

## Integrated Management System Policy

### **(Quality, Occupational Health, Safety & Environment)**

We at Shinespot Cleaning Services LLC are committed to implement Integrated Management System (IMS) to achieve continual improvement in our overall Quality, Occupational Health, Safety & Environment (QHSE) performance through consistent monitoring.

It is our policy to:

- ✓ Meet or exceed the expectations of our customers
- ✓ Complete the projects on time, within budget and in conformance to project specifications
- ✓ Proactively implement the environmentally sustainable and safe practices which result in quality deliverable
- ✓ Institutionalize the effective and efficient waste management system by reduction, recycling and reuse techniques.
- ✓ Prevent injury & ill health among employees, customers, visitors, contractors and the general public
- ✓ Comply with all applicable legal and any other requirements
- ✓ Implement effective risk control measures which mitigate environmental impact and occupational hazards
- ✓ Provide effective education and training to all employees on QHSE.
- ✓ Promote awareness amongst our employees, sub-contractors and customers for enhancing the well being of personnel and the environment.
- ✓ Continually improve the effectiveness and performance of the Integrated Management System

**“Accident Prevention is our paramount intention”**

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**Sajid Farooq**  
**Manager**

### About Us:

S K Global Group is a retained Infrastructure development, Building Construction & Maintenance service in Dubai UAE. We typically handle a huge variety of works to full Dubai property refurbishments of properties which are managed on behalf of landlords.

We have a dedicated team of staff who are on hand to receive maintenance instructions and operate a rapid quote response to our clients in order that they can maintain their managed portfolios effectively.

To build good reputation in the field of Construction & Maintenance management and become a key player in the industry.

## **Our Group of Companies**

- 1. Sajid Farooq Technical Works LLC.**
- 2. SK Global Cargo Transport by Trucks LLC.**
- 3. Shinespot Cleaning Services LLC.**

### **About Shinespot:**

- Shine Spot Cleaning Services LLC is the definitive leader in commercial building maintenance since 2010, delivering the deepest professional clean and maintenance services for upscale commercial buildings, professional offices, government facilities, and select institutions based in Dubai, United Arab Emirates.
- Shine Spot adheres to a different set of standards for the commercial cleaning and maintenance service industry. Standards that demands, that performance should not be rated on the ability to simply finish the job, but rather provides that absolute best job possible thus ensuring that your facility is maintained cleaner. Our industry-leading stringent standards make certain our clients always receive the best quality for the best value.

**Our Vision, Mission & Core Values:**

**Our Mission:**

Continuously achieve our operational excellence through conducting our cleaning services in most safest, efficient and environmental manner.

**Our Vision:**

We strive to be the leading total commercial cleaning service provider.

**Our Values SHINE**

**S**-Social Responsibility **H**-Honesty **I**- Integrity **N**-Neat **E**-Excellence

**Key Personnel:**

<b>S. No</b>	<b>Designation</b>	<b>Name</b>	<b>Contact Number</b>
1)	<b>Sajid Farooq</b>	<b>General Manager</b>	<b>055-3017418</b>
2)	<b>Atik Raheman</b>	<b>Project Manager</b>	<b>056-5770191</b>
3)	<b>Saif Ullah</b>	<b>Civil Engineer</b>	<b>056-5770198</b>
4)	<b>Usman Zafar</b>	<b>Safety Engineer</b>	<b>056-5770182</b>



**List of Equipments:**

<b>Sr No</b>	<b>Machinery Details</b>	<b>Year</b>	<b>Model</b>
1	Sweeper Machines	-	-
2	Ride on Scrubber Machines	-	-
3	Scrubber Machines	-	-
4	Water Jet Machines	-	-
5	Suction Machine	-	-
6	Shovel	1993	WA 320-1
7	Shovel	1997	WA 380
8	Shovel	2003	WA380
9	Shovel	2005	WA 380
10	Shovel	2006	WA 380
11	JCB Catterpillar	1997	325
12	JCB	1997	3CX
13	JCB	1998	3CX
14	Excavator PC290L	2002	PC290L



## Our Services:

### **Carpet and Upholstery Cleaning:**

- Your carpet is one of the largest investments in your home or office. It should be taken care of by professionals. At Shine Spot Cleaning Services, we offer two methods of carpet cleaning. We use either a truck mounted steam carpet cleaning system, or cold water solution/extraction, using powerful and professional portable machines.
- Whichever method of carpet or upholstery cleaning you select, our prices always include per-spray, spotting, cleaning and deodorizing, with no hidden charges. The price you are quoted prior to our starting any cleaning, is the price you are charged.
- Let us help you return your carpet and upholstery to what you first had when it was new.



### Floor Care Services:

- Your floors are a reflection of your office or business. Clean, shiny and well-kept floors, tell your customers and clients that you care about your professional image.
- In addition to a high level of appearance, our maintenance services offer a safe and clean, healthy environment for the floors in your home or business. Regular care can prolong the life of the surface and protect your investment. Our floor services include ceramic tile, natural stone, terrazzo, concrete and resilient floors such vinyl composition tile (VCT), rubber and linoleum. All of our machines and products used are state of the art and professional grade. We scrub, clean, and seal all floor surfaces. In addition, we offer retail floor maintenance.





### Hardwood Flooring Care & Maintenance:

- It is possible to restore your hardwood floors original luster with our professional services when they have build up from dirt and foot traffic, scratches and damages, without the need to resurface them.
- The cleaning process begins with a thorough vacuuming and we use a special wood floor cleaner to break through grime and build up. You can also have your floors recoated, if desired.



### **Hardwood Flooring Care & Maintenance:**

- At Shine Spot Cleaning Services LLC, our staffs have years of combined experience in the floor care business. We know how to pay attention to the little things when stripping, scrubbing and re-finishing your floors. We are sensitive to corners, the edges along baseboards and other areas where dirt and grime can collect.
- We offer daily, weekly, monthly and quarterly or yearly maintenance for your vinyl floors. We burnish floors to return the luster and shine to your floors finish. We complete monthly or quarterly scrub and re-coats to remove scratches to your floors finish and bring the floor back to "like new" condition. We also complete total strip and finishes to your floors.



### Ceramic Tile Care Services:

- At Shine Spot Cleaning Services LLC, *we clean grout and tile too*. We pre-spray your grout and tile to begin the process of loosening that deep down grime and then, using hot water, steam and water pressure, we work the tile and grout to remove the dirt and leave your tile and grout in a fresh, clean condition.



### Natural Stone Restoration & Maintenance:

- Every stone has a unique, special requirements and structure, which must be taken into account and discussed in evaluating the esthetic benefits of, stone restoration and preservation. Not every stone is a candidate for restoration. This can be only determined by performing a stone audit by experienced professional. We have this knowledge!
- Shine Spot Cleaning Services offers a special stone audit at your home or property to review your special needs. During this audit you will learn more about stone restoration and maintenance as well as the skills and experiences of our professional technicians. We will answer your questions relating to your stone care needs on the spot.
- We will evaluate the condition of your stone using scientific tools or thorough inspection. As a result you will receive a professional analysis and recommendations. We will also guide you on maintenance procedures specifically designed for your type of stone.



### **Janitorial Cleaning Services:**

- Understanding that every commercial cleaning situation is different, every janitorial project is unique, and every professional cleaning assignment is distinctive, Shine Spot Cleaning Services develops Customized Plans that meet your needs.
- At Shine Spot Cleaning Services, our cleaning services are second to none. Our cleaning staffs are trained and experienced professionals with an eye for detail. We are experience on the following areas:



## **Cleaning and Maintenance:**

### ➤ **MULTI LEVEL OFFICE COMPLEXES**

General cleaning, provision of toilet, requisites high rise window cleaning, rubbish removal & pest control.

### ➤ **FACTORIES/WAREHOUSES**

General cleaning, dust control maintenance, heavy cleaning of plant & equipment to remove oil & dust.

### ➤ **SUPERMARKET MAINTENANCE**

Common areas maintenance, periodical cleaning, general cleaning, carpet shampooing & polishing.

### ➤ **HOSPITAL CLEANING**

Hospital hygiene maintenance, hospital waste disposal, general cleaning & O/T cleaning.

### ➤ **FLATS & VILLAS**

Common area maintenance, high level glass cleaning & landscape including grass cutting.

### ➤ **THEATER CLEANING**

We recognize the importance of maintaining a theater cleaning regimen because your guests seek a welcoming environment. They want to enjoy their experience, which is why we put in the theater cleaning work during after hours.



تألق خدمات التنظيف بقمحة (ش.ذ.م.م.)  
**SHINE SPOT CLEANING SERVICES (L.L.C)**



### Garage Cleaning Services:

- Garages harbor vehicle toxins, odors, grease stains, chemicals and unwanted clutter. If it's time to clean and organize your garage, Shine Spot garage cleaners can help. Our professional garage cleaning services will scrub floors and dust to bring order to your garage space, so you feel refreshed with every lift of the garage door.





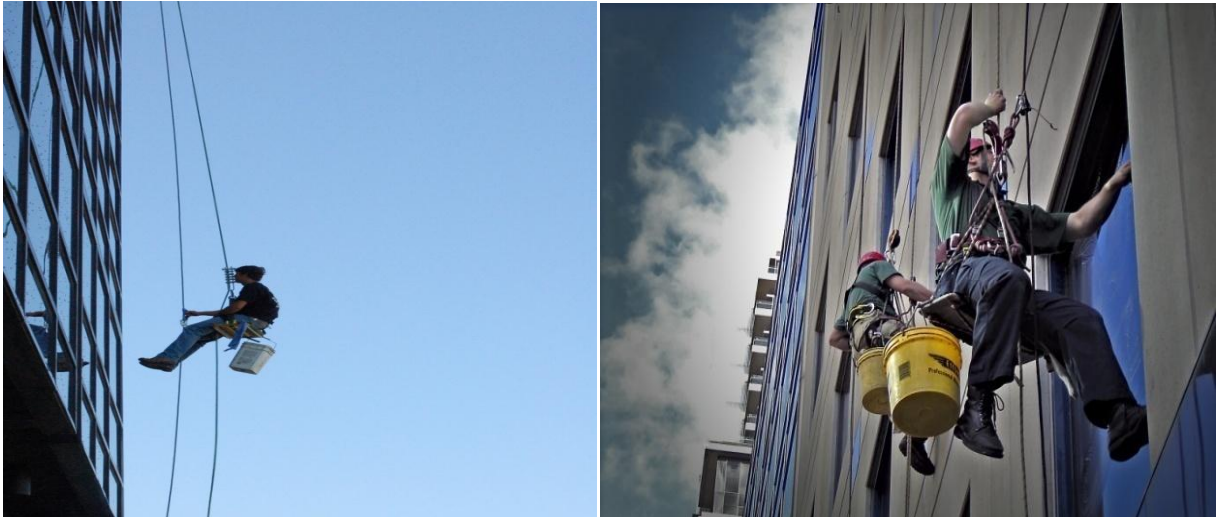
### Window Cleaning Services:

- You may not believe how bright and sunny your rooms can be when you hire Shine Spot professional window cleaning team. Our trained window washers will clean your windows inside and out until they sparkle. With the Shine Spot fully bonded and insured cleaning team your home and office windows will be washed by one of the most trusted names in the window cleaning business.
- Our trained residential and commercial window cleaning team removes tough dirt and grime, never leaving drips or streaks. Using professional squeegees, window wands, and tall extension poles, our insured window cleaners can clean even the toughest jobs.



### High Level Façade Cleaning Services:

- Shine Spot also specializes in high level facade cleaning and pressure washing services. When considering your options, know that in addition to pressure washing, facade, metal and glass sealing, Shine Spot offers a safe; non-abrasive and cost effective solutions to prolong your investment.
- A cyclical maintenance program to include an enhancement to your entire building's exterior will ensure the continued increasing value of the property insuring high levels of occupancy.
- Additionally, we recommend periodical testing for water leaks to identify and correct any maintenance needed in order to eliminate any larger future water infiltration problems.



### **Environmental Road Cleaning Services:**

- Shine Spot Cleaning Services environmentally sensitive road cleaning services pick up dust, dirt, and chemicals that can contaminate the environment. If these pollutants are promptly removed from surrounding streets, industrial sites, parking lots and other paved areas, they are less likely to end up in the air or be a part of water runoff.



### Environmental Road Cleaning Services:

- When it comes to the landscape of your office or business, you want every inch of property looking pristine. The lawn and landscape that surrounds your office or business property is the first thing potential business prospects see, and can make a big difference when attracting a customer or client.
- At Shine Spot, we understand that the landscape needs of businesses and larger properties require a bit more than those of your average backyard. We specialize in cleaning and creating large scale landscapes for businesses and properties and can accommodate your precise landscape needs regardless of size and space.





تألق خدمات التنظيف بقحة (ش.ذ.م.م.)

**SHINE SPOT CLEANING SERVICES (L.L.C)**

**Project References**

<b>Sr. No</b>	<b>Project Executed</b>	<b>Client</b>	<b>Value in AED</b>	<b>Commencement Date</b>	<b>Completion Date</b>
1.	Channel Gratings Jetting	Meydan	50,000.00	05-10-2015	25-10-2016
2.	Façade Cleaning Services	Meydan	44,500.00	20-10-2015	20-11-2015
3.	DWC16 Signage Fixing Cleaners	Meydan	11,520.00	19-03-2016	31-03-2016
4.	Car Park Cleaning	Pink Circle	11,000.00	21-03-2016	24-03-2016
5.	Hiring of Cleaning Equipments	Pink Circle	44,000.00	21-03-2016	20-04-2016
6.	Hiring of Cherry Picker Operator & Cleaner	Pink Circle	8,400.00	28-03-2016	10-04-2016

**Our Clients**

- 1) Meydan Group LLC,  
P.O. Box: 9305 – Dubai,  
E-mail: [info@meydan.ae](mailto:info@meydan.ae)  
Website: [www.meydan.ae](http://www.meydan.ae)
  
- 2) Dubai Equestrian Club.  
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Website: [www.dubaiequestrianclub.ae](http://www.dubaiequestrianclub.ae)
  
- 3) Pink Circle Technical Services LLC.  
P.O. Box: 413655 – Dubai,  
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Website: [www.pinkcircleservices.com](http://www.pinkcircleservices.com)
  
- 4) Emco Engineering Inc. Emirates Co. LLC,  
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- 5) Al Hamra Real Estate Development,  
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