

# FIX-IT Caretaking Service



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**Atrium Consulting** employs a professional and interdisciplinary team of Caretakers which is maintaining your office and can execute smaller or larger repairs. Our attractive packages allow to pick the right service level for your company and to benefit from our well trained staff. It's just one call and our Caretakers are at your service!

From simple mechanical or gypsum wall repairs to electrical and plumbing installation relocation, our handyman service will get the job done – securely, on time and within the predefined budget. All FIX-IT packages enable you to request additional projects to be executed by our Caretakers at favorable conditions.

**Atrium Consulting** is a leading facility management company operating in Serbia since 2004. Our key service is real estate management including all infrastructural services like cleaning, gardening, snow removal, conference room booking and security services. All our services are covered by professional indemnity insurance.

## Why to choose FIX-IT Caretaking Service?

- Experienced team – Caretaker familiar with installed equipment and systems
- Improved business productivity – one call, one bill: small consumables material included in service – no additional invoices
- Predictable service costs – FIX-IT Caretaking Packages
- Guaranteed service – our work is typically guaranteed for a period of one year
- Insured service – Atrium Consulting holds a professional indemnity insurance
- Added value service – regular checks reduce energy bills and prevents additional maintenance costs
- Optimized services – additional discounts for CLEAN-IT services

## FIX-IT Caretaking Packages



### Package SMALL

- 3 working hours/month included
- 1 monthly check-up
- Small materials included (screws, glue etc.)
- Spare parts at “cost”



### Package MEDIUM

- 6 working hours/month included
- 1 monthly check-up
- Small materials included (screws, glue etc.)
- Spare parts at “cost”



### Package LARGE

- 9 working hours/month included
- 1 monthly check-up
- Small materials included (screws, glue etc.)
- Spare parts at “cost”

#### Electrical services

- Light installations repair and replacement
- Cleaning of light fixtures
- Changing electrical fixture ballast
- Additional / replacement sockets and switches
- Relocate floor boxes / electrical sockets
- Telephone cable extensions
- Fitting electrical equipment

#### HVAC services

- Additionally bleed, clean and disinfect Fan-Coil units and filters
- Adjust thermostatic controls
- Additional air-conditioning system cleaning
- Thermostat repairs

#### Plumbing services

- Fixing general plumbing problems
- Plumb in appliances (e.g. washing machine) to existing pipes
- Repairing leaks
- Replacing toilet seats and cover
- Replacing broken toilet flush
- Unblock sinks
- Clear blocked toilets
- Repair broken taps
- Leaks or overflows repairs
- Replace broken sanitary equipment

#### Interior

- General repairs
- Easing doors and windows
- Door closers and stoppers installation and relocation
- Repair or replace locks and handles
- Basic carpentry – lay damaged carpets and tiling
- Flat pack furniture assembly
- Moving, repairing and assembling furniture
- Picture, notice boards and mirror hanging
- Minor repairs to wallpaper or plaster
- Small interior painting

#### General services

- Completing small building projects
- Manpower assistance
- Fixing snag lists
- Fault finding
- Maintenance recommendations
- Free estimates
- Electricity consumption and security analysis and recommendations
- Removal of unwanted debris, newspapers, etc. from property – recycling with certificate upon request (not included in the Packages)
- Work & Fire protection services upon agreement



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