

AL NAJMA AL FAREEDA INTERNATIONAL GROUP

(Integrated Facilities Management)





















"We not only build and maintain facilities but We deliver our promise through."



Make that call! Phone us on the numbers below and set the ball rolling

UAE - +971 4 295 4961 / 62 / 63 India - +914442120066 Kuwait - +96599492847

ABOUT Al Najma Al Fareeda Group

Welcome to the world of inspiration. There's a lot to know about Al Fareeda Group, so let's start with the facts. We provide facilities, management solutions delivering the broadest range of services that can be found in one place: from integrated facilities management, to sustainability solutions and much more. At Al Fareeda Group.

We are specialist in offering customized solutions to commercial, residential, industrial, hospital and educational facilities through our unique solutions. We provide world class FM and recruitment services that add value to our customers. We invest in our people, in facilities, in technologies and in market awareness.

We believe in making a difference, being open to change, meeting challenges and learning from our experiences. Our objective is to know our global consumers and develop Services that fit their needs Our inspiration comes from listening to our customers and providing any FM and Recruitment issues they require, through the following companies.

- NAF Facilities Management Services
- Al Najma Al Fareeda International Building Maintenance LLC
- Al Najma Al Fareeda International Security LLC.
- Al Najma Al Fareeda Building Clenaing & Pest Control
- · Al Najma Al Fareeda International Employment Agency .
- Al Fareeda Super Travels
- Al Fareeda Hyper Market .

Our in-house expertise means that wherever you are and whatever your FM and recruitment requirements are, We can provide the right solution cost-effectively. The rich diversity of our people, our thinking, our talent, our expertise, and our suppliers are key to our success. Recognizing and valuing the many differences that make us who we are is vital to our culture













" We, at Al Fareeda Group, are aware that the facilities management industry has to evolve and go to the next level to cater for the boom as a result of EXPO 2020. "

TARIQ IBRAHIM RASHED MATAR PRESIDENT



Underlining our uncompromising commitment to excellence, we have the best-equipped team of FM specialists from different fields of expertise to cater to all the needs of our customers.

TALAL SAMRI ABU IBRAHIM **KUWAIT REGION PARTNER**



As we are celebrating decade of excellence, the key to our success has been the careful nurturing and management of services tailored to our customers' needs

On behalf of Al Fareeda Group, we would like to Congratulate the President, His Highness ShaikhKhalifa bin Zayed Al Nahyan, His Highness Shaikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai, and other rulers and leaders of the UAE on the occasion of winning World Expo 2020. The UAE has proved it is capable of achieving what it wants, thanks to its visionary rulers, past and present.

Dubai has always been leading the UAE and the GCC when it comes to building flagship projects, buildings and facilities.

With a humble beginning in 2006, Alfareeda Group started as a cleaning company has expanded rapidly to offer Complete FM Solutions . In a short span of time Alfareda Group is recognized globally for its excellence as a result of the enormous efforts of staff, workers, and the support of suppliers and customers,

As facilities requires the highest levels of resource optimization, cost-effectiveness and occupant well-being, Our FM Team has been developing customized solutions for operating the buildings with a holistic view of the asset life-cycle in a sustainable way. FM Solutions are available for commercial, residential, industrial, hospital and educational facilities. With the increasing trend toward the development of higher density buildings, , these customized solutions ensures that the assets are well managed and the property's value is maintained

To all our customers, partners and stakeholders who have never stopped believing in our professional expertise and capabilities, we assure you that we will never tire of exceeding expectations in our service to you and the entire community.

Yours Sincerely

JAMAL MOHAMED ABUL KALAM VICE PRESIDENT & MANAGING DIRECTOR











Our Culture

Everything we do at Al Fareeda is underpinned by our vision and values. They form the basis of our culture and show our employees and the outside world what we're all about and how we do things at Al Fareeda.

Our Mission

To deliver a comprehensive range of integrated facilities Management services that sets international standards.

Our Vision

To be a world-class facilities Management Company in providing responsible stewardship.

Values

At Alfareeda Group, we have chosen to operate through a set of shared values. These values are fundamental to everything we do and adhering to them is the only way to ensure that we run a sustainable business

















Our History

Al Fareeda has always been different. Some would say unique. Our ethos has always been to create opportunities for our people to succeed. This has helped us to build an environment where hard work and success are rewarded.

In 1988, Al Fareeda Group was founded by Jamal Mohammad in India as a recruitment consultancy company. Gulf Operation was started in Kuwait in 1996. Since 2006 UAE Operation was started as a Cleaning Company The results are impressive. From a standing start, we now have following companies throughout UAE to support our vision of One Stop Shop Facilities Management Services

- NAF Integrated Facilities Management Services
- Al Najma Al Fareeda Cleaning Services
- Al Najma Al Fareeda Security Services
- Al Najma Al Fareeda Pest Control Services
- Al Najma Al Fareeda Recruitment Services
- Al Najma Al Fareeda Water Tank Cleaning Services
- Al Najma Al Fareeda HR Solutions

When Al Fareeda was smaller, most of our growth came from our unique model. We are still starting new businesses, but as we mature our markets are changing. Contracts are shifting from being small and procured locally to long-term regional or national contracts. Alfareeda is now working with customers to combine our services in multi-service or integrated facilities management packages..

























Sustained and profitable growth

Our strategy is to deliver sustainable, profitable growth, and is supported by a focus on key elements:

People

People are the lifeblood of our business, the single factor that makes the difference between Al Fareeda and our peers.

Every year, we make a significant investment in attracting, retaining and developing the best people in the industry at all levels. This ensures that our people have the expertise to do a great job and are motivated to put the client first by carrying out their tasks efficiently and effective

Clients

Everything we do is focused on our clients. We are all about service excellence and mark our progress as much by client satisfaction and retention rates as by our own financial performance. Our FM contract retention stands at above 90%. We are working hard to make sure that our track record in all sectors, for all client those same high standards.

contracts, reaches

Our clients stay with us because we prove our ships begin with a contract to value. Often, our relationprovide a single service. Then, as the client experiences the value we bring to the business, the relationship evolves into a bundle of services or a fully integrated contract which sees us deliver a raft of different services under a single agreement.

In addition to initiatives such as the Key Accounts programme - which although part of our People strategy also delivers tangible benefits to clients.

> we strive to create a culture that always puts client focus at the heart of how we work.



















Helping clients operate more efficiently is our core skill. It is why clients choose to work with us and why we have grown so consistently. However, we know that

there is always a better way of working - a better way to deliver operational excellence and the best way to stay ahead of the competition.

Our team continually seeks out new and better ways of working. That means concentrating on what matters most to customers, listening to feedback and being innovative to meet ever-increasing expectations. It means efficient delivery, using standard processes, key performance metrics and knowing exactly who is doing what, where and when. And it means being effective, with clearly defined roles and a culture of continuous improvement supported by management information and technology.

Enterprise Risk Management and Health and Safety

Risk management is not a 'nice to have' but an essential aspect of how we work. Our approach to risk management is based on an enterprise-wide framework through which we identify, mitigate and manage our significant risks at both an operational and strategic level. Risk management informs every single decision

Health and safety is a key risk for Al Fareeda and we are pleased to see the number of reportable health and safety incidents reduce year after year. However, we will never be complacent about the well-being of our people and continue to focus on continual improvement. Ethical matters and behaviours also influence our risk profile and we encourage the highest standards across the business.

CSR

"Winning by Social Responsibility" is one of our company's Key Success factors. Regarding CSR, we developed a Social Charter; a framework that helps us recognizing and achieving our CSR key objectives.

- Environment
- Local Community
- Suppliers

provide simultaneous benefits for People and the Planet, and Profit

main clusters: Associates Health and Safety For each cluster, we identified a direct link between the actions that Management information, data and technology is an increasingly critical part of our service offering, and we continue to invest in this area. 🤊







We identified 5















A Proactive Approach to Sustainability:

By aligning with our customers' goals of enhancing site operations while reducing energy consumption, we develop long-term, affordable sustainability strategies.

Our helpdesk hoovers up calls

Synonymous with Customer service excellence (and setting the pace by using technology, Al Fareeda Facilities Management operates a 24/7/365 Helpdesk to provide outstanding emergency and reactive maintenance for Clients.

This FM Helpdesk is staffed by trained and dedicated professionals who first listen intently then respond instantly. Only organised people with an ability to multitask are ever recruited to our Helpdesk. The co-ordinated solutions they offer will be based on extensive expe-

They deal with numerous calls per day, answering within 3 rings and responding within a minimum of 30 minutes and a maximum of 2 hours. This prevents your valuable time being wasted.

Whether it's sending the appropriate multi-skilled engineer, plumber or fabric technician, we have considerable and diverse mobile resources across the UAE to ensure effective results (co-ordinated with the help of our Computer Aided Facilities Management (CAFM) system). You'll see these words ring true if you place your trust in our Helpdesk.



24/7/365 **HELPDESK**

Accreditations and Certifications

Al Fareeda is certified ISO 9001, ISO 14001 & OHSAS 18001 for all companies in TUV NORD. We are also implementing Energy Management System and Asset















ESCALATION MATRIX

Severity Level	Category	Description	Resolution Goal	Hours of Operation	Entry Level	Escalation Level		
						1"	2**	3 rd
1	Emergency	Life, health, safety risk-mission criticality	30 Minutes	24 x 7 x 365; Phone or Web	Call Centre	O Min Project Manager	15 Min GOM	30 MD
2	Urgent	Continuous operation of facility at risk	60 Minutes			0 Min Project Manager	Min GOM	60 Min MD
3	Priority	Mission support/project deadlines	8 Hours	0800- 1800 Hrs from Sat- wed & 0800- 1400cm Thursdays		0 Min Project Manager	3 Hrs GOM	8 Hrs MD
4	Routine Prioritized:	first come/first served	24 Hours			0 Min Project Manager	12 Hrs GOM	24 Hrs MD
5	Discretionary	Desired but not essential	48 Hours			0 Min Project Manager	24 Hrs GOM	48 Hrs MD
6	Deferred	Accomplished only when resources allow	72 Hours			24 Hours PM	48 Hours GOM	NA













Hard Services

Electrical - Mechanical - Air Conditioning - HAVC Handover Process Management

Before Al Fareeda manages the handover of the community it ensures and important facilities management pre-requisites are in place and active. For the safety and security of the occupants of the community or development, Al Fareeda makes sure all details on the built environment are ready for use.

- Engineering review and reporting
- Project documentation review and organisation
- Handover process regulations review and reporting

Snagging Survey and Reporting

Alfareeda ensures that process of defect identification and resolution is completed as the built environment is being prepared for occupation. Carried out by experienced engineering teams, the process ensures that the occupants experience minimum or zero defects when using the facility.

- ▶ 360° site surveyance
- Technical facility room inspection and assessment.
- Facility review and reporting

DLP Management

During the defect liability period, Alfareeda works with as well as manages contractors and OEM's to ensure all contractual maintenance obligations are adhered to including preventive and reactive maintenance

Asset Management

Including prioritization of asset to conduct preventive, reactive, predictive maintenance. Alfareeda works to protect assets by managing and executing maintenance works in a safe and efficient manner with extensive planned preventive maintenance regimes enabling responsiveness when defects occur and reactive when repair services are needed. We believe in carrying out our MEP services with minimum disruption to achieve high standards of performance, quality with convenience for building tenants and

> Energy Auditing Alfareeda provides consultation on energy efficiency, energy savings measures











visitors.



- Concierge
- Cleaning
- Security
- Pest Control
- Landscaping
- Waste Management



Soft Services

We provide a full range of soft services includes office services, reception/concierge, service desk, cleaning, pestcontrol and security services. Each solution is unique and we can also provide other services that don't fit into the conventional facilities management model but are considered non-core to our client.

Concierge Services

First impressions count, and the first person you meet when you enter a building is often the receptionist or concierge. This is a crucial service, but it is something that can be difficult to get right.

We recruit only the highest calibre people who undergo a schedule of rigorous training to enable them to meet and exceed the expectations of even the most demanding client.

We will formulate with you the Front of House procedures and ensure a seamless and professional service for all who interact with us. Our concierge personnel provide a professional and friendly face to meet tenants and visitors as they arrive.

Our receptionists provide so much more than just meet and greet. Our staff will provide you and your visitors with information on the area and local facilities including restaurants, laundry services and attractions. They can even book your taxi for you.

















Cleaning Services

Building on our core competence of daily office cleaning we offer a fully integrated service. It includes the following services: Complete interior and exterior cleaning services for Government commercial ,Residential, Schools, Shopping Malls, hospitals and Industrial properties.

A comprehensive range of cleaning services tailored and designed to assist our customers in providing total cleaning solution

We will work with you and suggest remedies or improvements as

and when they arise. As a result of our rigorous

TOTAL CLEANING SOLUTIONS

training programmes we always aim to exceed the cleaning standards of the British Institute of Cleaning Science. Innovative cleaning methods, using state of the art techniques and equipment are used for effective result. Chemicals are used efficiently through amethod of insuring that chemicals are diluted properly through a supplied measuring system or device. Identifying "vulnerable populations" that may be effected by cleaning activities are communicated through Feedback mechanisms.

Cleaning services are customized for Hospitals, Educational, Resiand Commercial Facilities through the customized dential programmes.



Entryways: Attention is given to the point where the bulk of contaminants enter a facility.

Hard Floor Care Program: A maintenance program that emphasizes routine, scheduled maintenance to extend finish life. Routine hard floor maintenance in hallways, public areas congested areas, stairways and restrooms will receive daily dust removal by either vacuuming with back-pac vacuums, dusted mop with reusable dust mops or using a sweeper (sweeper primarily for hallways

Carpet Care Program: A maintenance program that emphasizes routine maintenance to regularly remove trapped contaminants.A customized comprehensive carpet care program consists of five elements:

Soil Containment: Isolation of soil entering the building using mats at entrances.

Vacuuming: Scheduled frequency for removal of dry soil using a CRI approved "Green Label" vacuum.

Spot and Spill Removal System: using professional spot removal techniques.

Interim Cleaning: Scheduled frequency appearance cleaning for all traffic areas.

Restorative Cleaning: Scheduled frequency deep cleaning to remove residues and trapped soils.

Disinfection Strategy: A plan for use of disinfectants in areas only where needed.

Restroom Care: A thorough and regularly scheduled maintenance program for restrooms. Critical Touch Points require extra disinfecting procedures and we apply its GS-42 Green Seal™ certified process to make you minimize the spread of germs

Cafeterias and Kitchens: Addressing these areas where bacteria, odors, and pests can accumulate. The highest cleaning priority is food contact surfaces and preparation areas. Next we concentrate on high priority non-food contact areas such as dining areas, lobbies, entrances, rest rooms

Trash Collection and Recycling: A protocol for collection and disposal of trash and general recycling guidelines and policies

External Glass Cleaning: Choosing access equipment in doing high rise window cleaning or external façade maintenance is determined by the height to be negotiated, complexity of the building facade, duration and extent of work, and required cleaning frequency. Suspended access equipment such as suspended cradle is a common form of access for external window cleaning and external facade maintenance for many tall buildings













About Al Najma Al Fareeda Security Services

Effective loss control and facility security, including the management of access for visitors and personnel is integral to ensuring business success and maintaining the integrity of a property within the commercial and industrial sectors. Backed by our honest, pro-active approach and our alignment with national standards of best practice, Al Najma Alfareeda Security Guarding sets the industry benchmark for maintaining a consistently high level of service delivery in the security industry.

By providing a range of guarding and security solutions tailored to suit client unique needs, we partner with our clients to provide pro-active security support and a transparent, accurate monthly reporting service in which we are able to assist client to manage risk efficiently.

Investment in security can help significantly reduce a Company's vulnerability to the many factors that threaten performance and economic loss. Al Najma Alfareeda Security Guarding Services will determine how to minimize security threats and will help the organization preserve the security of its environment.

We secure client premises by providing customized solutions for the following industries



Industrial Security

- · Identifying and protecting critical assets
- Perimeter & Gate Security-Transportation of hazardous materials
- Site Specific Emergency Response Plan
- IV tier and III Tier Security

Hospital Security

- Compliance with the requirements of Joint Commission International
- Secure setting for health care employees.
- · Protect residents, patients, visitors and staff, as well as property.
- Critical Areas Security
- Infant or Paediatric abduction Emergency
- Emergency care and VIP Security

Commercial & Residential Security

- Incident Management
- Perimeter & Gate Security
- Parking Management
- Emergency Response Team
- . II, III & IV Tier Security

Hotel Security

- In addition to the threat of terrorism. Our Hotel Specific security Plan address criminal or vandalism acts, as well as incidents of public disturbance, violence, and the theft or loss of hotel and/or guest goods
- III and IV Tier Security















About Al Najma Al Fareeda Security Services

DETER

DETECT

RESPOND

DELAY

INTELLIGENCE

PERIMETER SECURITY

Perimeter security standards pertain to the areas outside of the facility and therefore may extend outside of Facility control. Depending on the facility type, the perimeter may include sidewalks, parking lots, outside walls of the facility, a hallway, or simply an office door. Securing Perimeter is done through CCTV Monitoring, Parking Management and Physical Barriers

Addresses security measures taken for the protection of occupants and imposition of controls relative to the entry of persons, equipment, mail, and packages into the campuses.

Periodic inspection and repair to assure integrity of security measures. Clear identification of restricted areas. Gates or doors through which vehicles or personnel enter or exit are manned by security personnel.

Recorded CCTV coverage of loading / unloading, with recordings to be maintained for a specified period. If required MSDS is checked and also maintains material receiving / shipping register

 Assets and equipment: Movement will be monitored through Stock Movement Report Key Issues Management including Main Key responsibility ,Door Codes & key pads policy are as per the scope of work.

INTERIOR SECURITY

Critical Areas Security

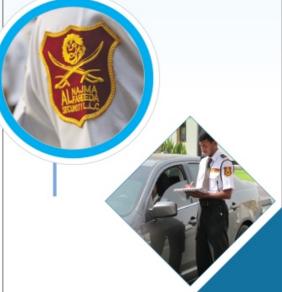
Prevention of information

Security guards Marshalls to control the flow of traffic within facility and prevent unauthorized people from gaining access to protected areas

ASSESS



All other industries are provided customized security solutions based on Security Risk Assessment.





















PESTS TO BE COVERED:

A wide variety of pests fall within the public-health domain as a great many species of arthropods and vertebrate animals impact the health and well-being of humans. The important pests are as follows

- 1. Cockroaches
- 2. Rodents (rats & mice)
- 3. Flies (House flies, drain flies etc.)
- Bed bugs
- 5. Ants
- 6. Other flying & crawling insects (Beetles, Bees, Wasps, Crickets, Grasshoppers, Silverfish, caterpillars, fleas, mosquitoes, worms, moths, sow bugs)
- 7. Non insect pests (Clover mites, Spiders, millipedes, slugs, snails, centipedes)

NATURE OF SERVICE & TASKS:

- · Control of current pest problems.
- Advanced treatment method at your convenience.
- · Control of future infestations with seasonally time being visits.
- · Monitoring pest populations.
- · Conducting safe and efficient control operation against public health pests.
- Increasing of client awareness towards pest control issues.

TYPE OF TREATMENT • Spray / Fog Treatment

- · Gel treatment
- Rodent control

Pest Control

Al Najma Alfareeda Pest Control take pride in providing the perfect service to its customers. Servicing properties from people's homes to hotels and more. Al Najma Alfareeda have grown to become the leading supplier of pest services in UAE. Whether your problem is in a residential or commercial premises. Al Najma Alfareeda are capable of providing the quickest response and best value for money pest removal service.

Our services all evolve around the core of 'Pest Control'. Anything that can be considered a pest is generally by one of our services. From bed bug eradication to mice and rodent extermination. Including bird and insect control.

DUR APPROACH

- · Thorough inspection of the crawl space, stores and perimeter around your premises.
- Inspection of the interior of your premises including the pantry and bathroom areas.
- Both interior and exterior treated on each visit.
- · Comprehensive Report provided after each service indicating what was found, what done and preventative tips was.
- Appointments setup via telephone or Email.
- Key service available.
- · Your complete satisfaction guaranteed.













Landscaping & Irrigation Services

Whether you are interested in landscape design and installation, maintenance services, seasonal color, or hardscape services, our staff of award winning landscape architects and horticulturalist can help you create anything you desire. We are specialist in designing, constructing and maintaining grounds

Alfareeda offers a proven track record of creative, quality landscape design and maintenance. You deserve the best in landscape design/build and maintenance...

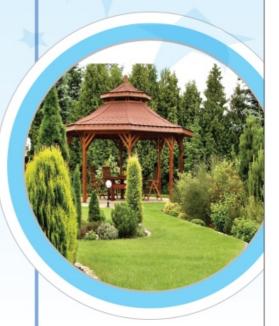
You deserve a company that is responsive to you! Our maintenance organizations allows us to do that. Our horticulturists are directly responsible for scheduling, production, and quality control. As a result, they will react quickly and efficiently to your request.

The difference between ordinary and extraordinary is "that little extra". Our extensive knowledge of plant material, color, and texture combined with our knowledge of plant performance guaratees traffic stopping color displays.

Our customized programs are included for residential and commercial properties including internal plant programs

WATER TANK CI FANING

Water and Water Storage are of vital importance in the day-to-day running of domestic, commercial and industrial environments. In order to avoid an increase in dangerous bacteria and subsequent contamination, it is imperative that all tanks and their associated systems are maintained in good clean working order. Tanks and outlets are common sources of Legionella and a range of bacteria which are not only detrimental to health but can cause operation shutdown and loss of valuable production time.





Water Tank Bacteria

Contaminated water is the most common cause of illness to mankind. Around 60% of diseases caused to humans are water-borne with children below 5 years more susceptible. One of the most usual ways water getting contaminated is through water storage tanks - the cleaning of which is either neglected or inappropriate means like the services of a local plumber or sweeper are engaged.

> Water being stored in the tanks for a long period provides an ideal media for moulds and bacteria growth....

Water Storage Tanks should be cleaned twice annually as a mandatory rule from Dubai Municipality. We submit our samples to the external labs approved by the Municipality who provide us with a detailed analysis report.



Water Tank After Cleaning













Water Tank Cleaning

AlFareeda Water Tank Cleaning is Approved By the Food Control

The chemical used by Al Fareeda for water tank cleaning is certified by the Dubai municipality to conduct the cleaning process for all types of industrial and domestic water tanks that are used for drinking water. As a result of cleaning and disinfecting the water tanks you can be assured of high quality water feeding your system thus ensuring the safety for all. Chlorination disinfection of the tank down services can also be carried out at the same time as the water tank clean to ensure complete confidence in the water services.

Method Adopted

- Inspection and cleaning
- Sterilization

This cleaning procedure is as per "Bio Environmental Services Method Statement -Water Tank Cleaning & Dubai Municipality Regulations.

Our Specialized Services

- Escalator
- Swimming Pool
- Gymnasium
- Steam & Sauna
- Ventilating System
- Fire Safety System

They are offered through our outsourcing companies. We maintain the responsibility for the fulfillment of requirements performed by Outsourced Activity by periodically monitoring the outsourced process performance

Tenant Management Programs: We are specialist in building relationship and harmony with the tenants. Our Tenant Management Program take care of all the requirements of building tenants which are under our scope.













Rope Acces

ROPE ACCESS **CLEANING SERVICES**

Pressure Washing, Glass Cleaning, Window Cleaning, Facade Cleaning

ROPE ACCESS **MECHANICAL WORKS**

Electrical works like lights replacement, Mechanical work

ROPE ACCESS CIVIL WORKS

Painting Works, Steel Fixing, Cladding Fixing, Silicon Filling.

Rope Access is a safe, efficient and cost effective method of carrying out all kinds of installation and cleaning works. Rope access techniques are a very simple and efficient means of access to be in situation where more costly means of access wouldn't be considered, e.g., scaffolding and mobile work platforms. In the time taken to erect scaffold, that task could have been completed utilising rope access techniques and minimizing the amount of disruption to the surrounding area.It is our policy to ensure that the highest standards in efficiency are displayed in our workmanship. We adhere strictly to our aim of providing a speedy, economic and high quality solution for the cleaning and maintenance requirements of our clients. The value of this form of access has developed and statistics support one of the safest methods resulting in all manner of work from high-rise window and facade cleaning and general building fabric maintenance to repairs on some of the UAE's most iconic structures

At Alfareeda Group, we have highly efficient and disciplined IRATA certified personnel who are always geared up to provide safe, environment-friendly, quick and quality services at any dangerous peak much to the satisfaction of our valued customers. We guarantee to find a safe solution to the high level cleaning and maintenance of windows, facades and structural framework without causing damage or disruption.

Alfareeda is fully insured for all rope access cleaning works, thus avoiding importing risk to your business. We are committed to health and safety and train our staff in IRATA audited and approved training centre. Site specific risk assessments and method statements are strictly adhered to and all of our technicians undergo a working at height medical.















Our Infrastructure



▶ Our Transportation



Our Labor Camp



▶ Security Control Room



▶ Gymnasia

Employee Motivation















Our Key Clients



























































