

OFFICE MANAGEMENT SERVICES

Romec manages all 'office services' in the workplace including: reception, manned guarding, building access systems, switchboard and meeting rooms. We also manage mailroom systems including the provision of staff and equipment as well as support for office machinery.

Our objective is to provide a professional working environment to building owners and occupiers, whilst at the same time, adding value through efficiency savings and flexibility.

THE BENEFITS

- > Total bespoke site management services
- > Providing a professional front to businesses, Romec employees integrate into your company and manage all reception and switchboard operations
- > From incoming mail through internal distribution and collection, to franking and outward mail services
 - Romec manages all your mail room services
- > Romec ensures that buildings comply with all necessary statutory regulations and that a safe working environment exists for building occupiers
- > Meeting room management using Computer Aided Facilities Management software (CAFM). Providing an opportunity to maximise your meeting room utilisation by identifying rationalising opportunities.



OFFICE MANAGEMENT SERVICES

- > Reception service and access systems
- > Securing the property and its contents
- > Car parks
- > Meeting rooms
- > Fire safety procedures
- > Crisis management
- > Switchboard
- > Site log books
- > Porterage services
- > Centralised help-desk

MAILROOM MANAGEMENT

- > Provision of staff and equipment
- > Physical to electronic transfer
- > Stationery distribution and management
- > Bespoke solutions

RECORDS MANAGEMENT

- > File management
- > Secure, off-site storage
- > Box storage
- > Computer media storage
- > Records management consultancy

OFFICE MACHINERY

- > Managing photocopiers
- > Meeting room equipment
- > Service and maintenance of photocopiers, fax machines and printers
- > Office removals and relocation management
- > Full print and reprographic service

SERVICE DELIVERY METHODS

- > Nationwide
- > Project management
- > 24-hour help desk

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For more information contact Romec at: www.romec.com



INVESTOR IN PEOPLE

OTHER ROMEC SERVICES INCLUDE:

