

Facility Management

Company Profile

SCOPE OF WORK & SERVICES

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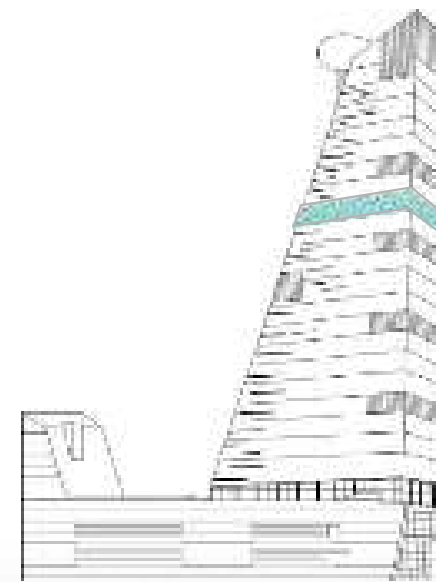




The first branch in Madinah,
Nama'a Complex

2019

Renovation at Al-Murjanah Tower



New additional branch at
The Headquarter Business
park, 43rd floor

2020



New branch at
Randa Tower, Jeddah

2021

Facility management of
ROSHN offices in Jeddah





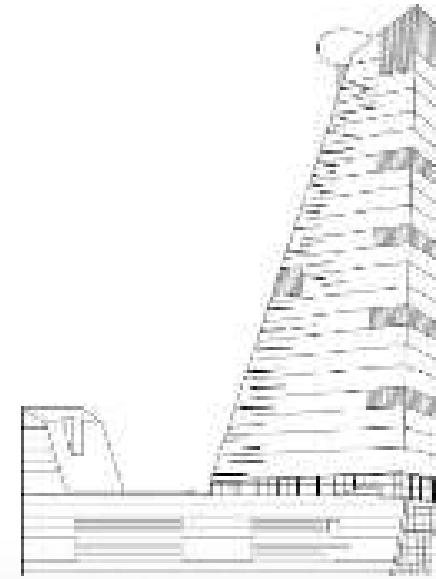
Opening WORK&CO. Work Lounge in Jeddah



The first branch in Madinah, Nama'a Complex

2019

Renovation at Al-Murjanah Tower



New additional branch at The Headquarter Business park, 43rd floor

2020



Facility management of Rua Alharam offices in Jeddah



New branch at Randa Tower, Jeddah

2021

Facility management of ROSHN offices in Jeddah



New branch at La Valle Mall , Riyadh





Facility management of Uptown offices in Jeddah

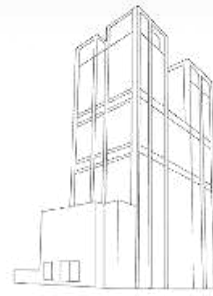


Starting in Q2 At KAFD in Riyadh

2022

2023

New additional branch at The Headquarter Business park, 43rd floor



Facility management of Cruise Saudi offices in Jeddah



Facility management of Rua Alharam offices in Jeddah



WHO WE ARE



We are proudly a Saudi workspace solutions company founded in 2014. Our offered services are diverse as we are dedicated to provide flexible and dynamic workspace solutions to match our clients' needs. Thus, our offerings include serviced offices, coworking spaces, private offices, work lounges, facility management, workspace design, fit-out and operation management, and more. We help corporates, government entities, SMEs, and individuals work better with convenient workspace solutions. We have 8 locations across Saudi in 5 cities and we are expanding.

We are delighted to have served PIF portfolio companies such as Uptown Jeddah, Roshn, SAFE, Cruise Saudi, SEVEN Entertainment and others.

Facilities management encompasses managing and maintaining a company's physical assets, infrastructure, and services to ensure smooth and efficient operations. Key aspects include:



Maintenance Services

- Regular inspections, repairs, and upkeep to prevent breakdowns, extend asset lifespan, and ensure a safe and comfortable environment.



Hospitality Services

- Enhancing the experience of employees, visitors, and clients through reception, concierge, event management, and catering services.



Deep Cleaning Service

- Thorough cleaning of various areas to maintain hygiene, prevent disease spread, and create a pleasant atmosphere.



Space Solutions

- Equipping and furnishing spaces with construction, design, and renovation services to create functional and aesthetically pleasing environments.

Our network of venues encompasses serviced offices, coworking spaces, private offices, work lounges, facility management, workspace design, fitout and operation management, and more. We specialize in providing tailored workspace solutions to corporates, government entities, SMEs, and individuals, enabling them to operate more efficiently. Presently, we operate in 8 locations spanning 5 cities across Saudi Arabia, with plans for further expansion."





+15.000

SqM of Office & Workspace Under Management



+1.000

Clients Served



10

Years of Exprience



11

Locations Across Saudi



5

Cities Across Saudi



4.6

Starts – Client Review Rating



300

Private Offices & Suites



200

Dedicated & Hot Desks



30

Meeting & Collaboration Rooms

MEP

Mechanical, electrical, and plumbing

FACILITY MANAGEMENT SCOPE IS UNLIMITED

Our scope includes but not limited to all Maintenance, Planned Preventive Maintenance, Predictive Maintenance, Reactive response, fixing breakdowns, and any extra work required by the client.



Planned Preventive Maintenance (PPM)

Throughout our past experience and while working with multiple clients requiring high-standard services, White Space was able to build knowledge of solutions and standards in the following areas:



Predictive Maintenance (PM)

White Space to perform predictive maintenance that includes inspections and measurements for the condition of office, electrical, mechanical, plumbing, and HVAC equipment in order to assess whether it will fail during future periods and take appropriate action to avoid the consequences of such failure.



Reactive response and fixing breakdowns

White Space to repair and fix broken equipment as they are identified. The work will be carried out by in-house technician unless specialist help is needed to perform complicated repairs.



White Facilities

MEP

Mechanical, electrical, and plumbing

FACILITY MANAGEMENT ROUTINE MAINTENANCE & SCHEDULING

White Space will carry out routine planned preventive maintenance activities and scheduling. A technician will be onsite for maintenance work. In case there's a need for additional specialized work, a specialist will arrive on site within 24 hrs. from ticket creation during working days and 48 hrs. during holidays/weekends.



HAVC

- Thermostat cut in and cut out temperature
- AMP-Compressor, Fan Motor & Blower Motor
- Drain System Condensate drain line and Drain Pan
- Electronic Circuit — Switching relay and component
- Motor bearing lubrication
- Belt and pulley — Adjust belt tension or replace if required
- Inspecting 2-way valve (Actuator)
- Cleaning of filter and Y strainer
- Maintenance of exhaust and fresh air fans



Electrical

- Electrical switches & power points.
- Operating voltage & ampere of electrical circuits.
- Emergency lights, electrical appliances.
- Fused bulbs, tubes, and related chocks & replace if required



Plumping

- Supply line and valves.
- Kitchen, toilets, and bathrooms fixtures & replace if required
- Flushing Drainage line semi annually
- Plumbing system semi-annually

FIRE SYSTEMS

FACILITY MANAGEMENT PROVIDING EMERGENCY SERVICES

As per regulations White space commitment is to provide a certified third-party Quarterly to perform all related task and In case of emergency, specialist will arrive on-site within 24hrs. during working days and 48hrs. During holidays/weekend



Fire System

- ▨ Main Panel
- Manual Fire Alarm point
- ↺ Sprinkler system
- ↺ Water pressure system
- ⚡ Smoke detector
- 🧯 Fire extinguisher
- 🧯 Fire extinguisher

CLEANING

FACILITY MANAGEMENT CLEANING SERVICES

White Space will carry routine cleaning services day to day and will perform deep cleaning monthly to ensure the highest standard of office look and feel.



Routine Cleaning

- Glasses, and common areas which consist of general cleaning as floors, internally specified the SLA
- Manual spraying of the glass surface using antibacterial sanitizer and cleaning.
- Periodic stripping of floor
- Other emergency cleaning services, as and when required
- Cleaning garbage areas
- Daily sterilization during cleaning with normal chemicals to complete furniture, counters & doorknobs



Deep Cleaning

- Dusting and cleaning of rooms.
- Cleaning of doors and skirting
- Cleaning of AC grills, lights and light switches
- Dusting and cleaning of furniture's
- Maintaining and preserving the indoor plants
- Dusting and cleaning of partition glass inside only
- Thorough cleaning and disinfecting of toilet bowls, basins etc.
- Dusting and cleaning of partition frames inside only
- Dusting and cleaning of ceiling
- Dusting and cleaning of kitchens
- Cleaning and disinfecting toilets and its accessories
- Washing and moping of the floor
- Stripping of the floor using RPM rotary floor machine

WHITE FACILITES EXPERIENCE

FACILITY MANAGEMENT SOLUTIONS & STANDARDS

Through out our past experience and while working with multiple clients requiring high-standard services. White Space was able to build knowledge of solutions and standards in the following areas:

Furniture Selection

We work with some of the leading furniture brands and manufacturers to secure ergonomic, modern and effective furniture selection matching our standards and client's needs. Please note that furniture selection, sizes, shapes, colour and materials can be adjusted to our clients' needs if required.



Acoustics

We understand the need of a professional workspace that enable people to work effectively with focus. Thus, we use some solutions to minimize noise in our offices. For example, most of our workspaces are comprised of private offices. Also, we use professional grade floor carpeting. In addition, acoustic wall panels can be provided to minimize noise even further.



WHITE FACILITES EXPERIENCE

FACILITY MANAGEMENT SOLUTIONS & STANDARDS

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Health and Safety

- As an operator, we work to meet and exceed health and safety requirements established by the government. Furthermore, as we have gained experience in operating and managing high-end workspaces, our standards have been accepted by high-end business tower with world-class standards.

Privacy

- We have designed our offices to be able to give some clients the option to have their workspaces and offices in a separate area and use private entrance. This allows clients to be within professional co-working spaces while enjoying their privacy.

HUMAN CAPITAL



FACILITY MANAGEMENT HUMAN RESOURCE WELFARE & TRAINING

White Space human capital well-being and training is a critical elements in our touch. Additionally equipping them with the right tools and training enables them more and makes us unique.

- | | | | |
|---|----------------|----|----------------|
| 👤 | FM- supervisor | ⚙️ | MEP Technician |
| 👥 | Team Leader | 👤 | MEP Supervisor |
| 👤 | Hospitality | ⋮ | And many more |
| 👤 | Housekeeping | | |

HOW WE DO IT

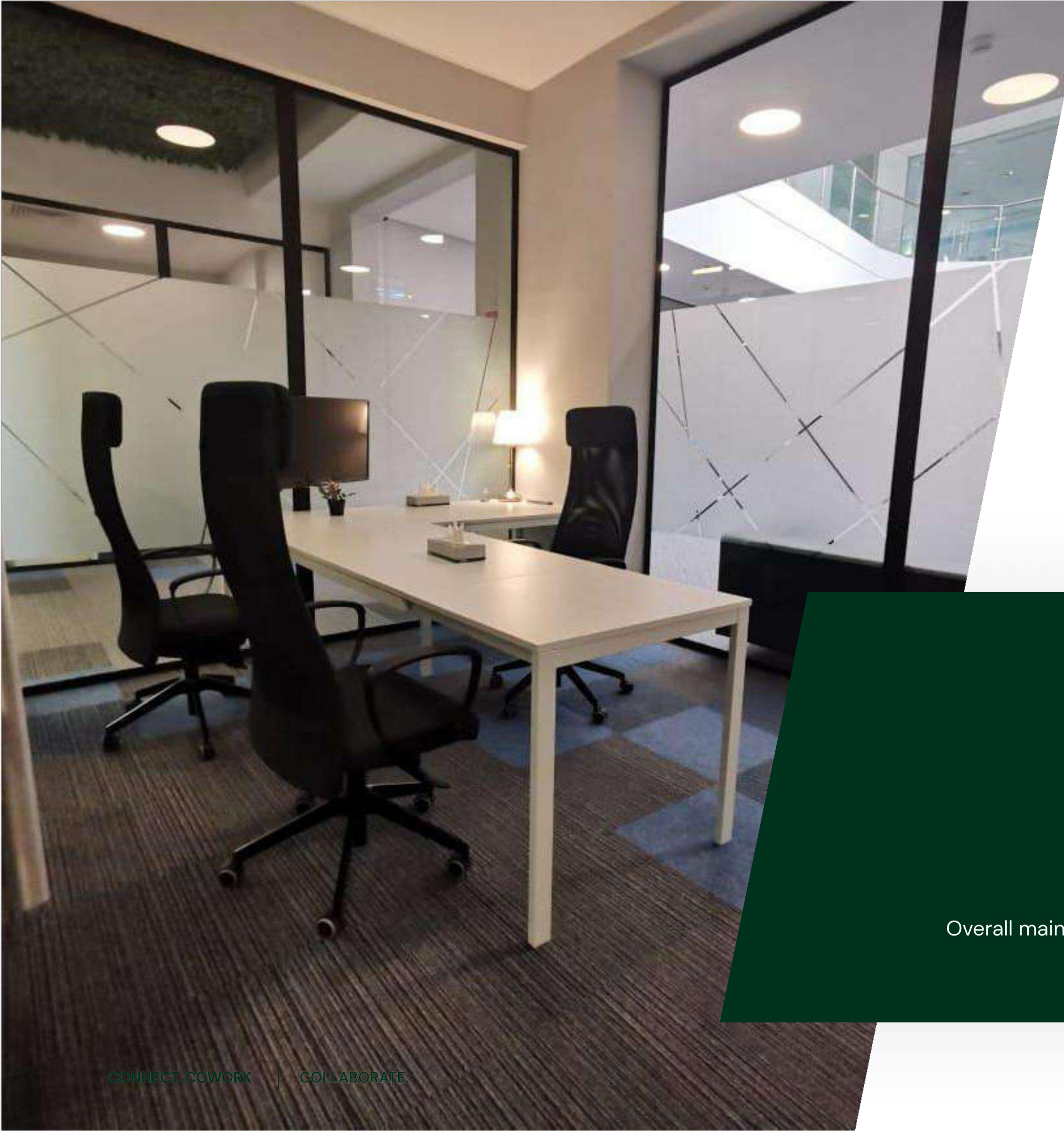
FACILITY MANAGEMENT HUMAN RESOURCE WELFARE & TRAINING

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FM- supervisor

- Setting goals for performance and deadlines in ways that comply with your company's plans and vision
- Organizing workflow and ensuring that office workers understand their duties or delegated tasks
- Monitoring office workers productivity and providing constructive feedback and coaching
- Organizing workflow and ensuring that office workers understand their duties or delegated tasks
- Improve the Procurement Processes for Office Supplies and inventory management
- Provide the best possible experience and meet the highest efficiency standards.
- Maintenance planning and control



HOW WE DO IT

FACILITY MANAGEMENT HUMAN RESOURCE WELFARE & TRAINING

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Office Workers

- Hospitality Services ▪
- Overall Cleaning and readiness of the space ▪
- Visitors welcoming and guiding ▪
- Receiving shipments & Packages ▪
- Hot beverages and drinks expertise ▪
- Daily mentoring for stock and supplies ▪
- Overall maintenance as (Wall painting, carpet repairing, furniture, doors locks, lamps) ▪



HOW WE DO IT

FACILITY MANAGEMENT INTEGRATED MANAGEMENT SYSTEM

Infinity is a Project Management tool that enables us to plan, execute and monitor all activities involved in reactive and planned preventative



Project Planning



Project Tracker



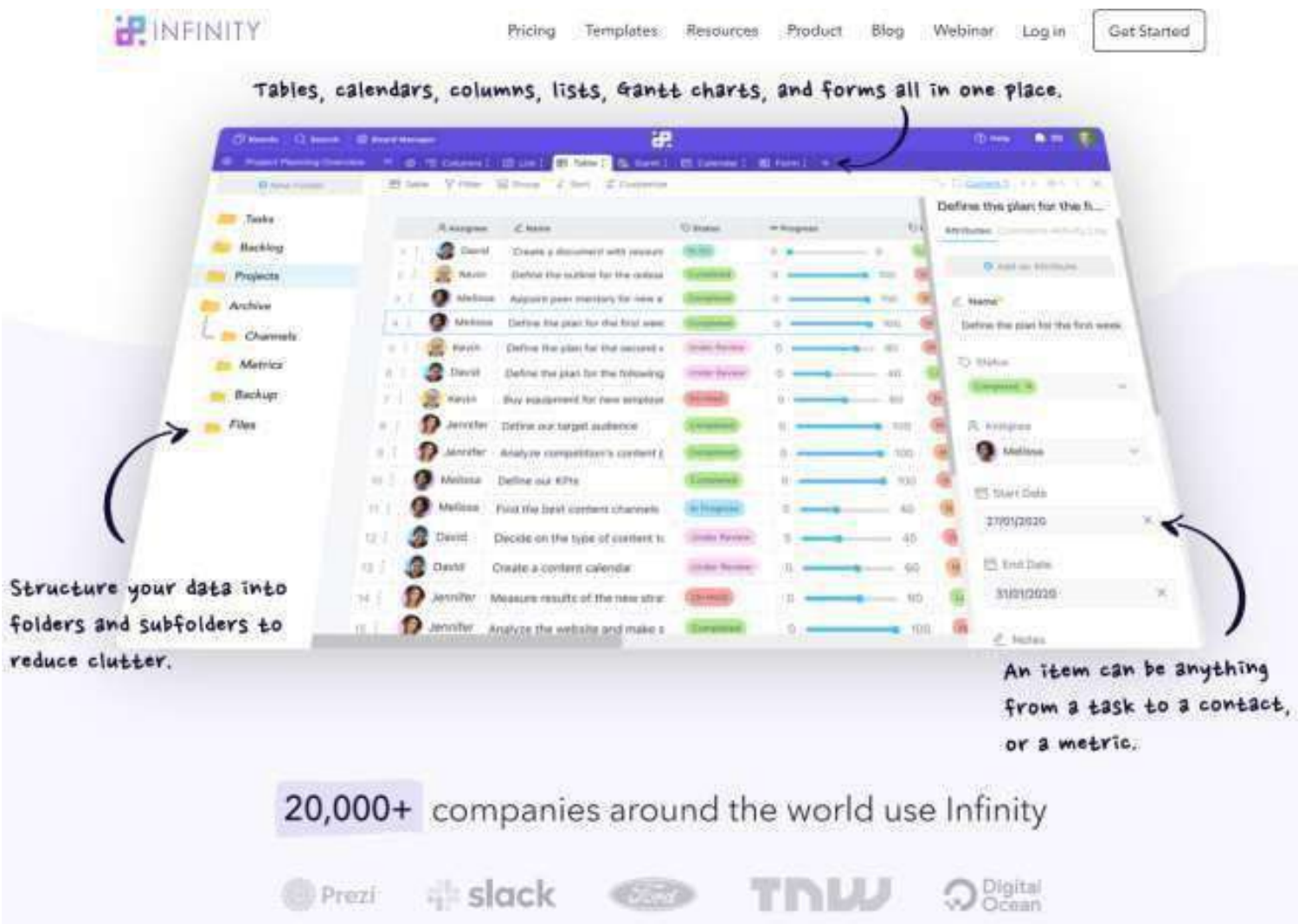
Support Ticket System



PPM schedules and tracking



Client Work Management



White Facilities

PAGER CALLING SYSTEM

FACILITY MANAGEMENT PROFESSIONALITY

With one click of a button, you'll get the needed services and assistance.
This enables efficiency among staff and makes the operation smooth!
Avoid delays, and interruptions and help you with your guests!

VALUE:



Perfect solution for focused work environment



Easily track customers requests and keep operations running smoothly



Improve customer experience



Coordinate your staff for better services



No interruption or wasted staff time



FACILITY MANAGEMENT EXCELLENT EXPERIENCE

As we provide serviced offices and workspaces solutions, we aim to provide our clients with a convenient and an excellent experience. Thus, our standard services include the following:



Hospitality & Cleaning Services

Hospitality Staff · Cleaners
Dedicated hospitality team providing coffee, tea, water & refreshments. Daily indoor cleaning of all office areas, corridors & common spaces. Waste collection and disposal management.



Comprehensive Maintenance

Electrical · Plumbing · HVAC · Landscaping · Glass
Preventive & corrective maintenance for electrical, plumbing & HVAC. Landscaping, irrigation & greenery upkeep. Glass cleaning & emergency repairs during business hours.



Supervisor

Receptionist
Professional visitor reception, supervision of the service team & monitoring their performance, and escalating reports to management.



Office Supplies

Hospitality · Cleaning · Stationery
Daily hospitality service including coffee, tea, water & refreshments. Ongoing cleaning consumables replenishment and full stationery supply management.



Internet Management

Service Continuity
Ensuring internet service continuity, coordinating with service providers during outages, and monitoring connection quality.



Security Company Management

Supervision & Coordination
Overseeing the appointed security company, ensuring compliance with security procedures, and managing daily security reports.

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THANK YOU