

YOUR ALL-INCLUSIVE OFFICE

SAVING YOU TIME AND MONEY

Managing an office is a far more complex undertaking than first meets the eye.

We have set out below details of all the contracts we negotiate to ensure Challenge House operates safely and efficiently and we periodically benchmark our prices to ensure that you receive excellent value for money.

Our aim is to ensure that you are free to spend your time and resources developing and managing your business.

- ✔ **Landscaping** Including maintenance of grass and plants, collecting litter, emptying bins, collecting leaves and gritting in the winter.
- ✔ **Reception** Including the cost of employing reception staff, and cover, furniture for reception areas and equipment needed for reception services to function. Available 9am-5pm Monday - Friday.
- ✔ **Fire Safety** Including supply of fire safety equipment and statutory servicing and testing of fire panels, call points, smoke detection units, fire extinguishers, fire blankets, emergency (exit) lights, automatic doors, smoke extract equipment, disabled alarms, wet and dry risers, along with inspections and repairs to the lightning conductor system and updating of the building fire risk assessment, including implementation of remedial works.
- ✔ **Gas Safety** Including monitoring and inspection of boilers, flues and pipes to produce a statutory gas safety certificate.
- ✔ **Water Safety** Including statutory test flow temperatures and the microbiology of hot- and cold-water systems, the chlorination of shower heads and inspect and clean water tanks and calorifiers to create a water safety and Legionnaire's certificate.
- ✔ **Waste and Recycling Collection** Daily emptying of waste and recycling bins and management of Duty of Care and Waste Handling certificates.
- ✔ **Mechanical and Electrical Systems Maintenance** Including planned, preventative maintenance to electrical, mechanical and ventilation systems and repairs to non-functioning equipment including blown bulbs along with statutory inspections on fixed wiring and portable appliances, microwaves, RCD devices and lightning conductors.
- ✔ **Lift Equipment Servicing** Including statutory lift inspections and repairs and the maintenance and inspection of any fall arrest systems on the roof or building perimeter

- ✔ **General Maintenance** Full-time Maintenance Engineer based on-site who completes general maintenance and repairs to the building as well as drain unblocking, gutter cleaning, building management system maintenance and mag lock maintenance.
- ✔ **Kitchen & Toilet Facilities** Including access to a water supply, fridge, kettle and microwave, kitchen cleaning, and supplies including washing-up liquid and paper towels. Toilets include cleaning services, paper towels/ hand driers, toilet paper, soap and air fresheners. Showers are also available for use.
- ✔ **Disabled Facilities** Including disabled toilets, parking, building access and maintenance of disabled alarms.
- ✔ **Parking** 1 x allocated space per 300sqft of workspace.
- ✔ **Provision of meeting rooms**
- ✔ **Provision of on-site catering**
- ✔ **Licence Costs & Legal Fees -** Including legal drafting of the licence agreement.
- ✔ **Contract Management -** Price comparison, procurement and management of all contracts with external suppliers used to supply the services detailed below.
- ✔ **Equipment Management -** Price comparison, procurement, assembly/installation, management, upgrades, depreciation and disposal of all the equipment used to provide the services below.
- ✔ **Furniture -** Our offices come fully-furnished with desks, chairs and storage furniture.
- ✔ **Internet -** 3Mbps/desk shared on office VLAN.
- ✔ **Back-up -** Voice & Data Line for Resilience Management of a separate fibre line providing a stable back-up.
- ✔ **Cabling & Firewalls -** Ports are live and cables are provided from day one so you can 'plug and play'.
- ✔ **Network Management -** Our full-time, onsite, Network Engineer monitors and maintains the network.
- ✔ **Security -** 24 hour security including CCTV, building access control and nightly patrols.
- ✔ **Building Insurance -** Including management of claims and organisation of repairs.
- ✔ **Cleaning -** Common areas cleaned daily and offices weekly.
- ✔ **Electricity/Heating/ Cooling/ Water -** Managment of building utilities.