Annex A

**Types of Facility Management Services**

Company name:

Please mark with an “X” if your company provides the service.

|  |  |  |
| --- | --- | --- |
| Facility Management Service | Direct  *(Please mark with an “X” if your company provides the service).* | Subcontracted  *(Please mark with an “X” if your company outsources/ subcontracts the service).* |
| Cafeteria/catering service |  |  |
| CCTV equipment and maintenance |  |  |
| Cleaning Services |  |  |
| Electrical works |  |  |
| Externalised active storage space and associated services for the Records and Archives Section |  |  |
| Fire and intrusion detection maintenance |  |  |
| Gardening / Maintenance of outdoor plants |  |  |
| Gardening / Office plants maintenance |  |  |
| Leasing of forklift |  |  |
| Leasing of an Ion scan machine |  |  |
| Messenger services for mail unit |  |  |
| Occasional services (providing moving boxes, workers, removal of used items etc.) |  |  |
| Office supplies and papers |  |  |
| Painting works |  |  |
| Reproduction equipment lease |  |  |
| Sanitary facilities supplies and maintenance |  |  |
| Security radio network and chameleon guard system supply and maintenance |  |  |
| Support workers to the Building Management Unit |  |  |