



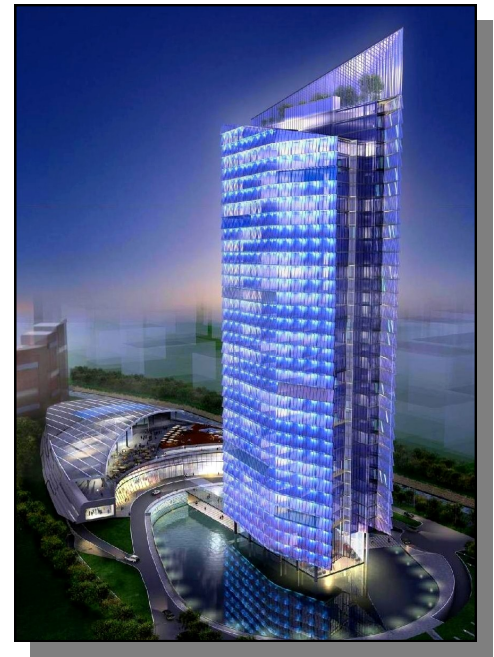
Office building administration and maintenance

Modern office building is a large and complicated infrastructure which is not easy to administer and maintain. For an office building owner, maintenance is a time consuming business. The office building owner needs to take proper care of electricity, heating, air-conditioning, water supply, and other engineering systems. Moreover, the owner needs to take care of sanitation, office building's environment etc.

Once you entrust your office building maintenance and administration problems to "BPO House" specialists, rest assured, everything will be going smoothly. Planning annual maintenance and administration budget will be an easy task, as office building administrator will issue a single invoice with a fixed amount.

Office building administration and maintenance services:

- engineering systems (electricity, heating, cold and hot water, sewerage, air-conditioning, etc.) check-ups, maintenance and expeditious repair of breakdowns;
- building's constructions monitoring;
- building's infrastructure management process administration;
- administration of contracts with elevator maintenance companies and suppliers;
- calculation of services and energy bills and distribution of the said bills among office building tenants;
- guarantee obligations implementation control;
- office building or its systems improvement proposals;
- technical maintenance journals filling and maintenance in accordance with requirements;
- services provided to office building tenants (communication, distribution of bills among tenants);
- security services;
- cleaning and environment maintenance services.



Office building administration services may be combined with office administration services. Tenant can be sure that all necessary services are provided by professionals. Once tenants have a problem, they can get in touch with their office administrator by one email address: **cc@bpohouse.it**

Call us today and find out how we do it:

Tel. (+370 5) 278 55 00, email: info@bpohouse.lt