



Shielding & Shining

Company Profile



✓ Together...
we can.

ENTELLUS

SECURITY AND ALLIED SERVICES PVT. LTD.

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Entellus Security and Allied Services Pvt. Ltd. was incorporated in the year 2008 and is today one of the most professional, quality conscious and versatile company offering an array of customized and flexible services to ensure the smooth running and functioning of your company without the hassle of you facing day-to-day complications. Successfully managed by **Mr. Vishal Taneja**, who has held the rank of a Major in Indian Army, the company is privileged to be registered under the Director General Resettlement, Ministry of Defense, Govt. of India.

Why a Professional Security & Facility Management Company?

Business entities have come to realize that maintaining a well-managed and highly efficient facility is critical to success. On one hand the era of traditional security and other non-core competencies based on manpower on permanent roll has gone. The security of an organization requires a well-planned security program managed by professionals who can provide security by identifying dangers and provide for their elimination.

On the other hand, new technologies, environment consciousness and health concerns have also had a major impact on the importance for the need of an organized Security and Facilities Management company. Both, the workers and clients, not only appreciate a well-managed facility contributing towards employees' career improvement and greater welfare, but also providing for improved work performances, productivity and economic benefits.

By outsourcing your requirements to ENTELLUS, you achieve a single point accountability, which gives you

- Meticulously planned and diligently executed solutions.
- Healthy, comfortable, safe and secure work environment.
- Customized solutions to each variable, to suit clients' specific needs.
- On-going transactional cost efficiencies.
- Extended assets' life and reduced maintenance costs.
- Overall quality improvements.

Advantages of ENTELLUS

- Single stop solution to all needs of clients.
- Single point responsibility for multiple activities.
- Accessible 24 x 7.
- Professional expertise of a team of highly motivated, qualified & experienced management.
- Highly motivated and well-trained workforce with expertise in their respective field of operation.
- Standardized as well as customized solutions to suit clients needs.
- Standard Operating Procedures and Systems.
- Timely and effective response on clients call.
- Completely ethical and transparent organization with best practices in industry.
- Utmost industrial and business confidentiality.
- On going cost efficiencies.
- Regular audits and assessments.
- Close liaison with clients to achieve :
 - ✓ Confirmation of clients' satisfaction.
 - ✓ Assessment of over all performance of our employees.
 - ✓ Implementation of laid down procedures and guidelines.
 - ✓ Prompt solutions to requirement identified.
 - ✓ Furthering good client relationship.





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Housekeeping Services





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In Housekeeping Services, we have dedicated staff trained in their specific trades and with a business mission of providing our valued customers with healthy, hygienic & pollution free environment. Smart Colour Cleaning Systems used by us combines technology with the productivity and sanitation benefits of visual coding. Ergonomic cleaning products with color-coded enhancement help our housekeepers easily organize both their equipment and their workdays resulting in improved and efficient performance, no cross contamination, reduced risk, better sanitation and cleaner facilities. Our machines are drawn from international brands in the field of cleaning machines. From dependable classics to new innovations like Micro Fibre and ergonomically engineered cleaning tools we utilize a wide range of tools and mechanical equipment to make our work go faster and easier.



Daily Cleaning

Entellus Security and Allied Services Pvt. Ltd. offers highly dedicated and reliable Daily Housekeeping Services. We make sure that only the most reliable and efficient staff is hired for rendering services. The daily housekeeping services include the under-mentioned tasks.

Sweep Clean

- Damp Mopping of tiles, vitrified floors, staircases and sidewalls.
- Floors shall be free of dirt, mud, sand, footprints, liquid spills, and other debris.
- Chairs, trash receptacles and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency may be higher than once per day. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
- Sweep Clean of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions.
- Sweep Clean of areas like common area, walkways, terrace, lifts, reception area etc.



Washroom Cleaning

- Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non- abrasive cleaners and disinfectants.
- All surfaces shall be free of grime, soap mud and smudges.
- Cleaning of mirrors, glass doors, glass windows, etc.
- Replacement of paper towels, toilet paper, and soap dispenser in all bathrooms shall be performed.

Trash Removal

- Emptying all waste paper baskets, ashtrays (if applicable) from all shop floor areas, and washing or wiping them clean with damp cloth, replacing



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plastic wastepaper basket linings and returning items where they were located.

- All waste from waste paper baskets will be collected and deposited in the building's waste containers.
- Dry & wet garbage would be segregated and dumped into designated area within the premises.

Glass Surface Cleaning

- All glass at entrance doors of the premises would be cleaned using damp and dry method.
- Glass tabletops (if applicable) and glass accessories would also be cleaned.
- Removal of grease marks or fingerprints from glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.

Damp & Dry Cleaning

- Wipe clean all tabletops of workstations, cubicles and other furniture and fixtures.

Garbage

- Collection, sorting and removal.

Weekly Cleaning

While the regular Daily Housekeeping Tasks are being carried out, we have a vast list of jobs to be undertaken by our staff on weekly basis at our clients' location. These tasks are performed preferably on weekly off days or else are included in the job cards of our staff and are routinely performed so as to come in weekly schedule. The weekly housekeeping services include the under-mentioned tasks.



Deep Cleaning

- Stairways, Surrounding Common Areas, Terraces, Utility Rooms
Ceilings, Walls, Partitions, utility rooms.
- Toilets and Washrooms.

Window Glass Cleaning

- Interior & Exterior glass (where accessible) will be cleaned on both sides, throughout the building.
- Dusting window- sills and blinds.

Sanitizing

- Office Desk paper bins would be cleaned and sanitized.
- All washroom dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.





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Monthly Cleaning

Besides the daily and the weekly tasks, monthly tasks are earmarked to be done once in a month basis. These form an automatic part of the job schedule of the supervisors/ site in-charge and the staff alike. Our housekeepers make sure that all the monthly assigned tasks are completed within the pre-defined time and schedule. The Monthly Housekeeping Services include the under-mentioned tasks.

Dusting & Wiping :

- Dusting & wiping light fixtures affixed to walls (not part of ceilings) when completed the light fixtures shall be free from dirt, grime, dust and marks

Polishing

- Mansion Polish of furniture and other wooden fixtures where applicable.
- Applying metal polishes to accessories or door handles, hand railings, lift walls, etc. where applicable.

Scrubbing :

- Scrubbing of all floor areas with scrubbing machines.



Special Cleaning (At Additional Cost)

We provide Special Housekeeping Services to our valuable clients. We have a separate team of skilled housekeeping personnel who are well versed with the advanced cleaning processes, sanitation techniques and usage of latest machines. This team follow a specially designed procedure to render these services in the defined time and at best rates. The Special Housekeeping Services include the under-mentioned tasks.



- Stripping and applying new polish to the floors.
- Burnishing.
- Carpet Shampooing.
- Stone crystallization and impregnation.
- Jet Wash Cleaning of External walls.



OUR SERVICES:

- Security Services
- Housekeeping Services
- Manpower & Management Support Services
- Maintenance & Upkeeping Services
- Fire Prevention Services

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