### **Company Profile**





# **ENTELLUS**

SECURITY AND ALLIED SERVICES PVT. LTD.

#### Regd. Office:



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.



## Maintenance & Upkeeping Services





ENTELLUS is one of the leading names that is acclaimed for rendering the most reliable yet affordable Maintenance &

Upkeeping Services to the clients. We are assisted by a team of qualified professionals who specializes in offering the Maintenance & Upkeeping Services as per the requirements of the clients. All the issues related to troubleshooting, application, maintenance or support is covered under our offered Maintenance & Upkeeping Services.

This scope of work essentially indicates Maintenance & Upkeeping services pertaining to upkeep & smooth working of the equipment installed at the premises. Preventive Maintenance will be carried out for each & every equipment listed in this scope of work as per routine maintenance practices/OEM manuals.



#### Power Generation and Electrical Distribution System

- · Maintenance of transformers Monitoring of oil level, temperature & performing scheduled maintenance.
- LT Panels, Distribution Boards Regular maintenance, vacuum cleaning of panels, visual inspection, insulation testing, testing of relays & contractors, cleaning of contacts and carrying out calibration for different equipment as and when required.
- Diesel Generator Sets Operating the DG Set as per requirement and logging all parameters, routine checking
  in all respects. Cleaning and changing of air filters, oil filters, exhaust system checking & cleaning, governor
  checking & checking of battery condition & topping up of electrolyte in batteries, cleaning of radiator
  & topping of coolant will be carried out. Requisitioning for fuel oil, transformer oil etc.
- Lighting Panels & Fixtures Trouble shooting & replacement faulty tubes/bulbs, fans, switches, socket MCBs, fuses etc. and other electrical accessories wherever possible.

#### Heat Ventilation & Air Conditioning System

- Maintenance of Chillers (Refrigeration Compressors)- Monitoring discharge and suction pressure of compressors, monitoring and controlling condenser water temperature & pressure, monitoring & controlling chilled water temperature & pressure, Electrical & Mechanical preventive maintenance.
- · Air Handling Units, Fan Coil Units, Ventilation System Routine services like air filter cleaning, motor greasing, belt
- tightening & replacement, motor & fan alignment, cleaning of cooling coils as scheduled. Checking and replacement of faulty valves, gaskets, drain line clearing.
- Operation of Split / Package /Window AC. Air temperature checking.
- Chilled Water Pumps & Condenser Water Pumps Operation of pumps, maintaining pumps like impeller maintenance, motor greasing, checking and replacement of faulty valves, gaskets etc

#### Water Supply & Treatment System

Hydro pneumatic water transfers system. Operation,



monitoring and maintaining like motor greasing, gasket replacement etc.

#### **Plumbing**

- Rectification of leaky taps, cisterns etc.
- Replacement of taps and valves.
- Clearing clogged pipes, drains etc.
- Maintaining of garden sprinklers, hoses etc.
- Minor repairs to all plumbing accessories

#### **Additional Services**

- Fountain & Water Pumps Operations and maintenance of pumps like greasing, checking alignment, tightening & replacement of gland packing, cleaning trainers.
- All Drainage System Checking and clearing drains choke ups.
- Replacement of washers, taps & other fittings.
- Cleaning of fountains pumps, raw & filter water pumps, chiller pumps, submersible pumps, sump pumps etc.

#### Minor Carpentry Repairs

- Changing / replacement of door / cupboard locks, tower bolts, door closers etc.
- Tightening loose screws on hinges, furniture, self supports, pelmets etc.
- Replacement of chair casters.
- Repair, replacement of drawer slides & knobs/ handles.

#### Painting / Polishing Touch Ups

- Paint touch up on scratches etc. provided exact shades of paint available.
- Polishing Using readymade available products e.g. Rubbing compound, Can lacquer spray, wax, polish etc.
- Painting on services pipelines for color-coding / identification.

#### Minor Civil Jobs

Rough plaster, mortar, and concrete repairs.

Note: Major break down maintenance and overhauling of the equipment will be coordinated with the OEM/Annual Maintenance

Contractors.



#### Manpower

We provide proper & efficient engineering services in the premises by deploying sufficient number of trained, experienced and competent technical personnel. All statutory requirements like EPF, ESIC will be met with. Necessary training to staff will be provided by ENTELLUS in house/on site as & when required.

- Carry out day to day activities required in operations.
- Operations and monitoring of Utility Services e quipment, logging of all related parameter pertaining to the equipment, assessing the data and initiating necessary





actions depending on the analysis of data/records.

- Carry out maintenance services at specified intervals as per the OEM service/ operations manuals.
- Coordinating with AMC contractors for break down maintenance & major overhauling required at times.
- Continuous efforts will be made to minimize the down time of equipment

#### Materials Consumable & Spares

- Inventory management of all consumables & spares which are provided by clients.
- Coordinating with the suppliers for regular supplies of such material, Inspection and checking of material (spares & consumables) and forwarding invoice for payments.
- · Efforts will be made to reduce inventory levels.
- In case of AMCs, the spares required will be governed by the nature of contract.

#### **Annual Maintenance Contracts**

- AMCs will be required for some critical equipment depending upon the nature of equipment. Coordination & monitoring of any AMC pertaining to ENTELLUS scope of work shall be done by us.
- Efforts & suggestions will be made to reduce the AMC costs through alternate arrangements.

#### **Providing Operations & Technical Support**

- Manning for the Engineering services, continuous monitoring of calls and complaints, work allocation to shift technicians and follow up on work progress.
- · Generation of reports for Maintenance, maintaining & analyzing equipment operation logs for equipment.
- Implementing Preventive maintenance as per operation & maintenance manuals.
  - Co ordination & Monitoring of AMC.
  - Fire Safety & Equipment





