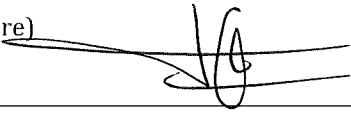



MAHALLAH'S ROOM PREPARATION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Johan bin Hj. Ibrahim	Name : Mazlina binti Mustafa
Position : Hostel Manager Residential and Service Department	Position : Director, Residential and Service Department
Date : 01/02/2024	Date : 01/02/2024

1.0 OBJECTIVE

This procedure is to ensure that vacant rooms are in good condition prior to registration for the new semester.

2.0 SCOPE

This procedure is applicable to all vacant students' rooms at Mahallah

3.0 ABBREVIATION

- 3.1. AA : Administrative Assistant
- 3.2. HM : Hostel Manager
- 3.3. AHM : Assistant Hostel Manager
- 3.4. RnRs : Residential and Room Rental System
- 3.5. MO : Mahallah Office
- 3.6. RSD : Residential & Services Department
- 3.7. DBSB : Daya Bersih Sdn Bhd
- 3.8. CMMS : Daya Bersih Web Maintenance Request
- 3.9. SOP : Standard Operation Procedure

4.0 REFERENCE

Student Discipline Rules 2004 (Amendment 2006) Mahallah Standing Order 2004
 Standing Order on Conduct and Attire - <http://iium.edu.my/office/ola/students-disciplinary-rules>

5.0 RECORD RETENTION PERIOD

No.	Record	Retention Period	Location	Responsibility
1.	Room Inspection IIUM/213/XXX/12/3/2/3	6 Years	Respective Mahallah	AA
2.	Maintenance Defect IIUM/213/XXX/9/4- Custodial	6 Years	Respective Mahallah	AA
3.	Maintenance Defect IIUM/213/XXX/9/4/1 - Civil	6 Years	Respective Mahallah	AA
4.	Maintenance Defect IIUM/213/XXX/9/4/2 - Electrical	6 Years	Respective Mahallah	AA
5.	Maintenance Defect IIUM/213/XXX/9/4/3 - Mechanical	6 Years	Respective Mahallah	AA

```
graph TD; START([START]) --> PREPARED[PREPARED VACANT ROOM LIST]; PREPARED --> CONDITIONED{CONDITIONED OF ROOM}; CONDITIONED -- "Not in Good Condition" --> DEFECTS[DEFECTS ARE REPORTED]; DEFECTS --> CLOSED[CLOSED WORK ORDER]; CONDITIONED -- "Good Condition" --> CLEANED[THE ROOM IS CLEANED]; CLEANED --> CLOSED; CLOSED --> PROVIDED[PROVIDED LIST OF VACANT ROOMS]; PROVIDED --> FILLED[FILLED DOCUMENT ACCORDINGLY]; FILLED --> END([END]);
```

AA

AA/AHM/HM

AA

AA

AA

AA

AA

MAHALLAH ROOM INSPECTION

To prepare list of vacant room for coming semester which contains data of:
i) current vacant room;
ii) expected to graduate;
iii) leave of campus student;
iv) not graduate on time.

To carry out room inspection by filling out the room inspection form (Version 04, Revision:00, Dated: 01/02/2024).

To report the defects to relevant authorities:

- for maintenance defects – report to the DBSB using the CMMS and get the maintenance work order.
- for rental furniture defects – report to the leasing company (refer SOP furniture rental).

Request DBSB for cleaning process

To ensure all work order (CMMS) of list maintenance and furniture defect are closed

To prepare a list of vacant rooms that are ready to be occupied.

To file all documents accordingly



Appendix I

Version : 04
Revision No. : 00
Effective Date : 01/02/2024

RESIDENTIAL AND SERVICES DEPARTMENT

ROOM INSPECTION FORM

MAHALLAH: _____

ROOM NO: _____

NO	PARTICULARS	Compartment A		Compartment B		Compartment C		Compartment D	
		Condition (√/X)	Action Taken	Condition (√/X)	Action Taken	Condition (√/X)	Action Taken	Condition (√/X)	Action Taken
1.	Bed:-								
	Drawer								
	Bed plank								
	Mattress								
2.	Study table:-								
	Drawer								
3.	Wardrobe:-								
	Hasp (Hook for pad lock)								
	Hanger rod								
	Drawer								
	Mirror								
4.	Study chair								
5.	Soft board								
6.	Bookshelf								
7.	Window:-								
	Window handle								
	Window frame								
	Windshield window								
	Curtain railing								
	Curtain								
8.	Fan								
9.	Study lamp								
10.	Bedroom light								
11.	Wall								
12.	Floor								
13.	Partition								
14.	Cleanliness								
Common Area									
15.	Door handle								
16.	Mirror								
17.	Shoe rack								
18.	Room light								
19.	Cleanliness								
Others									
20.									
21.									
Remarks:									

Inspected by :
Signature :
Date :

Verified by :
Signature and official stamp :
Date :



Appendix II

Version : 04
Revision No. : 00
Effective Date : 01/02/2024

RESIDENTIAL AND SERVICES DEPARTMENT

ROOM INSPECTION FORM

MAHALLAH: _____

FOR SINGLE & TWIN SHARING ROOM

NO	PARTICULARS	Room No.: _____		Room No.: _____		Room No.: _____		Room No.: _____	
		Condition (√/X)	Action Taken	Condition (√/X)	Action Taken	Condition (√/X)	Action Taken	Condition (√/X)	Action Taken
1.	Bed:-								
	Drawer								
	Bed plank								
	Mattress								
2.	Study table:-								
	Drawer								
3.	Wardrobe:-								
	Hasp (Hook for pad lock)								
	Hanger rod								
	Drawer								
	Mirror								
4.	Study chair								
5.	Soft board								
6.	Bookshelf								
7.	Window:-								
	Window handle								
	Window frame								
	Windshield window								
	Curtain railing								
	Curtain								
8.	Fan								
9.	Study lamp								
10.	Bedroom light								
11.	Wall								
12.	Floor								
13.	Cleanliness								
Balcony									
14.	Door								
15.	Door knob								
16.	Light								
17.	Clothline								
Common Area									
18.	Door handle								
19.	Mirror								
20.	Shoe rack								
21.	Room light								
22.	Cleanliness								
Others									
23.									
Remarks:									

Inspected by :
Signature :
Date :

Verified by :
Signature and official stamp :
Date :