



## **CHANGES TO WATER HYGIENE CONTRACTS – 01/08/2022**

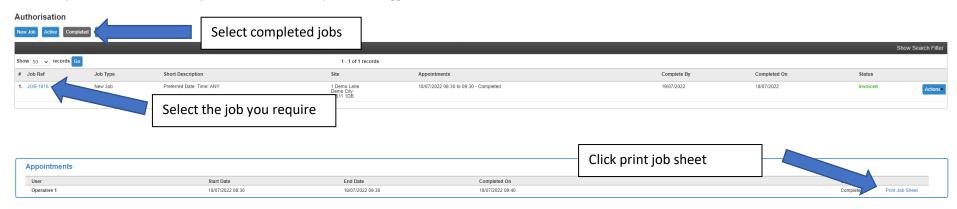
If you are a Water Hygiene customer of SPES your site will contain a Water Hygiene Log Book where our technicians record their findings on site such as temperatures, TMV servicing and so on. From August 2022 we are going paperless, meaning that service reports and job sheets are accessed via the online portal.

Key benefits of going paperless:

- Streamline and accelerate critical business processes.
- Enable customer self-service.
- Make accessing documents and information faster and easier.
- Reduce the time and cost of editing, changing, and redistributing documents and forms.
- Protect documents from getting lost or, worse, destroyed.
- Improve the security of your data and confidential information.
- Real time access post works completion.

If you require log in details for your portal please email you dedicated contracts manager or admin@spesItd.co.uk

Brief example of how to access the required information in the portal once logged in:



This will open a PDF format of the completed job with Assets listed such as Monthly Temperatures, Showerhead Descales and so on. If there are attachments added to the job such as Tank Inspection Reports or Water Sample Results these can be found below the Print Job Sheet Section.

You can also view invoices and quotes in the portal or request a quote. Please ensure than all current Water Hygiene Log Books are stored and kept on site in a safe place as these records must be retained for a minimum of 5 years.