

ACCREDITED GSAS SERVICE PROVIDER

Facility Management

(Application Form)



SECTION 1 (To be filled by GORD)

Reference Number	Date
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Type of Registration							
New		Renewal		Update of information		De-registration	
YES	NO	YES	NO	YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GORD Decision		Signature
Approved	Denied	
<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2 (To be filled by applicant)

1. Service Provider Information

Commercial Register No			
Company Name			
Country of Operating			
Address		PO Box	
Telephone		Fax	
E-mail		Website	

2. Authorized Company Representative

Name			
Designation		Identity No.	
Telephone		Mobile	
E-mail			

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3. Company Profile

- Provide an overview for the company's relevant business plan and product and service offering capabilities, with market expertise and number of years the team has been involved with maintaining facilities.
- Attach company profile including, but not limited to; list of clients, previous contracts, values of contracts, duration of contracts, statement of satisfactory performance from top clients in terms of contract value, quality certificates (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received.... etc.

4. Facility Management Plan

- Attach company's Facility Management Plan, including but not limited to details for:

- ✓ FM Standards adopted by the company.
- ✓ FM procurement standards and process adopted by the company.
- ✓ Roles and responsibilities of the Facility Management provider.
- ✓ List of all services/ activities to be considered for accreditation.
- ✓ Registry of in-house and outsourced services.
- ✓ Defined workflows in operating procedures.
- ✓ Policy for resource management.
- ✓ Policy for environmental Health and Safety management.
- ✓ Policy for fire and life safety management.
- ✓ Policy for security services.
- ✓ Policy for maintenance, testing and inspections.
- ✓ Policy for building fabric maintenance
- ✓ Policy for janitorial services.
- ✓ Policy for operational performance.
- ✓ Policy for customer care and requirements.
- ✓ Policy for business continuity planning.
- ✓ Policy for management of space and personnel.
- ✓ Past records of Service Provider activities.

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5. Scope of Business

- Populate the following table the scope of Facility Management services and provided activities:

Service	Available/ Not Available	In-house	Outsourced	Comment	Reference Documents
Contract Administration	Accounting and invoicing				
	Reporting				
	Records Management				
	Safety Management				
	HR Management for staff				
	Environmental				
	Task Planning				
	Field Support				
	Scheduling				
	Estimating				
	Parts Procurement				
	Construction Management				
Site Maintenance & Repair	Landscape				
	Site Lighting				
	Parking Lot				
	Pest Control				
	Fence Maintenance				
	Skid Surface				
	Road Maintenance				
Structural Maintenance & Repair	Overhead Doors				
	Truck Docks				
	Crane Maintenance & Inspections				
	Roofing Systems				
	Exterior Preventive Maintenance				
	Annual Scale Calibration				
	Elevator				

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Architectural Maintenance & Repair	Painting, Plastering and Decorating					
	Carpentry and Glazing					
	Renovation Works					
Office Management	Housekeeping					
	Floor Matting					
	Office Equipment (Copiers, Fax, Video)					
	Mail Service					
	Shipping Receiving Management					
	Stock Room Management					
	Rearrangement and Move Coordination					
	Live Plant Management					
	Pest Control					
	Drinking Water					
Information Technology	CMMS Management					
	Office Equipment Communication					
	Computer Management					
	Communications					
	Energy Management					
	Remote Monitoring					
Mechanical Maintenance	HVAC					
	Plumbing					
	Indoor Environment Measurements					
	Wastewater					
	Fuel Station					
Electrical Maintenance	Low, Medium, & High Voltage					
	Fire Alarm					
	Lighting					
	UPS					
Waste Management (Management Only)	Trash					
	Recyclables					
	Medical					
	Batteries					
	Print Toners and Cartridges					
	Food					

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Mobile Equipment Management					
Utility Management					
Energy Management					
Vending Service Management					
Fleet Maintenance (vehicle arrangements, fuel service...etc.)					
Material Procurement (MRO) and Logistics					
Environmental Management					
Health & Safety Management					
Fire Safety Management					
Security Services Management					
Maintenance, Testing and Inspections					
Janitorial Services Management					
Business Continuity Planning Management					
Space Allocation and Changes Management					

Others (Please specify)					

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6. Services Checklists and Frequencies Schedules

- Provide checklists templates for facility management services, fire and security services.... etc.
- Provide frequencies schedules for housekeeping services, landscaping services... etc.

7. Licenses and Certificates for the provision of Facility Management Services

- Attach certified copies of all relevant licenses or certificates issued in terms of legislation by the Local Authorities to offer Facility Management services.

8. Confirmation by Authorized Company Representative

• Fill in the following, sign and stamp:

I,, Authorized Company Representative for, hereby declare that all the information provided in this application is valid and correct.

Signature	Date

Note: SIGNED AND CERTIFIED COPIES OF ALL SUPPORTING DOCUMENTS MUST BE PROVIDED WITH THIS APPLICATION