Scope of Services

CDMO

Budget, Cost & Contract

Campus Development

- **Construction Works**
  - New construction projects

- **Space Planning and Renovation**
  - Space Planning
  - Fitting out works
  - Renovation Works
  - Improvement Works
  - Enhancement Works

- **Repair and Maintenance**
  - General repair and maintenance works
  - E&M services operation
  - Building Management System operation
  - Plumbing and drainage works
  - Events setting

Facilities Management

- **Landscape**
  - Tree management
  - Regular slope inspection and maintenance
  - Organic farming
  - Lawn care and maintenance
  - Irrigation system: installation and management
  - Pest control

- **Facility Management Services**
  - Helpdesk
  - Lost & Found
  - Poster/Notice Management
  - Venue reservation
  - Logistic and transportation
  - Mailing services
  - Printing services
  - Office Equipment-Card management
  - Key management

- **Housekeeping and Security**
  - Cleaning & Hygiene
  - Tea services
  - Event Support
  - Car parking
  - Traffic management
  - Guarding services
  - Visitor management
  - Staff Quarters
  - Document disposal

- **Health, Safety, Sustainability and Environment**
  - Risk Management
  - Fire safety and fire drills
  - Health and safety assessment and training
  - Accident investigation
  - Sustainable and green projects