

## Mission

We are committed to provide our clients with reliable and efficient facility management services on outsourced basis strictly adhering to all the statutory provisions and laws of land. A mission, AtoZ, in hand to create a brand focused organization through employee engagement and to nurture their talents through its management model to stay ahead of competitors by introducing innovative & adaptable ways to the growing needs of our esteemed clients.

AtoZ's vision is to excel in all spheres of business operations through a process of continuous improvement in the defined quality objectives to create a world class integrated facility management system for its clients in India.

We believe that facility management is much more than creating a functional work place. It is creating the working environment that allows our clients to function efficiently without any distraction. We work in close harmony with our clients and operate by understanding their requirements. We develop relevant strategies, implementing improvements & ideas and finally monitoring the services on continuous basis. We abide by all the statutory compliances and provide our customers with services second to none in the industry.



## The best solutions for all your business requirements



### AtoZ Group of Companies

*(Refer name of the legal entity on the signature stamp)*

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ISO 9001-2015



ISO 14001-2015



ISO 45001-2018

AtoZ Facilitators (P) Ltd.

AtoZ Housekeeping Solutions (P) Ltd.

AtoZ Lifestyle

and expanding...

Clean India. Green India 





## About us

AtoZ is an ISO 9001:2015, 14001:2015 & 45001:2018 certified group of companies specializing in Facility Management and Outsourced Services since its inception in the year 2003. The group of companies have its head quarter in Mahipalpur, New Delhi and have Branch Offices in Gurgaon, Faridabad, & Noida with expansions planned for other cities in the near future.

Our strength lies in coordination of space, infrastructure, people and organizations. We are delighted to have an extensive client base who are currently associated with us for the management of office blocks, arenas, schools, convention centers, malls, hospitals, hotels, guest houses etc. across a broad range of market sectors. Our equipment is state of art and we use quality products of leading companies for execution of our services.

## Our pillars of strength

Integrity, Customer Focus, Team Work, Performance

## Our Vision

"We are committed to be a leader in the business of 'Facility Management' and provide our clients/partners with complete solutions and deliver the best services under one roof in a cost effective manner. We will strive to ensure the highest level of client satisfaction through our highly trained personnel and state of the art equipment."

## Our Values

We at AtoZ believe and live by a set of common values and principles to fulfill our commitments.

We nurture and develop a team of highly engaged professionals by providing them training, equal opportunity and a safe working environment.



## Our Services

### Facility Management Solutions which include-

- Front Desk Management & support staff Services
- Guest House Management
- Housekeeping Services
- Facade cleaning
- Pantry Services
- Periodic Maintenance of High/Lower End
- Preventive Maintenance of infrastructure end to end
- Pest Control
- Horticulture Services
- Parking Management

### Security Services

- Corporate Security
- Physically Security Men Guarding
- Electronics & Intelligent Security
- Close Protection / VIP Protection
- Event Security Management
- Emergency / Quick Reaction Team

### Add on Services

- Energy Audits
- Site Audits
- Consultancy in Project take over.
- Consultancy in CAM calculation & collection.
- General Maintenance Contract
- Property Insurance
- Manpower outsourcing & Payroll outsourcing

## Facility Management

At AtoZ, we offer a complete range of services pertaining to the Facility management services to our clients for their optimal functioning and providing a single point of contact for their daily facility needs. Our aim is to provide them with a cost effective facility management solution where they will have a feel of improvised level of service interface, seamless and minimal participation.

Our aim is to provide them with easier daily work routine once we are outsourced to manage their facilities. We focus on achieving the aim by our expertise in domain, team endeavour, cordial operating mechanism, integration with the client's personnel and adapting a flexible approach. We maintain the precision by implementing the positive work policy and updating the periodical information reports to maintain the cohesiveness between the client and AtoZ management.





## Maintenance & Engineering Services

The state of the art maintenance, technical and utility services in any building is always a significant overhead, making it essential to maintain periodically and all time upkeep of the installed utilities, equipments and machineries will always be cost effective for the building infrastructure. Our experts in this domain and the onsite team deployed at client's place gives them a one stop solution to ensure serviceability and maintenance of the utilities with respect to its reliability, safety, and cost effectiveness.

Our experience in managing the maintenance staff and specialization in managing the equipment and utilities including fire and safety equipments enable us to meet the clients vision and their expectations.

We work on roots of client's expectation and respect their value by identifying the prioritized utility or function and develop a cost effective maintenance schedule and timeline and regime to ensure the readiness of equipments and utilities with lowest possible downtime. On a separate platform our offsite team offers assistance on budget optimization, equipment life span forecast and cost effective replacement or repair or renovation expenditure.

## Clients

We assure our clients measurable and best possible returns on their investment backed by globally accepted business practices at par with international standards. Being a professionally managed company, we have earned faith and trust of clients, who are satisfied enough to have a long lasting business relationship with us. Most of our regular clients include the reputed names and a few of them are from diverse fields as mentioned below:



## House Keeping & Janitor Services

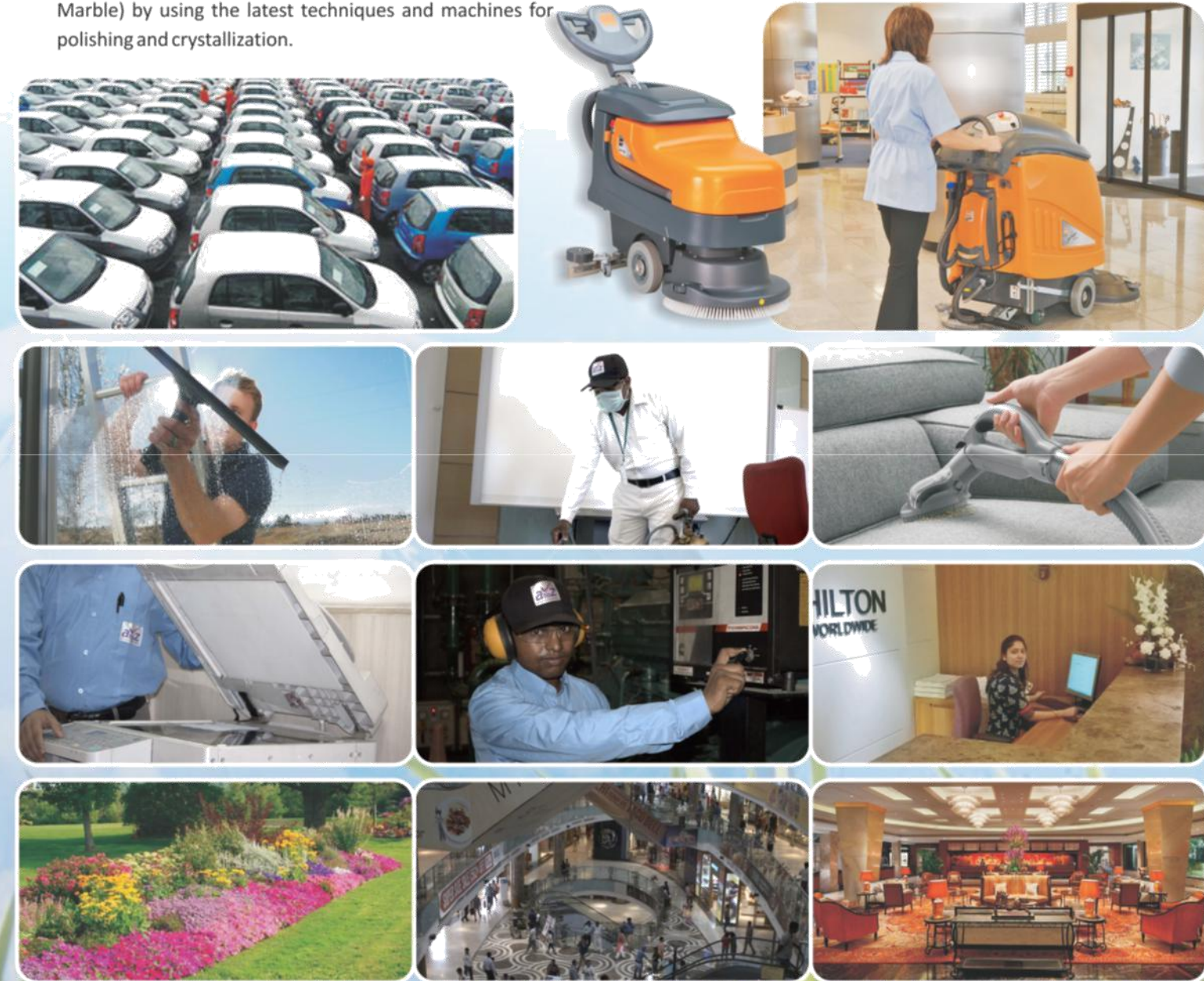
It is indisputably established fact that there increased awareness about overall cleanliness. The launch of "Swachh Bharat Abhiyan" at National level by government has also given a fresh impetus to promote upkeep and cleanliness of the infrastructure to achieve the desired standard of environment, keeping in view "Clean India. Green India"

We are specialized in offering inputs beyond general cleanliness. Towards the high state of hygiene and sanitation we are pioneers in providing end to end solution by exploiting optimum use of modern cleaning machineries and deploying professionally trained manpower with standard operating procedures and processes.

We adhere to the laid down SLA's and follow stringent training programmes to keep our workforce abreast with the latest in the industry. We take pride in using the branded chemicals and eco friendly cleaning material for better results and greater satisfaction of clients.

We undertake the following and get it closely monitored and supervised by our offsite management team and experts :

- Deploy trained personnel with adequate safety gears while undertaking facade / glass cleaning to provide a lasting new look of the exteriors of the high rise buildings.
- Carpet cleaning & shampooing, Sofa cleaning & shampooing, Polishing & upholstery dry cleaning by using the latest techniques.
- Floor or surface cleaning & polishing (Wooden/Stone/ Marble) by using the latest techniques and machines for polishing and crystallization.







### Corporate Security Management

Security is the most crucial issue for any organization. As the undesirable activities are increasing day-by-day, business needs of the high-tech and reliable protection services are also rising. The Security Services include static guarding and manned guarding with comprehensive personal touch in compliance to Private Security Regulations Act 2005 (PSARA). AtoZ Security assures to provide trained security personnel as per schedule of training mentioned in PSARA Act 2005 with work culture & unmatched loyalty, requirement of which vary from client to client.

#### Benefits of securing business through AtoZ:

- Our experienced security professionals will carry out an assessment of all potential threats affecting your business 24x7 from a 360 degree perspective, suggest an effective security solution for it and implement it for you within the parameters of your financial budget.
- The needs of business are fully catered for and met with a high quality security service / round-the-clock guarding.
- Recruiting security personnel from vicinity who are qualified and trained as per PSARA Act in all aspects of security relevant to your requirements even in odd hours.
- Specific training provided includes operating instructions on DFMD, HHM, Mine Detector, other detectors Wireless telephones & Fire Alarm devices.
- Customer care, health and safety and satisfaction are of great importance and we fulfill them effectively, but at no sacrifice to the quality of security services provided.



### AtoZ Life Style

AtoZ has diversified and established exclusive AtoZ Lifestyle products having the best & the latest of the trendy, ethnical Linen, Upholstery and accessories catering for the likes of the clientele, selected Home & Office decor of high quality and state of the art artifacts



AtoZ is also actively partnering with-

