



Ontouch

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Room servicing

A practical Ontouch module for scheduling, assigning and proving that rooms and service areas have been cleaned, checked or serviced correctly.



QR / NFC

Teams

Live proof

Reports

Today: scheduled room work

One card can represent a user, multiple users, or a team assigned to the same room and time.



08:00 Boardroom

Team A - 3 people

Open



10:30 1F_U_2

Donatella Van Staden

Open



12:00 Kitchen area

Samantha Smith

Open

If it is not tracked, it did not happen.

How Room servicing works

The module turns routine cleaning and room checks into a simple, visible workflow: schedule the work, assign the team, complete on site and keep proof for reporting.

1

Set up the area



Choose the site, room or service area, and the task to be completed.

2

Create the schedule



Set the start and end dates and the service time; the task duration can guide the end time.

3

Assign the work



Assign one user, multiple users, or a saved team.

4

Complete on site



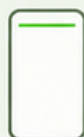
Staff can scan QR / NFC, follow the checklist, and record proof such as comments, photos and signatures.

5

Review and report



Managers can open the work, track status, and review reports.



Designed for real operations: room tags, mobile checklists, teams, temporary cover, schedule validation and proof-of-service reporting all work together.

Planning, teams and cover

Room servicing is built around the way cleaning and facilities teams actually work.

Some areas are handled by one person, some by a team, and some need temporary cover when staff are on leave.



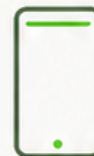
Plan by room

Build schedules around rooms or service areas and keep work linked to the correct site.



Use teams

Save teams for repeated work and update team membership from an effective date when staff change.



Manage leave and cover

Temporarily swap users, swap teams, or replace a person inside a team for a selected period.

Built-in conflict checks

The system can flag user conflicts, team conflicts and room conflicts before work is saved. This helps prevent double bookings, reduce clashes and keep rooms and staff working to plan.

User conflicts

Team conflicts

Room conflicts

Effective-dated teams

When team changes are made, they can apply from a selected effective date. This keeps work history intact while future work uses the right people.

What clients gain

Room servicing gives clients and managers confidence that scheduled areas are being handled correctly and that completed work is visible, recorded and easy to report on.



Live visibility

See what is loaded, in progress, completed or missed.



Proof of service

Room scans, timestamps, comments, photos and signatures support completed work.



Better accountability

Each room, user, team and task is recorded against the correct site.



Cleaner scheduling

Grouped calendar cards make busy cleaning days easier to understand.



Flexible cover

Swap users or team members for leave, sickness or operational changes.



Useful reporting

Review history by site, room, team, user, status or date range.

Ideal for

Cleaning companies, facilities management teams, hotels, offices, healthcare sites, schools, retail centres and any business that needs scheduled room or area servicing with proof.

Cleaning

Facilities

Hotels

Healthcare