

Appendix 2 Service List

#	Service list	Siège	Kitchen	Salle Technique	Hangars
1	Management Service				
1.1	Facility Management	yes	yes	yes	no
1.2	Meeting room management	yes	no	no	no
1.3	Utilities management	yes	yes	yes	yes
1.4	Emergency response	yes	yes	yes	yes
1.5	Small engineering project implement and management	yes	yes	yes	yes
2	Soft Service				
2.1	Reception service	yes	no	no	no
2.2	Help Desk service	yes	no	no	no
2.3	Courier service	yes	no	no	no
2.4	Portable Drinking water supplying	yes	no	yes	no
2.5	Indoor plants supplying and maintain	yes	no	yes	no
2.6	stationary and office supplies Management service	yes	no	no	no
2.9	General cleaning	yes	yes	yes	no
2.10	Special cleaning	yes	yes	yes	no
2.11	Pest control	yes	yes	yes	yes
2.12	Petty cash payment support service	yes	no	no	no
2.13	Security service scope	yes	no	yes	no
2.14	Pantry consumable suppling and management	yes	no	no	no
3	Hard Service				
3.1	General Facility maintenance	yes	yes	yes	yes
3.2	Air freshener supply and maintenance	yes	no	no	no
3.3	canteen Kitchen machine maintenance	yes	yes	no	no
3.4	AC maintenance	yes	yes	yes	yes