

MAINTEX



MAINTEX FACILITIES MANAGEMENT CONTRACTING AND TRADING SERVICES



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COMPANY OVERVIEW

Maintex FM is an integrated technology driven Facilities Management Company providing full range of Hard and Soft Facilities Management Services in Qatar with innovative tailor made solutions to meet customers' requirements. Maintex is committed to delivering essential and sustainable solutions to its clients and believes in establishing long term and mutual beneficial relationships.

Our commitment and capacity to deliver facility management services allows for control of quality and flexibility of service as well as maintaining cost effectiveness. By combining a full range of support services under an umbrella of a single contract, we enable our clients to focus on their core businesses.

With a highly skilled workforce, Maintex delivers specialized and professional services across several sectors including Aviation, Hospitality, Banking, Retail, Shopping Malls, Telecom, Residential, Commercial, Infrastructure, Hotels, Government, Healthcare, Education, Leisure, Entertainment etc.



Vision

To be a regional leader in providing integrated, quality facilities management solutions.



Mission

To deliver sustainable and innovative facility management services that are scalable while ensuring safe and efficient performance of the various building management services.



Values

Integrity



Trust



Honesty



Reliability



Action

Leadership

Strategy

Teamwork

Innovation

Planning

Ideas



OUR HSE POLICY

Maintex FM strictly adheres to industry standard HSE and Quality management ethos of Prevention, Compliance, Support, continuous improvement and excellence. We aim to prevent injuries and hazardous conditions cutting down risks and promoting occupational health and safety practices not just for our workforce but also creating a safe working environment for our clients and their customers. Maintex FM is certified in ISO 14001 environmental management system and proactively employ environmental safety standards to prevent pollution, inefficient waste of energy, and carbon management. We employ standards from ISO 9001 to maintain excellent quality in our continuous non sector specific services and OSHAS standards for our Hard Services like HVAC and MEP. Our continual improvement policy consists of –

- Establishing our HSE aims and objectives before, during and after project completion to achieve long term quality and continuous improvement parameters.
Prevention of hazardous conditions, occupational health risks and accidents in the workforce.
- Ensuring mechanisms to promptly identify and isolate diseases and potential cases of disease transmission in employees, clients or anyone associated with the operational and business chain as well as providing protective equipment and disinfection methods during pandemic situations.
- Giving sufficient training and quality management resources to enhance employee understanding and implementation of HSE standards.
- Compliance with legal codes and administrative authorities in all matters of Health, Safety and Environment.
- Collecting feedback on performance from clients, stakeholders and contractors.
- Implementing, maintaining and regularly monitoring the performance of Integrated Management Systems through the standards set out in ISO 9001, ISO 45001, ISO 14001 and ISO 41001.



Hard Services

- HVAC Systems
- MEP Services
- Fire Alarm Services
- CCTV Surveillance
- Civil & Fit out Work



Soft Services

- Commercial & Residential General and routine cleaning
- Commercial & Residential Deep Cleaning
- Hospitality Services
- Upholstery Cleaning
- Manpower Supply for Hospitality & Cleaning Services
- Supply of Cleaning Materials



Integrated Services

- Waste Water Management
- Water Tank Cleaning & Disinfection
- Garbage Chute Cleaning and Disinfection
- Disinfection and Sanitization Services
- Hard floor cleaning, Crystallization and restoration
- Swimming Pool Cleaning
- High level façade cleaning
- Waste management
- Pest Control Services
- Landscaping Services
- Relocation/Shifting Services
- Office Space & Inventory Management



SOFT SERVICES

Our expertise in Soft Services provides reliable and highly effective solutions that can be suited to our clients' requirements. Maintex is passionate and committed to providing its clients' with support services to keep their businesses operational and a non-disruptive manner uninterrupted always. We provide soft facilities management services in a varied range of disciplines which is why we understand the unique requirements that our customers may have. Our Soft services division covers the following;



Façade Cleaning



Water fed telescopic poles



Boom lifts



Water fed brushes



Safety boots



Scissor lifts



Overalls



High pressure washer



Hard hats/helmets

COMMERCIAL & RESIDENTIAL GENERAL AND ROUTINE CLEANING

The general cleanliness of a facility can have a large impact on its attractiveness to tenants or potential customers. Quality cleaning is essential for meeting basic hygiene requirements and improving employee morale. Maintex is here to take care of your properties on daily basis.



-  **Dust surfaces**
-  **Dust and hand wipe furniture tops**
-  **Dust baseboards, chairs, cabinets, and door panels**
-  **Vacuum carpets**
-  **Clean and disinfect surfaces**
-  **Spot clean cabinet fronts**
-  **Clean and disinfect toilets/pantries inside and out**
-  **Clean and disinfect door knobs and switch plates**
-  **Shine Fixtures**



COMMERCIAL & RESIDENTIAL DEEP CLEANING

We have a certified team of deep cleaning experts that focus on extensive cleaning of the property. We use best deep cleaning machines and agents to eliminate germs, bacteria, dust, and foul smells, etc., from your valuables at your home and workplace.

-  **Corner to Corner cleaning of the building**
-  **Furniture Cleaning & Polishing top to bottom**
-  **High level walls cleaning, ceiling, lights, switches, under furniture, window etc.**
-  **Leather surfaces cleaning and polishing.**
-  **Washroom Cleaning including wall tiles, sanitary wares, shower cabinet & exhausts**
-  **Buffing and scrubbing of entire floor space using machine**
-  **External building Cleaning using pressure washer and floor machine**
-  **Dust Curtains, blinds etc.**
-  **Car park shades, car park spaces etc.**
-  **Kitchen Cleaning including wall tiles, stainless steel polishing, cabinets**
-  **Garden areas cleaning**



HOSPITALITY SERVICES

Maintex provides various hospitality services under the patronage of highly professional and experienced team. Our hospitality staff are well educated and trained to handle and manage the projects and events professionally. Their extensive work knowledge & experience, etiquettes, positive behaviour, cordial appearance, language fluency, quick and errorless services are they key factors that keep Maintex always on top rating in Qatar.

Maintex provides the following services under Hospitality division;

- Provision of full range of Hospitality Services
- Provision of waiters, waitresses, tea boys, tea girls, office boys etc. personnel.
- Supply of pantries raw materials i.e. tea, coffee etc.
- Supply of coffee machines and their consumables
- Concierge and front desk services
- Car park management including valet car park services.
- Laundry Services





Upholstery Cleaning

We provide special cleaning of sofas, couches, curtains, cushions, mattresses, leathers, carpets etc. Our special cleaning methods protect the value of our customers/clients' carpets and upholstery. Our expert technicians use suitable methods depending on the fabric requirements. We use advanced green cleaning agents that leave fabric clean and fresh without any risk or damage.



Manpower Supply for Hospitality & Cleaning Services

Maintex provides all categories of manpower for the Hospitality & cleaning industries including male and female cleaners, waiters, food & beverage staff, team leaders, drivers, concierge professionals, front desk staff, supervisors etc.

Our crew is well trained and experienced at handling hospitality and cleaning projects and events professionally. We train our employees and provide HSE, personality development and grooming courses to ensure that they are employment- ready.



Supply of Cleaning Materials etc

We supply a varied range of cleaning products i.e. tools, equipment, machines, materials, toiletries, soap/tissue dispensers, sanitizers, chemicals, organic product, floor mats, green products for all industries. Our products are mainly from US and Europe and approved by all international and local authorities.





HARD SERVICES

Maintex protects and maintains clients' assets by executing and managing Hard Services in a timely and quality controlled manner. We employ preventative maintenance to ensure non-disruptive operation while also achieving high standards of performances and reliability.

Our Hard facilities management services are delivered by our in-house fleet of experienced technicians and engineers. We take pride in providing a varied range of hard services including:



HVAC SYSTEM SERVICES

We offer a range of ventilation services for commercial and residential properties. These range from managing kitchen extraction fans to stair pressurization systems as well as include kitchen exhaust fans and smoke extraction systems. Leveraging our experience with the regional climate and the stresses that are placed on HVAC systems allows Maintex to propose and execute effective management and maintenance plans.

Within Air Conditioning, we are accustomed to managing Fresh Air Handling Units, Fan Coil Units, Split A/C Units, Heat Exchangers (External Cleaning and Flushing) and Heat Recovery units. Our HVAC division is well placed to take on any challenges associated with HVAC systems of all types and configurations.



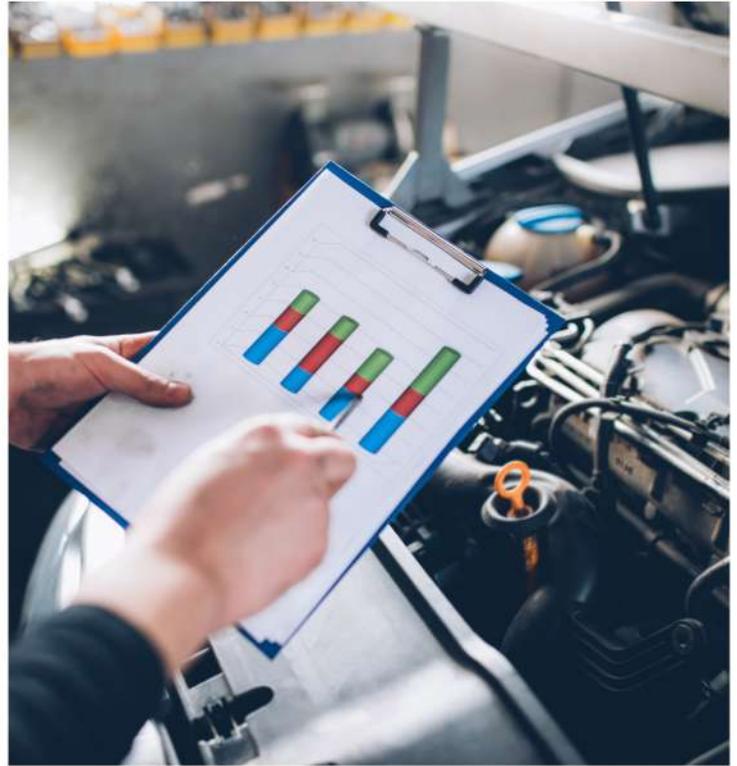
MEP SERVICES

At Maintex we believe that good MEP practices are the core of maintaining and protecting the value and functioning of a building. Our commitment to employing expert technicians with specialized industry knowledge and continuously improving our investment in human capital by providing training, enables us to form mutually beneficial and trustworthy business relationships with our clients.



MECHANICAL SERVICES

Any complex mechanisms requires regular attention to avoid malfunction. Common mechanical elements that we need to pay particular attention to are pumps, ventilation systems and air conditioning units. Failure to correctly maintain these can lead to issues with the provision of chilled water, low water pressure and a lack of fresh air being distributed within the facility. This is why it is essential to have our competent and experienced FM team onboard.



ELECTRICAL SERVICES

Incorrect wiring or an outdated panel can weaken power to lights, overload your system, destroy appliances, and create a dangerously unsafe environment. Maintex is able to mitigate this risk with a thorough preventative maintenance program and sufficient on-site monitoring to be able to react quickly and appropriately if needed. Our expertise includes maintaining distribution boards, control panels and capacitor banks as well as lighting panels.

Plumbing & Water Systems Services

Provision of high-quality and reliable water service each and every day is an essential requirement for any facility. Water can only be distributed effectively among faucets, showers, toilets and other delivery outlets if delivered with sufficient pressure. Maintex establishes these minimum pressure and flow rate values and ensures that they are consistently attained, even during peak demand, when multiple plumbing fixtures are being used simultaneously.

As well as internal plumbing, we also provide maintenance services for drains & gutters, sewage pumps, sump pumps and rain water drains.





ELV System Services

Maintex is qualified and equipped to maintain ELV systems, including CCTV, Sensors & fire Alarms and Door Access Systems. We aim to provide a complete and tailored security solution for each of our customers, be they large corporations with extensive premises, businesses based in commercial or industrial units, or individuals in their private homes. Our CCTV camera installation process includes personal consultation, a survey of your site, and fitting of a bespoke system, using cutting edge equipment. Ongoing support and remote monitoring options are also available. We also provide the following;

- ✓ Maintenance services for lifts and escalators
- ✓ Car park barriers and paid parking systems
- ✓ Access control systems
- ✓ Garage doors and roller shutters
- ✓ Motorized gates
- ✓ Sliding and swing doors
- ✓ Lifting equipment like scissor lifts, boom lifts etc.



CIVIL AND FIT OUT WORKS

Maintex has the right team for you whether you need professionals to carry out a carpentry job such as remodelling, renovating or custom building cabinets; a masonry project that might include building or taking down walls, installing or repairing a drop ceiling, building decks or staircase; or a painting requirement (external or internal), as well as renovation or fit-out work.

Our exceptional workforce are able to quickly and professionally turn around a plethora of these civil works jobs. We can provide these for clients on an ad hoc basis or as part of an existing Facility Management project.

Moreover, our depth of experience within many different types of properties means that clients are able to contact us for their entire portfolio of civil works, trusting that we have the capability and scale to handle them.



INTEGRATED SERVICES



Waste Water Management Services

Waste Water management is another unique service provided by Maintex all over Qatar. Maintex provides complete range of waste collection water, water management solutions including septic tanks cleaning and sanitizing with industry standard equipment in order to keep our clients facilities, insects and bad order free. The fleet of tankers and equipment is available around the clock for urgent requirements.



Water Tank Cleaning & Disinfection

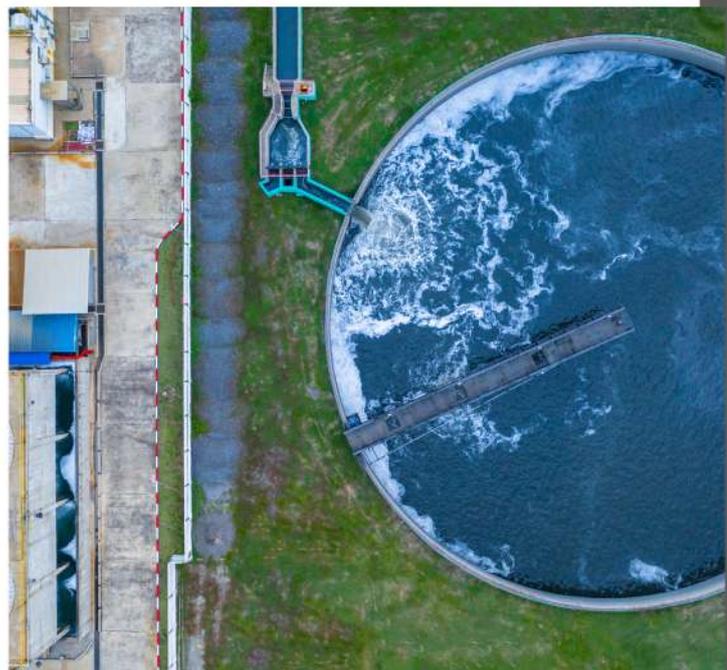
We provide long-lasting solutions for Underground and Overhead tank cleaning, ensuring that the water you use is free from algae, dirt, sludge and other contaminants. Our highly experienced technicians are able to clean both domestic and industrial Water Tanks of all sizes. This is critical in order to ensure that the water you use is free from legionella and safe for consumption. As part of this service, we facilitate all approval processes in order to achieve a smooth completion of the job without delays.



Garbage Chute Cleaning & Disinfection

Our experienced garbage chute management staff use specialized equipment to eliminate any waste garbage that builds up inside walls of garbage chutes. This serves to control odor and reduce health risks for residents and staff.

Not handling this area correctly can quickly compromise the health and comfort of building occupants. Our cleaning personnel also carry out garbage chute disinfection to prevent or eliminate build-up of disease causing waste. Our aim is to provide our clients with a simple and well planned waste management service without disrupting the functioning of their premises.





Disinfection and Sanitization Services

Cleaning, sanitizing and disinfecting are critical components to residential as well as any healthy facility's operational procedures especially in the current pandemic. Sanitizing and disinfection, in particular, are crucial steps in preventing the spread of communicable diseases and illnesses throughout the population.

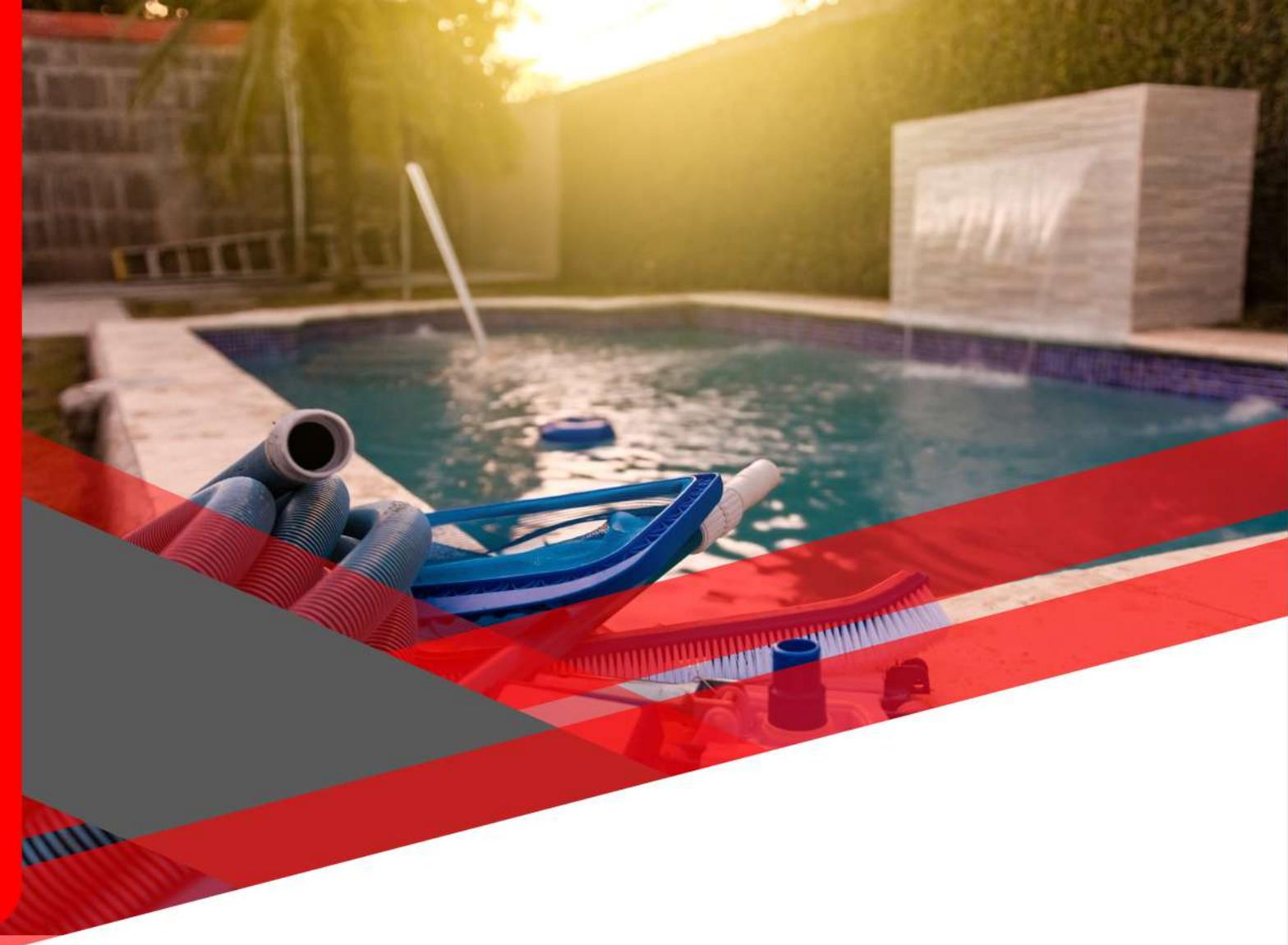
We use various methods for disinfection and sanitization i.e. fogging, spraying, liquid application etc. to clean, disinfect and sanitize our clients workplaces, homes, vehicles etc. Our highly quality products are safe for human body and are effective against covid - 19.



Hard floor cleaning, Crystallization and Restoration

Crystallization is regularly required to maintain the shine and step security of hard flooring. Our expert technicians have in depth practical knowledge of diverse natural stone types and their treatment. We offer yearly and ad hoc services to enhance the appearance of surfaces and protect them from every day wear and tear. Special coatings are available which help to extend the lifetime of marble and therefore reduce costs.

We treat all types of stones, marble etc. using high tech machines and chemicals. .



Swimming Pool Cleaning

Our experience stretches from private and community pools to Olympic level high tech swimming facilities. We provide a full line of professional services, including pump maintenance and deep cleaning. We also offer on-site water testing and periodic testing through independent approved laboratories as well as maintaining water quality and cleaning drainage and pool tiles.

We can assist with seasonal pool openings and closings, as well as, weekly pool maintenance services which include on-site pool water testing, adding and balancing chemicals, and pool cleaning services



High level façade cleaning

A well-maintained facade is often the first impression that visitors have of business or building. Maintex makes sure that this impression is an overwhelmingly positive one through our highly skilled and certified technicians that work in accordance with local safety regulations and international standards such as IRATA and IPAF. Our specialized service that offer external building cleaning using rope access and cradle methods.

Our certified and reliable professional technicians are trained in way who work on detail cleaning to ensure our clients' external properties are well managed and cleaned.



Waste management

Along with other various Facilities Services, Maintex provides Waste Management services as well to its clients in order to keep our clients focused on their core businesses and avoid dealing with various contractors. Since Municipality is recommending to hire private contractors for collection of waste from commercial properties, therefore to support this initiative and assist our clients, our Waste management team and fleet is ready around the clock to provide this service. .



Pest Control Services

Pest Control is vital for all industries that we serve. Uncontrolled outbreaks can damage products, reputations and employee health. Likewise, termite control is crucial for the construction industry as mismanagement or failure to introduce preventative measures can cause damage and delays running into millions of Riyals.

Maintex operates using an Integrated Pest Management (IPM) model. Amongst other benefits, this reduces the risk of pests developing resistance to treatment and avoids over-reliance on chemicals. Moreover, we are committed to using green products.

Further commitment to the safety of our clients, employees and community can be seen in the fact that our technicians are trained to ISO and food safety standards, making Maintex the operator of choice for the hospitality industry.





Pest Management

Our services cover all types of flying and crawling insects, rodents and even snakes and scorpions, and our monthly, quarterly or one-off packages will keep your premises pest-free. We use only the most advanced techniques to ensure that the targeted pests are controlled while minimizing the impact on the environment and keeping the health and safety of our customers and any animals or pets they may own as our top priority.



Fumigation

Maintex has technicians that specialize in Container Fumigation as well as Stack/Bulk Fumigation. Along with residential and commercial clients, this is an essential activity for many manufacturers, traders and logistics companies.



Termite Control

For our construction clients, we prevent infestations of sub-terrain termites through use of Qatar Municipality chemicals prior to work commencing. We also offer post- construction termite control, protecting the value of high profile real estate assets across Qatar.



Landscaping, Indoor Plants & Irrigation Services

Maintex provides wide range of services related to Hard and Soft Landscape and its Maintenance Works, Irrigation Networks as well as indoor plants supply and maintenance all over Qatar.

Our dedicated and experienced engineers provide professional and inspirational landscaping designs and maintenance services to suit clients' conventional requirements and needs. We provide unique variety of plants, bringing in exotic and premium collection of plants including ceramic, plastic and fibre pots for indoor and outdoor needs.



Our team caters a garden program for small and large gardens and they include services like shaping, grass treatment, vitamin boosting and training owners to maintain their gardens (watering level, vitamin treatments and propagating methods). All this fall under a schedule designed by the landscape engineers and monitored by the project managers to cover all the services and requirements for your garden, such as foliar fertilization, organic fertilization, and chemical fertilization, lawn scarifying, aerating and mowing. Our team also prepares the clients garden for the heat season, taking prevention methods to protect the green during the hottest months (Agro-Net, vitamin booster). Our landscaping division provide the following services;

- ↔ Installation of new Hard and Soft Landscape/Gardens
- ↔ Maintenance of Landscape/Gardens
- ↔ Installation and Maintenance of manual and automatic Irrigation System.
- ↔ Supply and Maintenance of Indoor Plants and Pots
- ↔ Supply and Installation of Gardens Lights
- ↔ Supply and Installation of Artificial Grass and Plants
- ↔ Installation of Green Walls and its maintenance.
- ↔ Supply of Accessories, tools, equipment, materials for Garden, indoor plants and irrigation system.



Relocation/Shifting Services

Maintex provides leading relocation/moving services all over Qatar around the clock. We are a highly experienced team of professionals who work to provide a most reliable and cost effective services for residential as well as commercial moving services. We undertake complete responsibility of relocation services by offering end to end solutions so that our clients are relocated hassle-free.

Our Process includes :

- Pre Move Survey
- Estimation & Quotation & Approval
- Scheduling
- Dismantling & Packing
- Moving out and Moving In
- Unpacking & Reassembling
- Placement & Disposal
- Full arrangement & Cleaning
- Handover



Office Space Management & Inventory Management

It is crucial to have a complete understanding of your office space as it is an important component of efficient Facility Management and getting the most out of your space in terms of productivity. By creating an effective office and inventory management plan factors occupancy management for buildings, offices that can be made more effective and increase day to day operational efficiency.

At Maintex we pride ourselves on providing extensive planning, management and spatial solutions, supporting our clients in designing, planning, installation and providing the right furnishings to support them in achieving their goals with the best organizational efficiencies. We help improve our client's work environment, making it a pleasant workplace directly affecting their workforce's creativity and productivity. We also manage inventory of our clients assets by maintaining on routine basis. Our experts work collectively with our clients to help them in office space optimization ensuring healthy working environment. We provide :

Our Process includes

- ✓ Office Space Services
- ✓ Designing & Implementation including civil and fitout work
- ✓ Relocation from building to building or reconfiguration within the same building.
- ✓ Record of all assets and share with our clients.
- ✓ If our client wishes, we can keep updating their inventories by regular visits and share the reports with clients.



Trading services

- Soft Services
- Indoor Plants & Flowers
- Artificial Plants & Flowers
- Outdoor Plants
- Computers, Laptops & Accessories





PRODUCTS & ITEM LIST

Hard Service

HVAC/MEP/ELV System equipment and machines will be provided according to bespoke client specification and requirements.

Disinfection & Sanitizing

- Chemical Disinfectant
- Disinfectant fogger machine
- Spray fogger
- Sanitizer
- Atomizer Sprayer

Cleaning Equipment

- Sponges and scourers.
- Yellow dusters/microfiber cloths.
- Glass polishing cloths.
- Cleaning brushes.
- A mop and bucket.
- A dustpan and brush.
- Protective gloves.
- A plastic caddy to carry the essentials
- Multipurpose cleaner.
- Disinfectant.
- Mildew cleaner.
- De-scaler
- Degreaser

Façade Cleaning

- Water fed telescopic poles
- Water fed brushes
- Scissor lifts
- Boom lifts
- Safety boots
- Overalls
- Hard hats/helmets
- High pressure washer
- Toilet cleaner
- Washing up liquid
- Dishwasher chemicals
- Brushes – hard floor and soft floor
- Vacuum cleaner
- Brooms & Mops
- Dustpan
- Polishing Machine
- Steam vapour machine
- Floor polishing machine
- Portable spotting extractor with heat
- Carpet extractor 150 psi
- Floor cleaner
- Bleach



PRODUCTS & ITEM LIST

Landscaping

- Pruning Shear/Sickle
- Hose Pipe/Lopper
- Hand Rake/Hoe/Brush
- Garden Rake/Scissor
- Sprayer/Sprayer Tank
- Scature/Shovel
- Irrigation parts & Etc.
- Peat Moss/Potting Soil
- Bamboo Sticks/Perlite
- Staking Wire/Leaf Shine
- Urea/NPK/Organic Fertilizer
- Spring florist; with flower
- Spring florist: without flower
- Grow Fast; Soil Revitalizer
- Grow Fast; Green grow
- Iron Tonic/Neem Oil
- Anti Blast/Fipronil
- Broad leaf herbicide
- Narrow leaf herbicide
- Safer 3 in 1 spray/Brush Cutter
- Hedge Trimmer
- Lawn Mower/Blower
- Ride On Mower/Sprayer

Facilities Management

- Facilities management services
- Hospitality and Cleaning Services
- Management and operation of skilled team
- Landscape and Gardening
- IT Services (software installation/Maintenance and Digital Services)
- Consultancy Management
- Interior fit outs
- General Construction and Maintenance

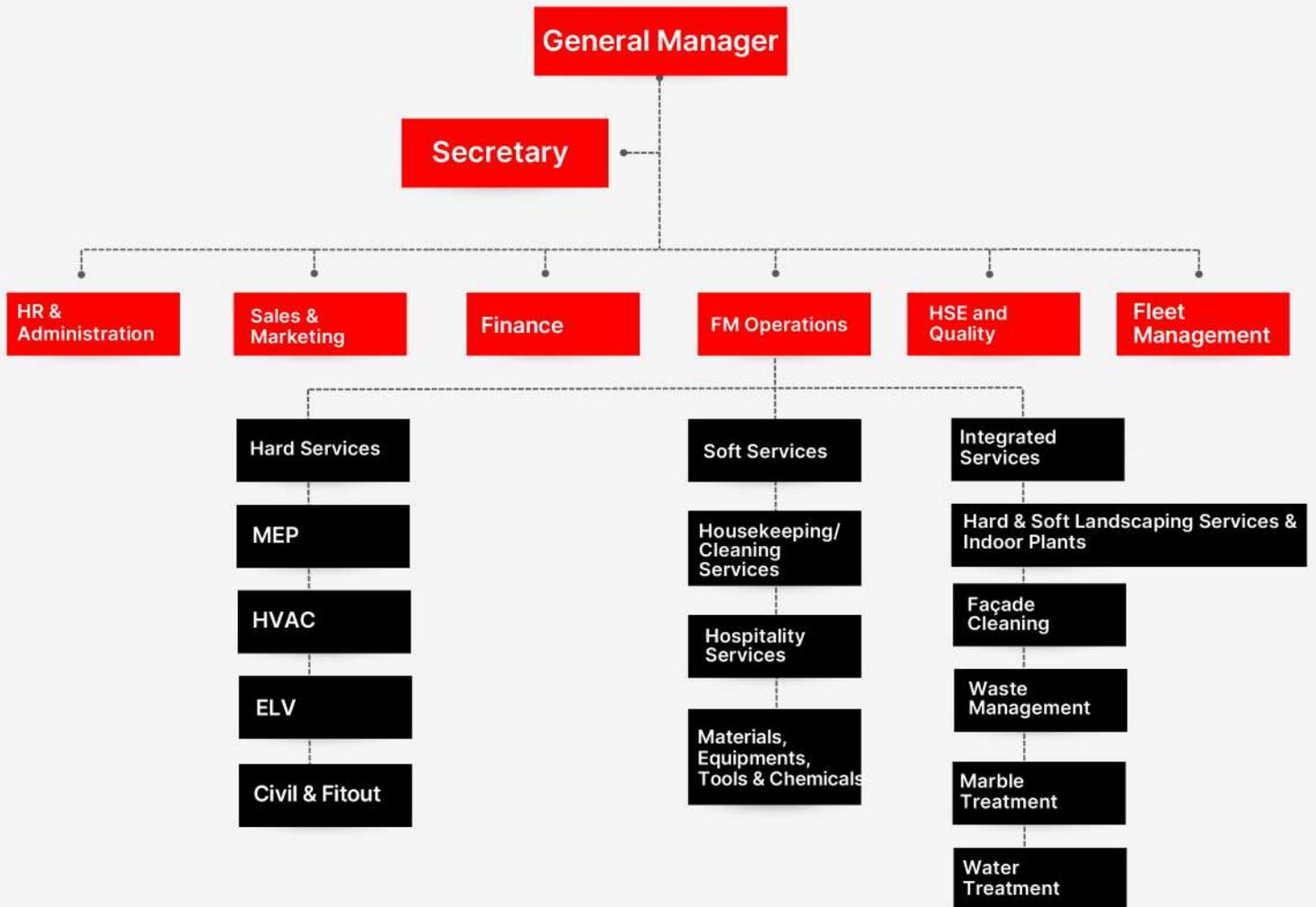
Trading Services

- Indoor Plants and flowers
- Artificial Plants and flowers
- Outdoor Plants
- Computers/Laptops and Accessories
- Soft Services

Construction Services

- General Constructions
- Civil and building maintenance
- Renovations
- Interior Fit-outs

ORGANIZATION STRUCTURE





LIST OF CLIENTS





MAINTEX

THANK YOU!

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