

Corporate Profile



www.bmms.com.pk

INTRODUCTION

We provide general building maintenance and repair, landscaping, janitorial, heating, ventilation, air conditioning and refrigeration (HVACR), lighting and electrical, construction services, roofing services, and on-site facility staffing for customers throughout the country. Services are offered individually or within cost efficient bundled service programs tailored to the specific needs, budgets, and service goals of our customer.

For more than 6 years BMMS has served the needs of commercial building owners and managers, corporate facilities and campuses, retail services and centers, financial and banking institutions, medical office buildings, high-tech facilities, industrial and manufacturing facilities, federal and state facilities, city and county municipal buildings, public grounds and parkways, restaurants, non-profit organizations, home owner associations, multi-family housing developments, high-end residential estates, and various other end users.

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ABOUT US

The Building Management & Maintenance Services was set up to provide a fast and reliable property maintenance service to our corporate clients throughout the Pakistan.

With our “One Source” fully integrated service approach, we offer a complete range of services so our customers have the convenience of dealing with a “Single Source” provider for any or all of their service needs. Whether you have one location or hundreds, you'll deal with dedicated, results driven, hands-on professionals providing you with customized solutions, cost saving efficiencies, quick turnaround, and straightforward answers implemented with simplified billing and administration processes.

Commitment to outstanding customer care and relationships result in continuous and fresh innovative solutions.

Our aim is to reduce the work load of our clients with effective communication and by providing professional and reliable services by 24x7 throughout the year.

1.1 VISION & MISSION

The BMMS Team is dedicated to the idea that every client is a long term relationship. Our mission is to provide an environment that is clean, safe, and an enhancement to the work day. No problem is too small, no job too big, and no client is taken for granted.

1.2 QUALITY POLICY

It is the objective of BMMS is to satisfy the quality and delivery requirements of our customers at competitive prices. We will measure our performance in meeting customers' requirements and work with them to continually improve the service that we provide. The main focus of our activities is the provision of general construction services and railway structures management.

In order to achieve this objective, the company will maintain an effective and efficient Quality Management System based upon the requirements of International Standards.

IN PARTICULAR, THE MANAGEMENT WILL:

- Monitor and measure the effectiveness of our business processes and company objectives through our Management Reviews and Internal Audit Processes.
- Monitor customer satisfaction and set objectives for continuous improvement.
- Analyze the causes of any complaint and take appropriate action to prevent recurrence.
- Ensure the availability and competence of the support resources for the core processes.
- Ensure that the company provides its services to all clients equally, without discrimination on the basis of colour, race, nationality, ethnic or national origin.
- Provide the necessary work environment to ensure the well-being of our employees and visitors.
- Encourage all employees to identify problems and make suggestions to improve all aspects of our working practices. These will be considered by senior management and appropriate actions taken and communicated.
- Ensure that all employees are aware of our Quality Policy and committed to the effective implementation of our Quality Management System.
- Ensure that the company complies with all necessary regulatory and legal requirements.
- The achievement of our quality objectives and continuous improvement is fundamental to all activities carried out within our company and must be practiced by all employees as an integral part of their daily work.

1.3 HSSE POLICY

OUR STATEMENT OF GENERAL POLICY IS:

- to provide adequate control of the health and safety risks arising from our work activities;

- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

RESPONSIBILITIES

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy).

1.4 PEOPLE

Great companies achieve superior results for their clients with extraordinary people—this is the net effect of the BMMS culture. One of the greatest challenges facing organizations today is attracting and retaining "the best and the brightest" professionals to serve our client's need.

1.5 SUSTAINABILITY

BMMS has incorporated a number of sustainability initiatives in our buildings and programs and will continue to expand and develop environmental best practices in our operations across the country. We believe sustainability is not only good corporate citizenry, but also good business.

1.6.1 CULTURE

BMMS is committed to a sustainability-minded culture in every division and at every level. Our own client sites will be managed according to sustainability best practices, with a focus on the following efforts:

- Employee training and education

- Implementation of BMMS/Green Clean
- Energy conservation
- Indoor air quality
- Resource conservation
- Responsible procurement
- Transportation
- Waste reduction

1.6.2 INNOVATION

BMMS will strive to be a sustainability innovator. We will test promising sustainable technologies in real-life circumstances in our portfolio to identify and implement the most effective products and services. Further, we will maximize our environmental impact by leveraging our ability to control approximately 100 million square feet of real estate. We will seek opportunities to effect change on a portfolio-wide basis and take advantage of our financial and operational strength to pursue creative solutions.

2 SERVICES

2.1 OPERATION & MAINTENANCE

BMMS understands that a property purchase is likely to be the biggest single financial acquisition you will ever make, so correct maintenance of that investment is essential. Our dedicated 24/7/365 customer helpdesk ensures instant response, seamless trouble free communication and service delivery.

That is why BMMS provides unique levels of professional property maintenance services throughout Pakistan and the surrounding areas on behalf of private homeowners, building landlords and residential tenants. We provide annual property maintenance services that are entirely flexible so as to suit your needs.

BMMS has an executive team with a combined total of 3 year experience of living and working in Pakistan in the facilities management sector. We provide an exceptional level of local and cultural understanding, which guarantees outstanding levels of service delivery.

BMMS recognizes that the protection of your property can be best achieved by establishing a balanced programme of short, medium and long term pro-

active maintenance measures. Whether it is a professional re-active response to a call out problem or a pro-active scheduled program of maintenance, the need for both is clear.

2.1.1 HVAC

Regular service of your heating and air conditioning equipment require the same degree of attention given your car or household furnishing can virtually eliminate these dangers and provide you the comfort function for which they were designed.

Regular service of your equipment can save you thousands of dollars over the long haul in energy costs. In fact, as much as 30% per year! Regular service can extend the life of your system. Most systems are designed to last 10 years or more, however, a neglected system can fail in just a few years, resulting in a substantial financial loss.

What if you could connect with us who would watch over every square inch of your heating and air conditioning equipment on a regularly scheduled basis? We represents a company whose sole purpose is to become as familiar with you and your particular HVAC system as you are to the rest of things you care for in your home. Wouldn't you be impressed if that company guaranteed your complete satisfaction!

What if we also provided you the opportunity to purchase a Service Agreement for a choice of low monthly investments that would guarantee appointments, provide valuable FREE services and discounts on repair and even apply a portion of your accumulated monthly unused dues toward the purchase of special services or even a complete replacement system! You'll soon discover that your service agreement will virtually pay for itself year after year!

KEY COMPONENTS INCLUDE

- Preventive & Periodic maintenance of Air Conditioning Equipments (i.e. Chillers, FAHU, FCU, Package & Split system)
- To carry out the proper functioning of Microprocessor and take the control test
- Maintenance and Cleaning of AC Ducting, Air Outlets
- Repair, replacement and maintenance of Ventilation Fans, Pumps
- Cleaning and Replacement of Air filters, valve package and dampers
- Attending the breakdown for any type of Air Conditioning system

2.1.2 ELECTRICAL SYSTEMS/ SWITCHGEARS

A switchgear or electrical switchgear is a generic term which includes all the switching devices associated with mainly power system protection. It also includes all devices associated with control, metering and regulating of electrical power system. Assembly of such devices in a logical manner forms switchgear. We provide a complete range of services for such type of systems.

KEY COMPONENTS INCLUDE

- Service and maintenance of Electrical Panels
- Maintenance and replacement of Lightning Fixtures
- Repair, replacement & maintenance of wiring accessories
- Repair of Electrical faults, short circuits

2.1.3 PLUMBING

We do the MEP maintenance of the existing buildings on yearly contracts. We have scores of individual buildings and villas and some prominent Departments under contracts. We do ensure the essential services of your complex remain in complete control and maintained. We offer the following services in our maintenance contracts:

KEY COMPONENTS INCLUDE

- Repair & cleaning of blocked drains, manholes, gutters, toilets & sinks
- Servicing & Maintenance of water supply pumps and drain pumps
- Servicing & repair of water supply and drainage leaks.
- Servicing, maintenance & replacement of water heaters, water filtration system & swimming pools
- Cleaning of water tanks

2.1.4 FIREFIGHTING & SAFETIES

Servicing & maintenance of Firefighting equipment, Fire Alarm, Central battery and CCTV System.(i.e. Fire pumps, Sprinkler system, suppression system, Firefighting system, Fire alarm control panels, CCTV cameras, emergency lights)

KEY COMPONENTS INCLUDE

- Installation and maintenance of dry and wet hydrant systems.
- Servicing and testing of landing valves including with hose reel.

- Fire Extinguisher
- Smoke Detector
- Fire Water Storage
- Fire Pumps
- Building Sprinklers
- Double Interlocked Sprinklers
- Foam Extinguisher
- Evacuation Plan and Fire Safety Audits

2.1.5 LIFT AND ESCALATORS

Lifts and escalators are among the very few modes of transportation available for continuous unsupervised use by all persons from the very young to the elderly and infirm. Despite this they are amongst the safest form of travel.

British/European Standards impose strict and comprehensive safety requirements and equipment is thoroughly checked and tested before being put into service. Nevertheless, there are matters which should be observed and this guidance document is intended to assist those with responsibility for the maintenance of lifts and escalators in understanding the many legislative requirements.

Despite great care taken to ensure the safety of users, service personnel and inspectors it is essential that equipment is regularly checked and properly maintained and that any such work is entrusted only to competent persons with the relevant specialist knowledge. A duty of care placed upon lift owners makes it a legal requirement to ensure lifts and escalators are maintained to a safe standard.

WHY CONSIDER LIFT MAINTAINENCE?

- Lifts and escalators are essential to the smooth running of a building and to operate reliably they must be regularly maintained
- Lifts require regular lift maintenance to comply with the latest lift standards and Health & Safety Legislation
- To maintain performance levels
- To minimize downtime on lifts and escalators
- To protect the client's investment

BMMS LIFT MAINTENANCE AND SERVICE FEATURES

- 3 lift service level options – Standard, Premium and Comprehensive
- Maintenance packages tailored to suit customer requirements for all makes and types of lift and escalator
- Nationwide lift service with 24 hour / 7 day call-out facility
- Monitored call center
- Lift and Escalator maintenance and repairs by highly skilled and qualified lift engineers
- Planned preventative lift maintenance and escalator maintenance visits scheduled by our electronic service management system
- Service reports left on site with customer and provided electronically at regular intervals as part of our normal customer reporting service

2.1.6 GENERATOR MAINTENANCE AND OVERHAULING

We have a professional team dedicated for maintenance and overhauling of gensets, we offer our services on the basis of clients' need. Our general package for regular preventive maintenance of DG set which include at least one visit per month by our field engineers / technicians to inspect /carry out routine maintenance works during working hours. In addition to monthly visit, Contractor will remain available for emergency calls during working hours (9:00 am to 6:00 pm) at no extra cost.

KEY COMPONENTS INCLUDE

- Engine oil changing when required.
- Fuel, Lube Oil and air filters replacement/ cleaning as per schedule
- Adjustment of valve clearance.
- Air cleaner servicing.
- Adjustment of V belt tension.
- Fuel-filter condensation draining.
- Fuel strainer cleaning.
- Air Filter contamination checks.
- Cooling system checks.
- Re-tightening of bolts, hose clips and pipe fittings.
- Battery checks.
- Adjustment of voltage/frequency, if required.
- Alarms/indications/safeties checks.
- Load balance checks.
- Radiator Descaling
- General cleaning.

2.1.7 RETROFITTING

The primary purpose of earthquake retrofitting is to keep a home from being displaced from its concrete foundation. Retrofitting means making improvements to an existing building. The purpose is to make the building safer and less prone to major structural damage during an earthquake. Existing homes need to be retrofitted because our understanding of the effects of earthquakes as well as construction techniques has improved after the homes were built. The terms house bolting, foundation bolting and cripple wall bracing are often used synonymously with earthquake retrofitting.

WHY RETROFITTING

This proves to be a better option catering to the economic considerations and immediate shelter problems rather than replacement of buildings.

RETROFIT PERFORMANCE OBJECTIVES

With the development of Performance based earthquake engineering (PBEE), several levels of performance objectives are gradually recognized:

PUBLIC SAFETY ONLY The goal is to protect human life, ensuring that the structure will not collapse upon its occupants or passersby, and that the structure can be safely exited. Under severe seismic conditions the structure may be a total economic write - off, requiring tear - down and replacement.

STRUCTURE SURVIVABILITY The goal is that the structure, while remaining safe for exit, may require extensive repair (but not replacement) before it is generally useful or considered safe for occupation. This is typically the lowest level of retrofit applied to bridges.

2.1.8 LANDSCAPING/ GARDENING

Plants are certainly necessary elements in the landscape, but when it comes to solving problems, enhancing spaces, and adding practical elements, landscaping decisions are key. We have strategies and ideas to tackle nearly every size and shape; front, back or side of your yard. Most homeowners want at least part of their yard to provide privacy for family and friends, which is why we've gathered great solutions for bumping up the sanctuary in your yard. Structures pergolas, decks, and patios can be great additions to nearly every landscape, and you'll find inspiration on how and where to use them, as well as how versatile they are, with our collection of tips and photos. If you're starting fresh or starting new on your backyard, you may

not know what to tackle first. The Backyard Landscape Solutions quiz can help. Using a few short questions, we'll help you figure out your toughest problems, identify fantastic plants, and share a downloadable plan to give your project the kick-start it needs. We also have solutions to some of the most common troubling backyard landscape dilemmas, including slopes, oddly shaped yards, shade issues, and privacy needs.

KEY COMPONENTS INCLUDE

BMMS plan and carry out annual plantings and harvestings, periodic weeding and fertilizing, other gardening, lawn care, driveway and path maintenance, shrub pruning, topiary, lighting, fencing, swimming pool care, runoff drainage, and irrigation, and other jobs for protecting and improving the topsoil, plants, and garden accessories.

We also deal with local animals (including birds, rodents, reptiles, insects, and domestic animals or pets), and create means to attract or repel them, as desired or necessary.

2.1.9 MOPPING AND CLEANING

We provide clean, safe and healthy environments with fast, personal, consistent service at competitive pricing throughout Nation. Our Clients span the Corporate, Industrial and Commercial, Retail, Institutional, Educational and Medical sectors.

We also offer a range of value-added cleaning services.

BMMS is dedicated to meeting and exceeding industry standards. We have thorough and detailed plans for Health and Safety, Quality Assurance, and Service Delivery. We are certified for Green Building services from **Technotalent FZC** (UAE based consultant).

KEY COMPONENTS INCLUDE

- General office cleaning
- Stripping / waxing of hard surfaces
- High level and industrial cleaning
- Commercial carpet cleaning
- Post construction clean-ups
- Factory and plant cleaning
- Data room and raised floor specialty cleaning
- Window cleaning
- De-Contamination services
- Infectious disease control

2.1.10 WATER PROOFING AND SEEPAGE CONTROL

We have pioneered in this field with excellent track record with our clients with highly qualified engineers and experienced man power.

We are specialists in providing bitumen waterproofing treatment for all types of roofs viz., R.C.C, terrace, A.C. Sheet roof, Zinc sheet roof, Mangalore tiled roof etc. We are also specialists in providing cement based dampproofing course using chemical injection methods for basements, and waterbound structures like water sumps, overhead water tanks, bathrooms etc.

Our work is covered by maintenance guarantee for a period of five years. We have executed jobs this nature both in public and private sectors, and is endowed with abundant experience.

KEY COMPONENTS INCLUDE

- EPOXY WATERPROOFING
- POLYURETHANE SEALANT
- CHEMICAL BASED WATERPROOFING
- PROTECTIVE COATING
- CRACK FILLING SEALANTS

2.1.11 HEAT PROOFING AND INSULATION SYSTEMS

Half of the cooling lost from your home each year escapes through its walls and roof. Insulating your home can give you significant savings on your cooling bills as well as reducing carbon dioxide emissions.

Wall insulation

Wall insulation acts as a blanket that prevents cooling from escaping and sun heat from outside through the walls of your home. It can also help to stop your home getting too cold in winter. The type of wall insulation you'll need depends on whether your home has cavity or solid walls. Both types should be installed by a professional installer.

Loft or floor insulation

If you already have wall insulation, or want to make further energy-saving home improvements, you could also consider installing loft or floor insulation.

Other types of insulation

Other home energy efficiency measures include:

- fitting a jacket to your boiler
- installing double glazing

2.1.12 FUMIGATION AND PEST CONTROL

There are a lot of choices when it comes to pest control companies. Just take a look in your local yellow pages – you'll see what I mean. I invite you to spend a few minutes looking at why you should use our services.

We don't allow the price of our services to be dictated by the size of our customers' wallets or by our competitors' ability or inability to undertake a project. Instead, we formulate the costs of our services to reflect the actual merits of each project and the quality of our work. We strongly believe that our quality of work substantiates our reluctance to match the price of our competitors and thus, we present our customers with the lowest price that OUR company can offer without compromising our standards of quality workmanship and exceptional customer care.

KEY COMPONENTS INCLUDE

- Termite Control
- Fumigation | Pest Control
- Anti-Cockroach Gel Treatment
- Rodent / Rats Control | De-rating
- Water Tank Cleaning & Chemical Treatment

2.1.13 WATER MANAGEMENT

We manage your basic requirement of life “WATER” you can ask water (drinkable) 24 by 7 on just a phone call. BMMS also offer Reverse Osmosis plants on request of our valued clients.

2.1.14 FAÇADE MAINTENANCE/ CRADLE CLEANING

BMMS carry out window cleaning tasks from window cleaners cradles on many large buildings in London and surrounding areas have BMU cradle systems to allow access to the outside of the building at high levels.

These access cradles are mainly used by window cleaning companies and it very important that the window cleaners have the correct training and qualifications to use the cradles professionally and safely.

To carry out window cleaning using these cradles the company must have specialist insurance with no height restrictions and have specialist training.

BMMS have specialist cradle insurance with no height restrictions along with having specially cradled trained window cleaning teams, All Clean probably use more cradles in London and surrounding areas than any other window cleaning company.

You can trust the care of your expensive cradles and your window cleaning to All Clean Services.

2.1.15 BUILDING MANAGEMENT SYSTEM

Building Management Systems monitor and control services such as heating, ventilation and air-conditioning, ensuring they operate at maximum levels of efficiency and economy. This is achieved by maintaining the optimum balance between environmental conditions, energy usage and operating requirements.

KEY COMPONENTS INCLUDE:

CONTROLLERS

Microcomputer controllers receive signals from field devices and according to their programmed operating parameters, take action to control plant equipment.

SUPERVISORS

Supervisors view or amend the system data as well as providing a wide range of energy analysis and maintenance functions.

NETWORKS

Networks allow devices to communicate across a physical distance either locally, across a wide area network, or remotely by using standard browser technology. This means information can be accessed from anywhere in the world, ensuring total building continuity.

FIELD DEVICES

Field devices send or receive data directly to controllers for either local or remote control & monitoring. If you don't measure or monitor an area or item you cannot control it.

2.2 SYSTEM & EQUIPMENT

2.2.1 DIESEL AND GAS GENERATORS

We have a professional team dedicated for maintenance and overhauling of gensets, we offer our services on the basis of clients' need. Our general package for regular preventive maintenance of DG set which include at least one visit per month by our field engineers / technicians to inspect /carry out routine maintenance works during working hours. In addition to monthly visit, Contractor will remain available for emergency calls during working hours (9:00 am to 6:00 pm) at no extra cost.

KEY COMPONENTS INCLUDE

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- Adjustment of valve clearance.
- Air cleaner servicing.
- Adjustment of V belt tension.
- Fuel-filter condensation draining.
- Fuel strainer cleaning.
- Air Filter contamination checks.
- Cooling system checks.
- Re-tightening of bolts, hose clips and pipe fittings.
- Battery checks.
- Adjustment of voltage/frequency, if required.
- Alarms/indications/safeties checks.
- Load balance checks.
- Radiator Descaling
- General cleaning.

2.2.2 FIREFIGHTING AND LANDING VALVE

Servicing & maintenance of Firefighting equipment, Fire Alarm, Central battery and CCTV System.(i.e. Fire pumps, Sprinkler system, suppression system, Firefighting system, Fire alarm control panels, CCTV cameras, emergency lights)

KEY COMPONENTS INCLUDE

- Installation and maintenance of dry and wet hydrant systems.
- Servicing and routine testing of landing valves including with hose reel.
- Fire Extinguisher
- Smoke Detector
- Fire Water Storage
- Fire Pumps
- Building Sprinklers
- Double Interlocked Sprinklers
- Foam Extinguisher
- Evacuation Plan and Fire Safety Audits

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KEY COMPONENTS INCLUDE

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2.2.4 HVAC

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KEY COMPONENTS INCLUDE

- Preventive & Periodic maintenance of Air Conditioning Equipment (i.e. Chillers, FAHU, FCU, Package & Split system)
- To carry out the proper functioning of Microprocessor and take the control test
- Maintenance and Cleaning of AC Ducting, Air Outlets
- Repair, replacement and maintenance of Ventilation Fans, Pumps
- Cleaning and Replacement of Air filters, valve package and dampers
- Attending the breakdown for any type of Air Conditioning system

2.3 OUTSOURCE STAFFING AND WORKFORCE SERVICE

2.3.1 TRAINED AND EQUIPPED RESOURCE

- Manpower planning
- Candidate screening & scrutiny
- Assessment of candidate
- Specifying roles and responsibilities
- Market positioning – remuneration and benefits
- Candidate Data Management
- 24/7 support
- Implementation of HSE policy

2.3.2 LOGISTIC SERVICES

- Planning
- Budgeting
- Meet supply & demand
- Screening & Selection of Vendor
- Timely delivery
- 24/7 Technical support
- Implementation of HSE policy

2.4 DEVELOPMENT & MANAGEMENT

2.4.1 CONSTRUCTION CONTROLLING & MONITORING

- Construction planning
- Budgeting
- Coordination with the Architect
- Cost Controlling and Monitoring
- Technical inspection of materials and workmanship
- Monitoring of contractor's
- Coordination with client
- Reporting
- 24/7 Technical Support
- Auditing the Contractor's construction for compliance with the design and/or specification
- Code of practices
- Statutory compliances
- Implementation of HSE policy

2.4.2 RENOVATION AND RETROFITTING

2.4.3 COST MANAGEMENT

2.4.4 CONSTRUCTION PLANNING AND DEVELOPMENT

2.4.5 BUDGETING AND FORECASTING

2.4.6 EQUIPMENT INSTALLATION

2.4.7 INTERIOR DESIGNING

2.5 REAL ESTATE & SITE ACQUISITION

2.5.1 ACQUISITION AND DISPOSAL

2.5.2 TENANT MANAGEMENT

2.5.3 SITE SELECTION

2.5.4 PROPERTY EVALUATION

2.6 CAD SERVICES

Our Purpose

CAD Services provides timely and accurate computer aided drafting and mapping services to support the building, maintenance and construction initiatives of Buildings. Our team of dedicated professionals specializes in: developing and maintaining databases related to CAD, as-built, and floor plans for all types of buildings and selected leased properties. We also maintain site, utility and thematic maps, as well as provide technical software and other project-specific support to all stakeholders. Our goal is to provide excellent customer service.

BMMS CAD Services has championed the use of (BIM) Building Information Modeling technology to generate and manage digital representations of the physical and functional characteristics of a facility. The resulting building information models (BIMs) support decision-making about, and maintenance of, our facilities from the earliest conceptual stages, to design and construction, and throughout its operational life and eventual demolition.

Our Responsibilities Include:

Computer Aided Design (CAD)

- Architectural operational floor plans
- Telecommunications operational floor plans

Geographical Information Systems(GIS)

- Base Map
- Thematic Maps
- Utility Maps

Building Information Modeling (BIM)

- Modeling of existing buildings
- Providing checks and feedback for models during design and construction
- Receiving and processing models at project close-out

Facilities Related Document Management

- Plans
- Permits
- Manuals
- Specifications
- Reports

2.7 MOVING SERVICES

The FMS Special Services (SPS) unit provides a variety of moving services, ranging from moving furniture around in one office to transporting equipment across campuses. All services are billable to the customer or department requesting services.

Our Responsibilities Include:

- Moving office furniture or equipment between rooms in the same building.
- Transporting office furniture or equipment between buildings on campus or between campuses.
- Moving items between University campuses and non-university sites (University-related business only).
- Removing and disposing of old/non-operable furniture and equipment (desks, chairs, refrigerators, lab equipment, etc.).
- Providing bins for the shredding of confidential material and large amounts of recyclable materials.
- Providing cardboard boxes for moving and storing materials.
- Supporting special events on campus including the delivery, set up, and breakdown of podiums, signage and miscellaneous equipment.

Steps to Request Service

NOTE: BEFORE requesting service, you must:

1. Prepare to provide a detailed list of locations and description of services being requested, including contact names and numbers.
2. For date or time specific requests, be sure to submit your request at least 5 business days before date/time desired.

2.8 CONSULTANCY SERVICES

2.8.1 FIELD AUDIT

2.8.2 PLANNING AND CONTROLLING

2.8.3 MAINTENANCE PLANNING

2.8.4 PROGRESS REPORTS

- 2.8.5 TOTAL QUALITY MANAGEMENT
- 2.8.6 ENERGY ANALYZING AND MANAGEMENT
- 2.8.7 OPERATIONAL BUDGETING
- 2.8.8 STRATEGIC PLANNING & DECISION MAKING
- 2.8.9 HSE MANAGEMENT

3 FACILITY MANAGEMENT

3.1 ABOUT FACILITY MANAGEMENT

Facility Management is an emerging profession that envelopes manifold disciplines to ensure functionality of the built environment by integrating people, place, process and technology.

Essentially, Facilities managers are responsible for the maintenance of the buildings and assets that support businesses and organizations in any and every industry. Facility management is one of the fastest growing global Professions expanding rapidly, even can be one of the most significant cost-saving activities that are considerable in your business.

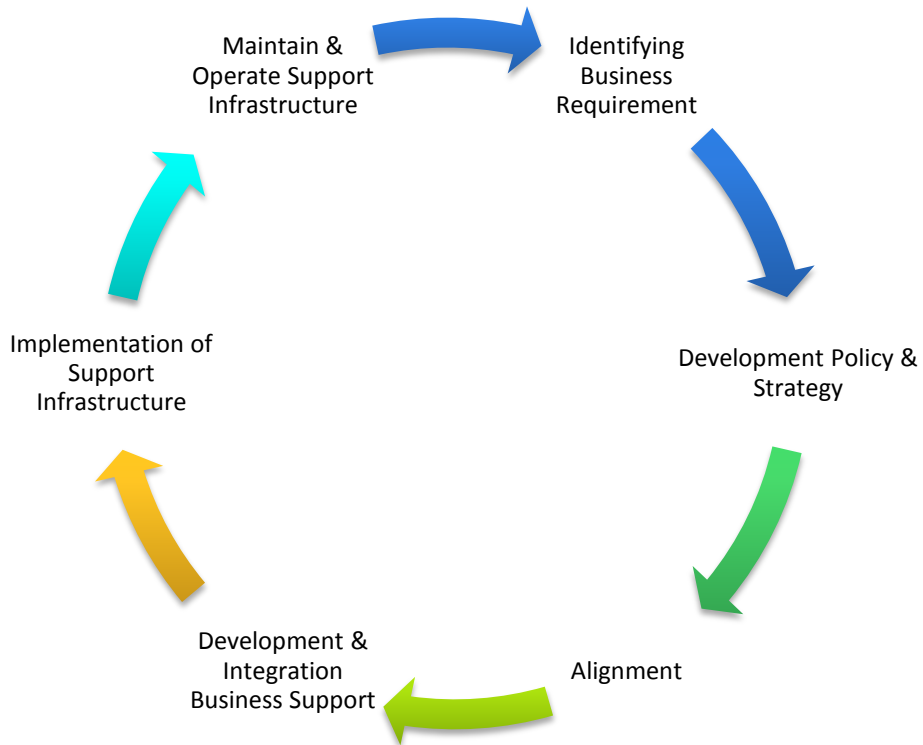
3.2 BENEFIT OF OUTSOURCING

- To concentrate on the core business.
- To experience a single point responsibility system.
- To minimize the operating cost of business.
- To entrust the job to experts for professional execution.
- To experience a comprehensive approach to strategic facility planning align with business objectives.
- To experience state of the art services to maximize the efficiency of the business.
- To get lasting Durability & Performance of Equipment & Assets.
- Controlling Cost: Predictive and Preventive Maintenance is the strongest tool to control overheads and affirm the value of a facility in productive manner. Occupancy rates will increase through the reliability demonstrated from these buildings.
- Reputation and Value: The reputation of a particular property will eventually translate into value; good reputation, appearance, functionally, location and automation level of a particular building or asset deciphers into higher net value.

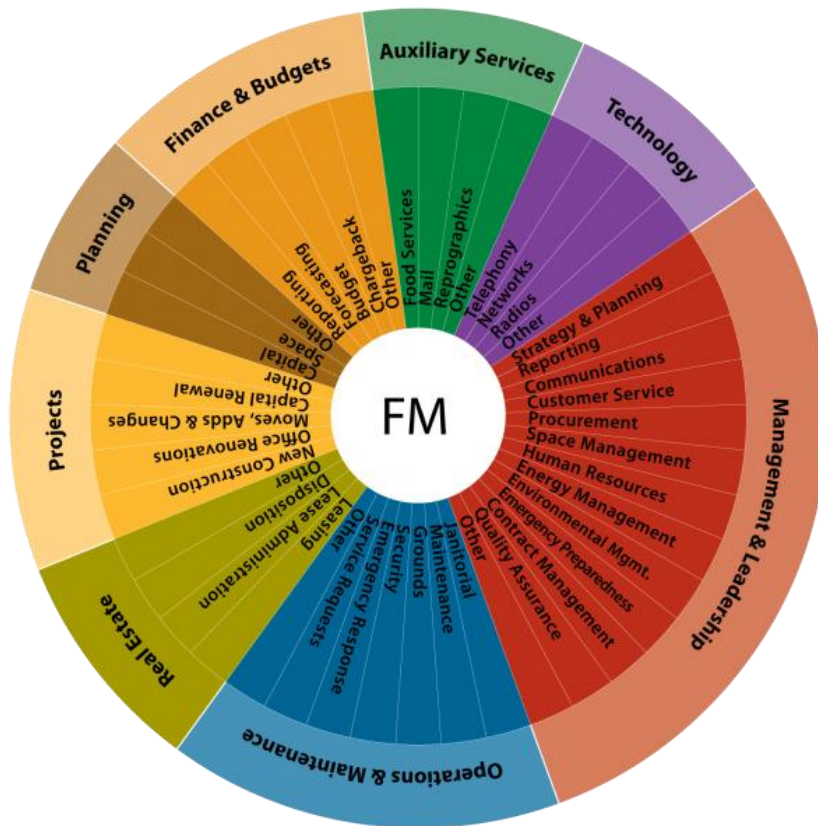
3.3 FACILITY MANAGEMENT LIFE CYCLE



3.4 FACILITY MANAGEMENT PROCESS FLOW



3.5 RESPONSIBILITIES AND FUNCTIONS



4 AREA OF SERVICES

- 4.1 ADMINISTRATIVE BUILDINGS
- 4.2 COMMERCIAL BUILDINGS
- 4.3 TECHNICAL BUILDINGS
- 4.4 RESIDENTIAL BUILDINGS
- 4.5 EDUCATIONAL BUILDINGS
- 4.6 SHOPPING MALLS
- 4.7 HOSPITALS
- 4.8 INDUSTRIES
- 4.9 RECREATIONAL AREAS
- 4.1 HOTELS & RESTORANTS
- 4.11 SPORTS COMPLEX & GYMNASIUM
- 4.12 AIRPORTS

CLIENTELE

We treat every client as a strategic partner. Engineering options for clients by utilizing our industry expertise, financial strength and environmental leadership to drive down risk and manage down our clients cost exposure. BMMS builds long term relationships with our clients to better allow them to focus on their core business.



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