

CLEANING MANAGEMENT WITH IFMS AND SAP

iFMS is a graphical complementary system for SAP RE-FX and SAP PM/CS. iFMS optimizes the execution of SAP-based business processes in infrastructural, technical and commercial Facility Management and expands the range of functions of SAP through complementary iFMS software modules. Together, iFMS and SAP form a holistic CAFM with a high level of system integration. The cleaning management module supports companies in tendering, realisation and auditing cleaning services.

THE CHALLENGE

A number of different challenges must be overcome for quality and cost optimisation when it comes to cleaning management. Creating tendering documents is extremely time-consuming because cleaning spaces have to be determined, cleaning groups and intervals have to be defined and tasks must be established. Quality standards must be inspected and complaints must be processed within the framework of performing cleaning services. It is usually impossible to adapt cleaning services and costs to actual needs due to a lack of system support. Exact auditing is only possible through time-consuming manual effort.

THE SOLUTION

The modular SAP complementary system iFMS supports companies in tackling numerous challenges when it comes to real estate and facility management. The cleaning management model optimises the business processes of tendering, realisation, needs-based adaptation and auditing for upkeep and glass cleaning. The integration of cleaning groups with room use and area management, as well as documentation of flooring, windows and furniture in iFMS and SAP, automates quantity determination for the tendering. Superordinate area planning, which can be used as a working basis for the cleaning service provider, enables a need-based scheduling and ordering. It takes days off into account and creates a basis for processing complaints. The definition of cleaning services allows cleaning costs per cycle or period of time to be calculated and used as the basis for auditing. Integrated reporting simplifies the creation of documents and reports, e.g. for tendering documents or cost estimates.

iFMS is certified by SAP AG.

OUR SERVICE RANGE

Our goal is to create cleaning management success together with you. For the department, that means that we examine the specific circumstances in detail from the very start and provide testing systems even as early as the concept phase. That means that users get to know the possibilities of the cleaning management module at a very early stage, thereby enabling direct, unambiguous customer influence on system specifications. In addition to optimum know-how transfer, the approach ensures practical application and CAFM solution realisation integrated into the business processes. Our services at a glance:


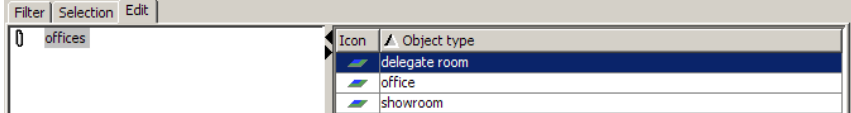
- Specialized concept and prototype,
- Configuration of needed functionalities and form management,
- Integration with SAP PM/CS, SAP MM, SAP FI-CO and SAP RE-FX,
- Integration of CAD data,
- Application training,
- Data migration support,
- Solution rollout,
- Maintenance.

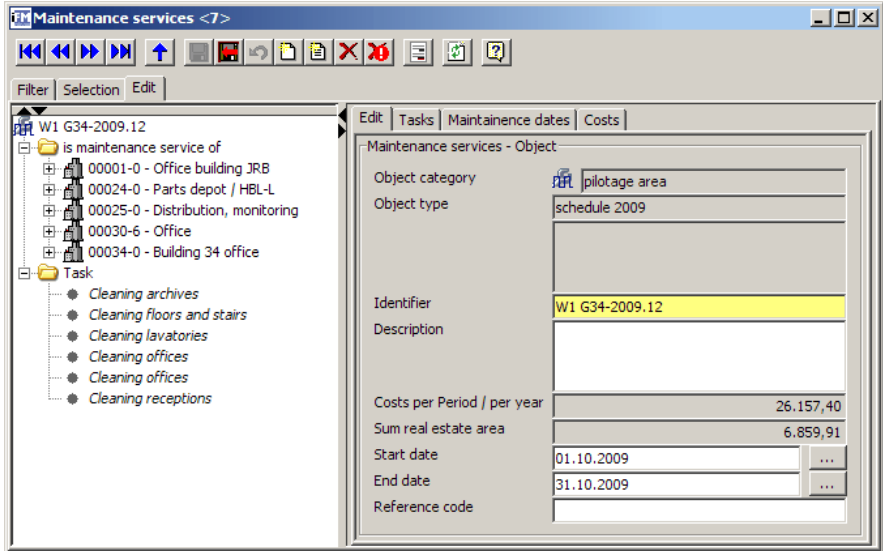
YOUR BENEFITS

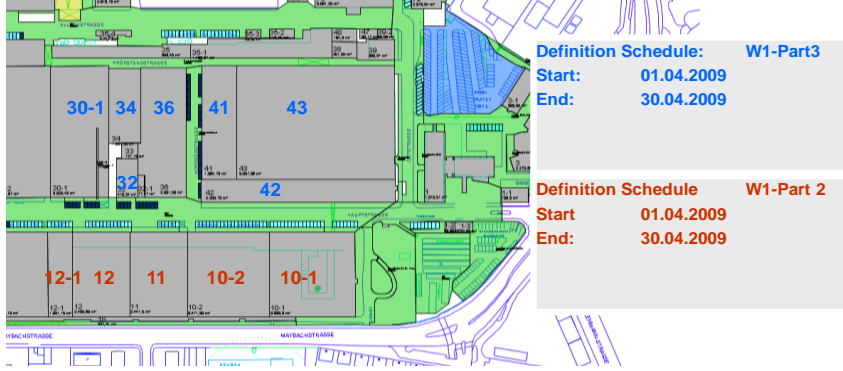
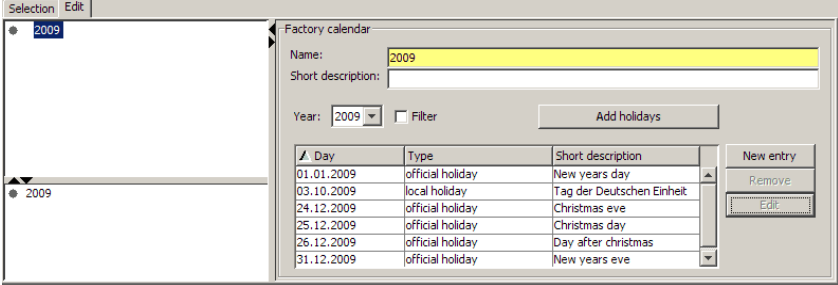
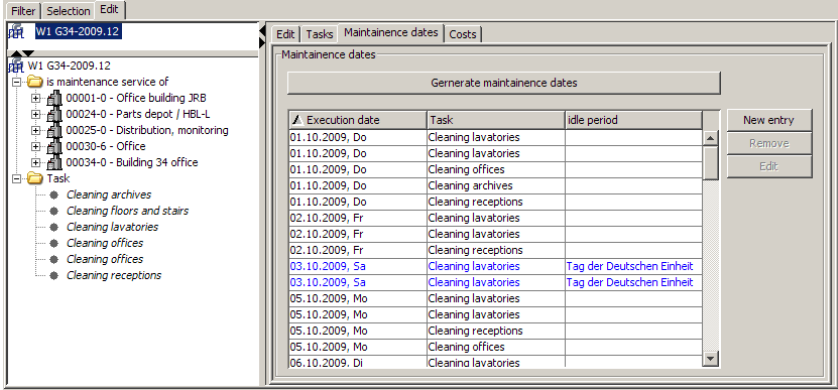
The integrated solution offers comprehensive support for the creation of cleaning tendering, the performance and needs-based adaptation of cleaning services as well as for cost estimates and invoicing. You benefit in many ways:

- Cost savings and quality improvements in master data management thanks to the integration of the cleaning management with space management. Automatic allocation of cleaning groups reduces data management to the definition of exceptions.
- Time when calculating component quantities for tendering. The integrated reporting can be adapted to meet your individual requirements. A quantity determination, e.g. cleaning areas per cleaning group, floor, building and location is automatically created by the system based on current data.
- They reduce cleaning costs without involving decreases in quality thanks to the cyclical, e.g. monthly, need-based adaptation of cleaning days. In a superordinate area plan, days off are taken into consideration.
- Changes to cleaning cycles can be processed comfortably and new cleaning areas and costs are calculated instantaneously.
- That saves you time when processing complaints thanks to knowledge of service days and service scope per room.
- It gives you the ability to check service enterprise's invoices quickly and professionally and/or to settle quantities via a credit memo procedure in SAP ERP.

Detailed overview of functionalities

<p>Master data</p>	<p>Comfortable acquisition or import of existing master data such as rooms, cleaning groups, intervals, floor surfaces, glass surfaces, additional components or inventory objects. Acquisition of cleaning services with tasks and intervals.</p>																												
<p>Integration</p>	<p>Cleaning management integration with room and area management data management processes. Cleaning data integration with the SAP PM/CS class system or with SAP RE-FX. Cleaning services integration with the SAP PM/CS and SAP MM. Cost allocation integration into SAP FI-CO. Complaint management integration based on the SAP PM notification.</p>																												
<p>CAD / graphic</p>	<p>Cleaning group visualisation in the floor plans or for cleaning areas with schedules in the overall company location plan. Creation of PDF plans with automatic header and key.</p>																												
<p>Floor plan with cleaning groups and component areas</p>	 <table border="1" data-bbox="949 1339 1236 1512"> <thead> <tr> <th>Cleaning group</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>archives</td> <td>19.23 m²</td> </tr> <tr> <td>canteen and cafeteria</td> <td>1078.81 m²</td> </tr> <tr> <td>car outlet</td> <td>106.14 m²</td> </tr> <tr> <td>elevators</td> <td>9.48 m²</td> </tr> <tr> <td>entrance areas</td> <td>19.91 m²</td> </tr> <tr> <td>floors and stairs</td> <td>456.62 m²</td> </tr> <tr> <td>kitchenette</td> <td>5.66 m²</td> </tr> <tr> <td>lavatories</td> <td>82.24 m²</td> </tr> <tr> <td>no cleaning group</td> <td>56.42 m²</td> </tr> <tr> <td>offices</td> <td>98.48 m²</td> </tr> <tr> <td>showers and dressing rooms</td> <td>58.87 m²</td> </tr> <tr> <td>social rooms</td> <td>10.87 m²</td> </tr> <tr> <td>Total</td> <td>1987.83 m²</td> </tr> </tbody> </table>	Cleaning group	Area	archives	19.23 m ²	canteen and cafeteria	1078.81 m ²	car outlet	106.14 m ²	elevators	9.48 m ²	entrance areas	19.91 m ²	floors and stairs	456.62 m ²	kitchenette	5.66 m ²	lavatories	82.24 m ²	no cleaning group	56.42 m ²	offices	98.48 m ²	showers and dressing rooms	58.87 m ²	social rooms	10.87 m ²	Total	1987.83 m²
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<p>Request for proposals (RFP)</p>	<p>RFP model 1: Automatic allocation of cleaning groups to rooms depending on room use shows as an additional subdivision of DIN 277 and is automatically maintained by the space management process. Manual definition of exceptions in cleaning management. RFP model 2: Manual allocation of cleaning groups to rooms in individual or bulk operations through cleaning management.</p>																												
<p>Configuration of office space cleaning group, model 1</p>																													
<p>Reporting RFP</p>	<p>Creation of a quantity determination as an attachment to the specifications. Creation of complete indexes structured by batches, services with tasks and job descriptions.</p>																												

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<p>Area planning</p>	<p>Area plan model 1: Creation of superordinate area planning based on structural data and cleaning group defined in the quantity determination. An area plan consists of one or more schedules, which contains e.g. buildings or floors to be cleaned as well as cleaning times. Definition of cleaning tasks according to room groups. Adoption of the definition into the respective schedule with the opportunity to change reference dates or services.</p> <p>Area planning model 2: Additionally includes the cleaning days per room and/or cleaning object.</p> <p>Additional models: Area planning models can also contain services consisting of individual tasks or include components or inventory objects built into rooms.</p> <p>Cleaning services and tasks are automatically applied to the respective cleaning objects. Exceptions will be defined manually</p>																																																
<p>Cleaning schedule with defined performance times</p>	 <p>The screenshot shows the SAP 'Maintenance services' interface. On the left, a tree view displays a hierarchy: 'W1 G34-2009.12' is a maintenance service of '00034-0 - Building 34 office'. Underneath, a 'Task' list includes 'Cleaning archives', 'Cleaning floors and stairs', 'Cleaning lavatories', 'Cleaning offices', and 'Cleaning receptions'. The right pane shows details for the selected object 'W1 G34-2009.12', including 'Object category: pilotage area', 'Object type: schedule 2009', 'Identifier: W1 G34-2009.12', 'Costs per Period / per year: 26.157,40', 'Sum real estate area: 6.859,91', 'Start date: 01.10.2009', and 'End date: 31.10.2009'.</p>																																																

<p>Location plan with buildings per schedule</p>	 <p>Definition Schedule: W1-Part3 Start: 01.04.2009 End: 30.04.2009</p> <p>Definition Schedule W1-Part 2 Start 01.04.2009 End: 30.04.2009</p>																																																
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