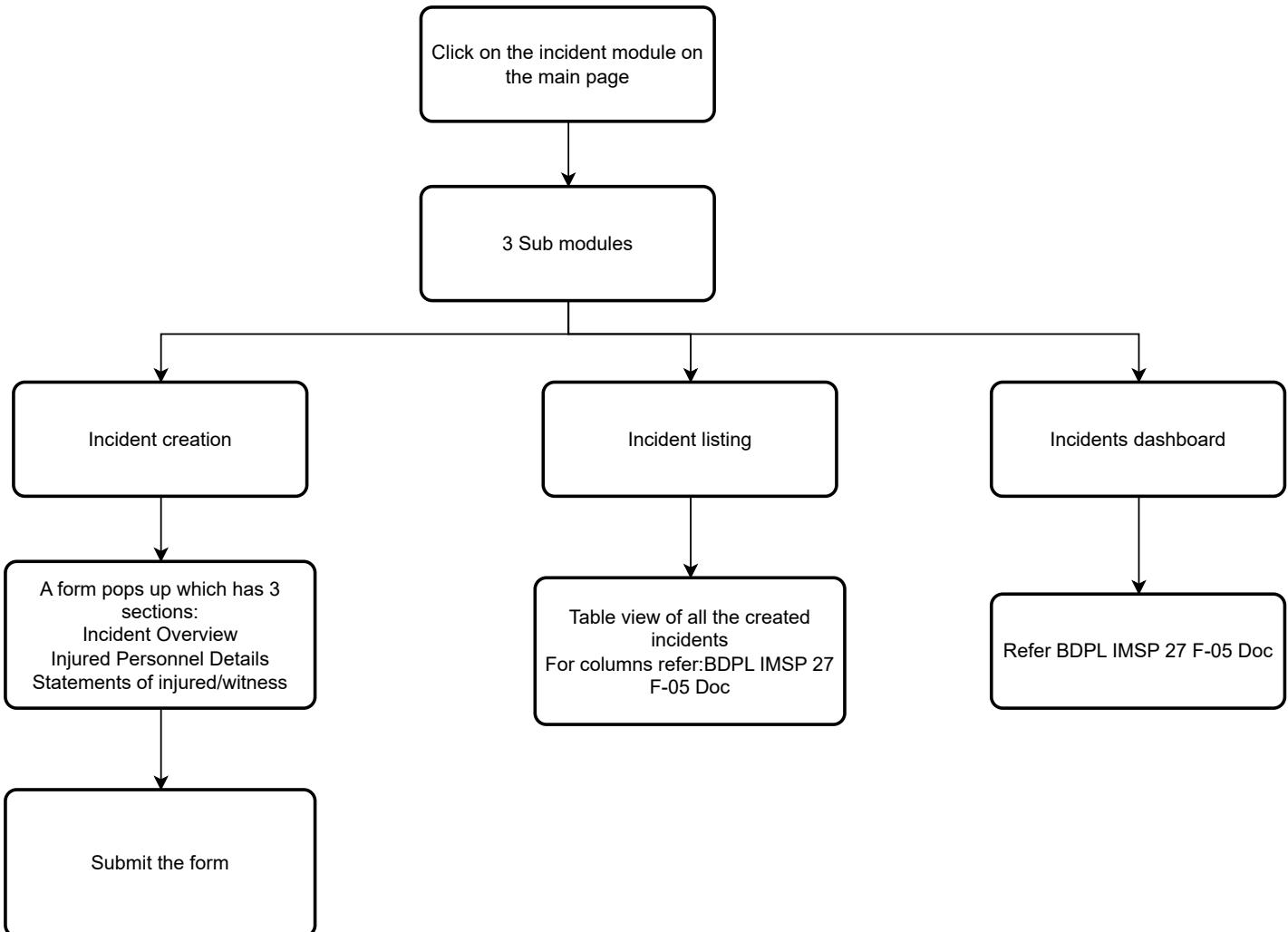




Auto 1

Yes

When Bu
Whether to

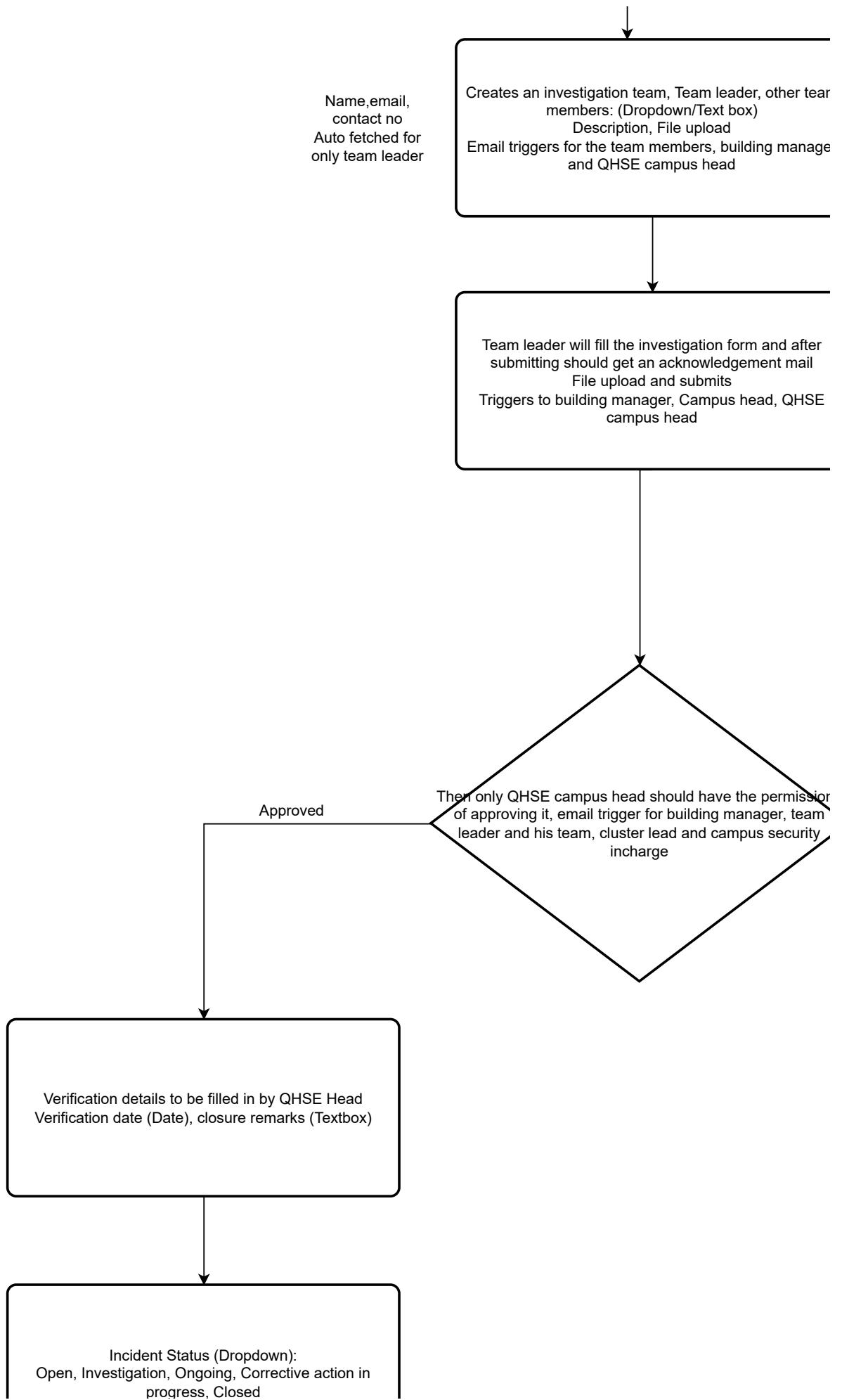


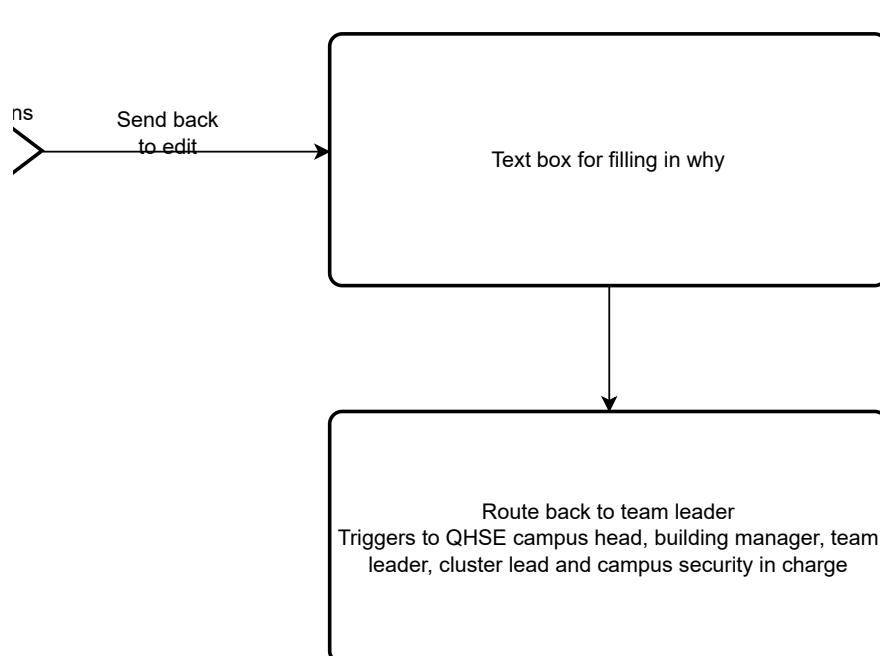
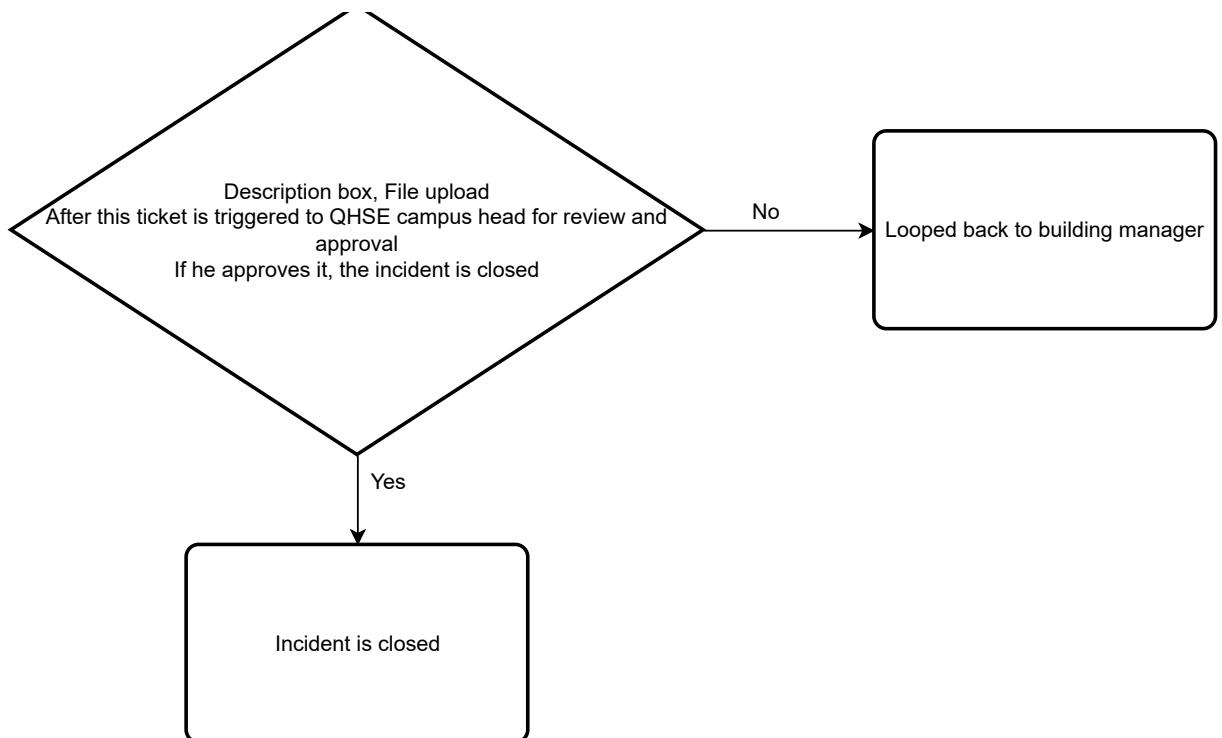
trigger to Building managers for review

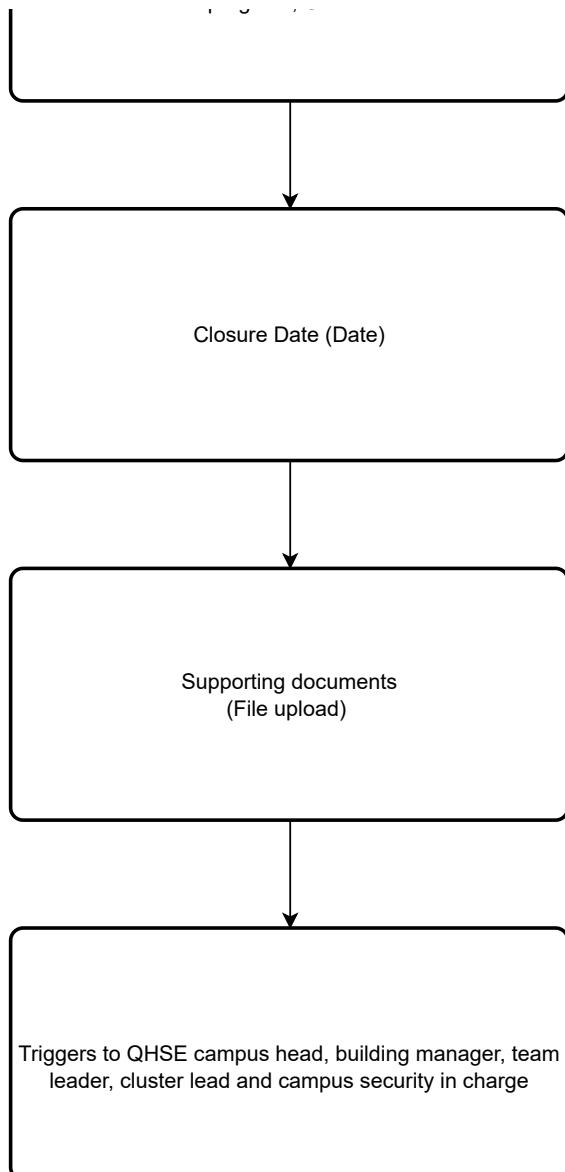
Building manager opens the ticket:
o investigate this incident:Yes/No

No

Corrective
actions







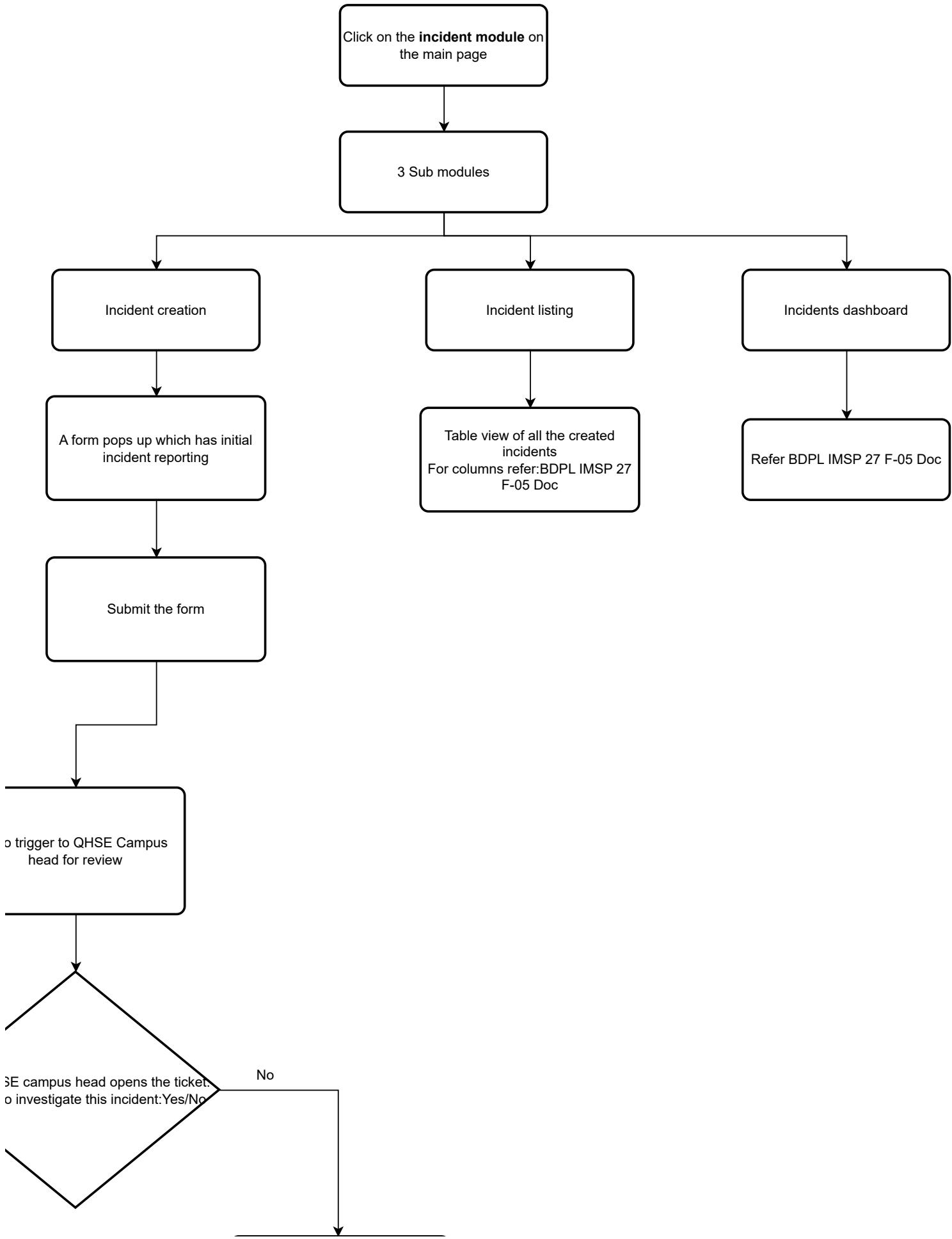
7) Incident Module

Autc

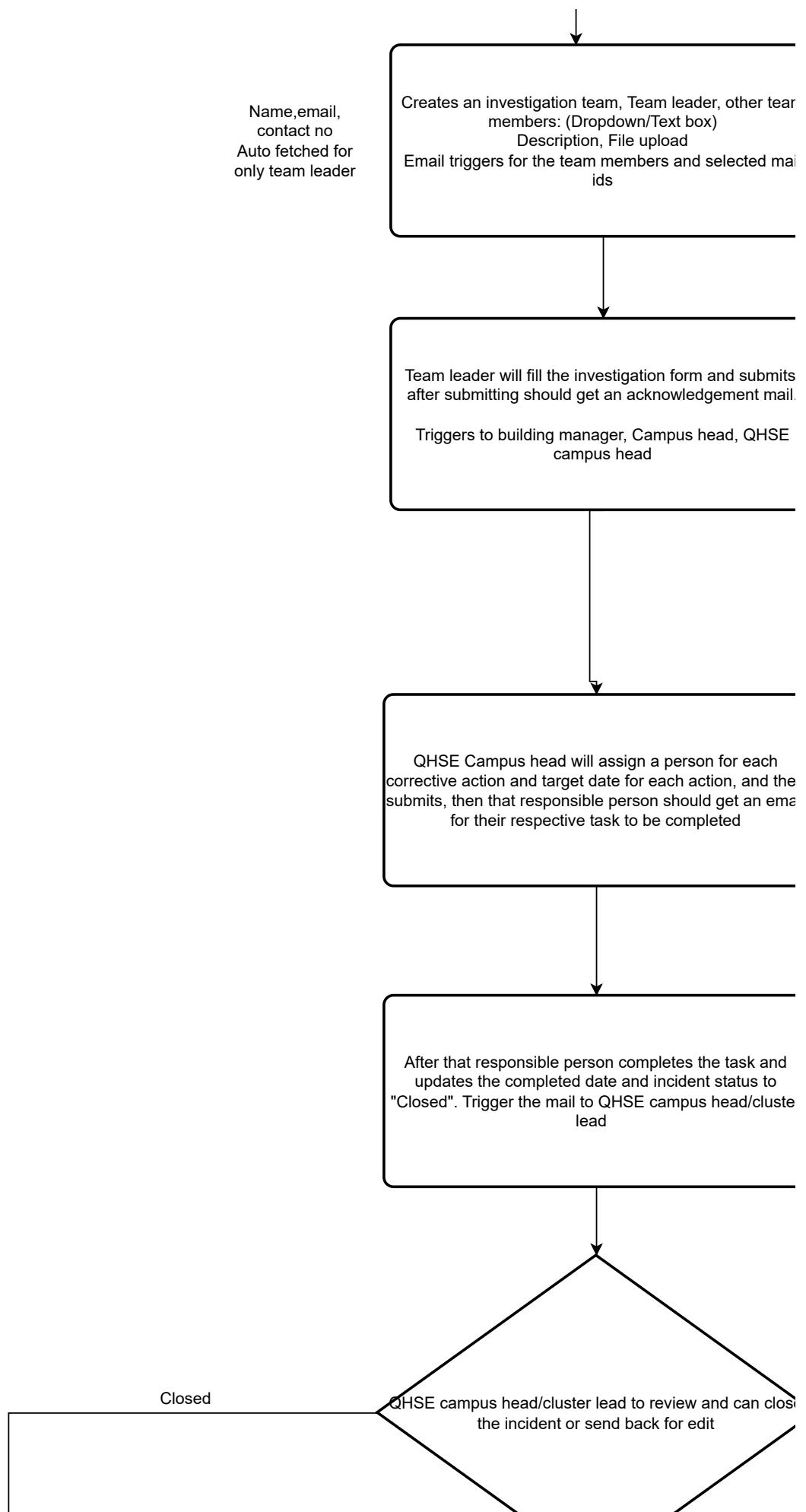
Yes

When QHS
Whether to

1. INCIDENT MODULE



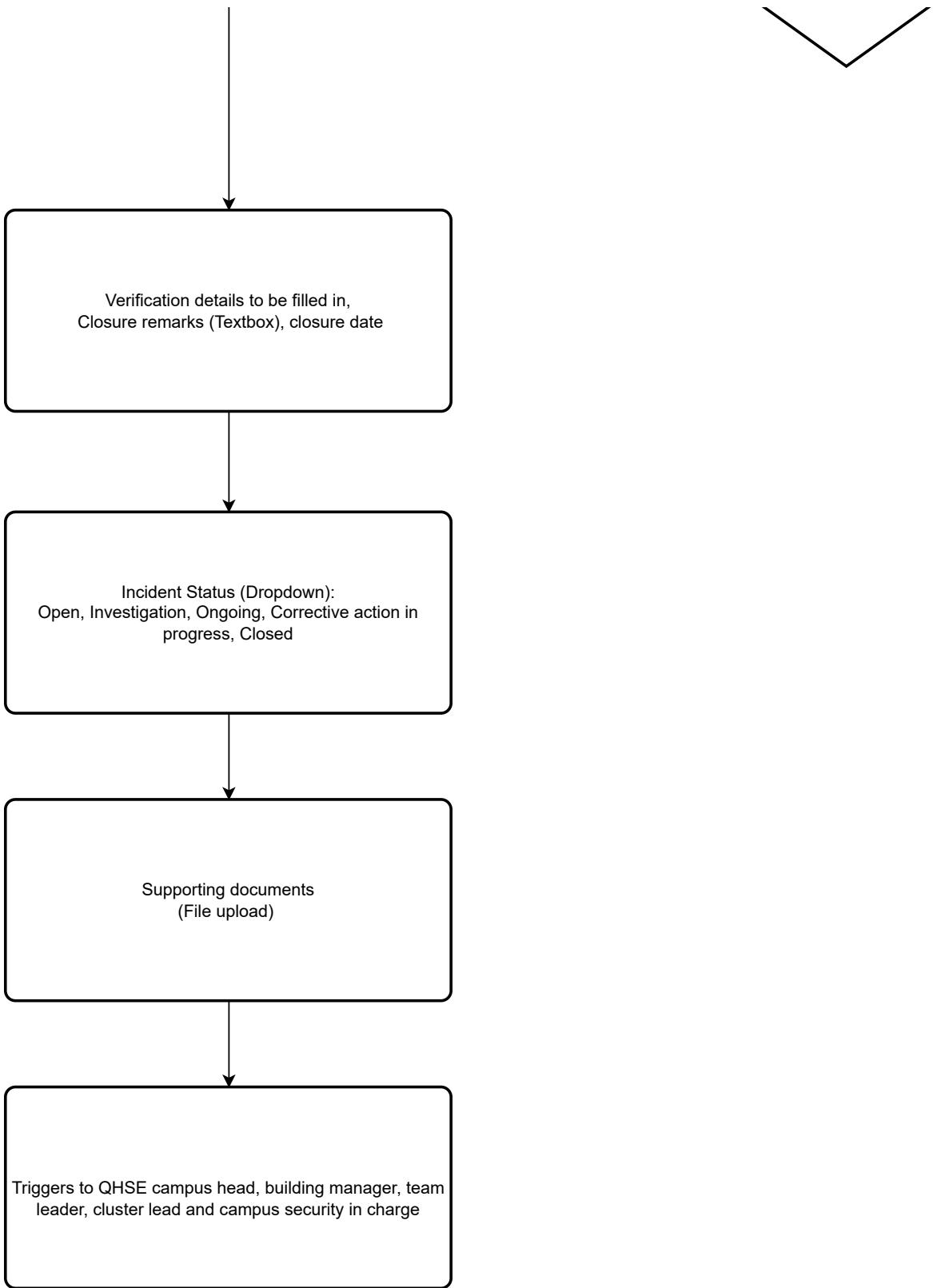
+ Corrective
actions



Remarks and evidence upload;
then the Incident is closed

If QHSE Campus head is involved in the investigation team, then it goes to cluster lead

Send back for
edit



Text box for filling in why and route back to the responsible person who completed that particular corrective action

8) Work Permit Module

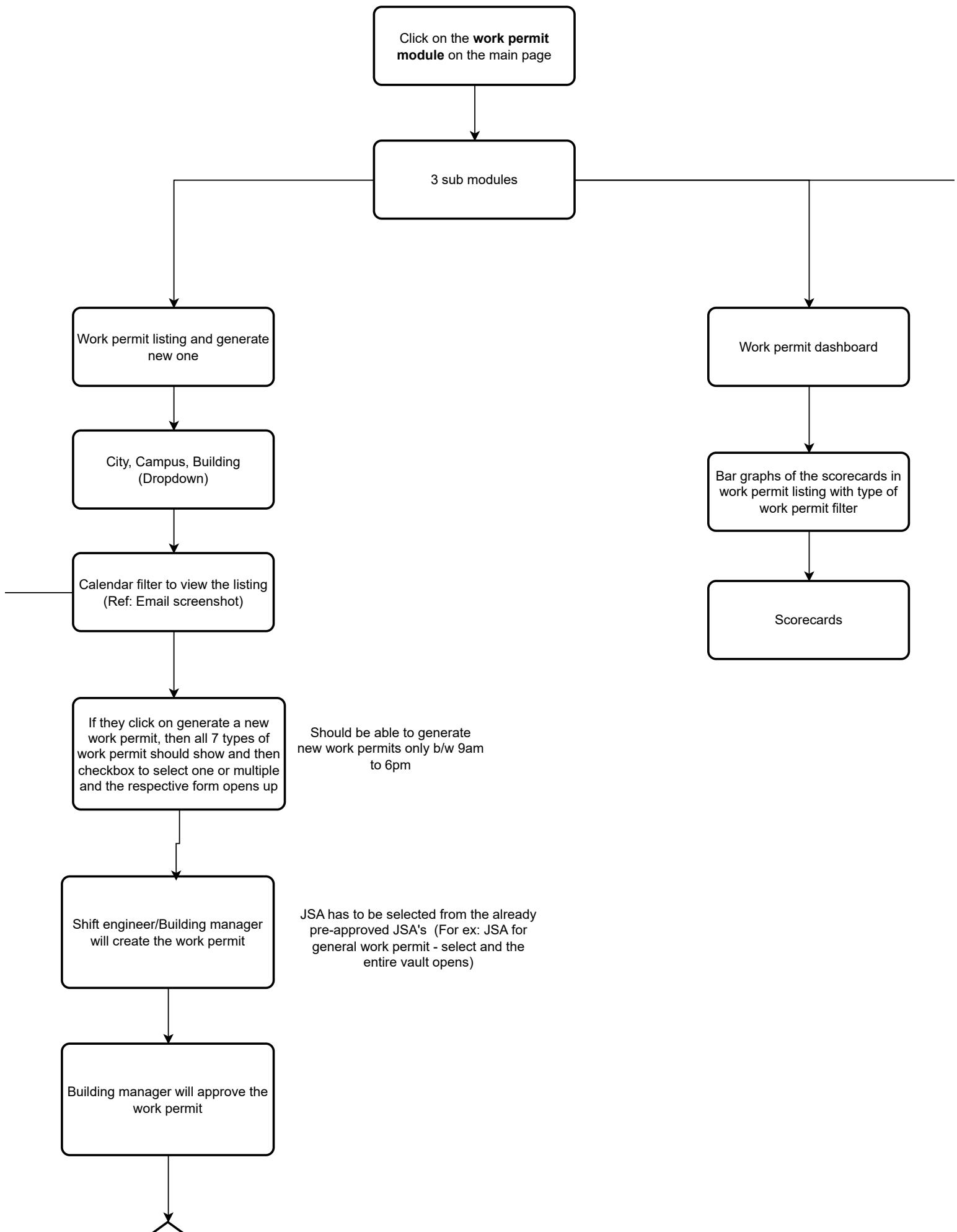


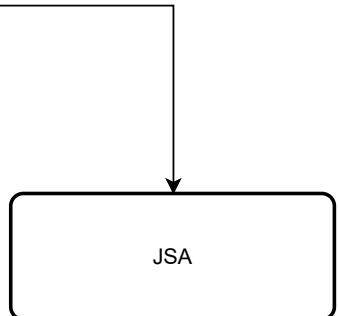
Sr. No.	Date	Permit Type	Permit No.	Complex	Building
1	17 Jul, 2025	General Work Permit	BTP/Commerz 1/25-26/GWP/0031	BTP	Commerz 1
2	17 Jul, 2025	Electrical Work Permit	BTP/Olympia/25-26/ELWP/0017	BTP	Olympia
3	17 Jul, 2025	Hot Work Permit	BTP/Laurel/25-26/HWP/0003	BTP	Laurel
4	17 Jul, 2025	General Work Permit	BTP/Commerz 1/25-26/GWP/0030	BTP	Commerz 1
5	17 Jul, 2025	Electrical Work Permit	BTP/Commerz 1/25-26/ELWP/0031	BTP	Commerz 1
6	17 Jul, 2025	General Work Permit	BTP/Commerz 1/25-26/GWP/0029	BTP	Commerz 1
7	17 Jul, 2025	Excavation Work Permit	BTP/Crown/25-26/EXWP/0001	BTP	Crown
8	17 Jul, 2025	General Work Permit	BTP/Lakeview/25-26/GWP/0029	BTP	Lakeview
9	17 Jul, 2025	General Work Permit	BTP/Lakeview/25-26/GWP/0028	BTP	Lakeview
10	17 Jul, 2025	General Work Permit	BTP/Olympia/25-26/GWP/0038	BTP	Olympia

0 Issued 0 Hold 0 Rejected 0 Lapsed 0 Closed 0 Cancelled

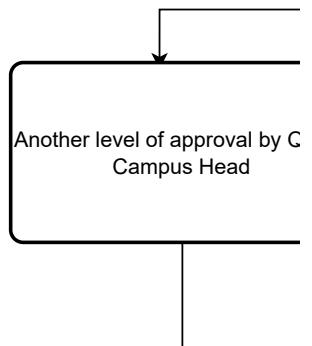
[Column visibility](#) [Export](#)

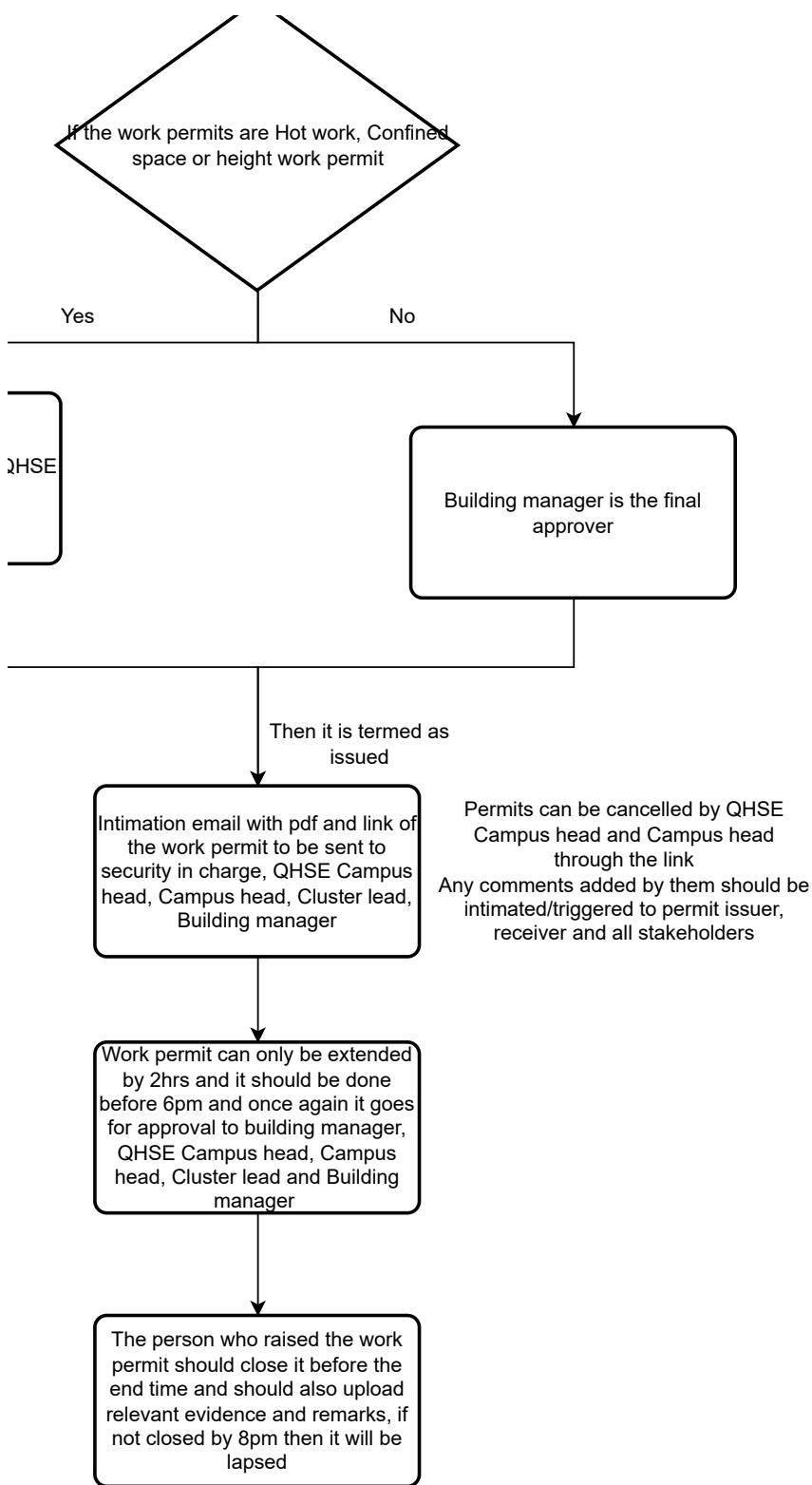
	Nature of work	Description of work	Vendor Company Name	Vendor Contact	No. of Worker	Start Time	End Time	Status	Action
	Granite Tiles Fixing work	Granite tiles fixing work	SLVC	9876457898	4	17 Jul, 2025 16:00:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	
	VCB Breaker replacement work	RMU Yard HT 21 VCB Breaker replacement work	PV control	6366816668	1	17 Jul, 2025 14:37:00	17 Jul, 2025 18:00:00	Campus Head <	
	Clint Work	Trane Chiller Removing Work	Best E West	9845543037	5	17 Jul, 2025 14:18:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	
	PM work	Monthly PM work	Airtel	9632441525	1	17 Jul, 2025 12:50:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	
	Lift: ERD Battery replacement work	Lift: ERD Battery replacement work	Mitsubishi	8141296976	2	17 Jul, 2025 11:20:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	
	Garden planter box civil work	Garden planter box civil work	SLVC	8147690852	3	17 Jul, 2025 10:45:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	
	chamber Alignment work	Earthpit chamber Alignment work	SP Enterprises	6299589285	2	17 Jul, 2025 10:39:00	17 Jul, 2025 18:00:00	Campus Head <	
	Fabrication	GI sheet fixing work	IN house	9844494845	2	17 Jul, 2025 10:45:00	17 Jul, 2025 18:00:00	Campus Head <	
	Chiller PM	Chiller quarterly PM work	Trane india	8310151566	2	17 Jul, 2025 10:35:00	17 Jul, 2025 18:00:00	Campus Head <	
	Wall putty and painting work	MLCP Building Ground floor Wall putty and painting work	VK solution	9739157308	10	17 Jul, 2025 10:19:00	17 Jul, 2025 18:00:00	Campus Head <	



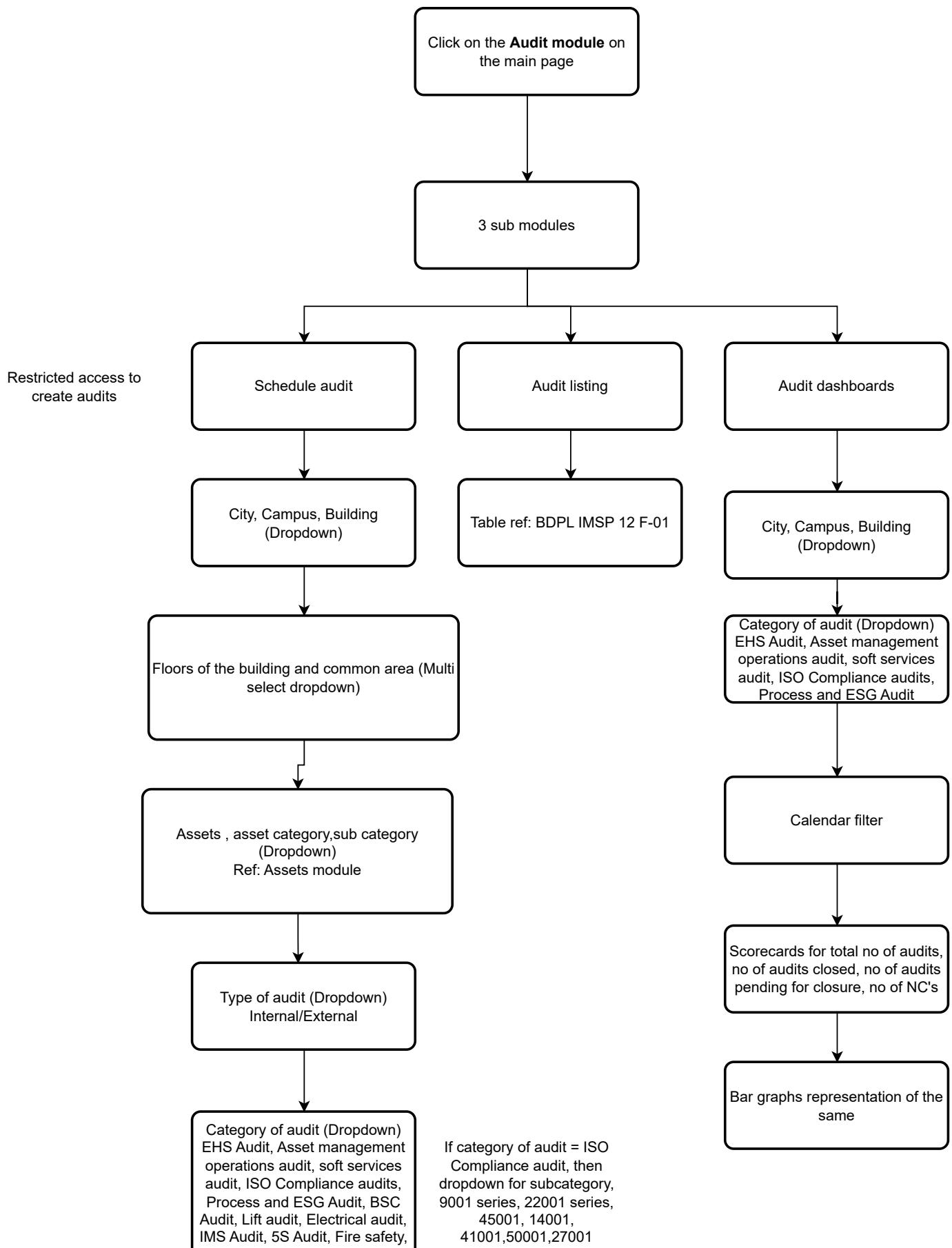


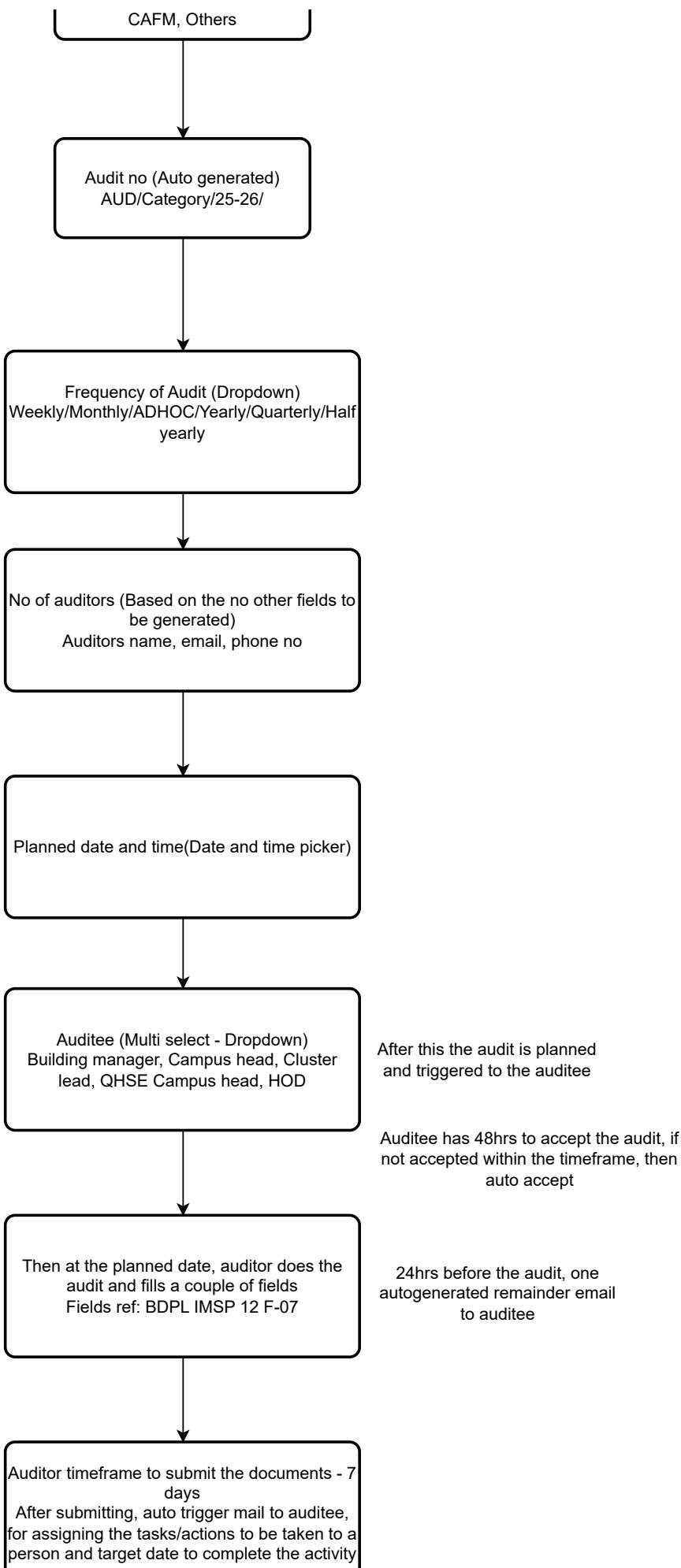
JSA approver: Building manager and QHSE Campus head(For those
3 work permits) also can edit
Creator of work permit will create JSA





9) Audit Module

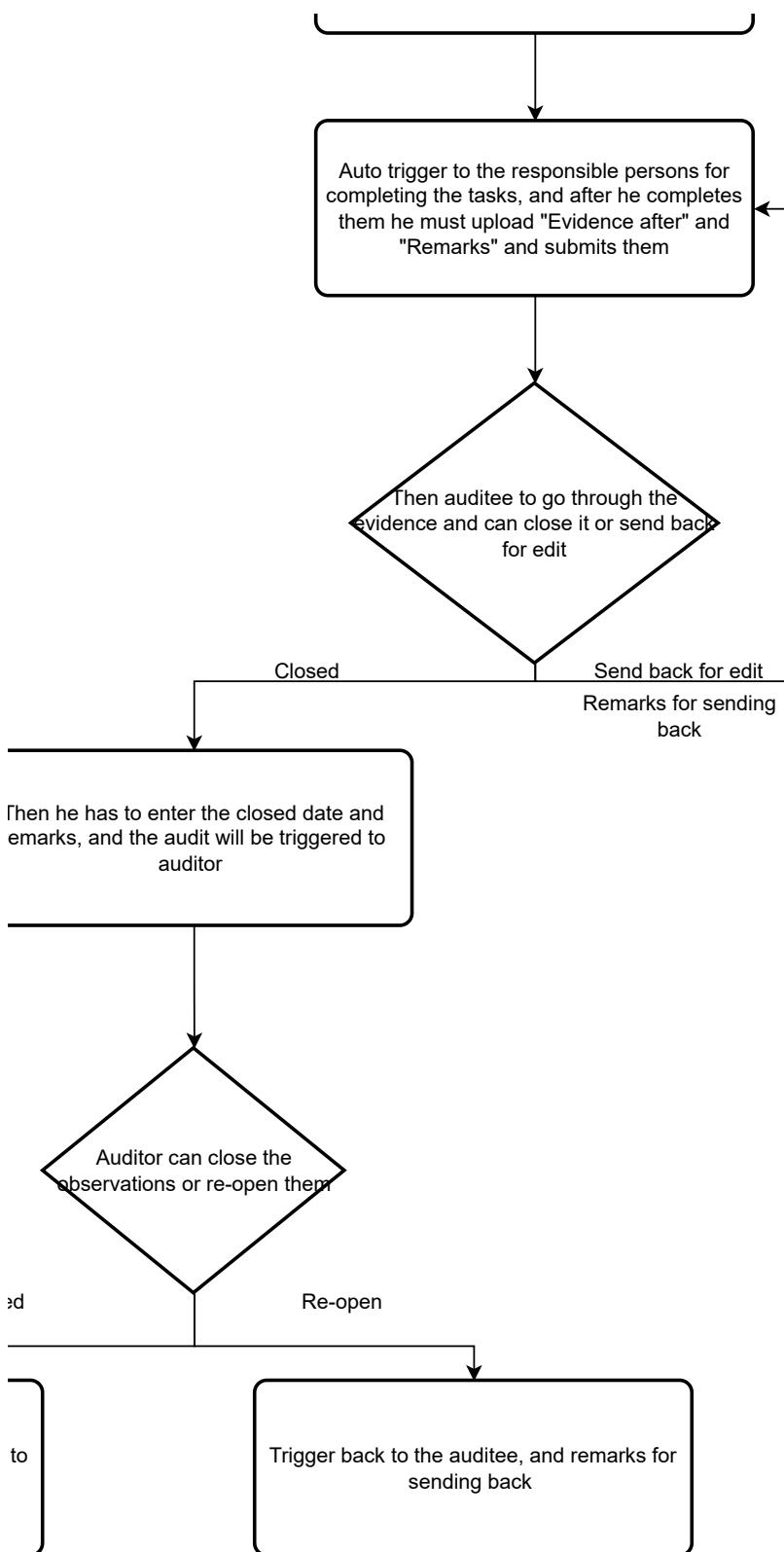




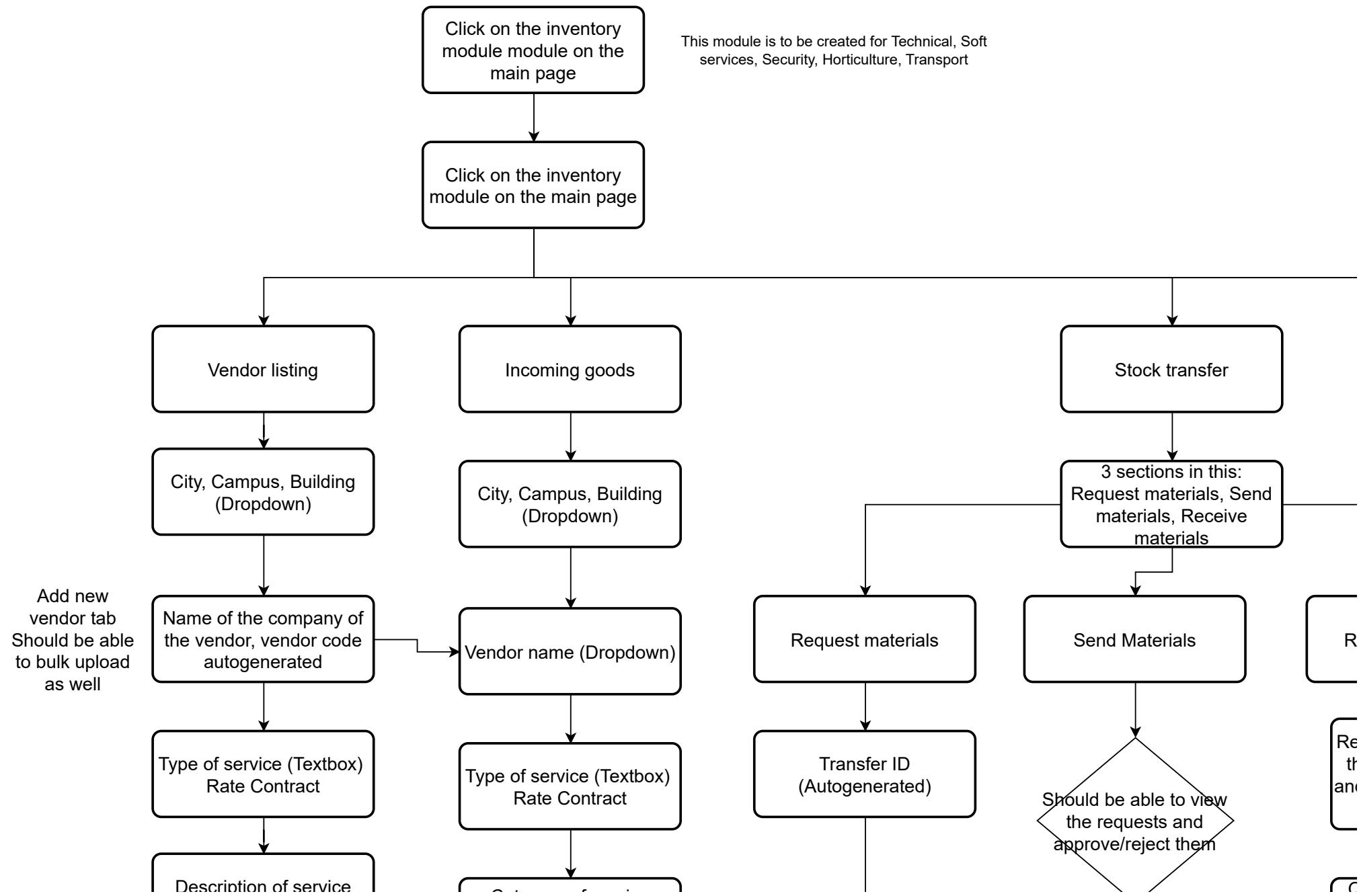
T
r

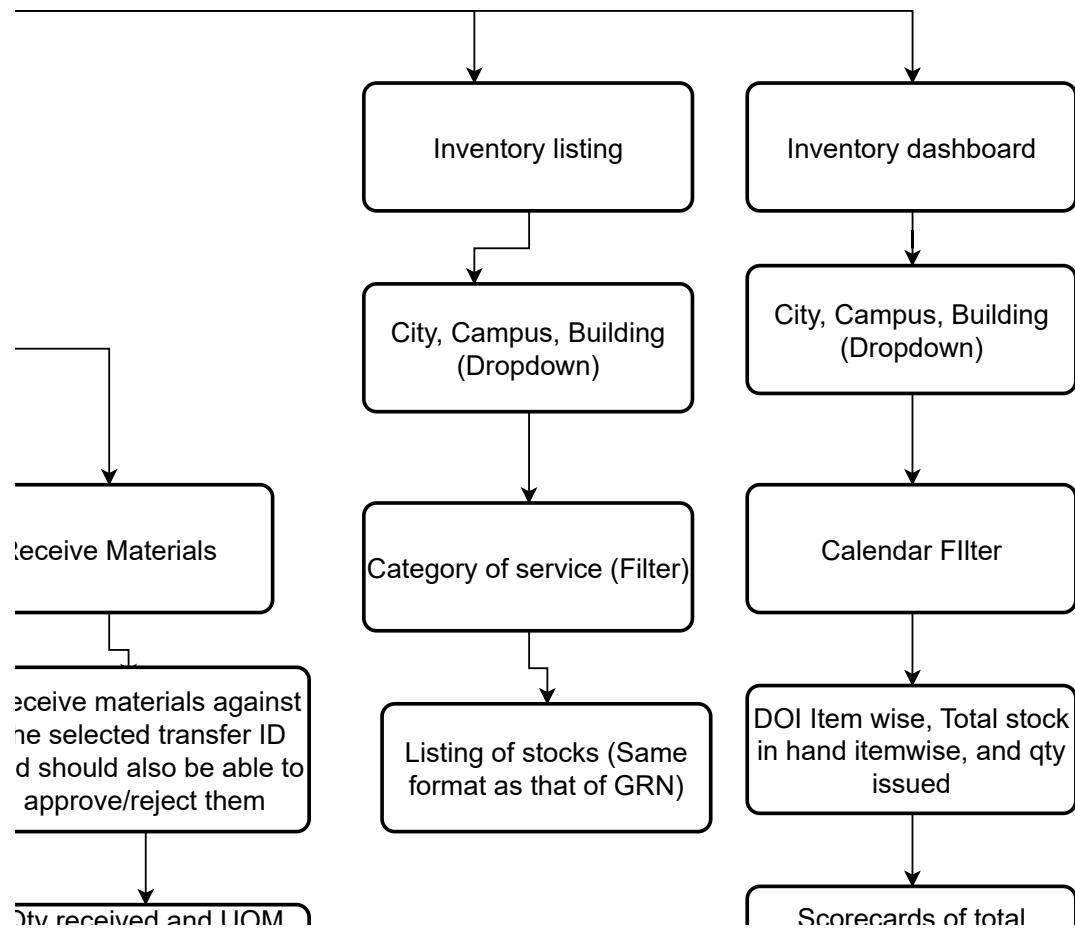
Close

Then the audit is closed and email trigger
the auditee

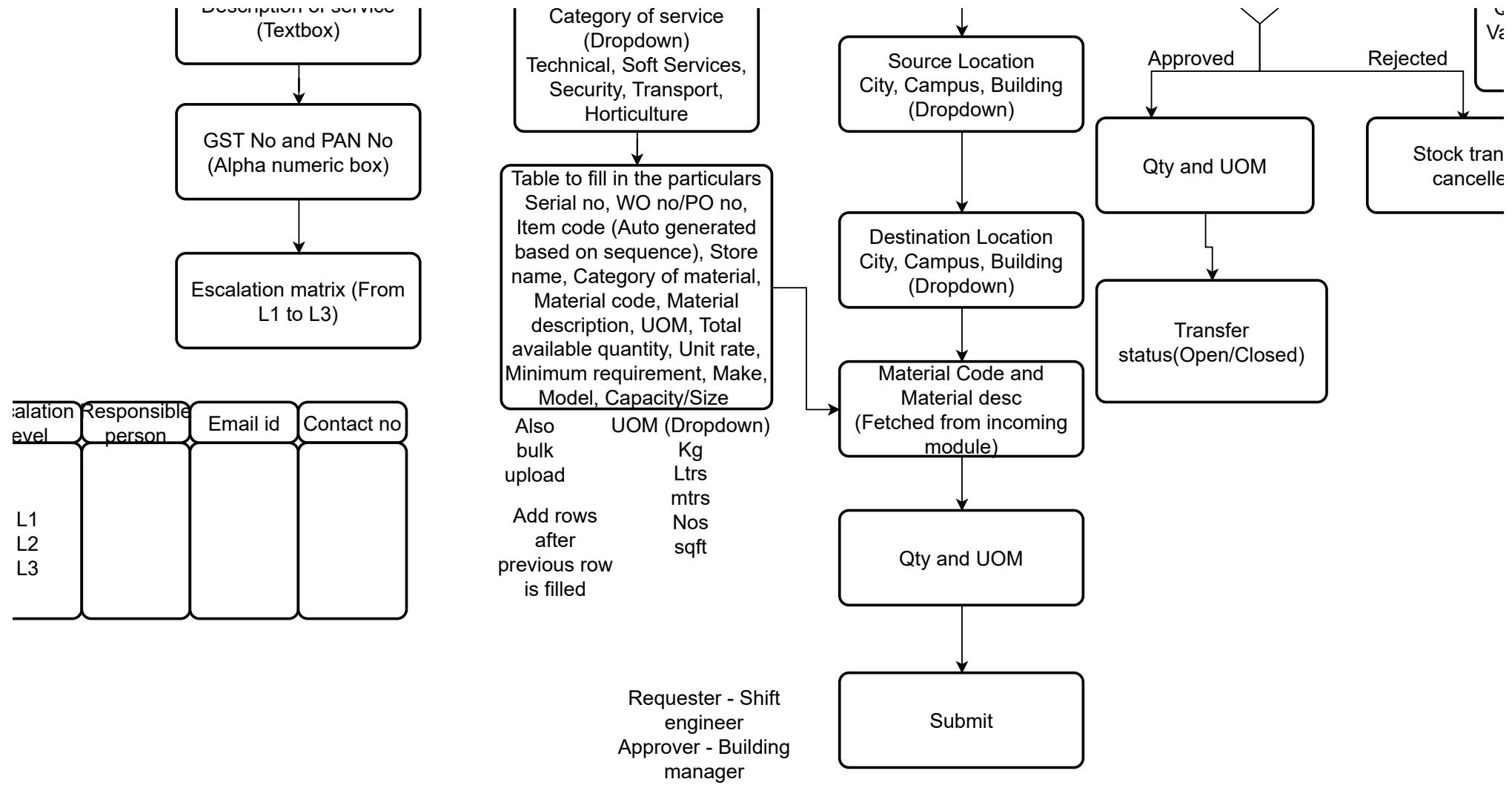


10) Inventory Module





Esc

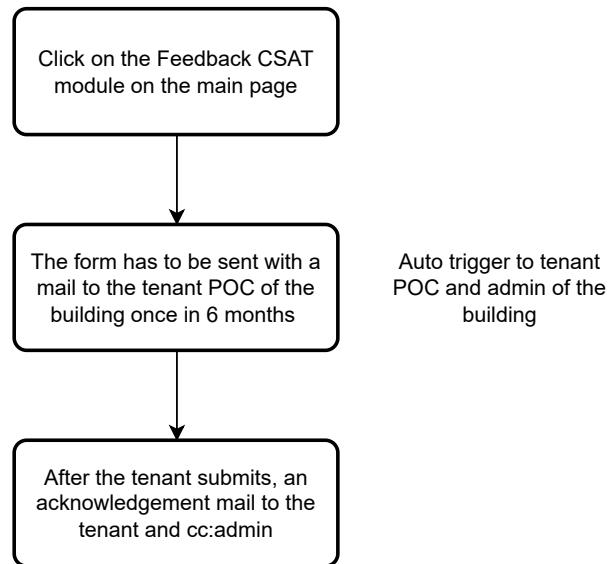


~~Only received data from~~
ariance Auto calculated
Transfer Status
(Open/Calculated)

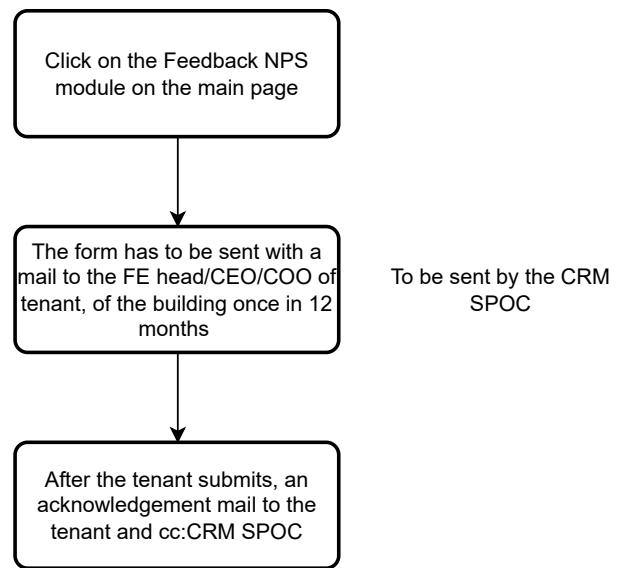
~~Records of total~~
inventory holding value
and issued value

~~Transfer
ed~~

12) Feedback Module - CSAT



13) Feedback Module - NPS



Further a dashboard to be created representing the same in a graphical form, also highlighting the red zone / yellow green zone – for the clients who have submitted the feedback.

In addition to the above, the detailed feedback from the clients can be viewed within the detailed feedback form.

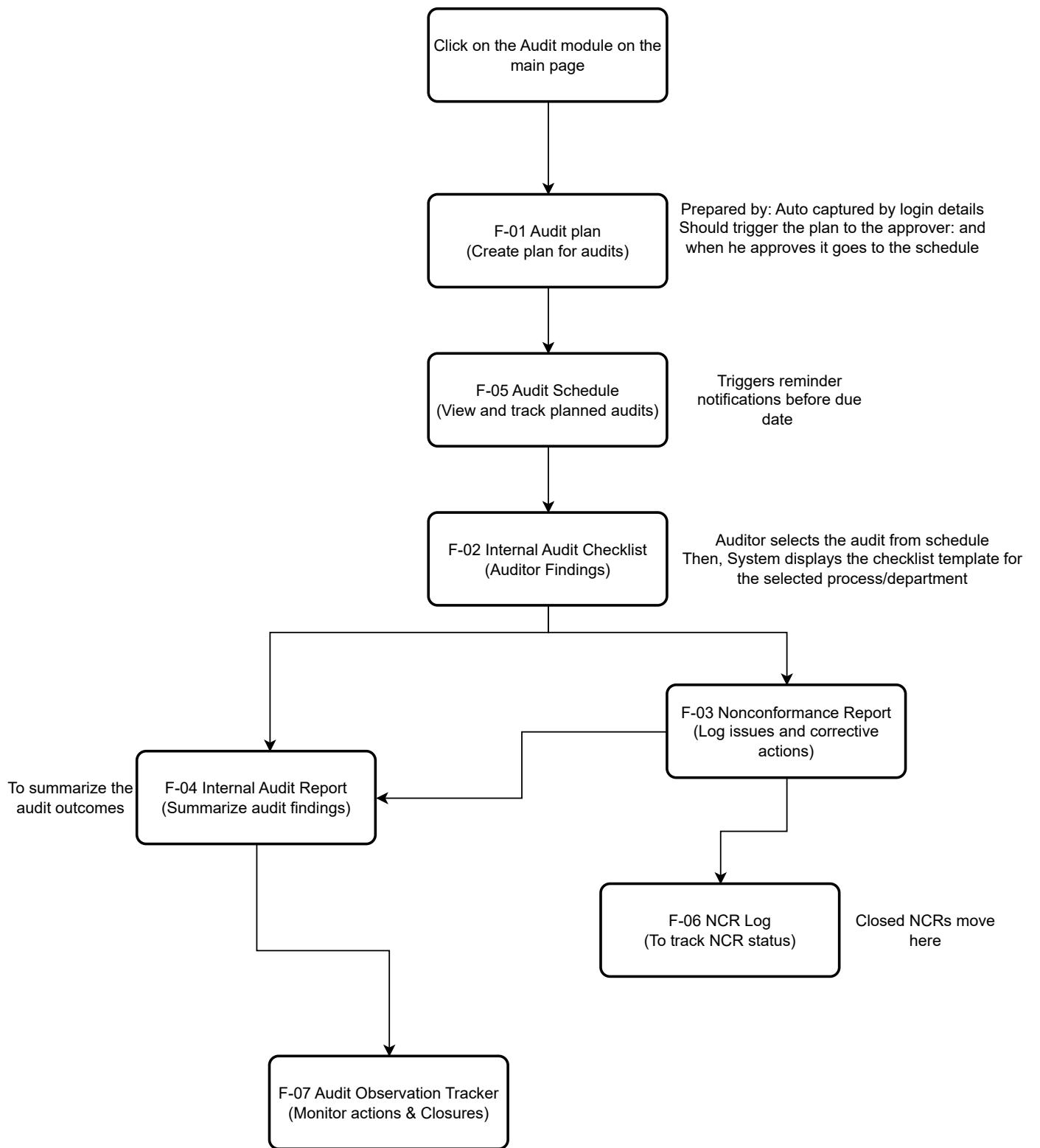
The above points to be considered for both feedback modules i.e. C-SAT & NPS.

Red Zone: Tenant rating below 3 (for NPS) & 5 (for C-SAT)

Yellow Zone: 3 to 4 (for NPS) & 5–8 (for C-SAT)

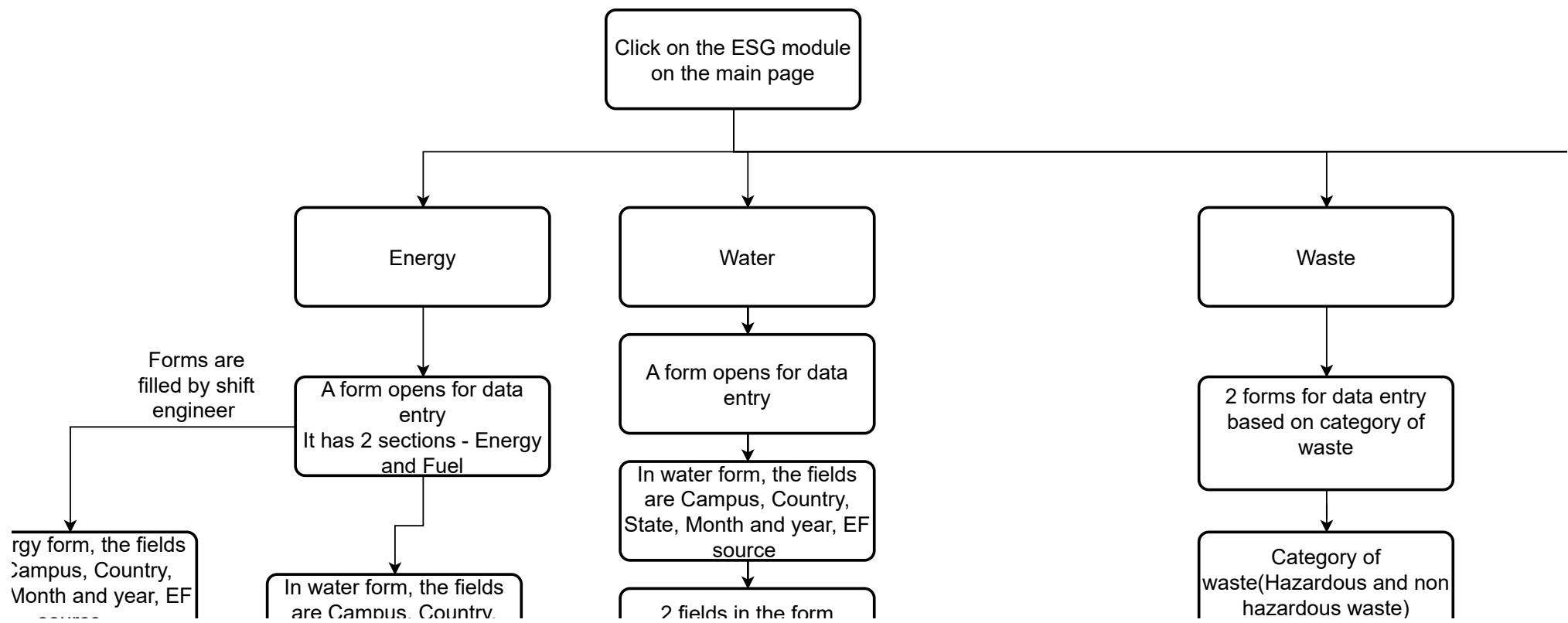
Green Zone: 4 & 5 (for NPS) & 8–10 (for C-SAT)

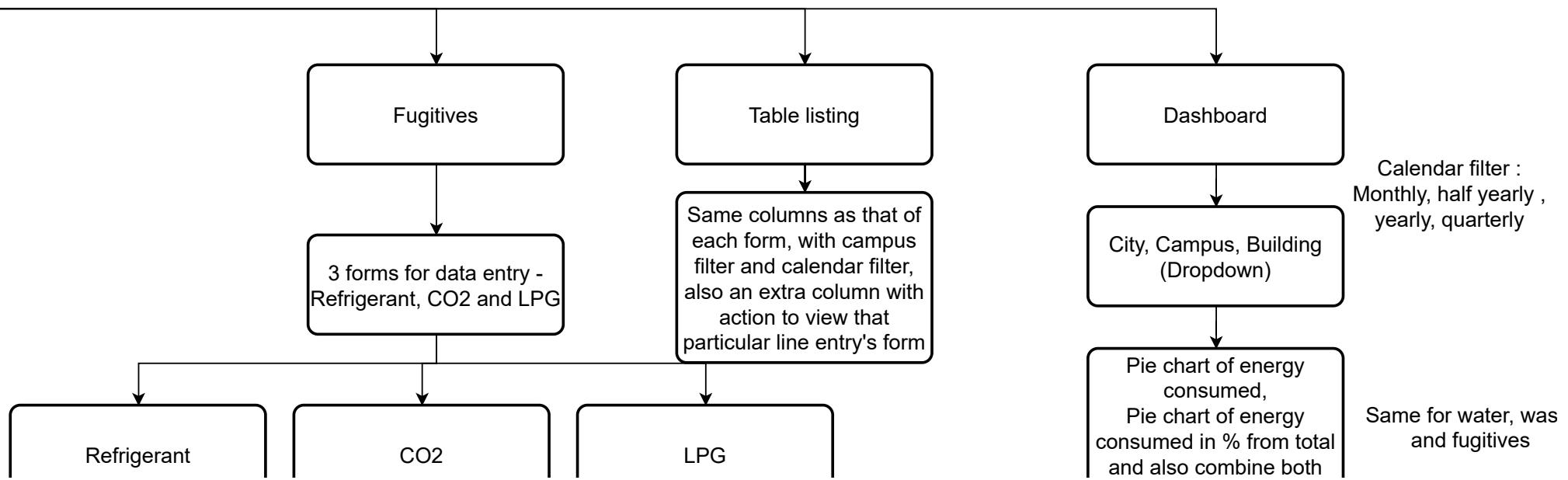
' zone /



In ener
are C
State, M

16) ESG Module





]

UOM -
kwh for
all
Emission
factor
score

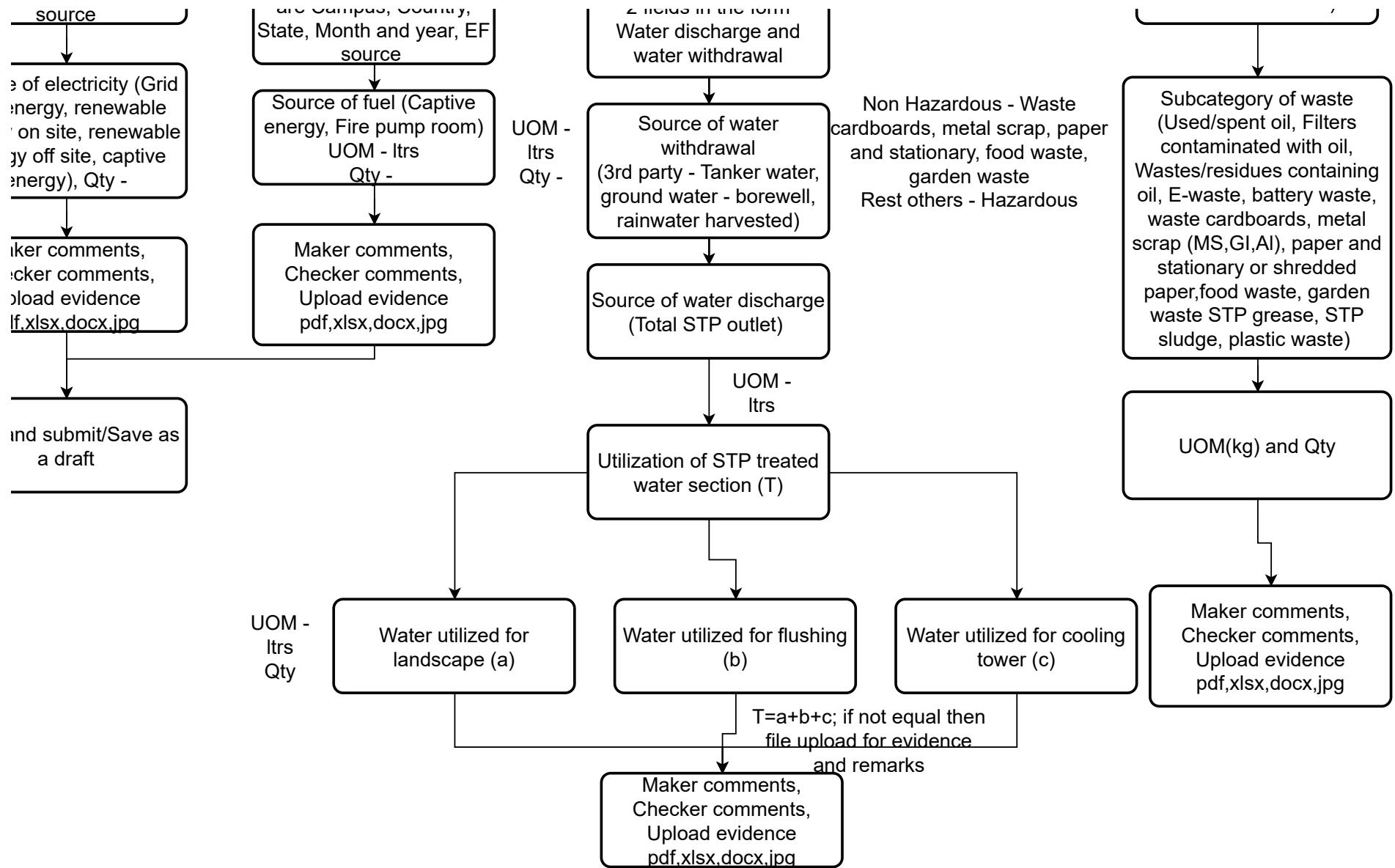
Source
sub e
energy
energ
e

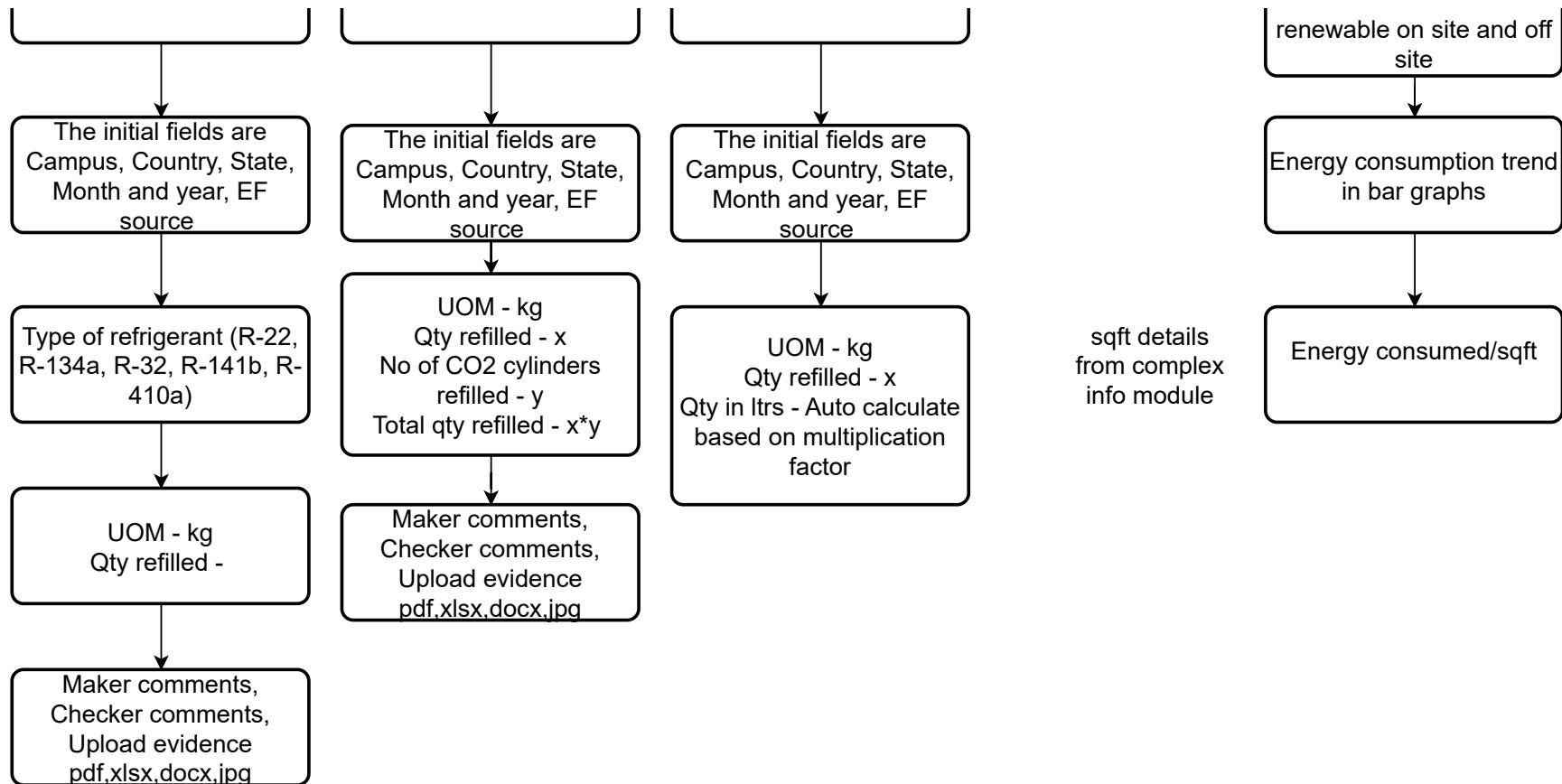
After saving building
manager will have
permissions to approve
or send back for edit

Ma
Che
Up
pd

Save a

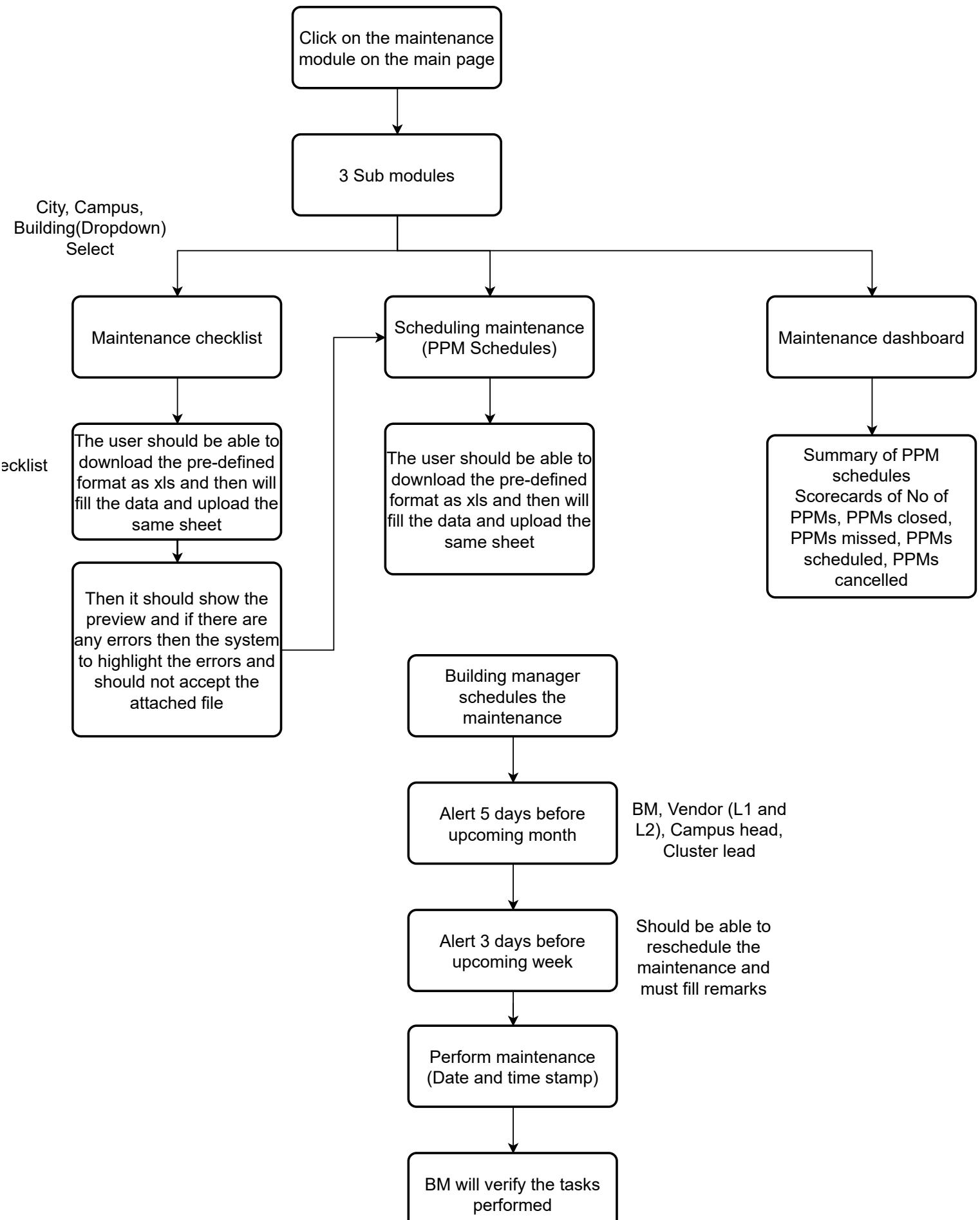
How to access
drafts?





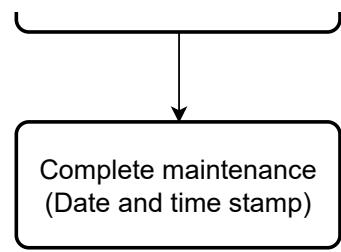
Ref: Maintenance_Che

4) Maintenance Module



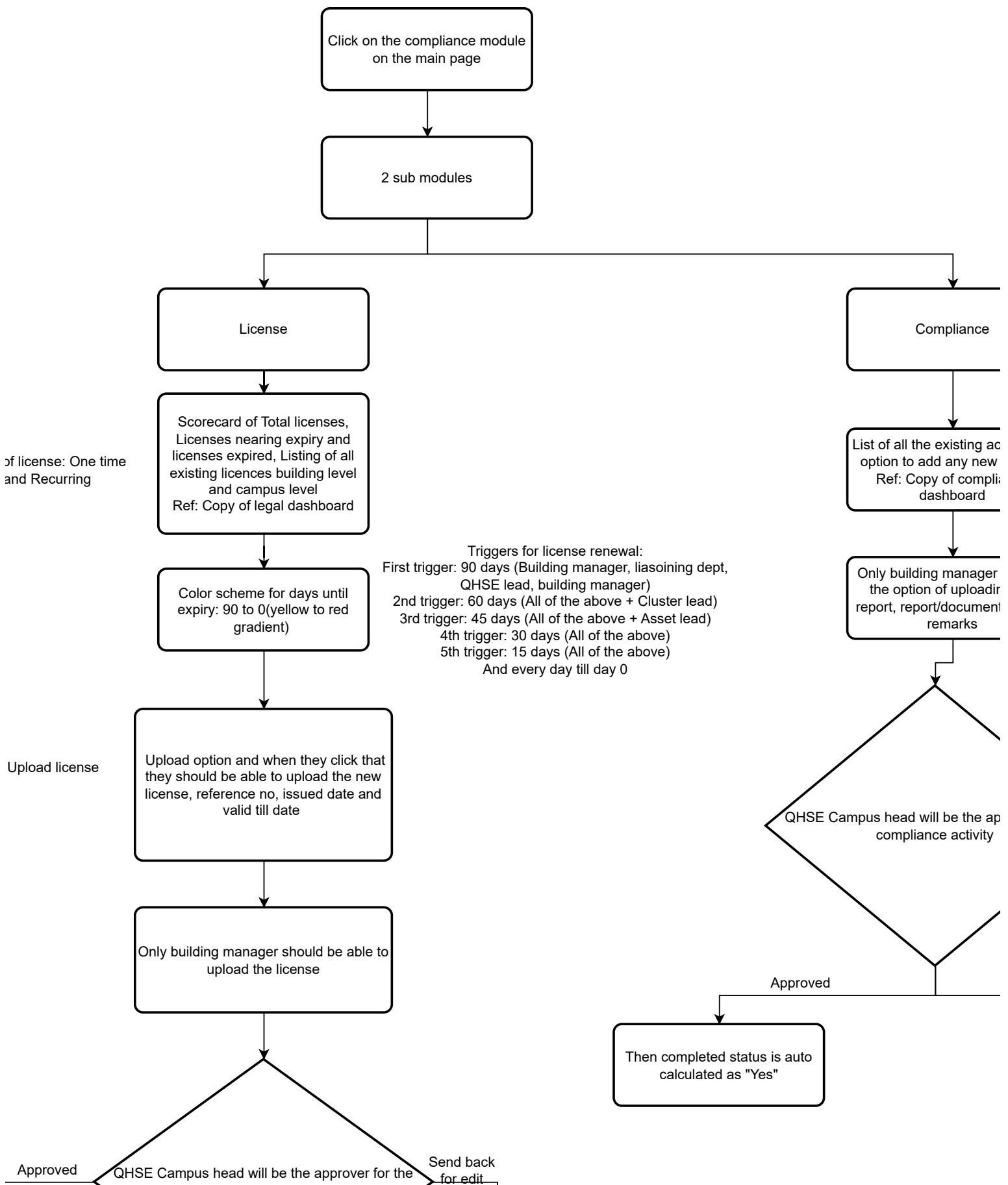
Calendar
with daily
tasks

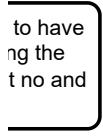
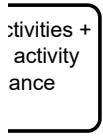
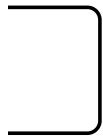
If a particular date is
selected then the
tasks for that
particular day



Type c
 ε

15) Compliance Module





Compliance documents to be uploaded on or before 10th for the previous month activity

28th of every month remainder email for the list of activities to building manager

5th of the month remainder for uploading the documents to building manager, QHSE Campus head

7th of the month for uploading the documents to building manager, QHSE Campus head, Cluster lead, Campus head

Only if the document is not uploaded

Approver for the

Send back
for edit

Remarks for sending it back

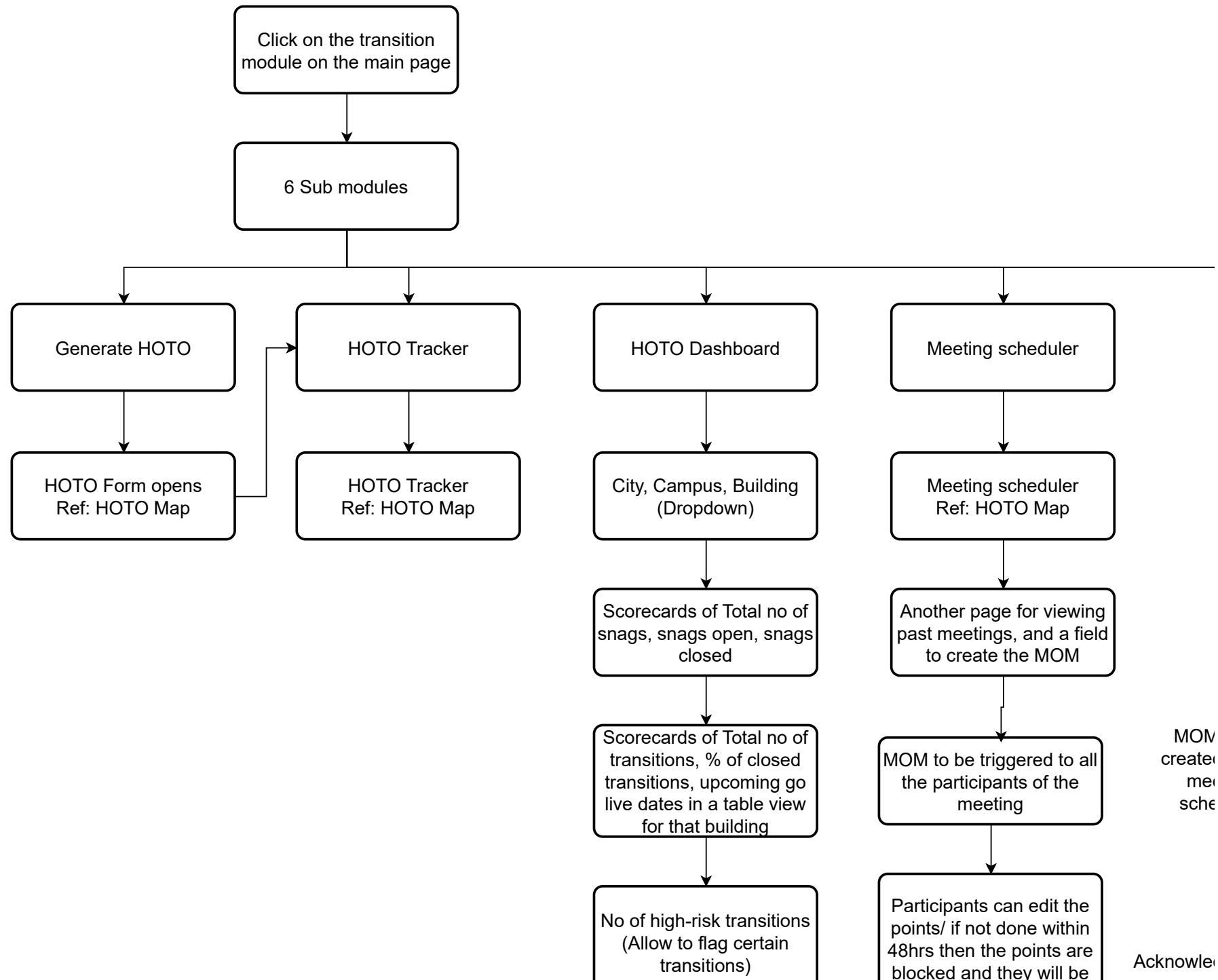
Then completed st:
calculated as

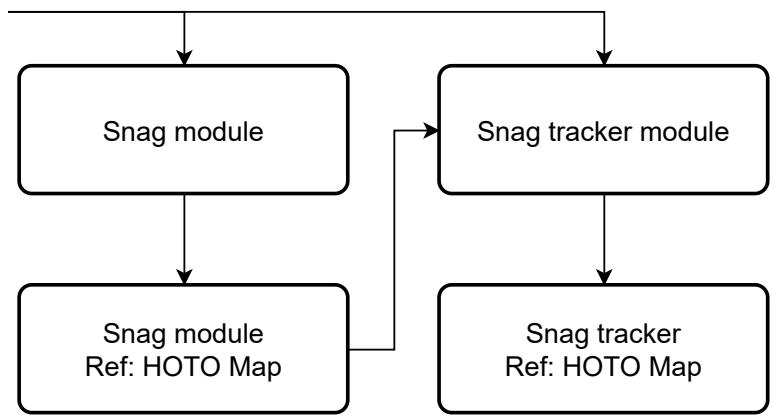
compliance activity

atus is auto
"Yes"

Remarks for sending it back

17) Transition Module





l to be
d by the
eting
eduler

dge

converted into actionable
and milestones

Admin to have

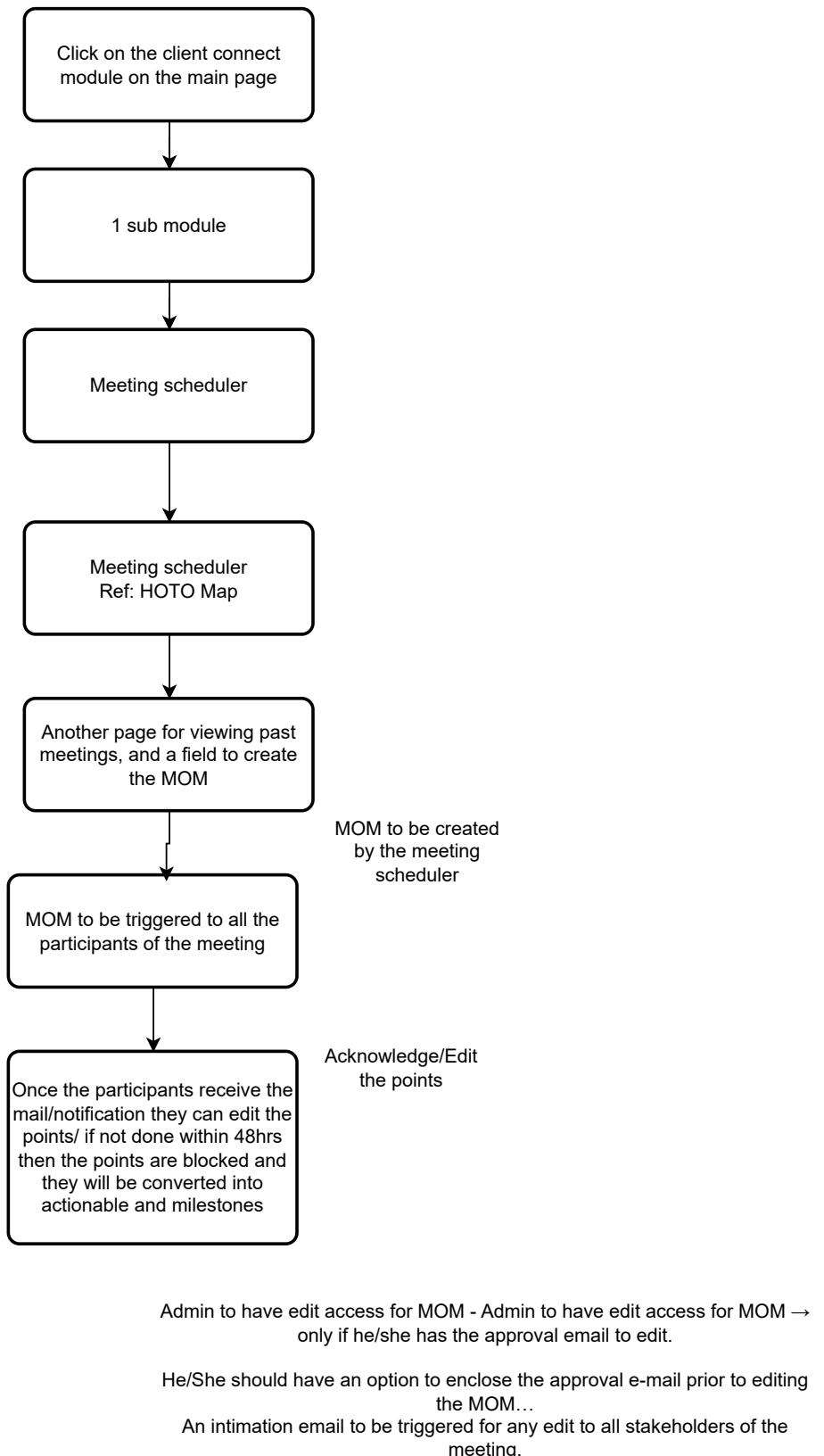
He/She should

An intimate

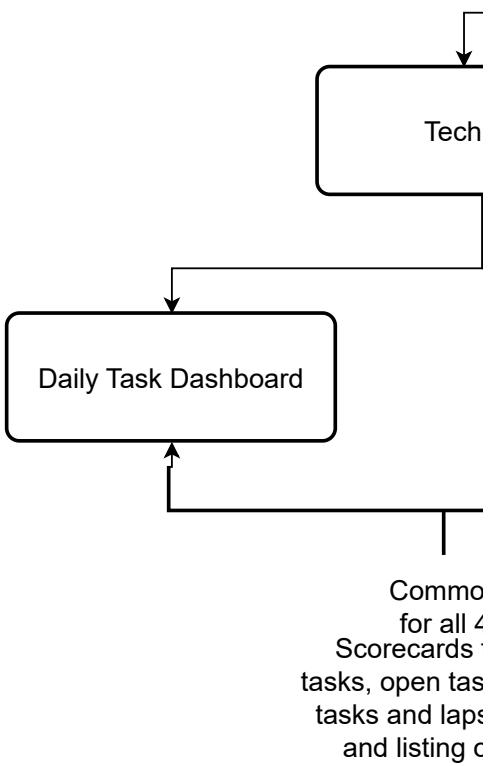
e edit access for MOM - Admin to have edit access for MOM →
only if he/she has the approval email to edit.

I'd have an option to enclose the approval e-mail prior to editing
the MOM...
on email to be triggered for any edit to all stakeholders of the
meeting.

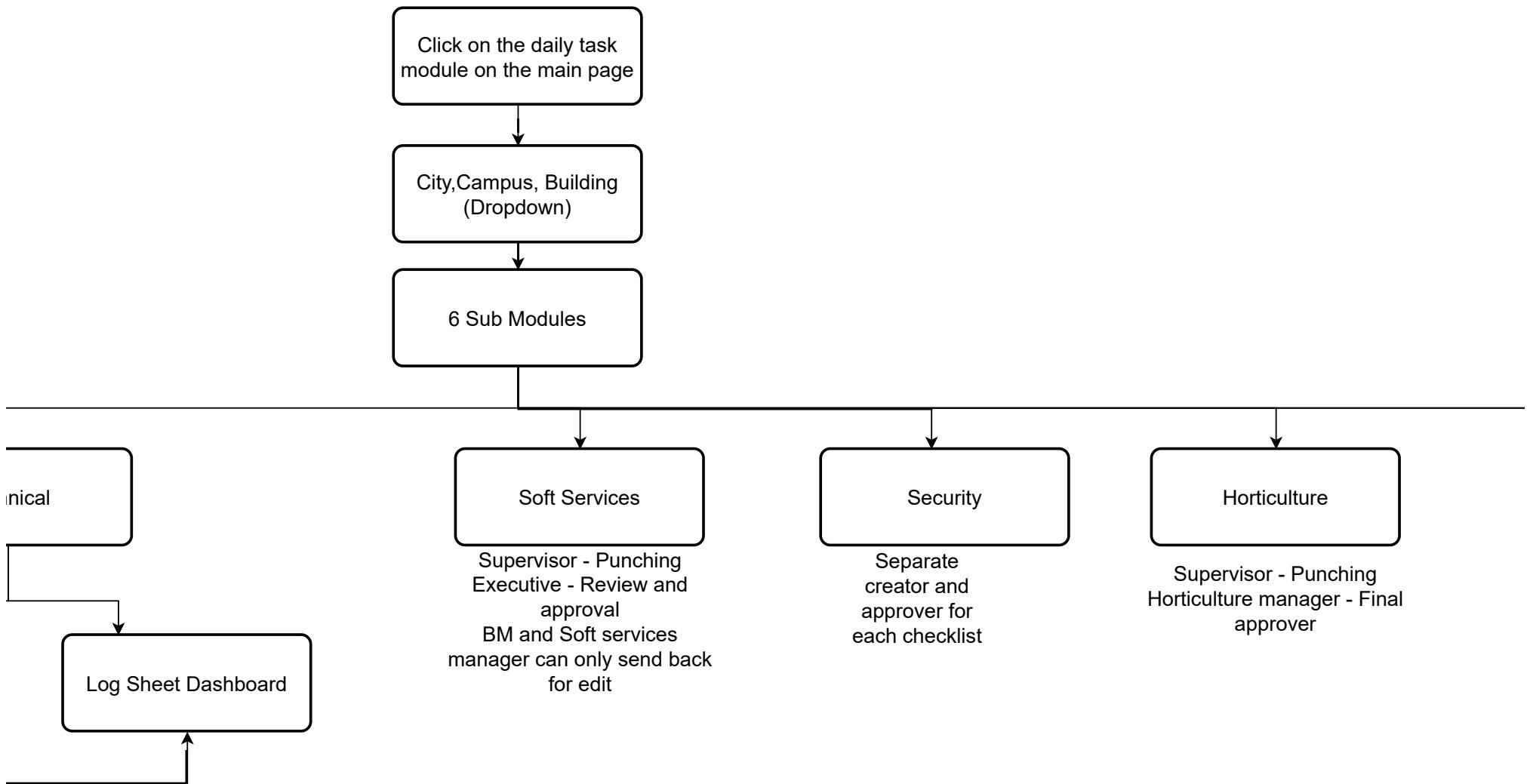
14) Client Connect Module



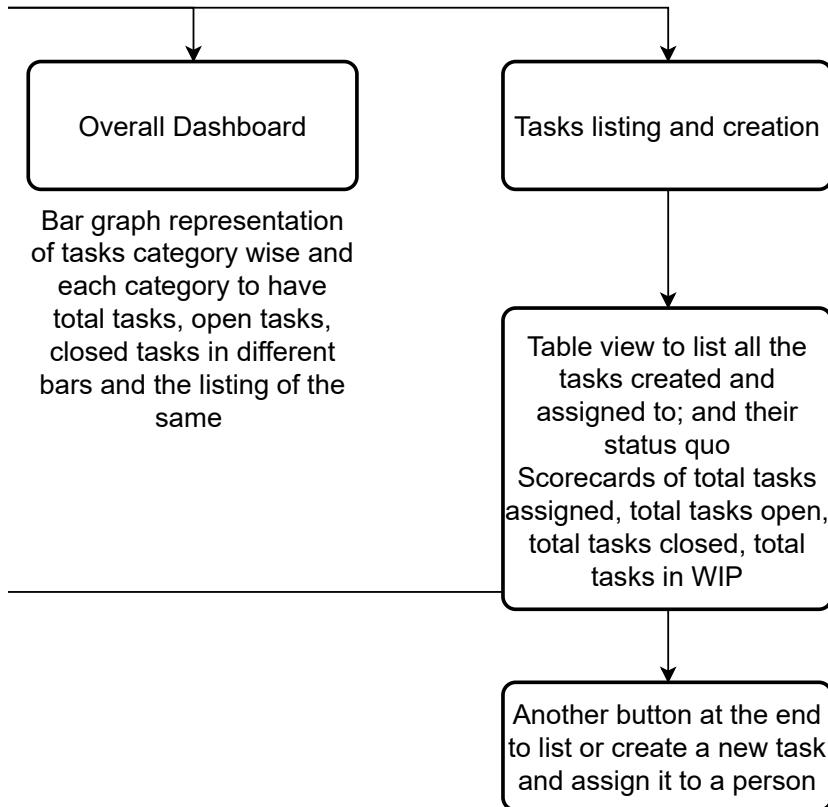
Shift Engineer (Punching) and Upload
Photo for proof
Building Manager (Review and
Approval)
After approval notification to
BM,CH,CL, QHSE CH, Shift engineer



11) Daily Task Module



on
4
for total
tasks, closed
sed tasks
of them

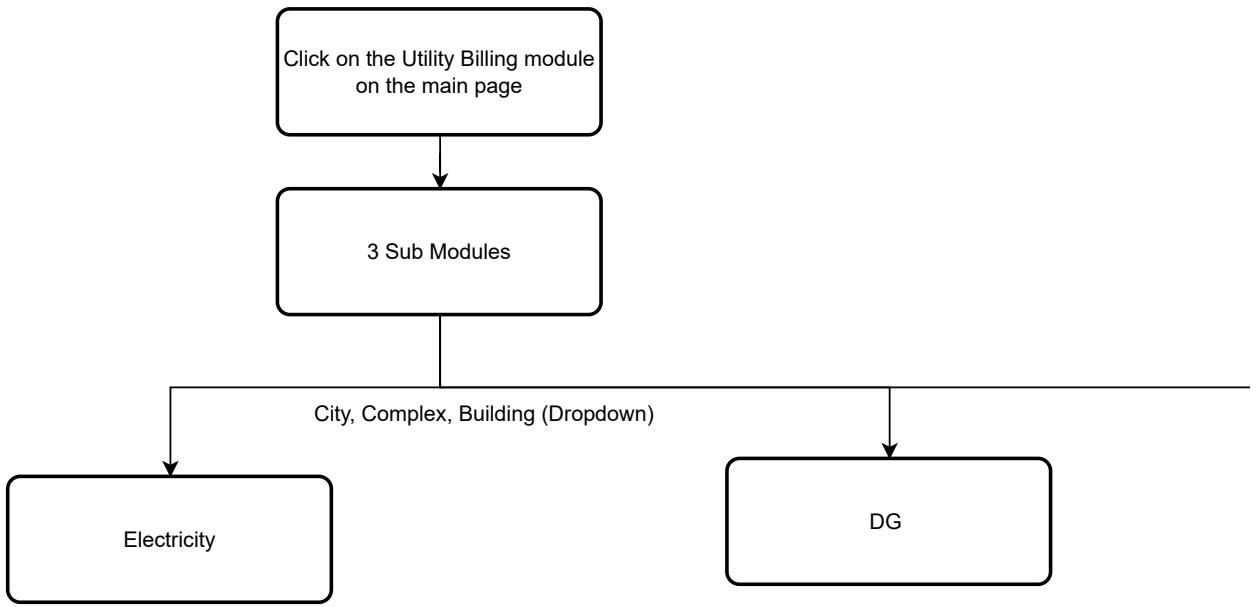


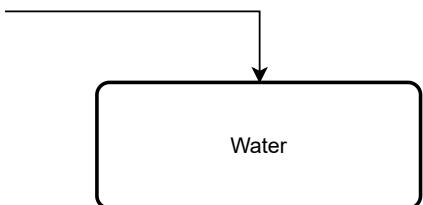


Creation Fields

Task ID	Task name	Task brief description	Created by:	Assigned to:	Priority	Status	Rem
Auto generated based on the sequence	Text box	Text box	Auto captured based on the login credentials	Dropdown of users	Dropdown	Dropdown	Text
					P1,P2,P3,P4	Open, Closed, WIP	

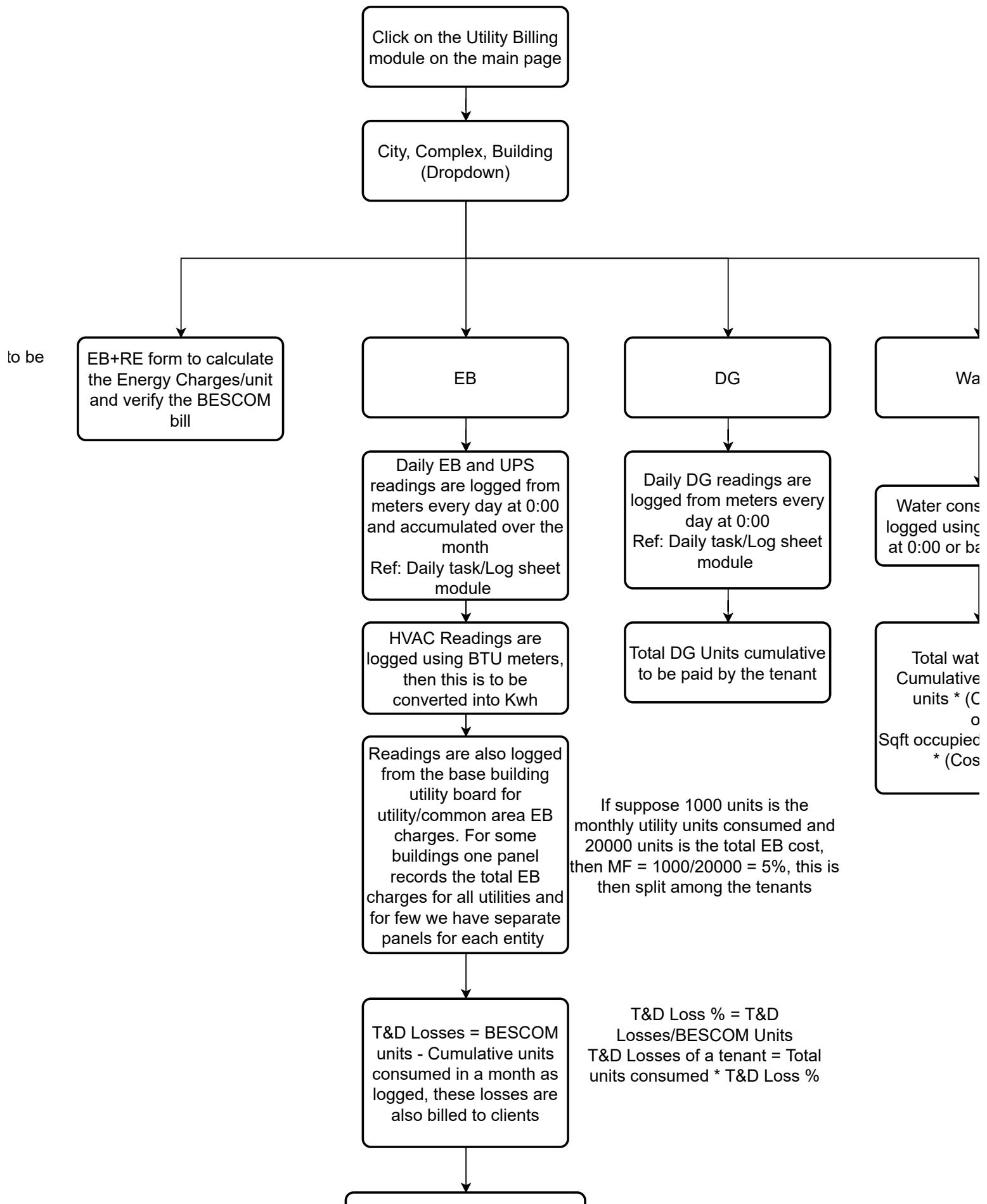
marks	Evidence/File upload
box	pdf,xls,docx, png

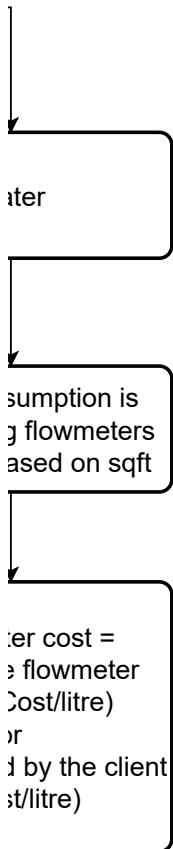




Mandatory proof/evidence t
attached

18) Utility Billing





Consumption is measured by flowmeters based on sqft

Cost/litre =
Cost/litre per flowmeter
or
fixed by the client
Cost/litre)

Yesterday's closing reading will be today's opening reading

Cost/litre varies tenant to tenant and this is fixed based on the commercials
Cost/litre is a numeric box to fill in the values

Total EB cost to be paid by the tenant = EB + HVAC + UPS + Utility/Common area + T&D Losses

All the above 3 categories of EB+DG+Water to be interlinked with the daily logs of energy, water and DG, to conclude on the cumulative consumption for that respective month

