

OFFICE CARE MANAGEMENT

HANDS-ON DAILY MANAGEMENT

Office Care Management (integrated facility management) includes professional advice and services for occupants of office space. Services range from setting up a new office to relocating, expanding, reducing or upgrading the space. It's a way to consolidate all a business's facility services and functions under a single outsourced expert team.

Newsec ensures that all needed facilities and services are delivered on time and to budget, and that all costs are transparent. It lets a company's employees live in their office as in a hotel.



- Budgeting and cost management
- Relations with the landlord
- Annual quality audits and forecast of FM expenses



- Archive of technical documentation
- Procurement and supply
- Benchmarking to market prices
- One key contact for all services



- Qualified outsourced staff
- Employee substitution during vacations or illness

SCOPE OF SERVICES



FACILITY
MANAGEMENT



OFFICE SUPPLIERS



STAFF LEASE

MANAGED OFFICE CENTRES



MONDAY OFFICE

- Space: 481 sqm
- Client: Urban Inventors
- Vilnius, Lithuania



ROCK IT VILNIUS

- Space: 552 sqm
- Client: Swedbank
- Vilnius, Lithuania



TRANSUNION

- Space: 2 600 sqm
- Client: TransUnion
- Kaunas, Lithuania