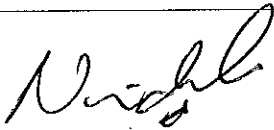
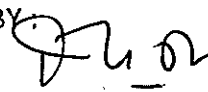

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# MAHALLAH'S ROOM PREPARATION

PREPARED BY : 	APPROVED BY : 
NAME : NURRAIDAH RAZALI	NAME : SITI THURAIYA ABD RAHMAN
POST : Administrative Officer Residential and Services Department	POST : Director, Residential and Services Department
DATE : 01/06/2019	DATE : 01/06/2019

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**1. OBJECTIVE**

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

**2. SCOPE**

This procedure is applicable to all vacant students' room at Mahallah.

**3. DEFINITION/ABBREVIATION**

- 3.1 AA : Administrative Assistant
- 3.2 HM : Hostel Manager
- 3.3 AHM : Assistant Hostel Manager
- 3.4 RnRS : Residential and Room System
- 3.5 Mahallah : Student residential accommodation
- 3.6 MO : Mahallah Office
- 3.7 RSD : Residential & Services Department
- 3.8 DBSB : Daya Bersih Sdn Bhd



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#### 4. REFERENCES

- 4.1 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>
- 4.2 Accommodation Guidelines.

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#### 5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility		Detailed Procedure
	<b>5.1</b>	<b>Mahallah's Room Preparation</b>
AA	5.1.1	Prepare list of vacant room for coming semester i) Current vacant room ii) Expected to graduate iii) Leave of campus student iv) Not graduated on time
AA	5.1.2	Prepare room inspection form according to vacant room by block.
AA	5.1.3	Conduct room inspection: i) If room in good condition – request DBSB for cleaning service (Work Order) ii) if room is not in good condition - report to relevant authorities. a) DBSB – Maintenance defect (Work Order). b) Leasing company – Furniture defect (summary of room with defect furniture.
AHM/HM	5.1.4	Ensure all work order, maintenance and furniture defect are closed.
AA	5.1.5	Prepare list of room ready to be occupied.
AA	5.1.6	File all documents accordingly. i) IIUM/213/C/12/3/1/6 ii) IIUM/213/9/4 iii) IIUM/213/9/4/1 iv) IIUM/213/9/4/2 v) IIUM/213/9/4/3

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## 6. QUALITY RECORD

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



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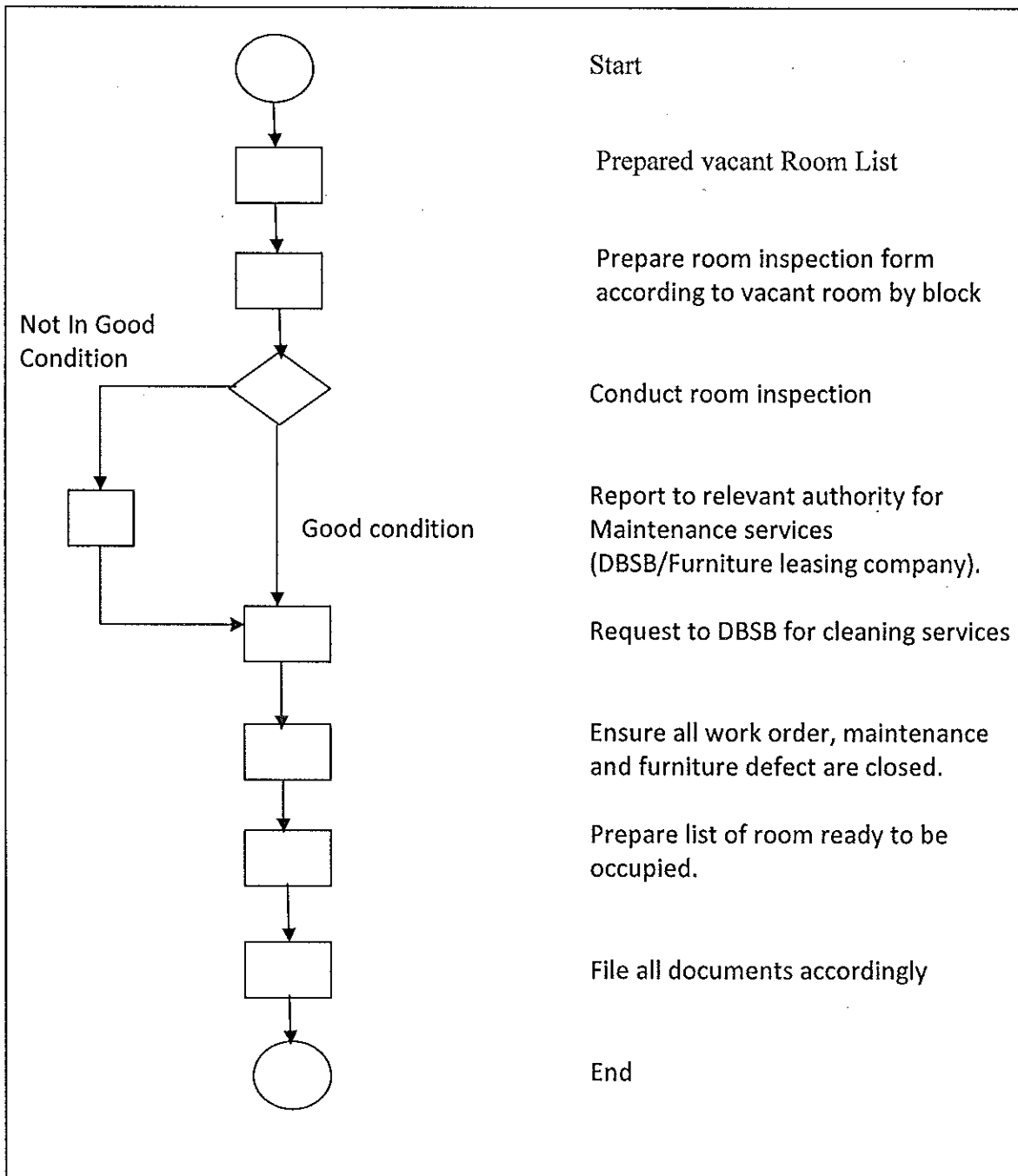
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## 7. FLOWCHART



RESIDENTIAL AND SERVICES  
DEPARTMENT FINANCE DIVISION

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:-								
	i. Drawer								
	ii. Bed plank								
	iii. Mattress								
2.	Study table:-								
	i. Drawer								
	Wardrobe:-								
	i. Hasp (Hook for pad lock)								
	ii. Hanger rod								
	iii. Drawer								
	iv. Mirror								
4.	Study chair								
5.	Soft board								
6.	Bookshelf								
7.	Window:-								
	i. Window handle								
	ii. Window frame								
	iii. Windshield window								
	iv. Curtain railing								
	v. Curtain								
8.	Fan								
	Study lamp								
10.	Bedroom light								
11.	Wall								
12.	Floor								
13.	Partition								
14.	Cleanliness								
<b>Common Area</b>									
15.	Door handle								
16.	Mirror								
17.	Shoe rack								
18.	Room light								
19.	Cleanliness								
<b>Others</b>									
20.									
21.									
	<b>Remarks:</b>								

Inspected by :  
Signature :  
Date

Verified by :  
Signature and official stamp :

RESIDENTIAL AND SERVICES DEPARTMENT  
FINANCE DIVISION

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:-								
	i. Drawer								
	ii. Bed plank								
	iii. Mattress								
2.	Study table:-								
	i. Drawer								
3.	Wardrobe:-								
	i. Hasp (Hook for pad lock)								
	ii. Hanger rod								
	iii. Drawer								
	iv. Mirror								
4.	Study chair								
5.	Soft board								
6.	Bookshelf								
7.	Window:-								
	i. Window handle								
	ii. Window frame								
	iii. Windshield window								
	iv. Curtain railing								
	v. Curtain								
8.	Fan								
9.	Study lamp								
10.	Bedroom light								
11.	Wall								
11.	Floor								
13.	Cleanliness								
<b>Balcony</b>									
14.	Door								
15.	Door knob								
16.	Light								
17.	Clothline								
<b>Common Area</b>									
18.	Door handle								
19.	Mirror								
20.	Shoe rack								
21.	Room light								
22.	Cleanliness								
<b>Others</b>									
23.									
	<b>Remarks:</b>								

Inspected by :  
Signature :  
Date :

Verified by :  
Signature and official stamp :  
Date :