



A member of **UEM Group**

# UETrack 1.5

## User Requirements Specification Document

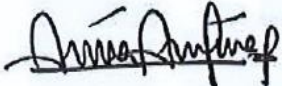
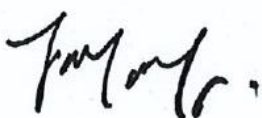
<b>Project</b>	UETrack 1.5
<b>Module</b>	Cleansing Services (CLS)
<b>Date</b>	10-Sept-2020
<b>Version</b>	1.5




**Amendment History**

Version	Description of Changes	Date
1.0	Initial draft	26-Sep-2019
1.1	Prototype added	16-Oct-2019
1.2	WACH Operation Team feedback added	2-Dec-2019
1.3	WACH Operation Team feedback added	10-Jan-2020
1.4	WACH Operation Team feedback added	13-Aug-2020
1.5	Added Search Grid for all screen	10-Sep-2020

This statement of requirements issued as an addition to the existing agreement between Operation Team, Women and Children Hospital Kuala Lumpur (WACH) and the Edgenta IT. The acceptance of this document is a pre-requisite to the Edgenta IT for starting the Project.

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## 1 Introduction

### 1.1 Purpose of Document

The document details the common functional and system requirements for the Cleansing Services (CLS) module. This solution is designed to record, manage & capture the outcomes of the various activities involved in the cleansing services. Various activities related to CLS such as daily cleaning activity, periodic work, joint inspection and other details are maintained in this module.

The purpose of the document is to list all functional requirements of the CLS based on the input from Operation Team, Women and Children Hospital Kuala Lumpur (WACH) and the Concession Agreement between the Government, Konsortium ProHawk Sdn Bhd and the Company. All the screenshots captured in this document is based on draft prototype and subject to changes based on latest requirements.

### 1.2 Document References

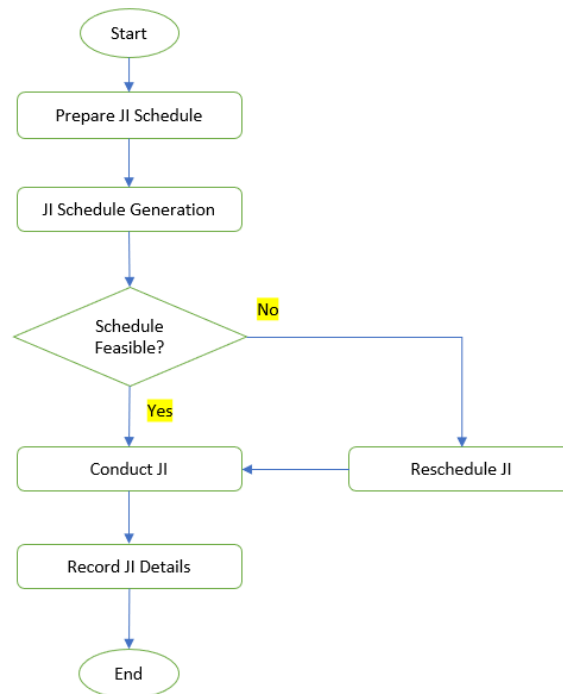
No.	Document Name
1	UETrack 1.5 URRS - GM Module v1.5.docx
2	1_Pg 056-074 (TRPI CLS).doc
3	MAPPING REPORT CLS_MAR 2019.xls
4	QAP Manual.doc

### 1.3 Process Flow

This document provides process flow and details for common functionalities listed below.

- a) Joint Inspection
- b) Daily Cleaning Activity
- c) Periodic Work Record
- d) Quality Assurance Program (QAP)
- e) Reports & Records

### 1.3.1 Joint Inspection

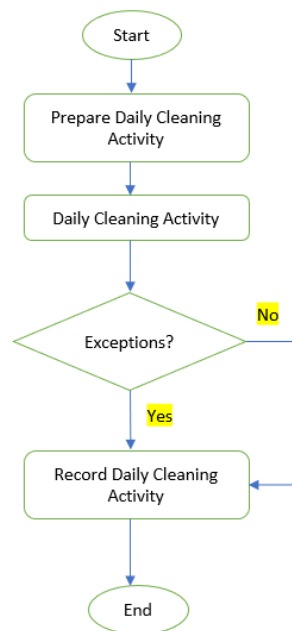


*Diagram 1.3.1: Joint Inspection Flow*

Below is the process flow of Joint Inspection,

1. Helpdesk will prepare and generate the Joint Inspection (JI) Schedule.
2. If the schedule is feasible, Supervisor will proceed to conduct JI with Hospital User.
3. If the schedule is not feasible, Helpdesk will reschedule the JI and note that the reschedule date should be within 7 days from the actual JI date.
4. Helpdesk will complete the process by record the JI details into the system.

### 1.3.2 Daily Cleaning Activity



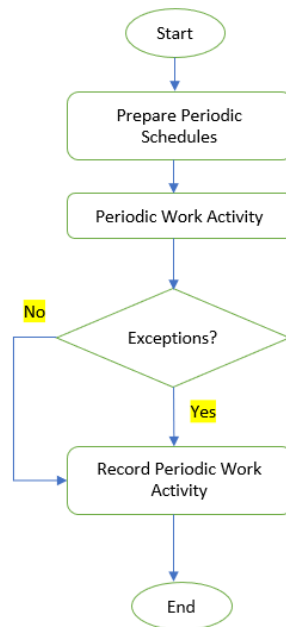
*Diagram 1.3.2: Daily Cleaning Activity Flow*

Below is the process flow of Daily Cleaning Activity,

1. The supervisor will prepare daily cleaning activity for the cleaner to complete their task.
2. The cleaner will perform their task based on the daily cleaning activity that prepared by the supervisor.
3. Helpdesk will record the daily cleaning activity into the system.



### 1.3.3 Periodic Work Record



*Diagram 1.3.3: Periodic Work Record Flow*

Below is the process flow of Periodic Work Record,

1. Supervisor will prepare the periodic schedules for the cleaner to complete their task.
2. The cleaner will perform their task based on the periodic work activity that prepared by the supervisor.
3. Helpdesk will record the periodic work activity into the system.

### 1.3.4 Quality Assurance Program (QAP)

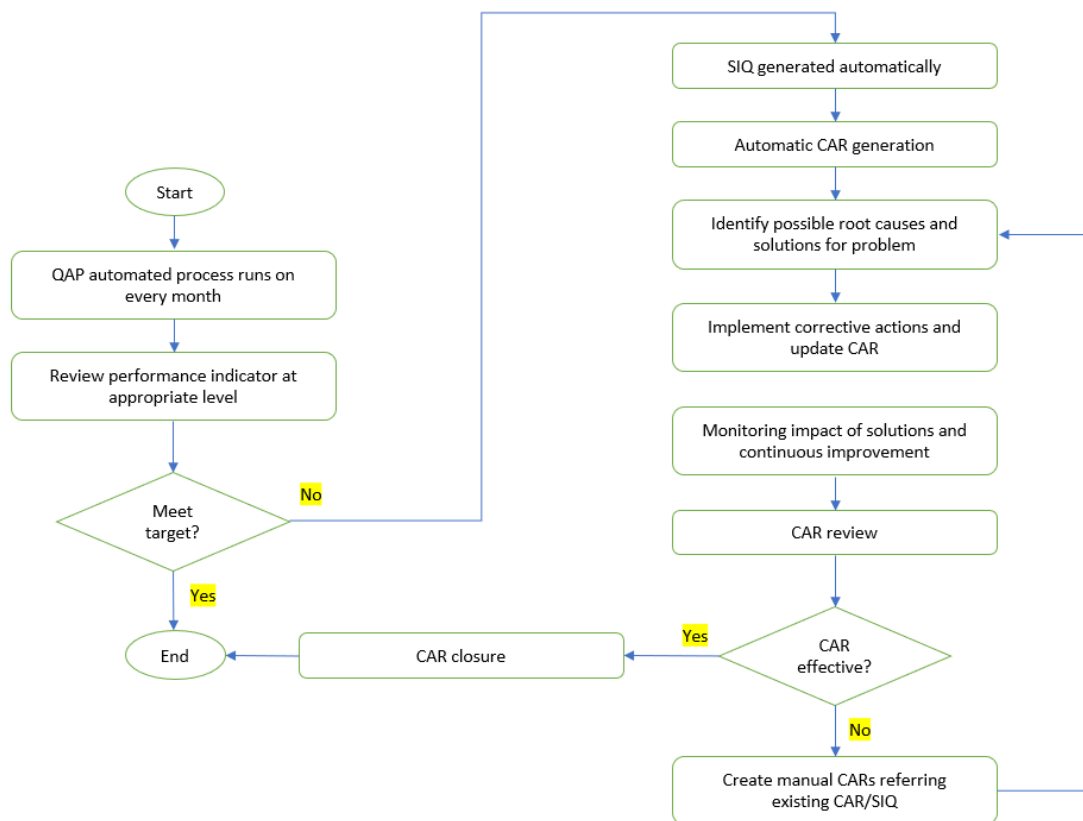


Diagram 1.3.4: Quality Assurance Program (QAP) Flow

Below is the process flow of Quality Assurance Program (QAP),

1. The QAP generation is an automated process that runs on every month. It will review performance indicator at appropriate level.
2. The Shortfall in Quality (SIQ) generation process is an automated (backend) process that shall be triggered on a monthly basis at the hospital level for all indicators that might not meet the required target.
3. SIQ report shall be generated on the 15<sup>th</sup> of the subsequent month.
4. An SIQ is generated for every indicator that fails to meet target.
5. A single CAR is for each SIQ automatically.

### 1.3.5 Reports & Records

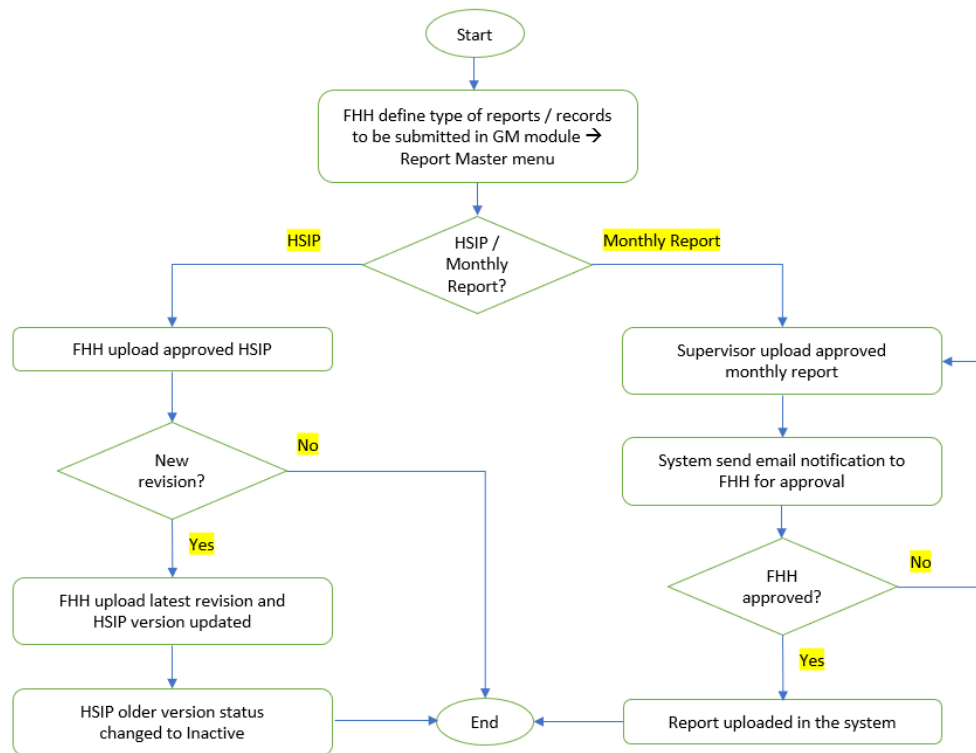


Diagram 1.3.5: Reports & Records Flow

Below is the process flow of Reports & Records,

1. There are two types of reports / records to be submitted; Hospital Specific Implementation Plan (HSIP) and monthly report. It will be defined in Report Master menu under GM module.
2. For HSIP, Facility Head of Hygiene (FHH) will upload signed copy into the system.
3. If there is new revision for HSIP, FHH will upload the latest version. The older version status will be changed to Inactive.
4. System will display only the latest revision.
5. For monthly report, supervisor will upload signed copy into the system. System will notify FHH for approval.
6. Once approved by FHH, the report will be uploaded into the system.

## 1.4 Module Overview

This module records various activities related to CLS such as daily cleaning activity (exceptions), periodic work, joint inspection and other details are maintained in this module. Modules under CLS includes Joint Inspection, Daily Cleaning Activity (Exceptions) and Periodic Work Record as shown below.

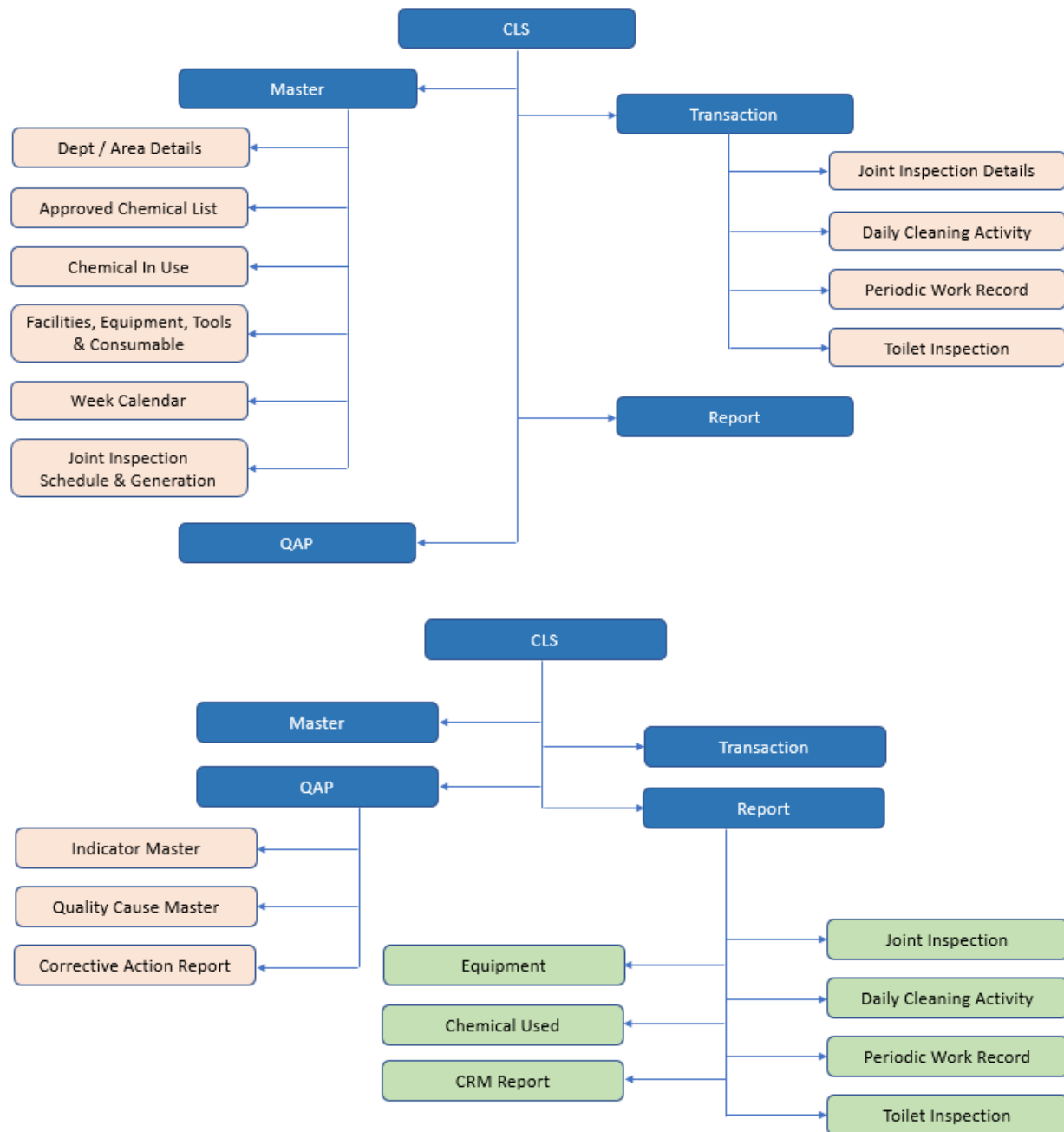


Diagram 1.4: CLS Module Structure

## 2 Functional Requirements – Master

Master section provides a one-time data entry for defining information or pre-requisite data which are required for day-to-day business operations.

### 2.1 Dept / Area Details

This page provides the user area-specific details. It refers to individual wards, clinics or department within the contract hospital. Dept / area details would include area code, cleanable area, operating days, and so on. It includes Joint Inspection (JI) elements for specific location code, receptacles, daily cleaning schedule, periodic work schedule, toilet and dispenser. To go to **Dept / Area Details** page, click **CLS → Master → Dept / Area Details**.

#### **Pre-Requisite:**

- a) Department/area in **GM → Locations → Dept / Area**.
- b) Location in **GM → Locations → Location**.
- c) Staff details in **GM → User Management → User Registration**.

**Access Rights:** This page can be accessed by Company Users.

Dept / Area Details	Receptacles	Daily Cleaning Schedule	Periodic Work Schedule	Toilet	Dispenser
User Area Code *	<input type="text" value="Please Select"/>	User Area Name		<input type="text"/>	
Category of Area *	<input type="text" value="Select"/>	Status *		<input type="text" value="Active"/>	
Operating Days *	<input type="text" value="Select"/>	Working Hours		<input type="text" value="Select"/>	
Total Receptacles	<input type="text"/>	Cleanable Area (Sq m) *		<input type="text"/>	
No. of Hand Washing Facilities *	<input type="text"/>	No. of Beds		<input type="text"/>	
Total No. of User Locations	<input type="text"/>	Hospital Representative *		<input type="text" value="Please Select"/>	
Hospital Representative *	<input type="text" value="Please Select"/>	Hospital Representative Designation		<input type="text"/>	
Company Representative *	<input type="text" value="Please Select"/>	Company Representative Designation		<input type="text"/>	
Effective From Date	<input type="text"/>	Effective To Date		<input type="text"/>	
Jl Schedule *	<input type="text" value="Select"/>				
Remarks	<input type="text"/>				
<input type="button" value="Fetch"/>					

Location Code	Status	Joint Inspection Element					
		Floor	Walls	Ceiling	Windows & Doors	Receptacles & Containers	Furniture, Fixture & Equipment
No records to display							

Diagram 2.1a: Dept / Area Details

Dept / Area Details	Receptacles	Daily Cleaning Schedule	Periodic Work Schedule	Toilet	Dispenser																
<table border="1"> <thead> <tr> <th>Receptacles</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Bin 660L</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Bin 240L</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Waste Paper Basket</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Pedal Bin</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Bedside Bin</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Flip-Flop / Swing Top Bin</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Food Bin</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>						Receptacles	Quantity	Bin 660L	<input type="text" value="0"/>	Bin 240L	<input type="text" value="0"/>	Waste Paper Basket	<input type="text" value="0"/>	Pedal Bin	<input type="text" value="0"/>	Bedside Bin	<input type="text" value="0"/>	Flip-Flop / Swing Top Bin	<input type="text" value="0"/>	Food Bin	<input type="text" value="0"/>
Receptacles	Quantity																				
Bin 660L	<input type="text" value="0"/>																				
Bin 240L	<input type="text" value="0"/>																				
Waste Paper Basket	<input type="text" value="0"/>																				
Pedal Bin	<input type="text" value="0"/>																				
Bedside Bin	<input type="text" value="0"/>																				
Flip-Flop / Swing Top Bin	<input type="text" value="0"/>																				
Food Bin	<input type="text" value="0"/>																				
<input type="button" value="Save"/> <input type="button" value="Reset"/>																					

Diagram 2.1b: Dept / Area Details → Receptacles

Dept / Area Details   Receptacles   Daily Cleaning Schedule   Periodic Work Schedule   Toilet   Dispenser

























Job Item	Frequency (Daily)
Dust Mop	<input type="text" value="0"/>
Damp Mop	<input type="text" value="0"/>
Vacuum	<input type="text" value="0"/>
Washing	<input type="text" value="0"/>
Sweeping	<input type="text" value="0"/>
Wiping	<input type="text" value="0"/>
Washing	<input type="text" value="0"/>
Paper Hand Towel	<input type="text" value="0"/>
Toilet / Jumbo Roll	<input type="text" value="0"/>
Hand Soap	<input type="text" value="0"/>
Deodorisers	<input type="text" value="0"/>
Domestic Waste Collection	<input type="text" value="0"/>

 Save

 Reset

Diagram 2.1c: Dept / Area Details → Daily Cleansing Schedule

[Dept / Area Details](#)
[Receptacles](#)
[Daily Cleaning Schedule](#)
[Periodic Work Schedule](#)
[Toilet](#)
[Dispenser](#)

Scope of Work	Frequency
Container / Receptacles - Washing	Select 
Ceiling - High Dusting	Select 
Lights, Air-Cond Outlet, Fan - Wiping	Select 
Floor (Non-Polishable) - Scrubbing	Select 
Floor (Polishable) - Polishing	Select 
Floor (Polishable) - Buffing	Select 
Floor (Carpet) - Bonnet Buffing	Select 
Floor (Carpet) - Shampooing	Select 
Floor (Carpet) - Heat / Steam Extraction	Select 
Wall - Wiping	Select 
Window / Door - Wiping	Select 
Perimeter Drain - Wash /Scrub	Select 
Toilet - Descaling	Select 
High Rise Netting - High Dusting	Select 
External Facade - Cleaning	Select 
External High Level Glass - Cleaning	Select 
Internet Glass Above 10 Feet - Squeegee Clean	Select 
Flat Roof - Wash /Scrub	Select 
Stainless Steel - Polishing	Select 
Expose Ceiling Truss - High Dusting Vacuum	Select 
Ledges - Damp Wipe	Select 
Skylight - High Dusting	Select 
Signages - Wiping	Select 
Decks - High Dusting	Select 

 Save

 Reset

Diagram 2.1d: Dept / Area Details → Periodic Work Schedule



Dept / Area Details	Receptacles	Daily Cleaning Schedule	Periodic Work Schedule	Toilet	Dispenser	Variation Details								
<b>Legend :</b> M : Mirror, F : Floor, W : Wall, U : Urinal, BW : Bowl, BS : Basin, TR : Toilet Roll, SP : Soap Dispenser, AA : Auto AirFreshener, W : Waste														
<input checked="" type="checkbox"/>	Location Code	Type	Frequency	Details	M	F	W	U	BW	BS	TR	SP	AA	W
<input type="checkbox"/>	Please Select	Select	Select	Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+														
<div>Save</div> <div>Reset</div>														

Diagram 2.1e: Dept / Area Details → Toilet

Dept / Area Details	Receptacles	Daily Cleaning Schedule	Periodic Work Schedule	Toilet	Dispenser																
<table border="1"> <thead> <tr> <th>Type</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Hand Paper Towel</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Jumbo Roll / Toilet Roll</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Hand Soap / Liquid Soap Dispenser</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Deodorant</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Foot Pump / Non-Contact Type Dispenser</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Hand Dryers</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Auto Timer Deodorizer / Air Freshener Dispenser</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>						Type	Total	Hand Paper Towel	<input type="text" value="0"/>	Jumbo Roll / Toilet Roll	<input type="text" value="0"/>	Hand Soap / Liquid Soap Dispenser	<input type="text" value="0"/>	Deodorant	<input type="text" value="0"/>	Foot Pump / Non-Contact Type Dispenser	<input type="text" value="0"/>	Hand Dryers	<input type="text" value="0"/>	Auto Timer Deodorizer / Air Freshener Dispenser	<input type="text" value="0"/>
Type	Total																				
Hand Paper Towel	<input type="text" value="0"/>																				
Jumbo Roll / Toilet Roll	<input type="text" value="0"/>																				
Hand Soap / Liquid Soap Dispenser	<input type="text" value="0"/>																				
Deodorant	<input type="text" value="0"/>																				
Foot Pump / Non-Contact Type Dispenser	<input type="text" value="0"/>																				
Hand Dryers	<input type="text" value="0"/>																				
Auto Timer Deodorizer / Air Freshener Dispenser	<input type="text" value="0"/>																				
<div>Save</div> <div>Reset</div>																					

Diagram 2.1f: Dept / Area Details → Dispenser

Dept / Area Details	Receptacles	Daily Cleaning Schedule	Periodic Work Schedule	Toilet	Dispenser	Variation Details					
<input checked="" type="checkbox"/>	Area Code	Area Name	SNF Reference No.	Variation Status	(Sq ft)	Price (RM)	Commissioning Date	Service Start Date	Warranty End Date	Variation Date	Service Stop Date
<input type="checkbox"/>	Please Select		Please Select	Sel							
+											
<div>Save</div> <div>Reset</div>											

Diagram 2.1g: Dept / Area Details → Variation Details

Dept / Area Details Search

All
 +

User Area Code
 contains

Reset
 Search

User Area Code	User Area Name	Category of Area	Operating Days	Total Receptacles	Cleanable Area	No. of Hand Washing Facilities	No. of Beds	Total No. of User Locations	Status
LSDWA	Adult High Dependency Unit	Specialized Area	7 days per week	20	124	5	33	12	Active

View 1 - 10 of 50
 Page 1 of 5

Diagram 2.1h: Dept / Area Details Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Dept / Area Details</b>				
User Area Code	Y	Auto-select		Enter keyword and search function populates a list of user area codes matching the keyword, which is obtained from <b>GM&gt;Locations&gt;Dept / Area</b> .
User Area Name		Text Box	Y	The User Area Name is displayed based on the selected User Area Code.
Category of Area	Y	Dropdown		Category of area. Values: a) Specialized Area b) Medical Area c) General Area d) Other Area e) Overall
Status	Y	Dropdown		Status of dept/area. Values: a) Active (default value) b) Inactive
Operating Days	Y	Dropdown		Select the number of operating days per week. Values: a) 1 day per week b) 2 days per week c) 3 days per week d) 4 days per week e) 5 days per week f) 6 days per week g) 7 days per week
Working Hours		Dropdown		The number of working hours of the user area. Values:

Field Name	Mandatory?	Data Type	Disabled?	Description
				a) 24 b) 12 c) 8
Total Receptacles		Text Box	Y	The total number of receptacles is displayed based on the sum of the Receptacles from the Receptacles tab.
Cleanable Area (Sq m)	Y	Text Box		The area to be cleaned under the selected user area.
No. of Hand Washing Facilities	Y	Text Box		The total hand washing facilities available in the selected user area.
No. of Beds		Text Box		The total beds available in the selected user area.
Total No. of User Locations		Text Box	Y	The total number of locations is displayed based on the total user locations (Active only) from the Location gridview.
Hospital Representative	Y	Text Box		Enter keyword and search function populates a list of hospital staff names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration</b> .
Hospital Representative Designation		Text Box	Y	The Hospital Representative Designation is displayed based on the selected Hospital Representative.
Company Representative	Y	Text Box		Enter keyword and search function populates a list of company staff names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration</b> .
Company Representative Designation		Text Box	Y	The Company Representative Designation is displayed based on the selected Company Representative.
Effective From Date		Text Box	Y	The start date of service is displayed based on the selected User Area Code.
Effective To Date		Text Box	Y	The stop date of service is displayed based on the selected User Area Code.

Field Name	Mandatory?	Data Type	Disabled?	Description
JI Schedule	Y	Dropdown		Joint Inspection (JI) for the user area. Values: a) Monday b) Tuesday c) Wednesday d) Thursday e) Friday f) Saturday g) Sunday
Remarks		Text Box		The comments, if any.
<b>Fetch</b>		Button		The system search for location code that mapped to the user area and populates the records in the gridview.
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Joint Inspection Element)</b>				
Location Code		TextBox		A list of location codes, which is obtained from <b>GM&gt;Locations&gt;Location</b> based on the selected User Area Code and Level Id.
Status		Dropdown		Status of location. Values: a) Active (default value) b) Inactive  Note: Only Active user locations will appear in the transaction page.
Joint Inspection Element		Checkbox		The JI Element (multiple selection is allowed). When the JI Details is loaded for future transactions, the JI elements selected here is loaded accordingly.  Note: If JI elements are not selected, it will appear as Not Applicable and Rating = NA in JI Details.
<b>Tab (Receptacles)</b>				
Receptacles		Label	Y	The list of receptacles. Values:






Field Name	Mandatory?	Data Type	Disabled?	Description
				a) Bin 660L b) Bin 240L c) Waste Paper Basket d) Pedal Bin e) Bedside Bin f) Flip-flop / Swing Top Bin g) Food Bin
Quantity		Text Box		The quantity of receptacles in the user area.
<b>Save</b>		Button		Save the entered details.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Tab (Daily Cleaning Schedule)</b>				
Job Item		Label		The list of receptacles. Values: a) Dust Mop b) Damp Mop c) Vacuum d) Washing e) Sweeping f) Wiping g) Washing h) Paper Hand Towel i) Toilet / Jumbo Roll j) Hand Soap k) Deodorisers l) Domestic Waste Collection
Frequency (Daily)		TextBox		The frequency of daily cleaning schedule in the user area.
<b>Save</b>		Button		Save the entered details.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Tab (Periodic Work Schedule)</b>				
Scope of Work		Label		The list of scope of work. Values: a) Container / Receptacles – Washing b) Ceiling - High Dusting c) Lights, Air-Cond Outlet, Fan – Wiping d) Floor (Non-Polishable) – Scrubbing e) Floor (Polishable) – Polishing

Field Name	Mandatory?	Data Type	Disabled?	Description
				f) Floor (Polishable) – Buffing g) Floor (Carpet) - Bonnet Buffing h) Floor (Carpet) – Shampooing i) Floor (Carpet) - Heat / Steam Extraction j) Wall – Wiping k) Window / Door – Wiping l) Perimeter Drain - Wash /Scrub m) Toilet – Descaling n) High Rise Netting - High Dusting o) External Facade – Cleaning p) External High-Level Glass – Cleaning q) Internet Glass Above 10 Feet - Squeegee Clean r) Flat Roof - Wash / Scrub s) Stainless Steel – Polishing t) Expose Ceiling Truss - High Dusting Vacuum u) Ledges - Damp Wipe v) Skylight - High Dusting w) Signages – Wiping x) Decks - High Dusting
Frequency		Dropdown		The frequency of daily cleaning schedule in the user area. Values: a) 1W b) 1M c) 2M d) 3M e) 6M f) Y g) NA
<b>Save</b>		Button		Save the entered details.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Tab (Toilet)</b>				
Location Code		Auto-select		Enter keyword and search function populates a list of location codes matching the keyword, which is obtained

Field Name	Mandatory?	Data Type	Disabled?	Description
				from <b>CLS&gt;Master&gt;Dept / Area</b> .
Type		Dropdown		The type of the toilet. Values: a) Public b) Staff c) Ward/Department
Frequency		Dropdown		The frequency of toilet cleaning. Values: d) 3 times e) 6 times
Details		Dropdown		The specific toilet category. Values: a) Female b) Male c) OKU d) Unisex
+		Button		Add gridview rows.
Delete Row		Check Box		Delete a row from the gridview.
Save		Button		Save the entered details.
Reset		Button		Reset the entered/selected details.
<b>Tab (Dispenser)</b>				
Type		Label		Various types of dispenser. Values: a) Hand Paper Towel b) Jumbo Roll / Toilet Roll c) Hand Soap / Liquid Soap Dispenser d) Deodorant e) Foot Pump / Non-Contact Type Dispenser f) Hand Dryers g) Auto Timer Deodorizer / Air Freshener Dispenser
Total		Text Box		Total number of each type of dispenser.
<b>Tab (Variation Details)</b>				
Area Code		Auto Select		Enter keyword and search function populates a list of user area codes matching the keyword, which is obtained from <b>CLS&gt;Master&gt;Dept / Area</b> .

Field Name	Mandatory?	Data Type	Disabled?	Description
Area Name		Text Box	Y	The User Area Name is displayed based on the selected User Area Code.
SNF Reference No.		Auto Select		
Variation Status		Dropdown		Populated from List of Values. Values: a) V1 – Existing b) V2 – Addition c) V3 – Deletion d) V4 – BER e) V5 – Transfer From f) V6 – Transfer To g) V7 – Upgrade h) V8 – Donated by others
Sq Ft.		Numeric		The size of user area affected by the SNF
Price (RM)		Decimal		The cleaning fee for each sq ft.
Commissioning Date		Date		
Service Start Date		Date	Y	
Warranty End Date		Date	Y	Warranty End date based on SNF
Variation Date		Date	Y	Variation date based on SNF
Service Stop Date		Date	Y	Service end date based on SNF
<b>Save</b>		Button		Save the entered details.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Search</b>				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) User Area Code b) User Area Name c) Category of Area d) Operating Days e) Total Receptables f) Cleanable Area g) No. of Hand Washing Facilities h) No, of Beds i) Total No. of User Locations j) Status
Search Condition		Dropdown		Values: a) contains



Field Name	Mandatory?	Data Type	Disabled?	Description
				b) equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null
Search Value		Text Box		Value to search for.
		Button		Add row for search rule
		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

### Business Rules

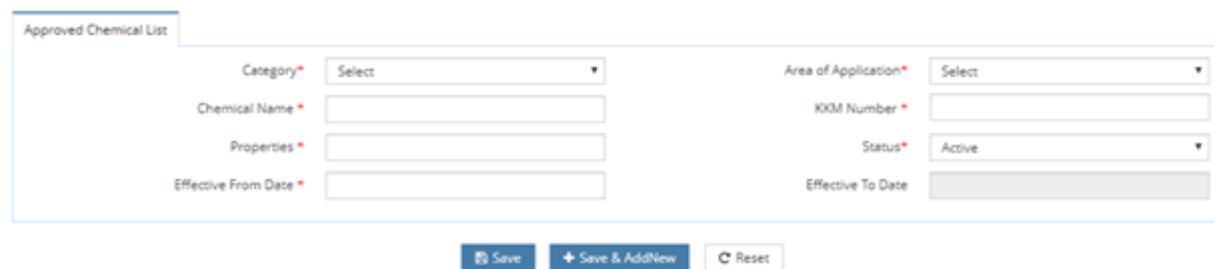
1. The Joint Inspection (JI) elements will be loaded in the JI Details transaction screen based on user location.
2. The daily cleaning schedule will be loaded in the Daily Cleaning Activity transaction screen based on user area.
3. The periodic work schedule will be loaded in the Periodic Work Record transaction screen based on user area.
4. Only active user area codes will appear in the transaction screens or will be considered for deduction calculations.
5. Only active locations code will appear in Toilet tab.

## 2.2 Approved Chemical List

This page provides the list of chemicals that are approved by MoH and used for cleaning across companies. To go to **Approved Chemical List** page, click **CLS → Master → Approved Chemical List**.

**Pre-Requisite:** None.

**Access Rights:** This page can be accessed by Company Users.



Approved Chemical List

Category\*

Chemical Name\*

Properties\*

Effective From Date\*

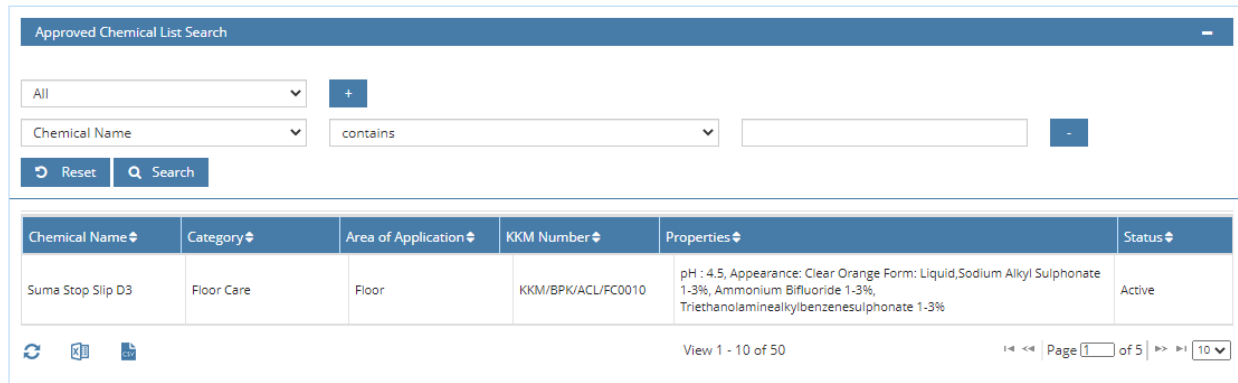
Area of Application\*

KKM Number\*

Status\*

Effective To Date

Diagram 2.2a: Approved Chemical List



Approved Chemical List Search

All

Chemical Name

Chemical Name	Category	Area of Application	KKM Number	Properties	Status
Suma Stop Slip D3	Floor Care	Floor	KKM/BPK/ACL/FC0010	pH : 4.5, Appearance: Clear Orange Form: Liquid, Sodium Alkyl Sulphonate 1-3%, Ammonium Bifluoride 1-3%, Triethanolaminealkylbenzenesulphonate 1-3%	Active






View 1 - 10 of 50

Page 1 of 5

Diagram 2.2b: Approved Chemical List Search

Field Name	Mandatory?	Data Type	Disabled?	Description
Category	Y	Dropdown		Category of chemical. Values: 1) Air Freshener 2) Degreaser 3) Disinfectant 4) Floor Care 5) Hand Washing 6) Multipurpose

Field Name	Mandatory?	Data Type	Disabled?	Description
Area of Application	Y	Dropdown		The area depending on the selected category of chemical.
Chemical Name	Y	Text Box		The name of the chemical that may be used for the cleaning purposes.
KKM Number	Y	Text Box		The unique identification number given to the chemical.
Properties	Y	Text Box		The typical properties of the chemical that will be used for cleaning purposes. Chemical properties are characteristics of a material that become evident when the material undergoes a chemical reaction or a chemical change.
Status	Y	Dropdown		Status of chemical. Values: a) Active (default value) b) Inactive
Effective From	Y	Text Box		The date from when the approved chemical may be actively utilized for cleaning process.
Effective To		Text Box	Y	The date up to when the approved chemical may be active.
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Search</b>				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) User Area Code b) User Area Name c) Category of Area d) Operating Days e) Total Receptables f) Cleanable Area

Field Name	Mandatory?	Data Type	Disabled?	Description
				g) No. of Hand Washing Facilities h) No, of Beds i) Total No. of User Locations j) Status
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null
Search Value		Text Box		Value to search for.
		Button		Add row for search rule
		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

## 2.3 Chemical In Use

This page provides information about the various chemicals used for cleaning purposes within the hospital. To go to **Chemical In Use** page, click **CLS → Master → Chemical In Use**.

**Pre-Requisite:** Chemical list in **CLS → Master → Approved Chemical List**.

**Access Rights:** This page can be accessed by Company Users.

Chemical In Use

Attachments

Document No.

Date \*

Remarks

	Category *	Area of Application *	Chemical Name *	KKM No.	Properties	Status	Effective Date
<input type="checkbox"/>	Hand Washing ▾	Hand ▾	Concentrated ▾			Active ▾	

+

Save

+ Save & AddNew

Reset

Diagram 2.3a: Chemical In Use

Chemical In Use

Attachments

	File Type *	File Name *	Attachment *	Download
<input type="checkbox"/>	Select ▾		<div></div> Browse...	

+

Save

Diagram 2.3b: Chemical In Use → Attachments

Chemical In Use Search

All +

Document No. contains -

Reset Search

---

Document No. ↓ 18-Jan-2020






CIU/PRK/PRK350/2018/04/000001

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Diagram 2.3c: Chemical In Use Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Chemical In Use</b>				
Document No.		Text Box	Y	Auto-generated document no. in the format of CIU/WAC/2019/12/000010.
Date	Y	Date/Time		The date on when the chemical details are being added.
Remarks		Text Box		The comments, if any.
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Chemical)</b>				
Category	Y	Dropdown		The category of the chemical used. Values: a) Air Freshener b) Degreaser c) Disinfectant d) Floor Care e) Hand Washing f) Multipurpose g) Others h) Polisher i) Sanitizer j) Stripper
Area of Application	Y	Dropdown		The area where it is used depending on the selected category of chemical. Values: a) Kitchen/Engineering b) Workshop

Field Name	Mandatory?	Data Type	Disabled?	Description
				c) Engineering department d) Hard Floors e) Kitchen Utensils f) Food Contact Surfaces
Chemical Name	Y	Dropdown		The name of the chemical.  Note: Only the approved chemicals used by the selected hospital will be available for selection.
KKM No.		Text Box	Y	The unique identification number given to the selected chemical based on the details obtained from <b>CLS&gt;Master&gt;Approved Chemical List.</b>
Properties		Text Box	Y	The properties of the selected chemical.
Status		Dropdown	Y	Status of the chemical. Values: a) Active (default value) b) Inactive
Effective Date		Text Box	Y	The date from when the chemical was used.
+		Button		Add gridview rows.
Delete Row		Button		Delete a row from the gridview.
<b>Chemical in Use → Attachments</b>				
File Type		Dropdown		The type of file to be uploaded.
File Name		Text		The name of the file.
Attachment		Upload-file		File to be uploaded from the specified location.
Download		Download-file		The link to download and view the file.
+		Button		Add gridview rows.
Delete Row		Checkbox		Delete a row from the gridview.
Save		Button		Save the entered details.
<b>Search</b>				
Search Filter		Dropdown		Values: c) All d) Any
Search Criteria		Dropdown		Values: k) User Area Code l) User Area Name

Field Name	Mandatory?	Data Type	Disabled?	Description
				m) Category of Area n) Operating Days o) Total Receptables p) Cleanable Area q) No. of Hand Washing Facilities r) No, of Beds s) Total No. of User Locations t) Status
Search Condition		Dropdown		Values: k) Contains l) Equal m) not equal n) begins with o) does not begin with p) ends with q) does not end with r) does not contain s) is null t) is not null
Search Value		Text Box		Value to search for.
		Button		Add row for search rule
		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.



## 2.4 Facilities, Equipment, Tools & Consumable

This page provides details about the power tools used and managed in the hospital for cleaning purposes, such as Dry Vacuum Cleaners, Auto Scrubbers, and so on. To go to **Facilities, Equipment, Tools & Consumable** page, click **CLS → Master → Facilities, Equipment, Tools & Consumable**.

**Pre-Requisite:** None.

**Access Rights:** This page can be accessed by Company Users.

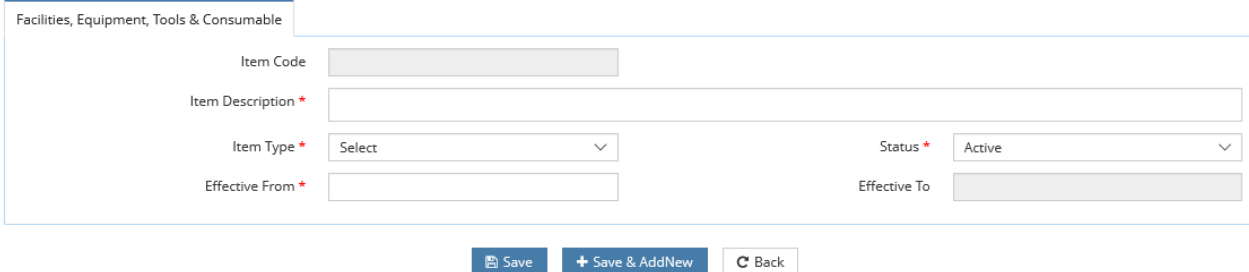


Diagram 2.4a: Facilities, Equipment, Tools & Consumable

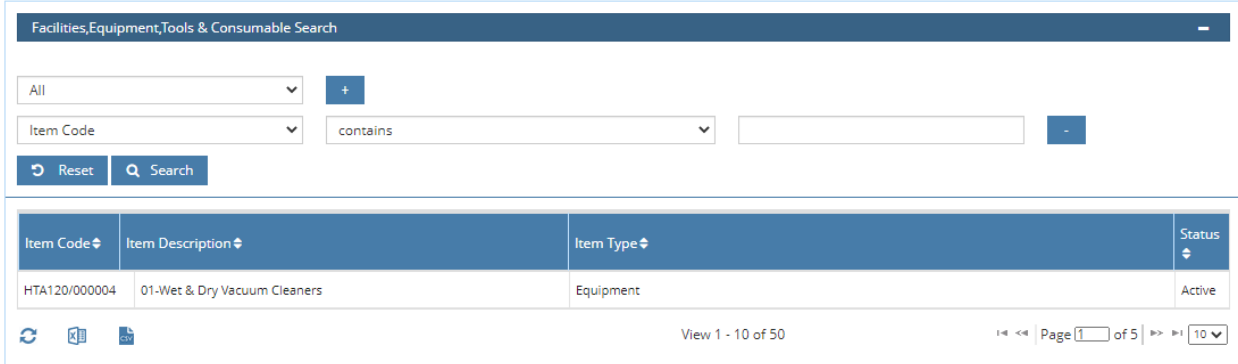





Diagram 2.4b: Facilities, Equipment, Tools & Consumable

Field Name	Mandatory?	Data Type	Disabled?	Description
Item Code		Text Box	Y	Auto-generated code in the format of C001.
Item Description	Y	Text Box		A description for the item.
Item Type	Y	Dropdown		Types of the item used for linen and laundry. Values: a) Facility b) Equipment c) Tools d) Consumable

Field Name	Mandatory?	Data Type	Disabled?	Description
Status	Y	Dropdown		Status of item. Values: a) Active (default value) b) Inactive
Effective From	Y	Date/Time		The effective date of the item.
Effective To		Date/Time	Y	The date when the status changed to Inactive.
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Search</b>				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) Item Code b) Item Description c) Item Type d) Status
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null
Search Value		Text Box		Value to search for.
<b>+</b>		Button		Add row for search rule
<b>-</b>		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

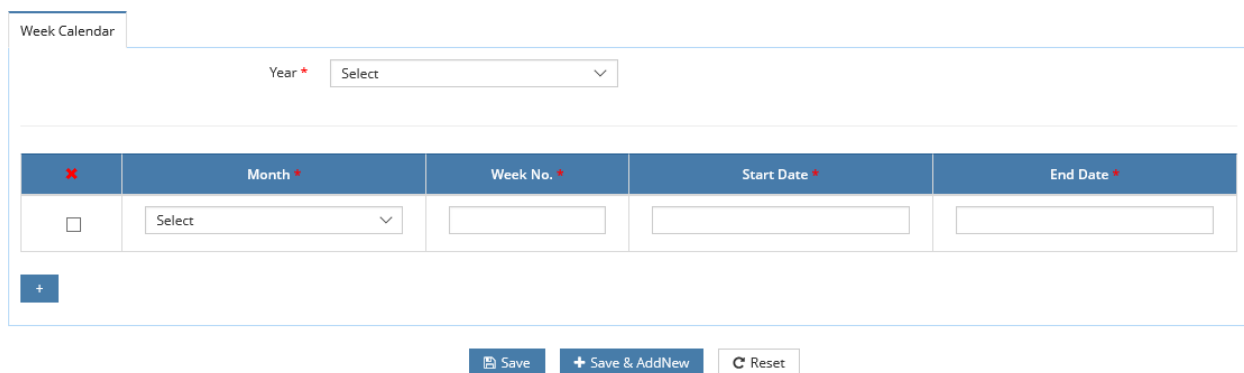
## 2.5

## 2.6 Week Calendar

This page allows to define week calendars by month and year to schedule Joint Inspection (JI) activity. In general, this calendar can define start and end date of the week. To go to **Week Calendar** page, click **CLS → Master → Week Calendar**.


**Pre-Requisite:** None.

**Access Rights:** This page can be accessed by Company Users.



The form is titled 'Week Calendar'. It features a 'Year' dropdown menu with a 'Select' option. Below this is a table with five columns: a checkbox column, 'Month', 'Week No.', 'Start Date', and 'End Date'. The 'Month' column has a 'Select' dropdown. Below the table is a '+' button. At the bottom are three buttons: 'Save', '+ Save & AddNew', and 'Reset'.

Diagram 2.5a: Week Calendar








The form is titled 'Week Calendar Search'. It has a search bar with a dropdown menu set to 'All' and a '+' button. Below the search bar is a 'Year' dropdown menu and a 'contains' dropdown menu. There are 'Reset' and 'Search' buttons. Below the search bar is a 'Year' dropdown menu with '2020' selected. At the bottom are icons for refresh, print, and download, and a pagination bar showing 'View 1 - 10 of 50' and 'Page 1 of 5'.

Diagram 2.5b: Week Calendar Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Week Calendar</b>				
Year	Y	Dropdown		The year. Values: a) 2020 b) 2021
Save		Button		Save the entered details.

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Week)</b>				
Month	Y	Dropdown		The calendar month for which the JI schedule needs to be generated. Values: a) January b) February c) March d) April e) May f) Jun g) July h) August i) September j) October k) November l) December
Week No.	Y	Text Box		The week no. of the selected year and calendar month.
Start Date	Y	Date / Time		The start date of the week.
End Date	Y	Date / Time		The end date of the week.
<b>+</b>		Button		Add gridview rows.
<b>Delete Row</b>		Button		Delete a row from the gridview.
<b>Search</b>				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) Year
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null

Field Name	Mandatory?	Data Type	Disabled?	Description
Search Value		Text Box		Value to search for.
		Button		Add row for search rule
		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

## 2.7

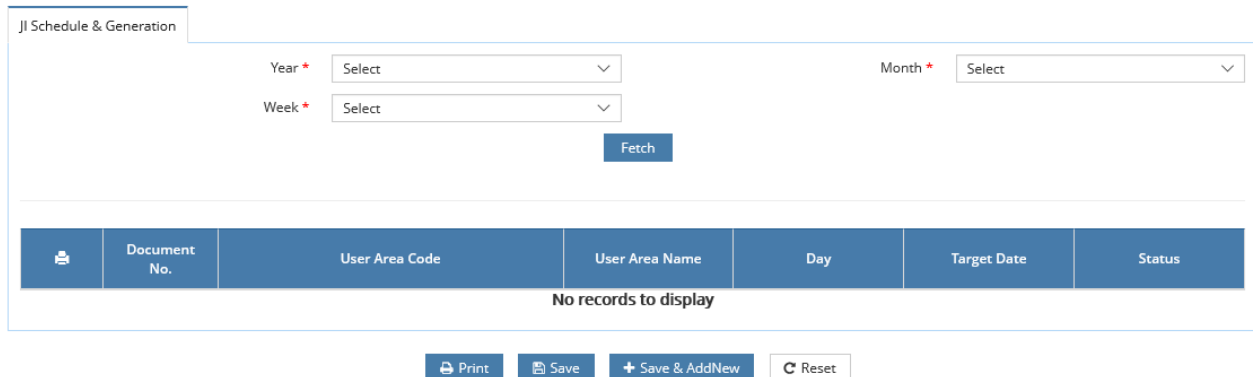
## 2.8 Joint Inspection Schedule & Generation

This page provides information on generating the Joint Inspection (JI) schedule based on the week calendar. Joint Inspection (JI) is a cleaning services activity that is carried out jointly by the Company and Hospital Representative. This inspection is done on a weekly basis and focus on whether a user area is perfectly clean or not. It generates the schedule for all user areas for the selected week. By default, the generated JI schedule is displayed in this page with Status as Open. To go to **Joint Inspection Schedule & Generation** page, click **CLS → Master → Joint Inspection Schedule & Generation**.

### Pre-Requisite:

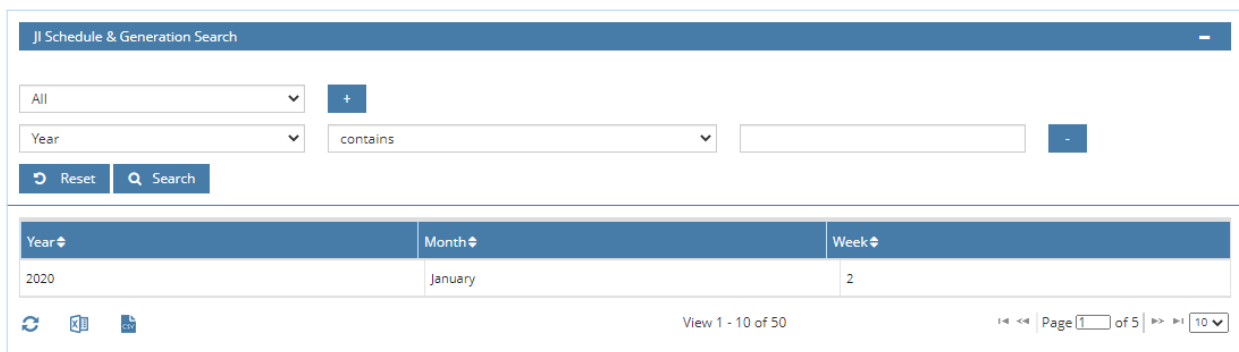
- Department/area in **CLS → Master → Dept / Area Details**.
- Week calendar in **CLS → Master → Week Calendar**.

**Access Rights:** This page can be accessed by Company Users.



The screenshot shows the 'JI Schedule & Generation' page. It features three dropdown menus for 'Year', 'Month', and 'Week', each with a red asterisk indicating a required field. Below these is a blue 'Fetch' button. A table with the following headers is displayed: Document No., User Area Code, User Area Name, Day, Target Date, and Status. The table is currently empty, with the text 'No records to display' centered below it. At the bottom of the page, there are four buttons: 'Print', 'Save', 'Save & AddNew', and 'Reset'.

Diagram 2.6a: Joint Inspection Schedule & Generation






The screenshot shows the 'JI Schedule & Generation Search' page. It has a search bar at the top with a dropdown menu set to 'All' and a blue '+' button. Below the search bar, there are dropdown menus for 'Year' and 'Month', followed by a 'contains' dropdown and an empty text input field. There are 'Reset' and 'Search' buttons. Below the search section, there is a table with three columns: 'Year', 'Month', and 'Week'. The table contains one row with the values '2020', 'January', and '2'. At the bottom of the page, there is a pagination bar showing 'View 1 - 10 of 50' and 'Page 1 of 5'.

Diagram 2.6b: Joint Inspection Schedule & Generation Search

*Diagram 2.6c: Joint Inspection Form*

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Field Name	Mandatory?	Data Type	Disabled?	Description
Document No.		Text Box	Y	Auto-generated no. in the format of WAC/<UserAreaCode>/JI/<Year>/<MonthNo>/<Week>.
User Area Code		Text Box	Y	The code of the user area, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
User Area Name		Text Box	Y	The name of the user area, based on the selected User Area Code.
Day		Text Box	Y	The calendar day on when the JI is scheduled, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
Target Date		Text Box	Y	The JI target date, which is the last day of the week.
Status		Text Box	Y	Status of JI details. Values: a) Open (default value) b) Closed c) Not Done
<b>Search</b>				
Search Filter		Dropdown		Values: c) All d) Any
Search Criteria		Dropdown		Values: b) Year
Search Condition		Dropdown		Values: k) Contains l) Equal m) not equal n) begins with o) does not begin with p) ends with q) does not end with r) does not contain s) is null t) is not null
Search Value		Text Box		Value to search for.
+		Button		Add row for search rule
-		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.



**Business Rules**

1. When the Fetch button is clicked, the schedule for the selected week of the month is generated for all user areas in the hospital.
2. If the schedule for the selected week of the month is already generated, the following message is displayed: 'Schedule already exists and cannot be generated'.
3. The day will be based on the JI schedule that already defined in Dept / Area Details.

### 3 Functional Requirements – Transaction

Transaction section provides for facilities to record all operational activities pertaining to master data.

#### 3.1 Joint Inspection Details

This page provides information about the Joint Inspection (JI) activities that determine the performance of cleaning services carried out by the Company and Hospital Representative, for that week. It has JI details that are scheduled for each user area in the hospital. The Hospital Representative would rate as satisfactory or unsatisfactory based on the inspection done. It provides the status of the JI Document as Open, Closed, or Not Done. The JI details can only be updated against the generated JI schedule. The JI details can be edited only within a week of JI Date. To go to **Joint Inspection Details** page, click **CLS → Transaction → Joint Inspection Details**.

**Pre-Requisite:**

- a) Joint inspection schedule in **CLS → Master → Joint Inspection Schedule & Generation**.
- b) Staff details in **GM → User Management → User Registration**.
- c) Location details in **CLS → Master → Dept / Area Details**.

**Access Rights:** This page can be accessed by Company Users.

Joint Inspection Details
 Attachments

JI Document No. 
 JI Date & Time \*

User Area Code 
 User Area Name

Hospital Representative \* 
 Hospital Representative Designation

Company Representative \* 
 Company Representative Designation

Remarks

Reference No. (\* If Rating is 'YS')

Fetch

Summary of Quality Rating

Satisfactory	<input type="text" value="0"/>	No. of User Location	<input type="text" value="0"/>
Unsatisfactory	<input type="text" value="0"/>	Grand Total Elements Inspected	<input type="text" value="0"/>
Not Applicable	<input type="text" value="0"/>		

## Legend :

Y - Yes, N - No, YS - Stubborn Stain, NA - Not Applicable, QH1 - Surface Stain, QH2 - Dust, QH3 - Litter, QH4 - Bad Odour, QH5 - Cobweb, QH6 - Algae / Fungus, QH7 - Blocked Drains, QH8 - FEMS Related, QH9 - Permanent Stain, QH10 - Manpower, QH11 - Equipment / Tools, QH12 - Uncontrolled Environment, QH13 - Vendor Related, QH14 - Vandalism

## Note :

Reference No. is mandatory if rating is 'YS'.

Location Code	Location Name	Floor *	Walls *	Ceiling *	Windows & Doors *	Receptacles & Containers *	Furniture, Fixture & Equipments *	Remarks
---------------	---------------	---------	---------	-----------	-------------------	----------------------------	-----------------------------------	---------

No records to display




Diagram 3.1a: Joint Inspection Details

Joint Inspection Details
 Attachments

✕	File Type*	File Name*	Attachment*	Download
<input type="checkbox"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	

+

Save

Diagram 3.1b: Joint Inspection Details → Attachments

Joint Inspection Search

All
 +

JI Document No.
 contains

Reset Search

JI Document No. ▾	JI Date & Time ▾	User Area Code ▾	User Area Name ▾	Satisfactory ▾	Unsatisfactory ▾	Not Applicable ▾	No. of User Location ▾	Grand Total Elements Inspected ▾
JU/PNG120/UH03/SEP2020/5	30-Sep-2020 10:00	L5DWA	Adult High Dependency Unit (DWA)	40	0	5	5	40






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Diagram 3.1c: Joint Inspection Details Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Joint Inspection Details</b>				
JI Document No.		Text Box	Y	The Document No. as obtained from <b>CLS&gt;Master&gt;Joint Inspection Schedule &amp; Generation.</b>
JI Date and Time	Y	Date / Time		The JI date and time.
User Area Code		Text Box	Y	The User Area Code as obtained from <b>CLS&gt;Master&gt;Joint Inspection Schedule &amp; Generation.</b>
User Area Name		Text Box	Y	The User Area Name as obtained from <b>CLS&gt;Master&gt;Joint Inspection Schedule &amp; Generation.</b>
Hospital Representative	Y	Text Box		Enter keyword and search function populates a list of hospital staff names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration.</b>
Hospital Representative Designation		Text Box	Y	The Hospital Representative Designation is displayed based on the selected Hospital Representative.
Company Representative	Y	Text Box		Enter keyword and search function populates a list of

Field Name	Mandatory?	Data Type	Disabled?	Description
				company staff names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration</b> .
Company Representative Designation		Text Box	Y	The Company Representative Designation is displayed based on the selected Company Representative.
Remarks		Text Box		Comments or additional information related to joint inspection, if any.
Reference No. (* If rating is 'YS')		Text Box	Y	The reference no.  Note: If the selected rating is 'YS'.
<b>Fetch</b>		Button		Fetch all active user locations based on the selected User Area Code, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
<b>Save</b>		Button		Save the entered details.
<b>Submit</b>		Button		Submit the saved details.  Note: Once the details are saved and submitted, the Status is updated as Closed and they cannot be edited.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Summary of Quality Rating</b>				
Satisfactory		Text Box	Y	Summary from each element inspected. Total from dropdown with values Y
Unsatisfactory		Text Box	Y	Summary from each element inspected. Total from dropdown with all values except Y and NA
Not Applicable		Text Box	Y	Summary from each element inspected. Total from dropdown with values NA
No. of User Location		Text Box	Y	Total location from gridview

Field Name	Mandatory?	Data Type	Disabled?	Description
Grand Total Elements Inspected		Text Box	Y	Total count of elements with all values except NA
<b>Gridview (Elements Inspected)</b>				
Location Code		Label		The code of the location, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
Location Name		Label		The name of the location, based on the selected Location Code.
Floor	Y	Dropdown		The quality rating for each of the elements inspected. Values: a) Y - Yes b) N - No c) YS – Stubborn Stain d) NA – Not Applicable e) QH1 – Surface Stain f) QH2 – Dust g) QH3 – Litter h) QH4 – Bad Odour i) QH5 – Cobweb j) QH6 – Algae / Fungus k) QH7 – Blocked Drains l) QH8 – FEMS Related m) QH9 – Permanent Stain n) QH10 – Manpower o) QH11 – Equipment / Tools p) QH12 – Uncontrolled Environment q) QH13 – Vendor Related r) QH14 – Vandalism
Walls	Y	Dropdown		
Ceiling	Y	Dropdown		
Windows & Doors	Y	Dropdown		
Receptacles & Containers	Y	Dropdown		
Furniture, Fixture & Equipments	Y	Dropdown		
Remarks		Text Box		Comments, if any.
<b>Joint Inspection Details → Attachments</b>				
File Type		Dropdown		The type of file to be uploaded.
File Name		Text		The name of the file.
Attachment		Upload-file		File to be uploaded from the specified location.
Download		Download-file		The link to download and view the file.
+		Button		Add gridview rows.
Delete Row		Checkbox		Delete the selected record.
Save		Button		Save the entered details.

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Search</b>				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) JI Document No. b) JI Date & Time c) User Area Code d) User Area Name e) Satisfactory f) Unsatisfactory g) Not Applicable h) No. of User Locations i) Grand Total Elements Inspected
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null
Search Value		Text Box		Value to search for.
		Button		Add row for search rule
		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

### Business Rules

1. The JI details cannot be created new. They can only be updated against the generated JI schedules.
2. The JI elements should be filled with a default rating of 'NA', if the JI element mapping is not applicable to the user location in the Dept / Area Details.

3. If the JI details are submitted, then the status is updated as 'Closed'.
4. If the JI details are not completed after the target date, then the status is updated as 'Not Done'.
5. The JI details cannot be edited or locked for editing, if the deduction for the month is generated.



### 3.2 Daily Cleaning Activity

This page provides detailed information about the cleaning activities scheduled daily in the hospital. It provides the user area-wise daily cleaning schedule for the year. To go to **Daily Cleaning Activity** page, click **CLS → Transaction → Daily Cleaning Activity**.

**Pre-Requisite:** Department/area and daily cleaning schedule in **CLS → Master → Dept / Area Details**.

**Access Rights:** This page can be accessed by Company Users.

Daily Cleaning Activity

Document No.

Date \*

Total Done

Total Not Done

Fetch

Legend :

A1 : Dust Mop, A2 : Damp Mop, A3 : Vacuum, A4 : Washing, A5 : Sweeping, B1 : Wiping, C1 : Washing, D1 : Paper Hand Towel, D2 : Toilet/Jumbo Roll, D3 : Hand Soap, D4 : Deodorisers, E1 : Waste Collection

User Area Code	Status *	Job Item / Frequency (Daily)											
		A1	A2	A3	A4	A5	B1	C1	D1	D2	D3	D4	E1
No records to display													

Save

+ Save & AddNew

Reset

Diagram 3.2a: Daily Cleaning Activity

Daily Cleaning Activity Search

All

+

Document No

contains

-

Reset

Search

Document No ↕	Date ↕	Total Done ↕	Total Not Done ↕
CLS/DCAE/PRK340/201603/000001	15-Aug-2020	213	9




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Diagram 3.2b: Daily Cleaning Activity Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Daily Cleaning Activity</b>				
Document No.		Text Box	Y	Auto-generated no. in the format of WAC/DCA/2020/01/000010.
Date	Y	Date / Time		The date on when the cleaning activity was conducted.
Total Done		Text Box	Y	The total number of cleaning activity done for the user area.
Total Not Done		Text Box	Y	The total number of cleaning activity not done for the user area.
<b>Fetch</b>		Button		Fetch all active user areas, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Daily Cleaning Details)</b>				
User Area Code		Label	Y	The code of the usear area, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
Status	Y	Dropdown		Status of DCA. Values: a) Done (default value) b) Not Done
A1: Dust Mop		Label		The specific job item for which the cleaning was carried out, which is obtained from Daily Cleaning Schedule in <b>CLS&gt;Master&gt;Dept / Area Details</b> .
A2: Damp Mop		Label		
A3: Vacuum		Label		
A4: Washing		Label		
A5: Sweeping		Label		
B1: Wiping		Label		
C1: Washing		Label		
D1: Paper Hand Towel		Label		
D2: Toilet/Jumbo Roll		Label		

Field Name	Mandatory?	Data Type	Disabled?	Description
D3: Hand Soap		Label		
D4: Deodorisers		Label		
E1: Waste Collection		Label		
Search				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) Document No. b) Date c) Total Done d) Total Not Done
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null
Search Value		Text Box		Value to search for.
+		Button		Add row for search rule
-		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

**Business Rules**

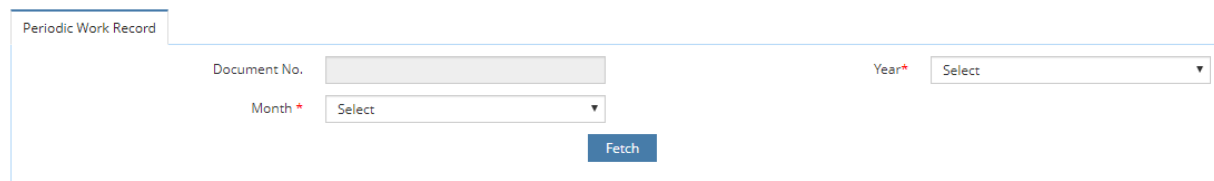
1. The DCA must be recorded everyday. If the DCA is not done for the user area, then the status is updated as 'Not Done'.
2. The DCA details cannot be edited or locked for editing, if the deduction for the month is generated.

### 3.3 Periodic Work Record

This page provides detailed information about the periodic cleaning activities. Periodic cleaning schedule is divided into two, weekly and monthly. To go to **Periodic Work Record** page, click **CLS → Transaction → Periodic Work Record**.

**Pre-Requisite:** Department/area and periodic work schedule in **CLS → Master → Dept / Area Details**.

**Access Rights:** This page can be accessed by Company Users.



Periodic Work Record

Document No.  Year

Month

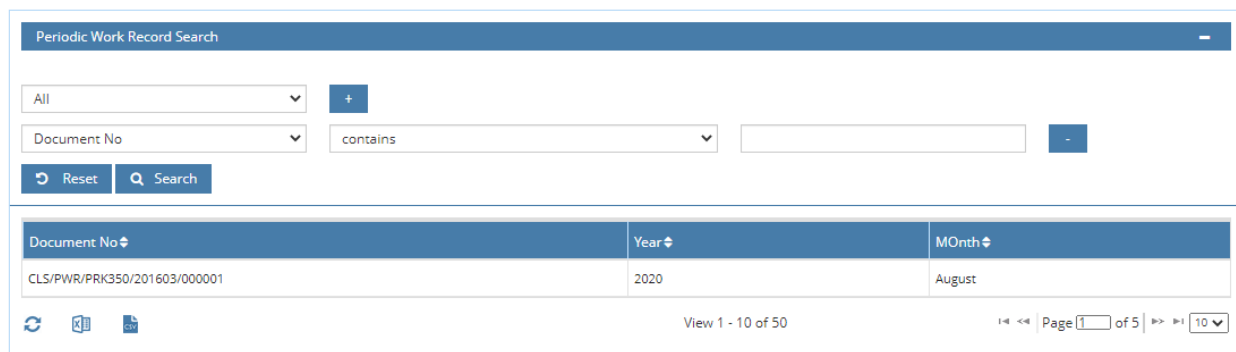
Legend :

A1 : Container / Receptacles - Washing, A2 : Ceiling - High Dusting, A3 : Lights, Air-Cond Outlet, Fan - Wiping, A4 : Floor (Non-Polishable) - Scrubbing, A5 : Floor (Polishable) - Polishing, A6 : Floor (Polishable) - Buffing, A7 : Floor (Carpet) - Bonnet Buffing, A8 : Floor (Carpet) - Shampooing, A9 : Floor (Carpet) - Heat / Steam Extraction, A10 : Wall - Wiping, A11 : Window / Door - Wiping, A12 : Perimeter Drain - Wash / Scrub, A13 : Toilet - Descaling, A14 : High Rise Netting - High Dusting, A15 : External Facade - Cleaning, A16 : External High Level Glass - Cleaning, A17 : Internet Glass Above 10 Feet - Squeegee Clean, A18 : Flat Roof - Wash / Scrub, A19 : Stainless Steel - Polishing, A20 : Expose Ceiling Truss - High Dusting Vacuum, A21 : Ledges - Damp Wipe, A22 : Skylight - High Dusting, A23 : Signages - Wiping, A24 : Decks - High Dusting

User Area Code	Status <sup>+</sup>	Scope of Work / Frequency			
		A1	A2	A3	A4

No records to display

Diagram 3.3a: Periodic Work Record



Periodic Work Record Search

All

Document No  contains

Document No <sup>+</sup>	Year <sup>+</sup>	MOnth <sup>+</sup>
CLS/PWR/PRK350/201603/000001	2020	August




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Diagram 3.3b: Periodic Work Record Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Periodic Work Record</b>				
Document No.		Text Box	Y	Auto-generated no. in the format of WAC/PWR/2020/01/000010.
Year	Y	Dropdown		The year. Values: a) 2020 b) 2021
Month	Y	Dropdown		The calendar month. Values: a) January b) February c) March d) April e) May f) Jun g) July h) August i) September j) October k) November l) December
<b>Fetch</b>		Button		Fetch all active user areas, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Periodic Cleaning Details)</b>				
User Area Code		Label	Y	The code of the usear area, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details</b> .
Status	Y	Dropdown		Status of PWR. Values: a) Done (default value) b) Not Done
A1: Container / Receptacles - Washing		Label		The specific scope of work for which the cleaning was carried out, which is obtained from Periodic Work Schedule in <b>CLS&gt;Master&gt;Dept / Area Details</b> .
A2: Ceiling - High Dusting		Label		
A3: Lights, Air-Cond Outlet, Fan - Wiping		Label		
A4: Floor (Non-Polishable) - Scrubbing		Label		

Field Name	Mandatory?	Data Type	Disabled?	Description	
A5: Floor (Polishable) - Polishing		Label			
A6: Floor (Polishable) - Buffing		Label			
A7: Floor (Carpet) - Bonnet Buffing		Label			
A8: Floor (Carpet) - Shampooing		Label			
A9: Floor (Carpet) - Heat / Steam Extraction		Label			
A10: Wall - Wiping		Label			
A11: Window / Door - Wiping		Label			
A12: Perimeter Drain - Wash / Scrub		Label			
A13: Toilet - Descaling		Label			
A14: High Rise Netting - High Dusting		Label			
A15: External Facade - Cleaning		Label			
A16: External High Level Glass - Cleaning		Label			
A17: Internet Glass Above 10 Feet - Squeegee Clean		Label			
A18: Flat Roof - Wash / Scrub		Label			
A19: Stainless Steel - Polishing		Label			
A20: Expose Ceiling Truss - High Dusting Vacuum		Label			
A21: Ledges - Damp Wipe		Label			
A22: Skylight - High Dusting		Label			
A23: Signages - Wiping		Label			
A24: Decks - High Dusting		Label			
Search					
Search Filter		Dropdown			Values: a) All b) Any
Search Criteria		Dropdown			Values:

Field Name	Mandatory?	Data Type	Disabled?	Description
				a) Document No. b) Year c) Month
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null j) is not null
Search Value		Text Box		Value to search for.
+		Button		Add row for search rule
-		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

### Business Rules

1. The periodic work must be recorded as per scheduled. If the periodic work is not done for the user area, then the status is updated as 'Not Done'.
2. The PWR details cannot be edited or locked for editing, if the deduction for the month is generated.



### 3.4 Toilet Inspection

This page provides detailed information about the toilet inspection activities scheduled daily in the hospital. It provides the user location-wise toilet cleaning schedule for the year. To go to **Toilet Inspection** page, click **CLS → Transaction → Toilet Inspection**.

**Pre-Requisite:** Toilet location and daily cleaning schedule in **CLS → Master → Dept / Area Details → Toilet**.

**Access Rights:** This page can be accessed by Company Users.

#### Toilet Inspection

Document No. 
Date \*

Total Done 
Total Not Done

Fetch

**Legend :**  
 M : Mirror, F : Floor, W : Wall, U : Urinal, BW : Bowl, BS : Basin, TR : Toilet Roll, SP : Soap Dispenser, AA : Auto AirFreshener, W : Waste

Location Code	Status *	Job Item / Frequency (Daily)											
		ALL	M	F	W	U	BW	BS	TR	SP	AA	W	
L1-ED-043	Done	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
L1-ED-042	Done	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
L1-ED-095	Not Done	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L1-ED-096	Not Done	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Save

+ Save & AddNew

Reset

Diagram 3.2a: Toilet Inspection

Toilet Inspection Search

All

Document No  contains




Reset Search

Document No	Date	Total Done	Total Not Done
CLS/DCAE/PRK340/201603/000001	15-Aug-2020	213	9

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Diagram 3.2b: Toilet Inspection Search

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Daily Cleaning Activity</b>				
Document No.		Text Box	Y	Auto-generated no. in the format of WAC/TI/2020/01/000010.
Date	Y	Date / Time		The date on when the toilet inspection activity was conducted.
Total Done		Text Box	Y	The total number of toilet inspection done for the day.
Total Not Done		Text Box	Y	The total number of toilet inspection done for the day.
<b>Fetch</b>		Button		Fetch all active toilet locations, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details&gt;Toilet tab.</b>
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Toilet Inspection Details)</b>				
Location Code		Label	Y	The code of the toilet, which is obtained from <b>CLS&gt;Master&gt;Dept / Area Details&gt;Toilet tab.</b>
Status		Dropdown	Y	Status of DCA. Values: a) Done (default value) b) Not Done
M: Mirror		Checkbox		The specific job item for which the cleaning was carried out, which is obtained from Toilet e in <b>CLS&gt;Master&gt;Dept / Area Details&gt;Toilet tab.</b>
F: Floor		Checkbox		
W: Wall		Checkbox		
U: Urinal		Checkbox		
BW: Bowl		Checkbox		
BS: Basin		Checkbox		
TR: Toilet Roll		Checkbox		
SP: Soap Dispenser		Checkbox		
AA: Auto AirFreshener		Checkbox		

Field Name	Mandatory?	Data Type	Disabled?	Description
W: Waste		Checkbox		
<b>Search</b>				
Search Filter		Dropdown		Values: a) All b) Any
Search Criteria		Dropdown		Values: a) Document No. b) Date c) Total Done d) Total Not Done
Search Condition		Dropdown		Values: a) Contains b) Equal c) not equal d) begins with e) does not begin with f) ends with g) does not end with h) does not contain i) is null is not null
Search Value		Text Box		Value to search for.
+		Button		Add row for search rule
-		Button		Delete row for search rule
 (Reload Grid)		Button		Refresh the grid.
 (Export to Excel)		Button		Export the search result to Excel File.
 (Export to CSV)		Button		Export the search result to CSV File.

### Business Rules

1. The Toilet Inspection must be recorded everyday. System update status based on Job Item/Frequency checkboxes. If all applicable boxes are checked, Status is updated as Done.

2. The Toilet Inspection details cannot be edited or locked for editing, if the deduction for the month is generated.

## 4 Functional Requirements – Quality Assurance Program (QAP)

Quality Assurance Program (QAP) section provides facilities to create, monitor and analyse the performance indicator and standard across the functionalities in CLS module. This indicator is used to assess the quality of service deliveries. The performance indicator is defined at the customer level and the expected percentage of achievement is defined in the QAP module. Cause for quality failure are recorded.

QAP standards are set based on mutually agreed performance targets between Ministry of Health (MoH) and the Company. The agreed indicator and standard for Hospital Support Services (HSS) QAP for CLS service is as per below.

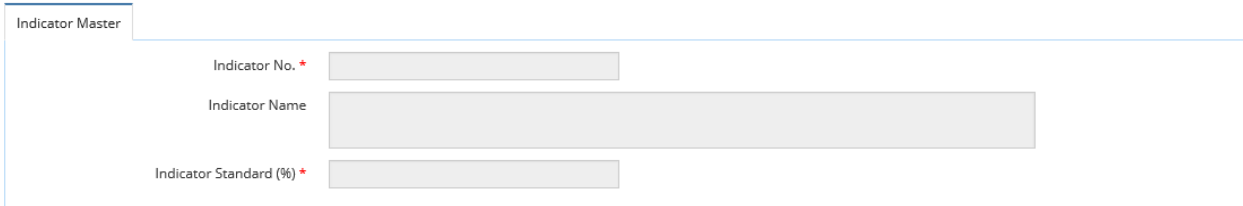
Indicator No.	Indicator Name	Indicator Standard
C1	Percentage of acceptance cleansing quality based on joint inspection per week.	95

### 4.1 Indicator Master

This page provides the QAP indicators that already defined in the system (refer Table 4). The indicator standard percentage can be added for each of the selected indicators. To go to **Indicator Master** page, click **CLS → Quality Assurance Program (QAP) → Indicator Master**.

**Pre-Requisite:** QAP indicators in **General Master>Customer>Customer Registration**.

**Access Rights:** This page can be accessed by Company Admin Users.



The diagram shows a web form titled "Indicator Master". It contains three input fields with labels and asterisks indicating required fields:

- Indicator No. \*
- Indicator Name
- Indicator Standard (%) \*

Diagram 4.1: Indicator Master

Field Name	Mandatory?	Data Type	Disabled?	Description
Indicator No.	Y	Text Box	Y	The number of the QAP indicator is displayed.
Indicator Name		Text Box	Y	The name of the QAP indicator is displayed.
Indicator Standard (%)	Y	Text Box	Y	The indicator standard percentage value.

## 4.2 Quality Cause Master

This page provides the quality cause codes associated with any process. The root cause and details for the failure in quality are recorded here. To go to **Quality Cause Master** page, click **CLS → Quality Assurance Program (QAP) → Quality Cause Master**.

**Pre-Requisite:** None.

**Access Rights:** This page can be accessed by Company Admin Users.

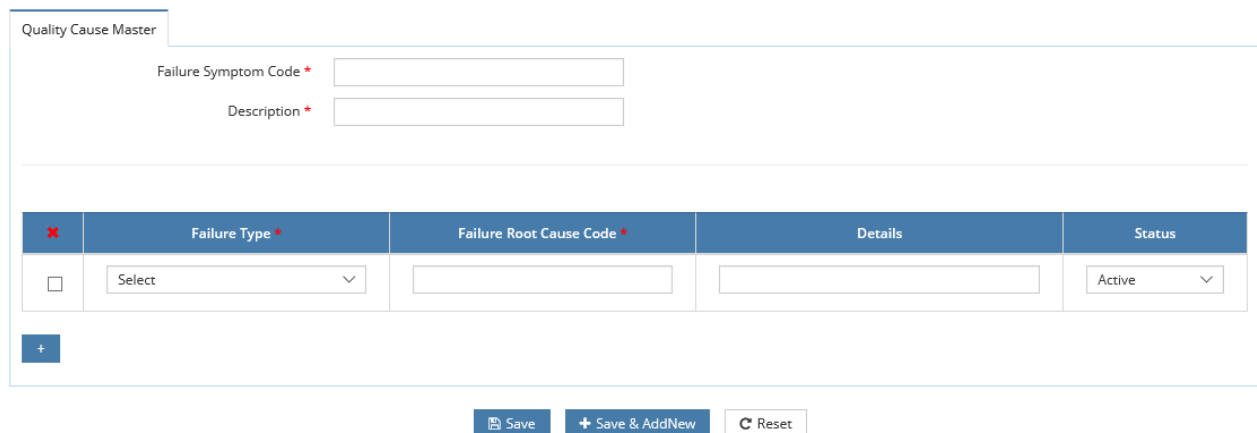


Diagram 4.2: Quality Cause Master

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Quality Cause Master</b>				
Failure System Code	Y	Text Box		A unique code for the failure symptom of a process.
Description	Y	Text Box		Any information related to the failure symptom code.

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (Failure Details)</b>				
Failure Type	Y	Dropdown		Values: a) Environment b) Machine c) Man d) Material e) Method
Failure Root Cause Code	Y	Text Box		A unique code to represent the quality cause.
Details		Text Box		Any information related to the quality cause.
Status		Dropdown		Status of failure root cause code. Values: a) Active (default value) b) Inactive
<b>+</b>		Button		Add gridview rows.
<b>Delete Row</b>		Button		Delete a row from the gridview.

### 4.3 Corrective Action Report

This page provides details of the corrective actions taken, to prevent recurrence of the Shortfall In Quality (SIQ) in achieving the performance indicator. SIQ is generated by the system based on non-conformance to the standards of the QAP indicator. There are two types of CARs, the auto-generated and the manually raised. The application automatically generates a CAR against each SIQ.

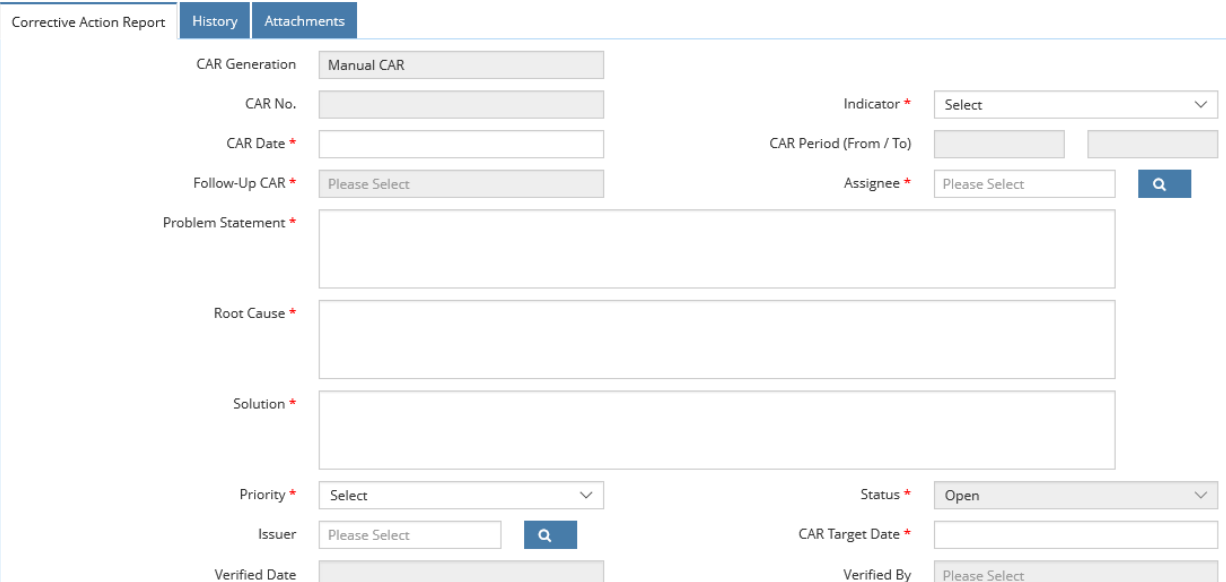
For example, if the target for a performance indicator is minimum 95%, and CAR is generated automatically even if the service has achieved 94.8%. The hospital users can manually raise a CAR, if they are not satisfied with the performance of a service against an indicator, although the target is achieved.

For example, if the target for a performance indicator is minimum 95% and the service has managed to secure 95.2%, they have achieved the target, but only by a small margin. Hence, the hospital users like Director can raise a CAR to improve their performance. To go to **Corrective Action Report** page, click **CLS → Quality Assurance Program (QAP) → Corrective Action Report**.

#### Pre-Requisite:

- QAP indicators in **CLS → Quality Assurance Program (QAP) → Indicator Master**.
- Staff details in **GM → User Management → User Registration**.

**Access Rights:** This page can be accessed by Company Admin Users.



The screenshot shows the 'Corrective Action Report' form with the following fields and controls:

- Navigation:** 'Corrective Action Report' (active), 'History', 'Attachments'.
- Form Fields:**
  - CAR Generation: Manual CAR (dropdown)
  - CAR No.: (text input)
  - CAR Date \*: (text input)
  - Follow-Up CAR \*: Please Select (dropdown)
  - Problem Statement \*: (text area)
  - Root Cause \*: (text area)
  - Solution \*: (text area)
  - Priority \*: Select (dropdown)
  - Issuer: Please Select (dropdown) with a search icon.
  - Verified Date: (text input)
  - Indicator \*: Select (dropdown)
  - CAR Period (From / To): (two text inputs)
  - Assignee \*: Please Select (dropdown) with a search icon.
  - Status \*: Open (dropdown)
  - CAR Target Date \*: (text input)
  - Verified By: Please Select (dropdown)



Remarks \*

✖	Activity *	Start Date *	Target Date *	Actual Completion Date	Responsibility	Responsible Person
<input type="checkbox"/>					Select ▼	

+

Diagram 4.3a: Corrective Action Report

Corrective Action Report | History | Attachments

CAR No. CAR/WAC/H201912/000001 Indicator H1 ▼

CAR Date 05-Dec-2019

CAR Status	Root Cause	Solution	Remarks
Submitted	-	-	-n

Diagram 4.3b: Corrective Action Report → History

Corrective Action Report | History | Attachments

✖	File Type *	File Name *	Attachment *	Download
<input type="checkbox"/>	Select ▼		<input type="text"/> <input type="button" value="Browse..."/>	

+

Diagram 4.3c: Corrective Action Report → Attachments

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Corrective Action Report</b>				
CAR Generation		Text Box	Y	It is displayed as as Manual CAR (by default). In case of automatically generated CAR, it is displayed as Auto Generation CAR.
CAR No.		Text Box	Y	Automatically generated in the format of CAR/WAC/C201912/000001.
Indicator	Y	Dropdown		QAP indicators. It is obtained from <b>CLS&gt;Quality Assurance Program (QAP)&gt;Indicator Master</b> . Values: a) C1
CAR Date	Y	Date / Time		The date on when the CAR is raised. This cannot be a future date.
CAR Period (From / To)		Text Box	Y	The from and to dates of the CAR generation period is displayed, in case of automatic CAR.
Follow-Up CAR		Auto-select		Enter keyword and search function populates list of CARs matching the keyword, which is obtained from the previously generated CARs.  Note: This field is enabled only after selecting the indicator.
Assignee	Y	Auto-select		Enter keyword and search function populates a list of company staff names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration</b> .
Problem Statement	Y	Text Box		The details about the problem identified, or, the areas of improvement.
Root Cause		Text Box		The root cause identified for the problem.
Solution		Text Box		The solution designed to solve the problem.
Priority	Y	Dropdown		Values: a) Low b) Medium c) High
Status	Y	Dropdown	Y	Values: a) Open (default value) b) Closed
Issuer		Auto-select		Enter keyword and search function populates a list of company staff

Field Name	Mandatory?	Data Type	Disabled?	Description
				names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration</b> .
CAR Target Date	Y	Date / Time		The date targeted for CAR.
Verified Date	Y	Date / Time	Y	If status is changed to Closed, this column is enabled and mandatory.  The date on when CAR is verified.
Verified By	Y	Auto-select	Y	If status is changed to Closed, this column is enabled and mandatory.  Enter keyword and search function populates a list of company staff names matching the keyword, which is obtained from <b>GM&gt;User Management&gt;User Registration</b> .
Remarks	Y	Text Box		Additional information or comments related to the CAR.
<b>Approve</b>		Button		Approve the CAR.
<b>Reject</b>		Button		Reject the CAR.
<b>Save</b>		Button		Save the entered details.
<b>Save &amp; Add New</b>		Button		Save the entered details and add a new record.
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Gridview (CAR Details)</b>				
Activity	Y	Text Box		The corrective action to be taken for resolving the shortfall.
Start Date	Y	Date / Time		The date on when the corrective action is started.
Target Date	Y	Date / Time		The date targeted for executing the corrective action.
Actual Completion Date		Date / Time	Y	The date on when corrective action is completed.
Responsibility		Dropdown		Values: a) Facility b) Company Note: Responsibility based on who must take the corrective action.
Responsible Person		Auto-select	Y	Enter keyword and search function populates the names of the hospital or company staff (based on whether Facility or Company is

Field Name	Mandatory?	Data Type	Disabled?	Description
				selected in Responsibility) matching the keyword, which is obtained from <b>User Management&gt;User Registration</b> .
<b>+</b>		Button		Add gridview rows.
<b>Delete Row</b>		Button		Delete a row from the gridview.
<b>Corrective Action Report → History</b>				
CAR No.		Text Box	Y	Displayed based on the details obtained from the Corrective Action Report tab.
Indicator		Dropdown	Y	
CAR Date		Text Box	Y	
Failure Symptom Code		Text Box	Y	
CAR Status		Text Box	Y	
Root Cause		Text Box	Y	
Solution		Text Box	Y	
Remarks		Text Box	Y	
<b>Reset</b>		Button		Reset the entered/selected details.
<b>Corrective Action Report → Attachments</b>				
File Type		Dropdown		The type of file to be uploaded.
File Name		Text		The name of the file.
Attachment		Upload-file		File to be uploaded from the specified location.
Download		Download-file		The link to download and view the file.
<b>+</b>		Button		Add gridview rows.
<b>Delete Row</b>		Checkbox		Delete the selected record.
<b>Save</b>		Button		Save the entered details.

### Business Rules

1. A CAR is issued automatically for every SIQ generated.
2. SIQ is generated for every shortfall in the QAP indicators failing to meet target.
3. A CAR can also be created manually.
4. SIQ shall be triggered on monthly basis at the hospital level for all indicators. SIQ report shall be generated on the 15<sup>th</sup> of the subsequent month.

## 5 Functional Requirements – Report

Report section provides facilities to submit and verify reports in CLS module. There are 2 types of report in this section; Incident Report and system-generated report (e.g.: QAP Performance Indicator Summary, Record Sheet Without CN etc.).

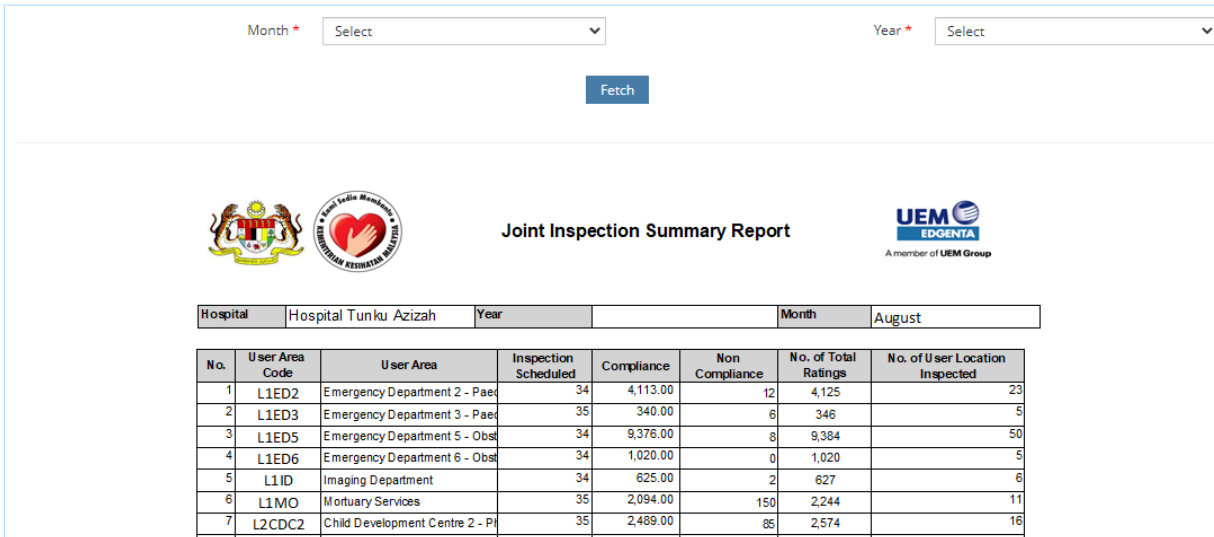
### 5.1 Joint Inspection Report

This page provides summary of Joint Inspection conducted for the month. To go to **Joint Inspection Summary Report** page, click **CLS → Report → Joint Inspection Summary Report**.

**Pre-Requisite:** JI Details in **CLS → Transaction → Joint Inspection Details**

**Access Rights:** This page can be accessed by Company Users.

Joint Inspection Summary Report



Hospital	Hospital Tunku Azizah	Year	Month	August			
No.	User Area Code	User Area	Inspection Scheduled	Compliance	Non Compliance	No. of Total Ratings	No. of User Location Inspected
1	L1ED2	Emergency Department 2 - Paed	34	4,113.00	12	4,125	23
2	L1ED3	Emergency Department 3 - Paed	35	340.00	6	346	5
3	L1ED5	Emergency Department 5 - Obs	34	9,376.00	8	9,384	50
4	L1ED6	Emergency Department 6 - Obs	34	1,020.00	0	1,020	5
5	L1ID	Imaging Department	34	625.00	2	627	6
6	L1MO	Mortuary Services	35	2,094.00	150	2,244	11
7	L2CDC2	Child Development Centre 2 - Ph	35	2,489.00	85	2,574	16

Diagram 5.1: Joint Inspection Report

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Search Criteria</b>				
Month	Y	Dropdown		List of months. Values: a) January b) February c) March

Field Name	Mandatory?	Data Type	Disabled?	Description
				d) April e) May f) June g) July h) August i) September j) October k) Novembner l) December
Year	Y	Dropdown		List of year. Values: a) 2020
<b>Fetch</b>		Button		Fetch data for Joint Inspection for the selected month and year

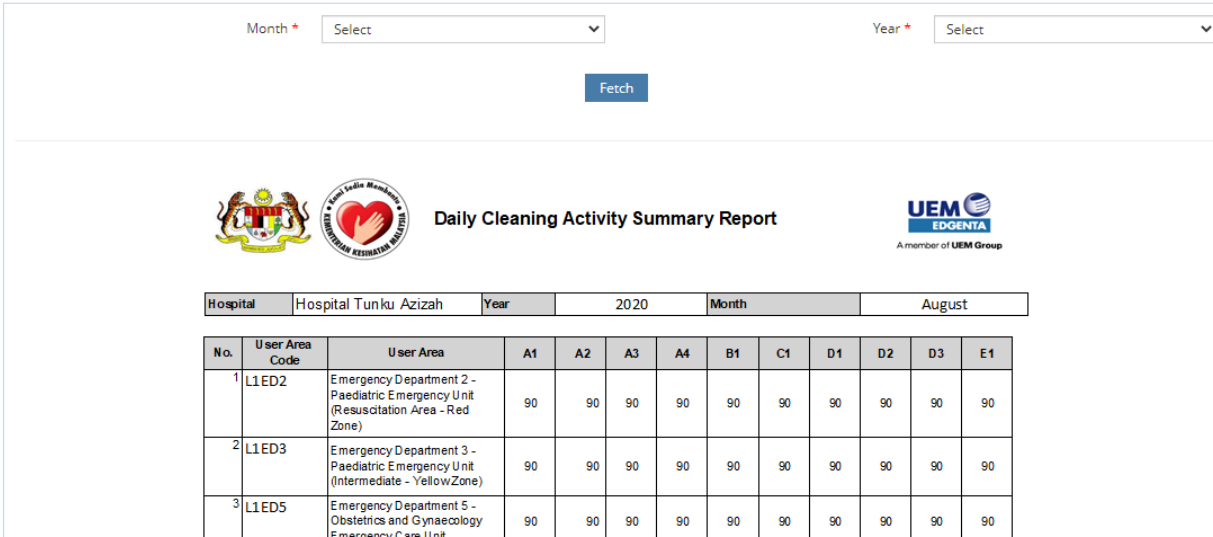
## 5.2 Daily Cleaning Activity Summary Report

This page provides summary of Daily Cleaning Activity conducted for the month. To go to **Daily Cleaning Activity Summary Report** page, click **CLS → Report → Daily Cleaning Activity Summary Report**.




**Pre-Requisite:** Daily Cleaning Activity in **CLS → Transaction → Daily Cleaning Activity**

**Access Rights:** This page can be accessed by Company Users.

Daily Cleaning Activity Summary Report



Month \*  Year \*



**Daily Cleaning Activity Summary Report**


Hospital	Hospital Tunku Azizah	Year	2020	Month	August							
No.	User Area Code	User Area	A1	A2	A3	A4	B1	C1	D1	D2	D3	E1
1	L1ED2	Emergency Department 2 - Paediatric Emergency Unit (Resuscitation Area - Red Zone)	90	90	90	90	90	90	90	90	90	90
2	L1ED3	Emergency Department 3 - Paediatric Emergency Unit (Intermediate - Yellow Zone)	90	90	90	90	90	90	90	90	90	90
3	L1ED5	Emergency Department 5 - Obstetrics and Gynaecology Emergency Care Unit	90	90	90	90	90	90	90	90	90	90

Diagram 5.2: Daily Cleaning Activity Summary Report

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Search Criteria</b>				
Month	Y	Dropdown		List of months. Values: m) January n) February o) March p) April q) May r) June s) July t) August u) September

Field Name	Mandatory?	Data Type	Disabled?	Description
				v) October w) Novembner x) December
Year	Y	Dropdown		List of year. Values: b) 2020
<b>Fetch</b>		Button		Fetch data for Daily Cleaning Activity for the selected month and year.



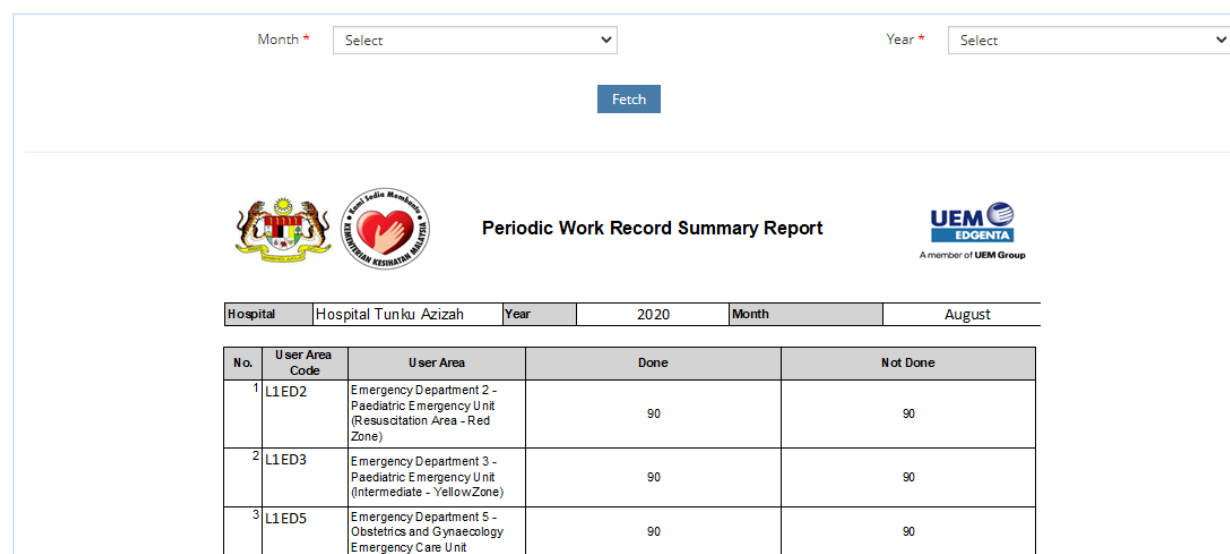
### 5.3 Periodic Work Record Summary Report

This page provides summary of Periodic Work Record conducted for the month. To go to **Periodic Work Record Summary Report** page, click **CLS → Report → Periodic Work Record Summary Report**.




**Pre-Requisite:** Periodic Work Record in **CLS → Transaction → Periodic Work Record**

**Access Rights:** This page can be accessed by Company Users.

Periodic Work Record Summary Report



Month \*  Year \*

  **Periodic Work Record Summary Report** 

Hospital	Hospital Tunku Azizah	Year	2020	Month	August
No.	User Area Code	User Area	Done	Not Done	
1	L1ED2	Emergency Department 2 - Paediatric Emergency Unit (Resuscitation Area - Red Zone)	90	90	
2	L1ED3	Emergency Department 3 - Paediatric Emergency Unit (Intermediate - Yellow Zone)	90	90	
3	L1ED5	Emergency Department 5 - Obstetrics and Gynaecology Emergency Care Unit	90	90	

Diagram 5.2: Periodic Work Record Summary Report

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Search Criteria</b>				
Month	Y	Dropdown		List of months. Values: a) January b) February c) March d) April e) May f) June g) July h) August i) September

Field Name	Mandatory?	Data Type	Disabled?	Description
				j) October k) Novembner l) December
Year	Y	Dropdown		List of year. Values: c) 2020
<b>Fetch</b>		Button		Fetch data for Periodic Work Record for the selected month and year.

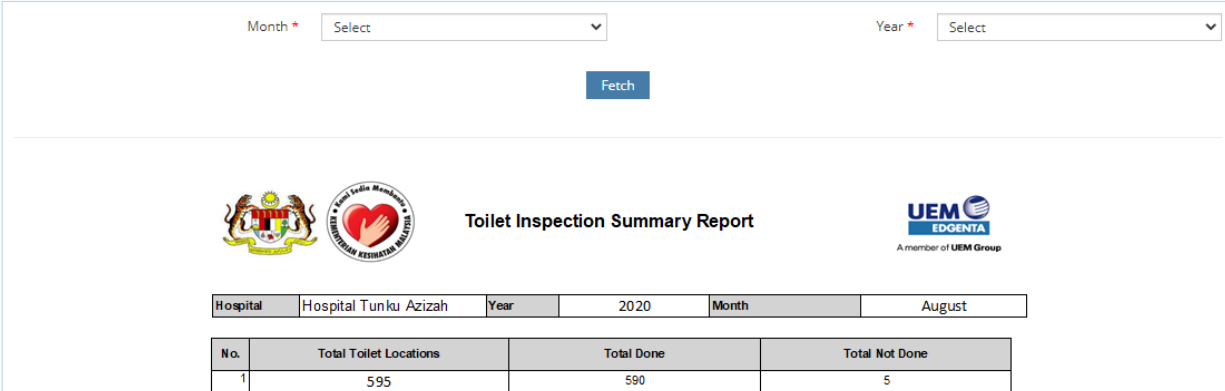
## 5.4 Toilet Inspection Summary Report

This page provides summary of Toilet Inspection conducted for the month. To go to **Toilet Inspection Summary Report** page, click **CLS → Report → Toilet Inspection Summary Report**.




**Pre-Requisite:** Toilet Inspection in **CLS → Transaction → Toilet Inspection**

**Access Rights:** This page can be accessed by Company Users.

Toilet Inspection Summary Report



Month \*  Year \*



**Toilet Inspection Summary Report**


Hospital	Hospital Tunku Azizah	Year	2020	Month	August
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No.	Total Toilet Locations	Total Done	Total Not Done
1	595	590	5

Diagram 5.2: Toilet Inspection Summary Report

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Search Criteria</b>				
Month	Y	Dropdown		List of months. Values: a) January b) February c) March d) April e) May f) June g) July h) August i) September j) October k) Novembner l) December
Year	Y	Dropdown		List of year. Values: d) 2020
<b>Fetch</b>		Button		Fetch data for Periodic Work Record for the selected month and year.

## 5.5 Equipment Report

This page provides summary of equipment used for cleansing services. To go to **Equipment Report** page, click **CLS → Report → Equipment Report**.

**Pre-Requisite:** Equipment in **CLS → Master → Facilities, Equipment, Tools & Consumable**

**Access Rights:** This page can be accessed by Company Users.

Equipment Report




  <b>Equipment Report</b> 					
Hospital	Hospital Tunku Azizah	Year	2020	Month	August
No.	Equipment Code	Equipment Description			Quantity
1	EDV	EDV - Vacuum, Dry, Canister			2
2	EWJ	Water Jets, High Pressure			1
3	EPL	Polisher/Burnisher, High Speed			3

Diagram 5.5: Equipment Report

## 5.6 Chemical Used Report

This page provides summary of chemical used for cleansing services. To go to **Chemical Used Report** page, click **CLS → Report → Chemical Used Report**.

**Pre-Requisite:** Chemical In Use in **CLS → Master → Chemical In Use**

**Access Rights:** This page can be accessed by Company Users.

Chemical Used




  <b>Chemical Used Report</b> 							
Hospital	Hospital Tunku Azizah	Year	2020	Month	August		
No.	Chemical Name	KKM No.	Category	Area of Application	Properties	Status	Effective Date
1	EQ MiraStrip	KKM/BPK/ACL/S TRP R0009	Stripper	Floor	13.0 - 14.0, Surfactant & Additives 11.6%	Active	1-Apr-15
2	Mira Sil	KKM/BPK/ACL/PL R0046	Polisher	All	Styrene acrylic polymer 17.3%, Dibutylphthalate 0.5%; pH 8.0 - 9.0	Active	1-Apr-15
3	Puman HSD	KKM/BPK/ACL/D GR0015	Degreaser	All	Water softening agents, non-ionic surfactants, alkaline additives and quaternary ammonium compounds	Active	1-Apr-15
4	ECAFR	KKM/BPK/ACL/A FR0011	Air Freshener	Air Refresher	Nonyl Phenol 3.0%, Polysorbate 2.0%	Active	1-Apr-15

Diagram 5.6: Chemical Used Report

## 5.7 CRM Report

This page provides summary of request raised for the month. To go to **CRM Report** page, click **CLS → Report → CRM Report**.

**Pre-Requisite:** CRM raised in **GM → CRM → Request**

**Access Rights:** This page can be accessed by Company Users.



### CRM Report

Month \* Select

Request Type \* Select

Year \* Select

Fetch

**CRM Report**

Hospital
Hospital Tunku Azizah
Year
2020
Month
August

No.	Request No.	Request Date	Request Details	User Area	Requester	Type of Request	Status	Completion	Ageing
1	SR/PRK350/20200102/C000903	21/2020 8:33	To repair paddle bin problem, counter	UM02 - Maternity Ward	Nurtha Binti Delan	Non Conformance	Closed	21/2020 9:00	0
2	SR/PRK350/20200209/C000261	5/2/2020 10:48	To repair air freshener dispenser not functioning	US05 - Klinik Rawatan Susukan	Mohd Wazir Bin Abbas	User Request	Closed	5/2/2020 16:30	0
3	SR/PRK350/20200229/C000400	26/2/2020 15:17	No checklist	US05 - Klinik Rawatan Susukan	Muhamad Afi Bin Che Mohd Noor	User Request	Closed	27/2/2020 9:00	1
4	SR/PRK350/20200424/C000765	24/4/2020 10:13	To clean the room	UR01 - Rekod Perubatan	Ruzaimi Binti Ab Rahman	Non Conformance	Open		

Diagram 5.7: CRM Report

Field Name	Mandatory?	Data Type	Disabled?	Description
<b>Search Criteria</b>				
Month	Y	Dropdown		List of months. Values: a) January b) February c) March d) April e) May f) June g) July h) August i) September j) October

Field Name	Mandatory?	Data Type	Disabled?	Description
				k) Novembner l) December
Year	Y	Dropdown		List of year. Values: a) 2020
Request Type	Y	Dropdown		List of CRM Request Type. Values: a) Incident b) Non-Conformance c) User Request
<b>Fetch</b>		Button		Fetch data for CRM Request based on the selected month, year and type