

# Boka tjänster i Sverige AB

## **The Company**

Facility Services and cleaning services as well construction services for commercial and private customers is part of our main tasks that we have the collective expertise of over 20 years.

## **About us**

Our mission is to exclusively in the first place to contract subcontractors secondly own employees, and in the third place of employment

Operates throughout Sweden, with a focus on urban areas. Our strength is to offer fixed prices for turnkey solutions for businesses and individuals

To offer our customers the right service requires commitment and a proactive action.

The benefits for those who purchase our services is that you usually receive invoices exclusively by us and all of our suppliers invoice us.

We are as a rule therefore the overall economic responsibility to you as a customer, it would happen any harm, we have a building insurance via Trygg Hansa.

Another advantage of our winning concept is that the customer should not have to hunt around for suppliers, if they come at fixed times, are schedules or worry about whether they have the right skills and guarantees you as a customer have delivered at the times and moments you wish, we take the practical responsibility.

Our corporate guarantee you as a customer rapid response, a decision and a motivated and committed leadership from us.

Our suppliers are characterized by high quality, professionalism, punctuality, responsibility, and a very high level of service we do that little extra that the customer does not expect.

We aim to we hire locally based subcontractors, which leads to less environmental stress and the proximity to our customers.

That our corporate guarantee you as a customer rapid response, a decision and a motivated and committed leadership of our objective is to quote and rare live within 24 hours if required.

For us, you can contact with the security of most of the missions in the industry.

Our Facility services performed routinely throughout the year, we also offer a range of full-service where every conceivable option is included.

## **We perform:**

Artisans Services in all professional categories.

Store cleaning - Office Cleaning - Industrial Cleaning - Staircase Cleaning - House cleaning.

Special cleaning / services

Golvård-Fönsterputsning-Byggstädning-Storstädning-Flyttstädning-Höghöjdsarbeten-Garagestädning-Klottersanering.

Inter-Service anitorial, interior and property services.

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Management of environmental stations - Consumables and hygiene articles - Entreémattor

Textile Washing - Coffee Service - Fruit Service - Plants.

ROT and RUT Services (in Sweden government SKV pay 30-50 % on the jobs)

In the begin of -17 we will expand our services with staffing and dedicated sales missions and a variety of other bookable services.

## **Policies**

Quality Policy - Leading by example and informative simplicity to our customers and suppliers with the goal of as many as possible of the company's suppliers and subcontractors have an active quality management. The business should have a close interaction with customers and other stakeholders in quality issues and thus work from there in all directions.

## **Environmental Policy**

This policy is aimed at the company's employees and the aim is to describe the company's environmental efforts based on which areas of work that are important, for example, who is responsible for what, what goals are for environmental issues and structure environmental work.

That we set a good example to our customers and suppliers with the goal of as many as possible of the company's suppliers and subcontractors have an active environmental policy.

The business should have a close interaction with customers and other stakeholders in environmental issues and thus work on environmental considerations at all levels.

There will be conducted an internal environmental work that leads to continuous improvement.

The business to be conducted so that opportunities and risks from an environmental perspective, the goal is to reduce environmental impact by reducing pollution, waste and use of natural resources

## **Workplace Policy**

Will lead to a good working environment, good health, low absenteeism and work injuries. While every employee in the daily work to show personal responsibility for health and the environment, then it is for everyone to be alert and immediately report any risk or threat to a good working environment and the external environment. In every employee's responsibility also includes follow the instructions and procedures are established by the working environmental reasons. Managers and supervisors are responsible for such work environment and the external environment directly affected by the different decisions they take. The responsibility lies within their powers to create such a good working environment and the external environment as possible, and the immediate superior shall be informed when the powers are not sufficient.

## **Skills development**

Skills development is continuous. Both internal and external training. We have a close cooperation with suppliers with regard to training, new methods and technologies. All new employees undergo a thorough induction training. Our internal training program that all employees must undergo includes methods, techniques, mtrl / chem, customer service, ISO systems, work etc.

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## **Security and Privacy**

We apply and guarantee full confidentiality to clients. Our employees are bound to secrecy and checked against criminal records. Keys / access cards acknowledged and stored safely. We are liability insured (maximum 10 miljon) for the damage occurs.

Our employees wearing uniform work clothes with logo and ID card with photo ( ID06 ).

Key management is done with Confidentiality ie we write no customer name on the key tags, key tags used are safety tiles at possibly remove unsuccessful can not be traced to the customer.

Quality work according to ISO 9001: 2000 and Environmental ISO 14001: 2004

Begun in autumn 2017 is expected to completed in 2017/18

What is it that makes us a winning concept? The concept is called service!

To make it extra required for customers to feel appreciated!

## **Order our services?**

Kind regards

Stefan Spångberg

Owner and founder

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