



www.allaithcleaning.com

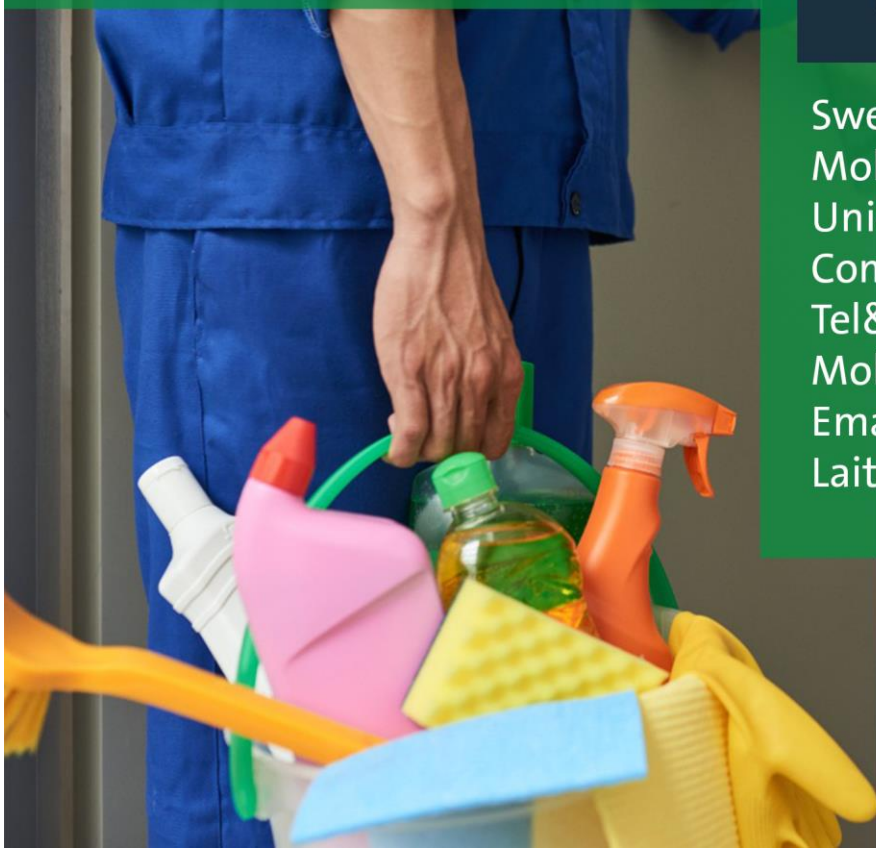
Al Laith Est. For Cleaning Services

Our Services

- ✓ Cleaning services
- ✓ General Maintenance Services
- ✓ Catering
- ✓ Trading of cleaning materials, tools & equipments

Contact Us

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Subject: Presentation book

Regards, and then,

With reference to the above subject, we are pleased to present you with our special offers for the necessary cleaning services for your companies, shops, or even your populated homes, as we are a specialized and licensed institution in the field of cleaning services for commercial centers, companies, offices, banks and hospitals within annual contracts.

We also carry out cleaning and sterilization workshops from viruses and microbes, as well as rodent and insect control.

This is according to the best international standards and within a well-thought-out plan of action, according to the needs required for each site, attached to you the C.V of the institution within our offer.

Note that we are an establishment specialized in the field of support services since 1981 and our experience is wide and comprehensive.

We are currently serving about (350,000) square meters per day within annual contracts.

We hope that our offer will receive your satisfaction and acceptance.

Sincerely yours and appreciation,

Al Laith For Cleaning Services

Cleaning Objective

- a. Keeping the building from dirt.
- b. Keeping the premises in good condition.
- c. Keeping a good living environment.
- d. Provide a good atmosphere for the employees and visitors of the premises.
- e. Reflect a good Image of the building and occupants.
- f. Save time, effort and money.
- g. Youth management for the project.

Employee's expertise

1. General Director

20 Years experience in the services field

Key Tasks

- Supervision on projects.
- Selecting good personal.
- Continues search for the best.
- Follow the latest methods of support services.

2. General supervisor

Experience in the field of managing sites and manpower, not less than fifteen years in the field of services.

In addition to Healthy fitness, good appearance and tact in dealing.

Key Tasks

- Field supervision on projects.
- Follow up of the supervisors to:
 - a. Implement the work plan.
 - b. Implement the contract conditions.
- Training and Guiding the supervisors and cleaners and report to the management.

3. Supervisor

Experience of not less than 3 years in the field of services, and his qualities include healthy fitness, good appearance and tact in dealing with clients and customers.

Among his duties:

- Ability to command, train and guide.
- Following the contracts conditions.
- Always be there on the premises.
- Assuring the good use of materials.
- Keeping up the good condition of the building and assets.

4. Cleaner

At least one year of experience in the field of cleaning services, with good health and appearance, in addition to the ability to read and write.

Among his duties:

- Full commitment to working hours (attendance and departure).
- Commitment to work instructions in terms of work programs directed by the institution.
- Follow instruction.
- Not to smoke during working.
- Not to argue with others.

Initial Cleaning / Establishment Program

1. Clean glass and aluminum from the inside and outside.
2. Cleaning invisible surfaces.
3. Panel cleaning.
4. Cleaning the wall hangings.
5. Cleaning of sanitary facilities.
6. Cleaning floors and stairs.
7. Cleaning the corridors, entrances and handrails.
8. Cleaning and polishing elevators.
9. Cleaning lighting, heating and cooling units.
10. Cleaning the doors and their frames.
11. Cleaning door handles.
12. Cleaning the outdoor squares.
13. Use the best equipment and special machines to carry out the required cleaning work.

Work Plan

Classrooms and offices

Daily Tasks

- a. Emptying and cleaning waste basket.
- b. Disposing of the waste in the special containers.
- c. Vacuuming the carpet and remove stains off it.
- d. Sweep and wipe floors.
- e. Cleaning and wiping tables and desktops.
- f. Sweep and wipe all corridors and stairs.
- g. Lift all paper and waste from playing grounds and car park.
- h. Clean the spots off the glass and windows.
- l. Cleaning the main entrance and the glass of all entrances.

Weakly Tasks

- a. Cleaning doors and door frames.
- b. Wipe dust of chairs and tables and desks and all pictures and hanged materials and high platforms.
- c. Cleaning and removing spots and stains of the walls up to 1.5 m. high.
- d. Cleaning and disinfecting telephones.
- e. Cleaning the glass and windows from the inside.
- f. Changing plastic bags of waste baskets.
- g. Cleaning all inside hanged signs.

Monthly Tasks

- a. Washing of all solid floors and tiles.
- b. Clean and wash all corridors and stairs.
- c. Clean all glass and wood partitions.
- d. Clean all A/C and heating radiators.
- c. Clean glass and windows and aluminum frames.
- e. Dusting the carpets.

Annual Tasks

- a. Clean glass and aluminum inside and outside (Ground floor).
- b. Shampoo the carpet in the offices if required.
- c. Clean corners of walls and ceiling.
- d. Cleaning the panels.
- e. Cleaning the outside signs.

Restrooms and bathrooms

Daily Tasks

- a. Cleaning and disinfecting all sinks and bowls.
- b. Emptying waste baskets and dispose to the containers.
- c. Cleaning the mirrors and glass.
- e. Washing the floor with soap and disinfectant.
- f. Cleaning the doors , handles and chrome tabs.

Weakly Tasks

- a. Clean and wash and disinfect the doors and walls.
- b. Clean and wash the panels.
- c. Clean and wash all glass, windows inside and outside.
- e. Cleaning the electric units and switches.

Marble: (Upon Order with extra cost)

The company provides the maintenance service of marble. It gives the marble a shiny look and protection from scratches and absorbing liquids and it is guaranteed for 3 years. The method of work runs in two stages as follows:-

Stage one

- a. Scrub the floor to remove old wax and dirt.
- b. Spray the material and rub it with metal pads.
- c. Sweep the floor and wipe it with clean water.

Stage two (Annually)

- a. Spray the material and rub it with metal pads.
- b. sweep the floor and wipe it with clean water.

Cleaning materials and tools

1. Soap, All Purpose Cleaner.
2. Clorox.
3. Bowl Cleaner.
4. Glass Cleaner.
5. Carpet Shampoo.
6. Disinfectant and Antiseptic.
7. Wood Polish.
8. Wax Remover.
9. Dust Mop Oil.
10. Floor Wax for P.V.C.
11. Waste Bags, Black.
12. Basket Bags, White.
13. Mops.
14. Wet Mops.
15. Dust Towels.
16. Sweepers, Soft.
17. Sweepers, Hard.
18. Floor Squeegees.
19. Floor Brush.
20. Bowl Brush.
21. Sprayers.
22. Floor Pads, Scrubbing.
23. Floor Pads, Polishing.
24. Glass Brush.
25. Window Squeegee.
26. Ladders.
27. Blades.

Cleaning Equipment

1. Scrubbing Machines.
2. Vacuum Cleaners.
3. Wet Vacuum.
4. Carpet Shampooer.
5. Dust Mops.

Company Commitments

1. Provide all cleaning materials, tools and equipment needed.
2. Provide professional cleaners with uniform.
3. Implement health and safety measures.
4. Execute the work plane.

Clients Commitments

1. Provide a place as storage of material and equipment.
2. Provide water and electricity needed.
3. Name a liaison person with the company.

Support Services That The establishment Provides

- 1) The establishment is based on the work of cleaning workshops for glass facades, using special levers for that.
- 2) The establishment polishes marble floors by using special materials and equipment for marble.
- 3) The establishment waxes the plastic floors (PVC) by using the removal and waxing materials for that.
- 4) The establishment polishes parquet floors by using special materials and equipment for parquet floors.
- 5) Provide cleaners with the necessary cleaning materials, tools and equipment.
- 6) Providing cleaners without the necessary cleaning materials, tools and equipment.
- 7) Providing special machines to carry out the process of polishing the floors (what ever type).
- 8) The establishment controls rodents and insects using its own pesticides and machines.
- 9) The establishment carries out the sterilization process from viruses and microbes
using its own sterilization materials and machines.
- 10) The establishment provides food service.
- 11) The establishment provides general maintenance services.
- 12) The establishment sells cleaning materials, tools and equipment in full.
- 13) The establishment is based on providing efficient and experienced buffet workers.
- 14) The establishment carries out foundational cleaning workshops after the construction process.

Prices

We thank you for your interest in inviting us to visit the site and see all the facilities to send another offer including a price to clean this large and great place.

The study of the financial offer depends on the following bases:

1. Visit the site and see all the facilities included.
2. Quality of flooring and furniture and ways to take care of it.
3. Cleaning equipment, materials and tools needed to complete the work.
4. Manpower necessary to complete the work and work style.

Based on the above, we are pleased to receive your invitation to visit your site at the following phones:

(06/5821994) or (077/5821994)

So that we can provide a brief analysis of the prices and the principles on which it was built, within two days after the date of the field visit that has been arranged.