

## Inspections Webinar

### Create Inspections and Evaluate Results

This class teaches how to setup the database for doing inspections, perform inspections on a PDA, and evaluate the results through reports.  
One Hour of Instruction + Up to 30 minutes of Questions & Answers in a Go To Meeting Format

#### Learning Objectives:

1. Know what data is necessary to perform inspections
2. Know the steps necessary to build your inspections
3. Feel comfortable doing inspections
4. Know which inspection reports to use
5. Know how to get help and where to print help files

#### Specific Skills Learned:

##### ***Setting up Inspections***

Defining roles, What data is necessary at which database level, How inspection items are assigned, How weight multipliers determine the relative importance of an Area Type, Quick review of how to add Customers, Facilities, Sections, and Rooms and assign Area Types to Rooms

##### ***Building Inspections***

Adding Inspectors, Advantages and disadvantages for each of the three methods for creating inspections, Detailed instruction on how to create inspections with each method, How templates, source data, and a single inspection gets loaded onto PDAs, Tips and warnings for each method

##### ***How to Perform and Retrieve Inspections***

Step by step instructions, including screen shots, of how to use templates, build customized inspections, inspect areas, and sync the data back to the computer. Helpful tips and important points highlighted

##### ***Viewing, Changing and Printing Inspection Results***

How to work with or edit one inspection, how to filter and print a report of all inspections for a selected date range, how to delete inspection reports and when to be cautious, deleting N/A items and Areas from Inspections

##### ***Reporting and Analyzing Your Results***

Explanation of select Quality Assurance reports and how to interpret them, Which reports show overall performance and trends, Identifying factors that influence overall cleaning performance, Determining organizational and individual training needs, Management reports for supervisors



#### The 3 methods for creating inspections

1. **Method 1: Create a Template of specific rooms to inspect and use that template to create an inspection on the PDA - usually 25 Areas or fewer.**
  - + Speeds the inspection process since the areas to inspect are already selected
  - + Enables trend tracking since the same areas will be inspected each time a specific template is used
  - + If combined with method 2, templates offer the flexibility of adding Areas/Rooms to inspect at the start of an inspection.
2. **Method 2: Use the PDA to randomly choose as many Area/Rooms to inspect as you want.**

## Format and Class Availability

**Note:** While all our webinars can have multiple attendees viewing from the same phone line and computer, it is especially appropriate for this class. This webinar was designed for both data administrators and inspectors. We recommend setting-up a conference room with a projector and speaker phone so multiple people from one organization can attend under the same registration fee.

### ***Individualized Instruction:***

Customized training uses a combination of the group presentation documentation and your data to provide documentation for note taking and future reference and address the specific needs of your organization.

*Call to schedule training date*

### ***Group Presentation:***

Class size limited to five organizations, includes documentation for note taking and future reference, question and answer session ensures your questions are addressed.