

FACILITY MANAGEMENT SPECIFICATIONS



General agreements

For **mydesk** and **myroom** facility management is included in the price of the workspace product. For **myoffice** facility management service is upon request.

The services are performed during the applicable normal working hours, i.e. between 8 a.m. and 16 p.m. In urgent cases the services will happen 24/7.

The facility management specification is as follows:

1. Technical Tenant Services:

Technical Tenant Services include the technical equipment connected to the property within the tenants lease area.

The following list shows possible technical tenant services, depending on the requirements of the specific property:

a) Tenants HVAC: Heat supply facilities, ventilation system, air condition

Annual

- operating maintenance and function check on heating / cooling ceiling systems, Heating / cooling ceiling sails
- maintenance, cleaning, function check, filter exchange on fancoil units heating/cooling
- function check of heating and cooling valves, inspection and readjustment of regulation setpoints and parameters on heating and cooling valves
- supply air and exhaust air of the ventilation diffusers
- maintenance and inspection of special/additional air conditioning

b) Tenants electro-technical facilities

Annual

- maintenance and inspection of electrical distributors
- maintenance and inspection of the emergency and escape route lighting

c) Tenants safety and fire protection equipment

Monthly

- Self-control over safety, fire protection, escape routes and escape doors of the responsible persons of the tenants

2. Additional Technical Tenant Services

Other Services in this respect can include:

- small maintenance works and repairs, craftsman work, technical work, installations services
- reinstatement works, maintenance and regulation of the air condition of the server rooms

3. Maintenance

- all necessary prescribed maintenance measures are carried out regularly
- closing doors and windows after finishing work and turning off the light
- collect and remove splash and running water
- refilling of fluid levels
- cleaning work areas, storage and utility rooms and fixed and moveable furniture therein
- dispose of replaced parts and packaging materials

4. Servicing and Inspection

- plan, control and supervise tests
- conduct tests
- tracking of defects

Repair includes:

- drafting and evaluating possible solutions, preparation for implementation, including calculation, scheduling, coordination
- realization of repairs, functional tests
- analysis including documentation of time, personnel, materials and tools requirements and statement of costs