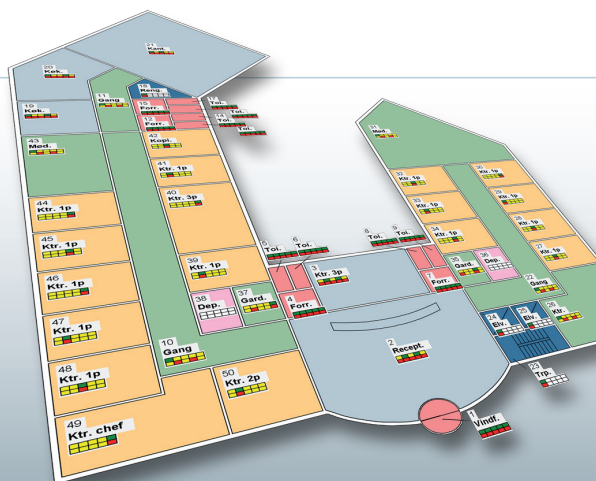


The Cleaning System Version 4

A complete planning tool for professional cleaning managers in all types of companies



The Cleaning System Version 4

The software allows one to set up and measure all types of rooms and spaces based on custom or built-in dynamic area types.

Once you have entered and measured your space inventory it is easy and convenient to calculate the overall time and expenditure. At the same time you may distribute work assignments to employees, print out overviews of rooms, work plans and colour drawings as desired. Finally, it also enables you to control the planned cleaning tasks according to the Nordic INSTA 800 Quality Evaluation Standard. All in one software package.

The Cleaning System Version 4 is a Windows-based program. The program is available in 3 different versions divided into modules.

You may customise your program to fit your company, and adjust it as conditions change.



Used by All Types of Companies

The Cleaning System is used by all types of companies, small and large, public as well as private, trade unions, consultants and companies with their own cleaning departments and in many hospitals and educational institutions as well as building service contractors.

Detailed and Flexible Area Types

The program's area types have been tested and verified throughout many years in various types of cleaning companies. In **The Cleaning System** Version 4 these area types have been improved, are more detailed and even more flexible than ever.

You may change / add new models, and change / add new key figures in the system – thus ensuring that your time calculations will always be targeted to your particular company's operations.

Quick and Reliable Measuring of Areas

Using **The Cleaning System** will enable you to measure your cleaning areas quickly and easily. You need only a drawing of your cleaning area and a scale, or a reference measurement on the site, to be able to measure and calculate the size of all your areas.

You can start with a paper drawing, an architect drawing (from AutoCad or similar), or a scanned drawing in ordinary image file format. Regardless of the drawing material available to you, it will always be used for measuring in **The Cleaning System**. You may do it yourself, otherwise we shall be pleased to assist in finding the right way of converting your material for use in **The Cleaning System**.

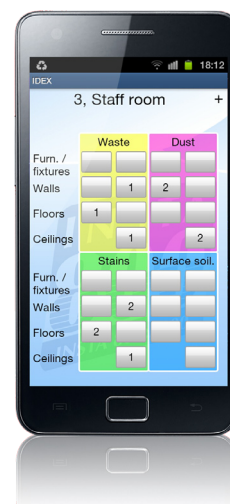
MORE INFORMATION

About the software, training, consultancy, distributors etc. please contact:

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Tlf.: +45 32 47 32 49 • Fax: +45 32 51 96 36 • E-mail: dkh@dataknowhow.dk

The Cleaning System

Version 4



Visual Planning Tool

The Cleaning System is a visual planning tool. All registrations may be viewed and changed directly on the drawings measured – allowing for a great general view, and enabling a check on your room info by a single glance.

The rooms measured may be distributed between your assistants and colour-coded on your drawings. You may also run detailed planning of the weekdays selected for cleaning, and the days for light or thorough cleaning – again, directly on your drawings.

The wide colour-coding potential of the system may also be used simultaneously, as well as the facilities for adding text and symbols in the rooms, for communicating your planning to interested parties: Buyers, cleaning superintendents, assistants, and daily users of the rooms. It is effective and easy/intuitive to use.

World Class Quality Control

The Cleaning System quality control is based on the recognized Scandinavian **INSTA 800 STANDARD** for control of cleaning quality. This system helps you calculate the number of rooms to be controlled by you, to take out rooms for control, and evaluate the final result.

In addition to the INSTA800 standard, you may also use the Danish Infection & Hygiene Standard **DS 2451-10** for control of critical risk points in rooms that have a risk of spreading of pathogenic bacteria.

For a quicker and simpler quality control, quality controls may be established by you to meet your particular needs.

All quality controls can be performed through **ANDROID-BASED SMARTPHONES**.

Simulations and Cost Calculations

Applying **The Cleaning System** "Search and Replace" function will enable you to calculate, quickly and easily, the consequences of alternative cleaning frequencies, choice of methods, level of hygiene, etc.

The financial consequences of your calculations may be read directly in the system built-in price calculation.

Save Time With The Cleaning System

Modern cleaning managers use **The Cleaning System** Version 4 in their daily work. It is time-saving, creates easily understood overviews and offers inspiration to solve many of today's challenges in the cleaning industry.

The detailed calculation models, detailed room records and clear drawings of the building will ensure fast and simple planning, better financial control as well as easy-to-read work drawings for your staff.

Read more about the set-up of the program in modules and different versions below or contact one of our distributors and get a presentation of the program's many possibilities - without any obligations.

MORE INFORMATION

About the software, training, consultancy, distributors etc. please contact:

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Basic Module

Contains all you need to set up customer's master data and space inventories



Customer and Space Inventory Database

The **Basic Module** contains all you need to set up customer's master data and space inventories.

You may register all items of information about the rooms, such as room type, floor type, area, name, and cleaning frequency. Quality profiles, dept. attachment, comments, etc. may also be registered by you.

All this information is saved in **The Cleaning System** database, and will form the basis for the other functions, computations, and measuring in **The Cleaning System**.

Using the **Basic Module**, you can print room lists using the system's standard reports. You may also see and print drawings and work assignments made via the **Measuring** or **Planning Module**.

Functions

- **SPACE INVENTORY** Recording and maintenance of detailed room specifications, as well as simulation and final calculations.
- **DRAWING** Allows viewing and printing of drawings made with the **Measuring Module**.
- **WORK ASSIGNMENTS** Allows viewing and printing of work plans made via the **Planning Module**.
- **SYSTEM MAINTENANCE** Creation of new user profiles. Adjustment of the program to the individual user.
- **IMPORT/EXPORT OF DATA** Exchange data with other systems, including export of room plans in CSV-format (i.e. useful in Microsoft Excel®).



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Calculation Module

Contains all you need to maintain tasks, frequencies and task times, and make new Area Types (calculation models) which fit your cleaning operations.



Time Calculation

The **Cleaning System** includes a comprehensive set of key figures (floor and furniture and equipment times), frequencies, and room models. These are used to calculate the daily cleaning times for each room.

The **Calculation Module** contains all you need to maintain tasks, frequencies and task times, and make new Area Types (calculation models) which fit your cleaning operations.

Both the **Basic Module** and the **Planning Module** use the times from the **Calculation Module** to calculate times and production rates per room, floor, building, customer, department, and work schedule.

It is thus **IMPORTANT** for you to procure the **Calculation Module** if **The Cleaning System** is to be used for calculation of your cleaning times.

The **Cleaning System** works with **DYNAMIC** room models. Consequently, you need only create one model for each room type (like "office" or "toilet"). This model will then adapt dynamically to the particular rooms without any need of having to make any changes to the model.

Functions

- **TASKS, FREQUENCIES AND TASK TIMES**

Registration and maintenance of the system's basic tasks, frequencies and task times.



- **PROFILES** Registration and maintenance of cleaning / frequency profiles.

The system also allows for registration and maintenance of quality profiles, hygiene levels, and general service profiles.

- **AREA TYPES** Registration and maintenance of the system's basic model world.



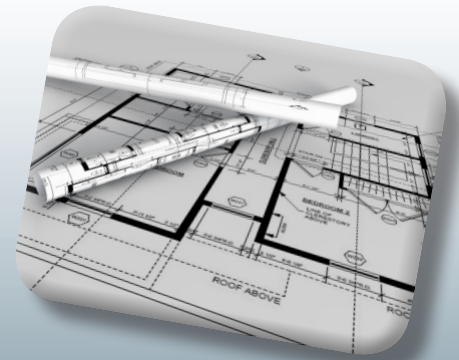
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Measuring Module

Used for entering and measuring drawings of the registered cleaning areas

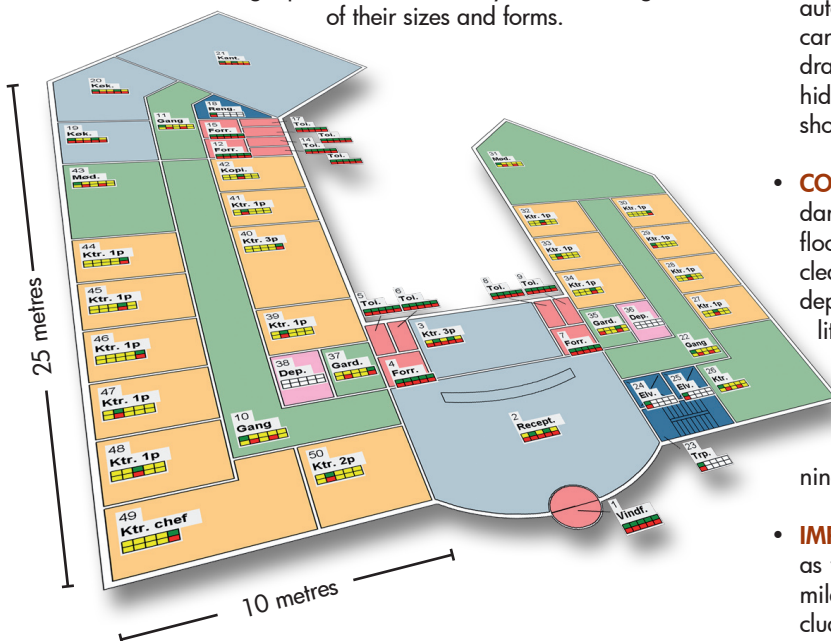


Visual Communication - With Customers and Employees!

Drawings in cleaning planning are very effective when it comes to showing customers and staff the functions planned for the individual rooms.

The drawings may also be used to create a quick overview of your space inventory and to "reveal" and correct any errors.

Measuring of drawings is the **QUICKEST WAY** of getting a total overview of all your rooms and their sizes. There will then be no need for you to physically measure all the rooms by pen and scale, or by "walking" the facility and you will get precise areas on all your rooms, regardless of their sizes and forms.



Functions



- **MEASURING** Access to measuring cleaning areas via drawings. The drawings may be entered into the system via a digitizer (drawing board) or be drawn by hand. The drawings can be measured and adjusted to fit each individual room, i.e. by cutting out floor space not being cleaned (gross/net space), division of rooms into several room parts, drawing of round walls, free-hand drawing, adding fixed symbols and optional positioning / adjustment of text for each room.
- **ZOOM, SCALING, ROTATION AND DISPLACEMENT** Optional zoom of drawing. Auto-zoom function which automatically adjusts the zoom relation so that all rooms can be seen on the screen at the same time. Scaling of drawings measured in the wrong scale. Rotation and hiding of drawings allows more floors / buildings to be shown on the same diagram.
- **COLOUR CODING** Colour coding of drawings in accordance with your space inventory information including: floor types, area types, room groups, service profiles, cleaning profiles (program codes / frequency profiles), departments, work assignments, weekly distribution, quality profiles, inspections. Free choice of colour and pattern for each colour coding.
- **AREA DISTRIBUTION** Distribution of work assignments, weekly distribution, service profiles, cleaning profiles etc. directly on the drawings.
- **IMPORT/EXPORT OF DRAWINGS** Input of JPG/GIF-files, as well as DXF files from AutoCad, MicroStation and similar systems. Export of drawings in several formats, including PDF-format.

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Planning Module

Used for the creation of work assignments and distribution of the work load



Detailed Work Assignment

The **Planning Module** is used for the creation of work assignments and distribution of the calculated work.

The **Planning Module** is an efficient way to create fair and balanced work assignments.

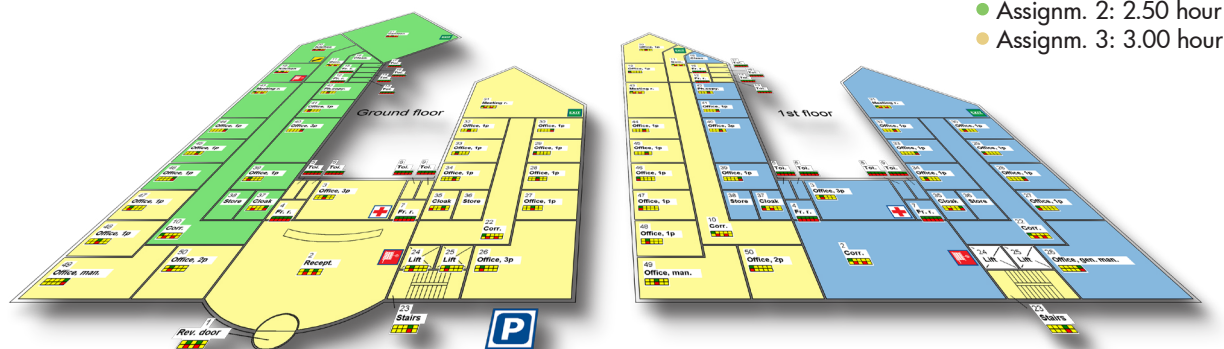
The **Planning Module** is an indispensable tool for distributing the work between several assistants. You will get current summing up of your time consumption on each work schedule, as well as of the time left for other tasks.

In addition to distributing the cleaning tasks from your rooms, you may also add and distribute other regular service and work tasks.

Applying the weekly distribution function will enable you to work out **DETAILED WORK ASSIGNMENTS** for each assistant, telling you on which days of the week the particular rooms are to be cleaned. You may even plan whether light or thorough cleaning is to be performed, whether tidying is to be performed, or whether floor machine tasks are to be run.

Functions

- **PERSONNEL FILES** Creation of files with general information and optionally, pictures of the employees.
- **WORK ASSIGNMENT** Creation of work assignments with fixed time, reference to personnel files and optionally extra service, cleaning and other tasks.
- **AREA DISTRIBUTION** Distribution of work tasks from the space inventory. Possibility of distributing all work tasks in one room to the same work plan or to several work plans. Automatic distribution of tasks until the work plan is "full".
- **WEEKLY PLANNING** Distribution of the individual cleaning tasks of the work assignments into days of the week. Automatic, "even" distribution of work tasks.



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Quality Control Module

Quality control based on the Nordic INSTA 800 Standard for evaluation of finished cleaning work



Is the Quality Okay?

The **Quality Control Module** is based on the Nordic INSTA 800 Standard for evaluation of finished cleaning work.

Using the **Quality Control Module** will enable you to determine which areas are to be controlled – after which **The Cleaning System** will calculate an appropriate random sample size and take out random rooms from the area for your inspection.

The rooms may be printed on paper with a keying form for each room, or transferred electronically to **The Cleaning System** quality control program ("IDEX") for Android Smartphones.

You yourself may determine whether you want to inspect the rooms to the principles of **INSTA 800**, or whether you would rather define checkpoints of your own for the rooms. You may, of course, also opt to do both.

Following inspection and keying of results, **The Cleaning System** will calculate whether the rooms meet the quality requirements expected, and you may print a report showing the overall result for the entire inspection, as well as with part results for each room inspected.

With the **Quality Control Module** you will obtain an efficient and fast control of finished cleaning tasks.



Functions

- **SAMPLING PLANS** Creation of "Sampling plans" based on needed quality levels and AQL's in each room to be controlled.



The system will then calculate the necessary number of spot tests and the number of rooms in each spot test.

- **INSPECTIONS** Random selection of the rooms to be controlled. Transfer of selected rooms to Android Smartphones. Collection of data for evaluation of the quality of each room. Evaluation of the overall quality in a spot test to ensure if they meet the agreed requirements.
- **REPORTS** Transcript of reports for internal and external use after completed quality evaluation.

NEW
Support for
Android



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Infection- and Hygiene Control

Minimising the risk of spreading of pathogenic bacteria.



Focus on Infection Control

As an addition to the **Quality Control Module**, you may acquire **Hygiene / Infection Control Module**.

This module is based on the Danish Standard of **DS2451-10** for control of infection and hygiene in the health sector.

All the room types of the standard, with risk factors and risk hazard degrees for each critical risk point, are embedded in this module, leaving you to merely concentrate on running the actual room inspections.

This module will tell you which **RISK POINTS** you need to check, and will, upon the conclusion of your inspection, tell you whether all risk points actually meet the risk hazard degrees recommended.

You may thus make sure that the cleaning will actually meet the strict requirements made by the health sector to **MINIMISE THE RISK** of the spread of pathogenic bacteria in these environments.

While inspecting the risk points, you may, of course, run inspection of the general cleaning quality, to the principles of INSTA 800, or going by check points of your own.

The rooms may be printed on paper with a keying form for each room, or transferred electronically to **The Cleaning System** quality control program ("IDEX") for Android Smartphones.

Applying the **Hygiene / Infection Control Module** will provide an effective and quick check on cleaning tasks performed.

Functions

- **RANDOM SAMPLING PLANS** Creating "Random Sampling Plans" based on information on required levels of hygiene in each room to be checked.



The system itself will calculate the necessary number of random samples and the number of rooms in each particular random sample.

- **INSPECTIONS** Random sampling of the rooms to be checked. Transfer of selected rooms to Android Smartphones. Collection of data for evaluation of the level of hygiene of each particular room. Evaluation of whether the total infection hygiene of a random sample meets the requirements agreed.
- **REPORTS** Printout of reports for internal and external use following conclusion of quality evaluation.

NEW
Support for
Android



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Costing Module

Used for calculations of costs based on actual wages and costs for each customer



Fast and Easy Cost Calculations

The **Costing Module** is used for calculations of costs based on actual wages and other costs for each customer.

The price calculation will be based on your calculated cleaning times for each of your customers. Whenever you change a room, a cleaning frequency, or other registrations affecting the total cleaning time, you may view the **NEW PRICE CALCULATION** immediately.

This offers an overall view of your revenues and your expenses for each cleaning assignment calculated.

The price calculation works almost like an ordinary **SPREADSHEET**, to be adapted by yourself as required. You may even create various spreadsheets, to be used for various calculations on each of your customers.

Applying the **Price Calculation Module** will enable you to always calculate your cleaning quotations correctly, so as to be sure to **MAKE MONEY** on the assignments performed by you.

You will key-in and adjust wage rates, etc., for your calculations to meet the exact requirements of your company.

Functions

- **PRICE CALCULATION** Calculation of overall expenses, based on time calculations from the space inventory.
- **RATES** Create wage and percentage rate tables of your own, as well as costs for other work tasks.



The screenshot displays a complex spreadsheet with multiple tabs and data sections. Key sections visible include:

- Price calculation**: A detailed breakdown of costs including direct wages, material costs, and other expenses, with percentages and totals.
- Direct wages in total**: A summary of wage-related costs.
- Key figures**: A section summarizing overall performance metrics.

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Report Generator

Using the Report Generator, you may decide what your reports should contain, and what they are going to look like!



Make Your Own Reports

The **Cleaning System** installs with a large number of "ready-to-use" reports.

With the **Report Generator** you can add new reports or adjust the "standard reports" to fit your own layout.

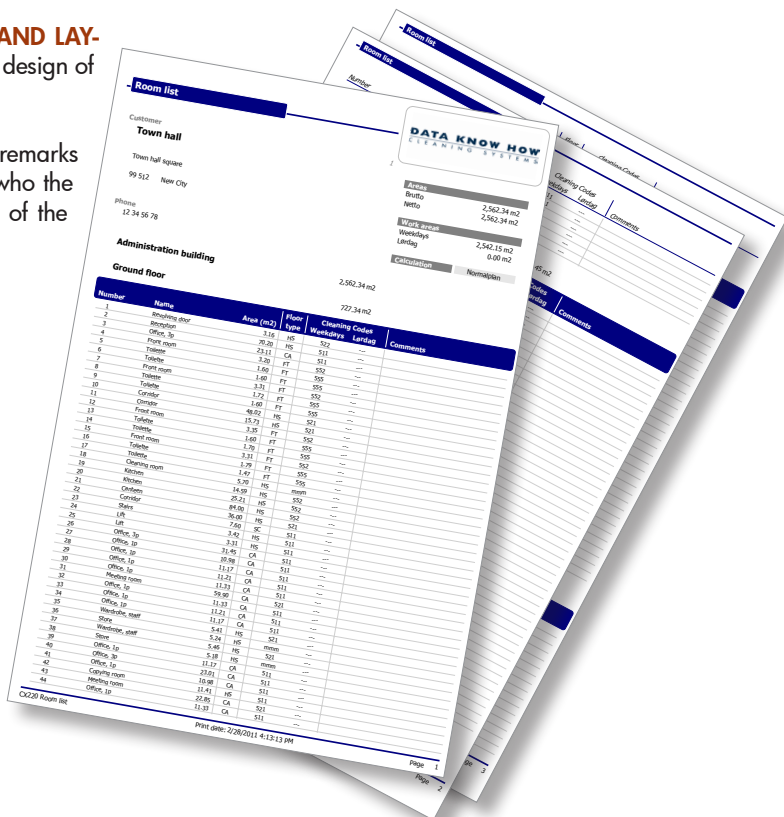
You may thus create new printouts with other items of information if you cannot use the items of information from one of the many standard reports.

You may also **CHANGE FONTS, COLOURS AND LAYOUT** of the reports, for these to fit the graphic design of your particular company.

Finally, you may add both logo and copyright remarks on all printouts, for your customers to know who the sender is, and for you to prevent any abuse of the material prepared by you.

Functions

- **REPORT DESIGN** Access to "built-in" reports and functions for adjusting or expanding the number of reports.
- **LOGO** Add your own logo to the system standard reports.
- **COPYRIGHT** Protect your material by way of Copyright text on all printouts.



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SmartPhone / Tablets

The system may be expanded with an App (IDEX) for Smartphones, for quality measurements in the field

Smart Control with Smartphones

The program may be expanded with Android-based **SMARTPHONES** and **TABLETS** for quality measurements in the field. This solution will provide you with the ultimate tool for fast and easy collection of data used in the INSTA 800 quality evaluation and in the evaluation of the infection and hygiene in healthcare facilities.

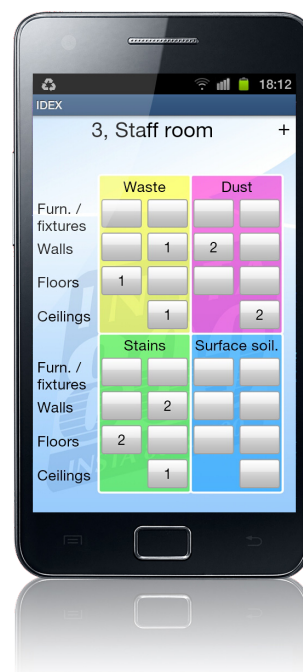
Once you have prepared your quality control parameters in the **Quality Control Module** of the program you can transfer all rooms to be controlled to your Smartphone. This may be achieved by direct connection to your PC, or via the Internet (FTP transfer) to Superintendents not in the vicinity of your office.

With your Smartphone you can start your inspection and enter your observations directly into your Smartphone.

After the inspection is completed your Smartphone is synchronized with your workstation and all inspections are transferred to **The Cleaning System**.

After inspection data is transferred back to the desktop, the software will then automatically calculate if the quality is above or below the agreed level.

Easy and efficient!



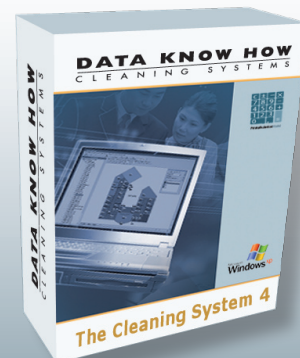
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Choose between 3 versions

The Cleaning System comes in three different versions: Light, Standard and Professional



Choose Between 3 Different Versions of the Software

To meet the needs of all our customers **The Cleaning System** version 4 comes in three different versions:

- **LIGHT VERSION** which can hold up to 1,000 rooms.
- **STANDARD VERSION** with unlimited number of room capability and access to most of the functions of the program.
- **PROFESSIONAL VERSION** which comes as a multiuser system with one user and ability to add licenses for more users. Gives you access to all functions of the program.

Expand to Different Version

The system can always be expanded, e.g. from the Standard version to the Professional version.

You will only pay the difference between the two versions of the program and will then receive a new license certificate.

Light

The Light version is ideal for small, new cleaning companies with few employees, or for small institutions (schools, nursing homes, small companies) with a small space inventory.

Standard

The Standard version is the right tool for small companies where the responsibility of maintaining space inventory and planning of the cleaning operations lies with one employee.

In the Standard version you can assign up to 20 work assignments per customer/client.

Professional

The Professional version (multiuser version) is for large companies and institutions where several employees frequently need access to the system. This version is normally delivered with access for 1 user but the number of users may be increased in line with the need for more users.

There are no limitations in the number of rooms or work schedules in the professional version. This version is thus frequently used in large cleaning firms having a need of planning work for more than 20 persons per customer/institution.

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System Requirements

The Cleaning System is a Windows based program

System Requirements

The Cleaning System is a Windows based program, which runs on the following Windows platforms:

- Windows XP
- Windows Vista
- Windows 7

Requirements for Your PC

To ensure good performance we recommend it to be run on a PC with minimum specifications of: Pentium 4, 1.6 GHz processor, 2 GB RAM and 40 GB hard drive. As with most database applications, faster equipment results in faster application performance.

We further recommend that the PC be equipped with a large screen, 20" or larger – preferably in widescreen format.

Smartphones must use Android version 2.1 or newer.

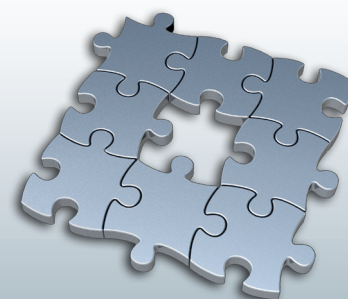
Fast access to the Internet is recommended for downloading program updates, documentation etc.

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Module & Function list



	VERSION		
	Light	Standard	Professional
Basic Module, Version 4 (required)	✓	✓	✓
• Number of records (rooms)	Max. 1,000	Unlimited	Unlimited
• Unlimited number of databases	No	Yes	Yes
• Multiuser capability	No	No	Yes
• Maximum number of users	1	1	Max. 50
Add-on Modules			
Calculation Module	✓	✓	✓
Measuring Module	✓	✓	✓
• Import/export of drawings (AutoCad, DXF-format)	No	No	Yes
Planning Module	✓	✓	✓
• Number of work assignments per customer/institution	Max. 20	Max. 20	Unlimited
• Week Distribution	No	Yes	Yes
Quality Control Module, INSTA 800	✓	✓	✓
Hygiene / Infection Control Module, DS 2451	N/A	N/A	✓
• Requires Quality Control Module			Yes
Costing Module	✓	✓	✓
Report Generator	✓	✓	✓

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Maintenance Contract The Cleaning System **Version 4**

Our Maintenance contract ensures your investment against obsolescence, and permits you to use our hotline service.

Maintenance Contract

To ensure your investment against obsolescence and at the same time give you the ability to use your program to its full extent, we offer all of our customers a maintenance contract for **The Cleaning System**.

Hotline

The maintenance contract gives you permission to use our hotline service, open on all workdays from 9.00 am – 4.00 pm CET. By using our hotline service you can always get help with questions regarding the use of The Cleaning System.

If you wish, or need, special consultancy aid, exceeding the capacity of our hotline-service, you automatically get a 15% discount on our list consultancy prices per hour.

Correction of Errors

The maintenance contract also guarantees that we will correct any error found in the program as soon as possible. We strive to correct issues the same day, or by the latest the next working day. When you report an error, one of our programmers will try to locate and if possible correct the error immediately.

Upgrades

Finally the maintenance contract gives you the right to upgrade your program to newest available version, with no extra charges. In this way your investment is protected against obsolescence, and you get no unexpected bills when your program needs to be upgraded.



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