

# 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



## 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