



Alkimii



Alkimii Property

Diving into our new Alkimii Property

Our Alkimii Property is divided into three categories:

With the **Compliance**, **Operations**, and **Communication** modules, Alkimii Property seamlessly handles all your Checklists, Maintenance needs, and compliance requirements while fostering efficient communication. Our suite of features creates a comprehensive solution that reduces risk and enhances overall property operations management.



Compliance

Checklists & NFC Tags
Incidents



Operations

Reactive Maintenance
Proactive Maintenance
Asset Manager
Suppliers



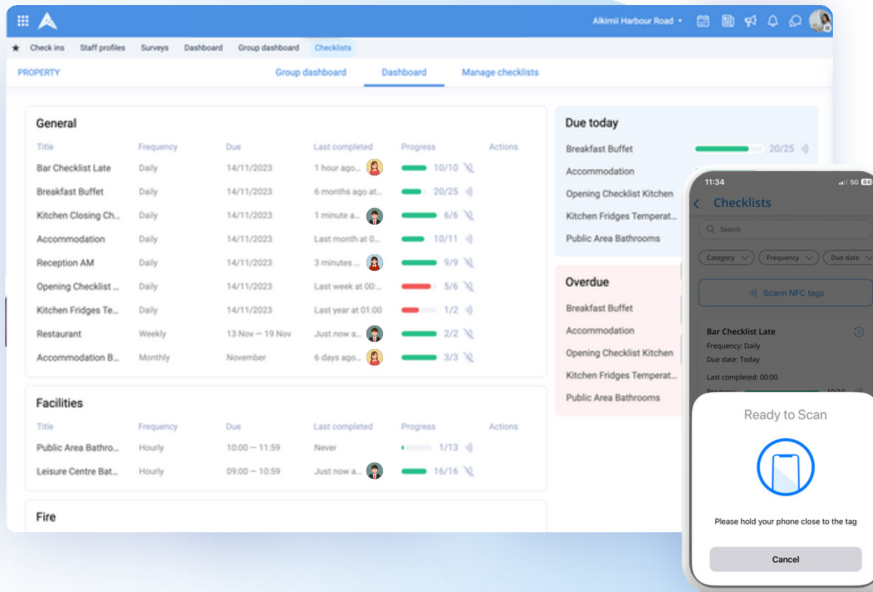
Communication

Shift Notes
Lost & Found
Concierge

Compliance

Manage Risk: Every Step of the Way!

Our Compliance feature is designed to bring peace of mind into your property operations management processes. With Incident Management and Checklists with NFC tags, it offers real-time dashboards for both groups and sites, guaranteeing effective risk management. With Alkimii Property, compliance is not merely a task but a mindset.



Benefits

Ensure Peace of Mind

Real-time dashboards for live stats on incident reporting and checklists.

Instant Information Access

Homepage widgets for quick insights into fire checklists, health & safety, security checklists and more.

Informed Decision-Making

Detailed dashboards providing real-time trends for incidents, allowing proactive problem-solving.

Compliance Features

Checklists

Get things done and stay ahead by assigning comprehensive Checklists to your team. Ensure a reliable compliance process that seamlessly marries technology with practicality.



Adaptable Checklists

Covering daily, weekly, monthly, or annual tasks, such as fire walks, duty manager checks, night audits, and public area inspections.



NFC Tags

Guarantee thorough physical checks, monitor task completion, and prevent items from being marked without a tag.



Pre-made Templates

Rooted in industry best practices for easy integration into your workflow.



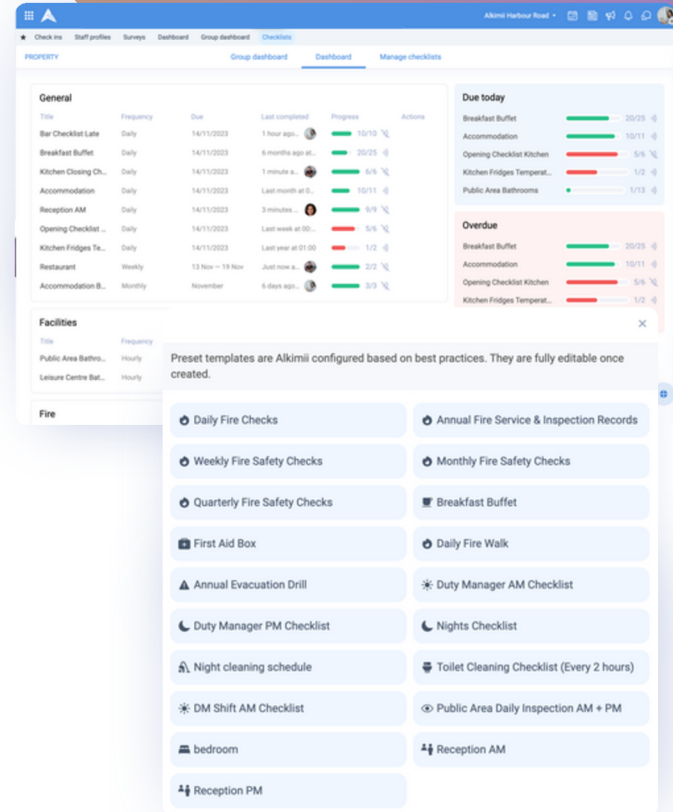
Checklist History

Gain insights and analysis by accessing the comprehensive history of any checklist.



Best Practices Processes

Beyond a feature, Alkimii Checklists embody industry-leading processes for enhanced effectiveness.



Dashboard

Group Dashboard

Staff profiles

Checklists

Maintenance

PROPERTY

Dashboard

List

+ Add incident

Q Search...

Site































Show deleted

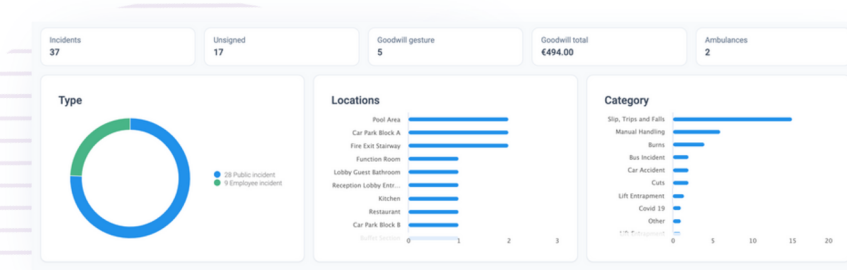
Start/end dates

Category

Type

Status

Incident	Date	Type	Category	Reported by	Severity	Status	Actions
Employee Liabil... Alkimil Hotel	18/07/2024 10:00	Employee	Burns	 Brian			
Employee Liabil... Alkimil Hotel	18/07/2024 10:00	Employee	Car Accident	 Brian			
Employee Liabil... Alkimil Hotel	15/07/2024 12:00	Employee	Bus Incident	 Adam			
Employee Liabil... Alkimil Hotel	15/07/2024 12:00	Employee	Bus Incident	 Adam			
Public Liability In... Alkimil Hotel	15/07/2024 11:00	Public Incident	Car Accident	 Brian			
Covid-19 Guest (2... Alkimil Hotel	26/06/2024 15:00	Public Incident	Covid 19	 Brian			
Public Liability In... Alkimil Hotel	22/05/2024 08:34	Public Incident	Manual Handling	 Brian			
Public Liability In... Alkimil Hotel	08/05/2024 08:40	Public Incident	Burns	 Brian			
Public Liability In... Alkimil Hotel	17/04/2024 13:35	Public Incident	Burns	 Jane			
Employee Liabil... Alkimil Hotel	16/04/2024 13:37	Employee	Slip, Trips and Falls	 Jane			



Compliance Features

Incidents

Your strategic partner in identifying and managing potential risks. With Incidents, you empower your team to report events promptly using a platform built on industry best practices. Our system ensures meticulous collection, secure storage, and protection of crucial details.



Pre-designed forms

It facilitates essential questions, ensuring the acquisition of relevant information, managerial sign-offs, and adding multimedia, documents, and other files, making Incident Management truly comprehensive.



Dashboard and Incidents Page

Access a comprehensive dashboard for high-level overviews and a detailed incidents page for seamless tracking. Effortlessly sort incidents by type, location, category, or other details for an organised incident management process.

Operations

Streamline, Track, [Excel](#)

Our Operations module empowers users to monitor and manage assets, suppliers, and maintenance tasks across all locations, both proactive and reactive. With visual categorisation for quick identification, our easy-to-use system ensures a more proactive, efficient, and collaborative approach to property operations management.

Benefits

Effortless Oversight

Easily monitor and manage assets and maintenance tasks across all your locations, with streamlined categorisation and colour-coding for quick status identification.

In-Depth Analysis

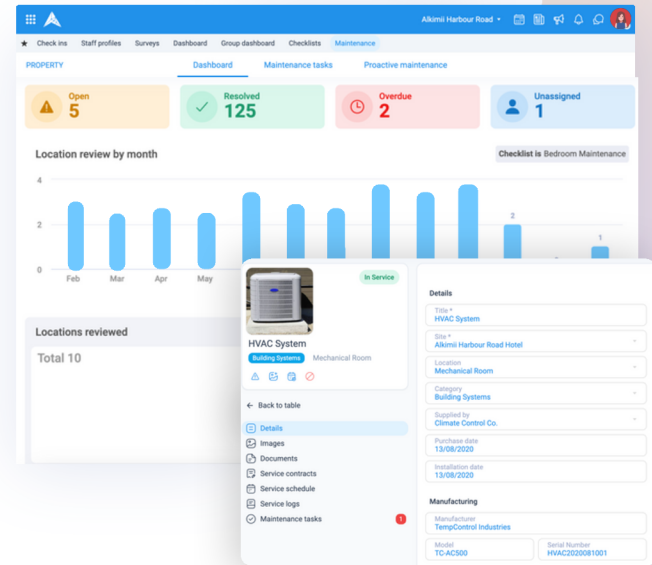
Gain a comprehensive understanding of site operational trends and performance with tailored insights specific to each location.

Swift Resolution

Empower your team by allowing them to add maintenance tasks in real-time using their mobile devices.

Proactive Approach

Stay ahead of potential maintenance tasks with proactive maintenance checklists and have quick access of all your suppliers information and asset services log.



Operation Features

Maintenance



Proactive Maintenance

Boost property upkeep with Proactive Maintenance. Assign maintenance checklists, monitor health scores, and use industry-tested templates. Stay ahead of issues and optimise maintenance.



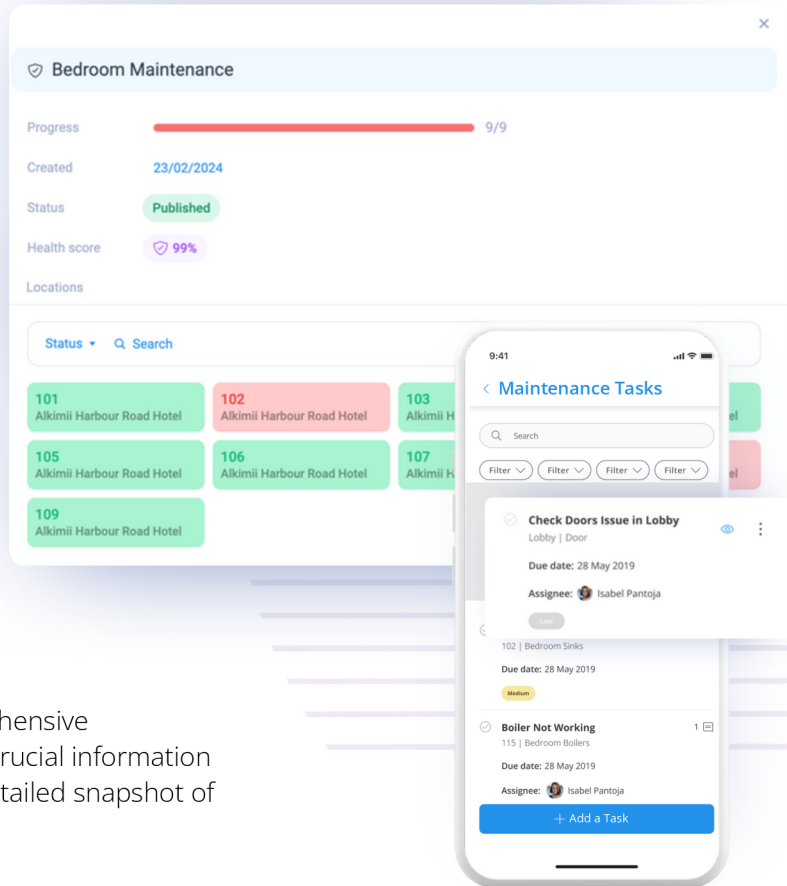
Reactive Maintenance

Enable real-time maintenance tasks logging via mobile: capture location, set priorities, assign team members, add due dates, categories, and multimedia. Streamline communication and ensure comprehensive task management.



Site Dashboard

Get tailored insights for specific sites with our comprehensive dashboard. Monitor maintenance trends and access crucial information at a glance. Our intuitive interface provides a quick, detailed snapshot of your site's status, enabling efficient decision-making.



Operation Features

Asset Manager & Suppliers




Asset Manager

Say goodbye to scattered asset information and hello to effortless management! Our Asset Manager is your one-stop solution for tracking everything from equipment details to warranty dates. Imagine having all your asset information accessible at all times, complete with service logs, maintenance schedules and important documents.



Suppliers

Organise your contractor's information effortlessly with Suppliers. Create a comprehensive supplier directory, access critical information instantly and store documentation.



In Service

HVAC System

Building Systems Mechanical Room

⚠️

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← Back to table

Details

Images

Documents

Service contracts

Service schedule

Service logs

Maintenance tasks

Details

Title * HVAC System

Site * Alkimil Harbour Road Hotel

Location Mechanical Room

Category Building Systems

Supplied by Climate Control Co.

Purchase date 13/08/2020

Installation date 13/08/2020

Manufacturing

Manufacturer

Assets Service due

8

1

Name/Company name * Climate Control Co.

Category * Building Systems

Email address contact@climatecontrol.co

Mobile +353 873456789

Landline +353 14567890

Out of Hours Email Address emergency@climatecontrol.co

Out of Hours Phone Number +353 879876543

Address

Line 1 789 Harbour Road,

Line 2 Galway

Eircode H91 GR64

Country Republic of Ireland

County Galway

Notes

Add some information about the supplier here... Experts in HVAC systems, offering comprehensive installation and maintenance services.

Communication

Information that Matters

Alkimii Property's Communications feature is the heart of effective teamwork. With tools like Shift Notes, Lost & Found, Concierge, Chat, Newsfeed, and Email Digests, our platform guarantees dynamic, efficient, and compliant communication tools for your team.

Benefits

Unified Connectivity

Seamlessly connect with your team through their mobile.

Efficient Information Flow

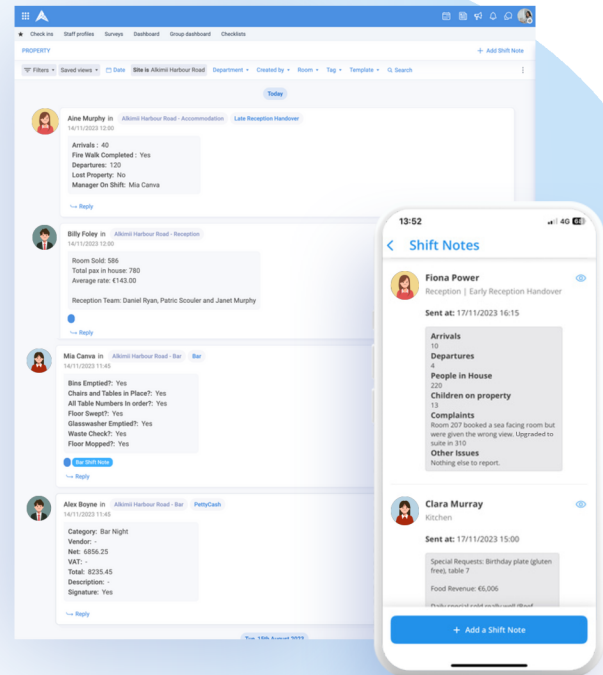
Streamline communication processes for quicker task execution.

GDPR Compliance

Ensure data protection with our GDPR-compliant communication features.

Automated Updates

Stay informed with automatic updates, minimising manual effort.



Communication Features

Shift Notes

Unleash the true potential of collaborative efficiency with Alkimii Property. Say goodbye to the constraints of traditional paper or Excel-based record-keeping. With Shift Notes, you can effortlessly integrate and store all your essential shift information in one place.



Template Consistency

Utilise pre-created templates based on best practices for consistency and streamlined processes.



Team Collaboration

Facilitate team communication by allowing members to add comments and their own images, ensuring swift issue resolution.



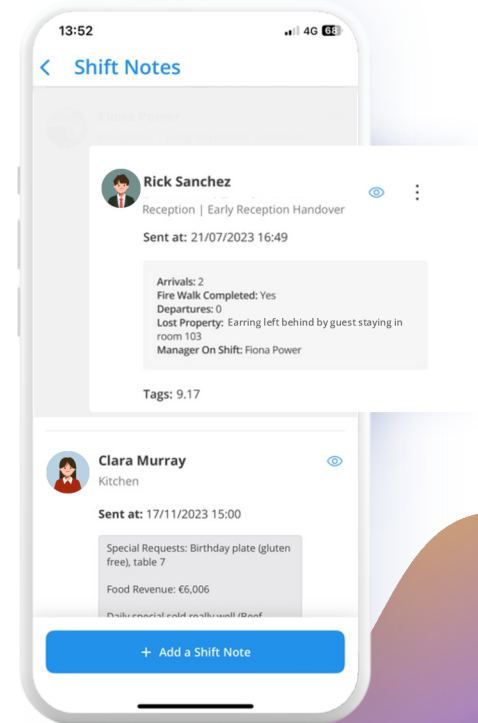
Tags and Colour-Coding

Employ tags and colour codes for easy categorisation, ensuring quick and intuitive navigation.



Manager/Supervisor Notification

Notify your manager or supervisor without resorting to additional emails or calls, streamlining communication.



Communication Features

Lost & Found and Concierge



Lost & Found

We've all been there – a guest loses something valuable, and your team scrambles for information. Our Lost and Found feature transforms this potential headache into a smooth, efficient process. It's like having a super-organised digital assistant, turning communication chaos into a swift, organised system for tracking and returning lost items.



Concierge

Elevate your guest experience with our new Concierge feature. Manage package deliveries, dry cleaning and other items more efficiently than ever. Enjoy a comprehensive item log, seamless status updates, and detailed item profiles.

LostFoundReturned

Item	Location	Status	Lost date	Found date
Silver Wedding Ring	202 Alkimil Harbour Road Hotel	Lost	09/07/2024	-
Black Leather Jacket	Laundry Room Alkimil Harbour Road Hotel	Returned	09/07/2024	09/07/2024
Green Backpack with HL...	203 Alkimil Harbour Road Hotel	Returned	10/07/2024	10/07/2024
Gold Earring (Single)	Gym Alkimil Harbour Road Hotel	Found	10/07/2024	10/07/2024
Blue Trolley Bag	Front Office Alkimil Harbour Road Hotel	Returned	10/07/2024	10/07/2024
Blue Travel Wallet	Outdoor Dining Terrace Alkimil Harbour Road Hotel	Found	09/07/2024	09/07/2024
Red iPhone 13	203 Alkimil Harbour Road Hotel	Lost	09/07/2024	-
Passport (UK)				
Kindle E-Reader				
Child's Teddy Bear				

Awaiting arrivalWith conciergeDelivered to guest

Name of Guest *Michael Johnson

Guest Site *Alkimil Harbour Road HotelGuest Location *106

Arrival Date02/07/2024

Package information

LetterParcelLarge packageLuggageDry cleaningOther

No. of Packages1Delivered ByRoyal Mail

Tracking NumberRM1239874560

Tracking Urlwww.royalmail.com/track/RM1239874560

General NotesUrgent letter from the guest's office.

Communication Features

Chat and News



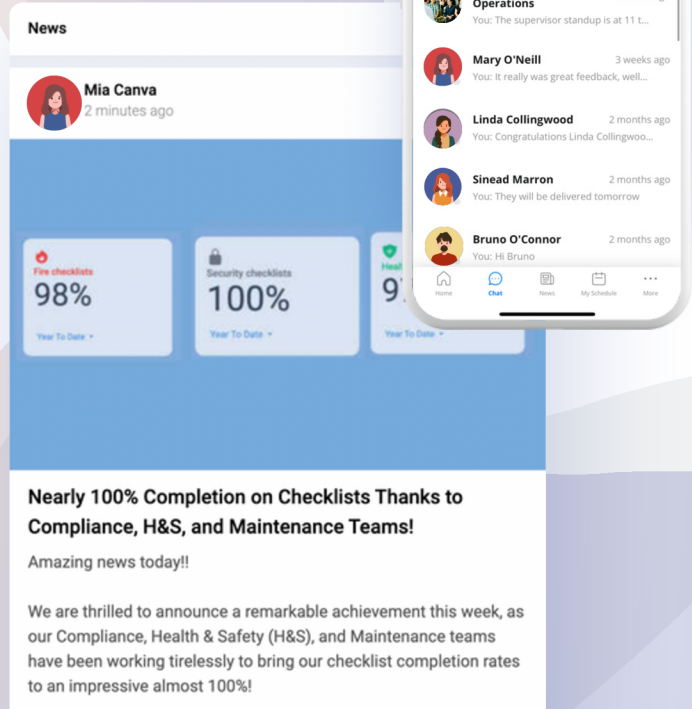
Chat

Secure team communication, boosting collaboration and efficiency, now tailored for Property! Our individual and group chats ensures effective and easy communication, maintaining smooth operations and keeping teams connected. You can rest assured knowing your team's chat is secure and GDPR-compliant.



News

Effortlessly update your team on crucial news, compliance trends, and maintenance insights, fostering a collaborative and informed environment. Easily exchange best practices, encouraging a culture of continuous improvement within your team.





Senior Management Email Digest

Report for Harbour Road Hotel

Unassigned Maintenance Tasks [View all](#)

Issue	Category	Due Date	Location
Window leaking	Reactive	08/01/2025	202

Open Maintenance Tasks [View all](#)

Issue	Category	Due Date
Broken bed lamp	Reactive	09/01/2025
Broken Pipe	Reactive	10/01/2025
Broken Light - Ceiling	Reactive	06/01/2025
Window leaking	Reactive	08/01/2025

Shift Notes [View all](#)

Time	Created By	Department
19:40	Davi White/Duty Manager	Restaurant Dinner View
14:38	Maria Kerry/Front Office Manager	Reception View
10:37	Mia Canva/Reservations Manager	Reservations View

Items Not Checked [View all](#)

Checklist	Item	Due Date
Front Lobby Bathrooms	Lobby Ladies	08/01/2025
Front Lobby Bathrooms	Lobby Gents	08/01/2025
Leisure Centre Bathrooms	Ladies	08/01/2025

Communication Features

Email Digests

Ensure the right people are always in the know. Keep your team well-informed and streamline communication to enhance overall operational efficiency.



Centralised Information

From daily property overviews to incident summaries and completed tasks, Email Digests deliver crucial information to your team when and how they need it.



Enhance Communication

Customise email updates for different roles and schedules, providing relevant insights based on specific triggers or regular intervals.



Alkimii

Contact



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+44 161 515 7215

Scan
Me!

