



**SHRISHTI**

FACILITY MANAGEMENT SERVICES

CLEAN SPACES.  
SAFE PEOPLE.  
BETTER EVERYDAY.

## MESSAGE FROM THE FOUNDER & DIRECTOR

Dear Clients, Partners, and Friends,

When I founded **SHRISHTI FACILITY MANAGEMENT SERVICES**", the goal was simple yet thoughtful to redefine the spaces where people live, work, and thrive. We realized that a building is not just brick and mortar; it is a dynamic environment that drives productivity, ensures safety, and impacts lives people every single day.

In today's fast-paced business managing facilities requires like manpower service support for Hotel, Hospital, IT Building, Mall and commercial sector are more than just reactive services to our clients. It demands a strategic, integrated partnership. At **SHRISHTI**", we combine skilled manpower, structured operations, and cutting-edge technology to offer seamless, proactive property management solutions. We take the operational complexity out of your hands so you can focus entirely on what you do best growing your core business.



Our journey has been anchored by an unwavering commitment to excellence, transparency, and accountability.



Whether managing single-site offices or sprawling multiple facility campuses, our promise remains the same to deliver clean, safe, efficient, and highly sustainable environments.



We owe our success to the deep trust of our clients and the tireless dedication of our background "Employees" who work around the clock.



As we step into the future, we look forward to elevating your everyday workplace experiences and building a lasting relationship with you.



Thank you for choosing us as your trusted facility partner.

Warm regards.

*Dinkar*

**DINKAR KUMAR**

Founder & Director

**SHRISHTI FACILITY MANAGEMENT SERVICES**

**"Our mission is to deliver excellence  
in every service, every day, round the  
clock"**

## DEAR CLIENT / BUSINESS PARTNER

On behalf of the leadership team. I am thrilled to welcome you to “**SHRISHTI FACILITY MANAGEMENT SERVICES**”

We are dedicated to providing a safe, comfortable, and sustainable environment so that you can focus entirely on your core business goals. Our facility management philosophy goes far beyond basic maintenance - we act as strategic partners to optimize building performance, enhance occupant experience, and cost saving initiatives. Through our integrated approach, we ensure that every aspect of your facility from daily upkeep to critical infrastructure operates with the highest level of efficiency.



### OUR CORE SERVICES

#### PREVENTATIVE & CORRECTIVE MAINTENANCE

Minimizing downtime and ensuring all building systems run flawlessly.



#### HEALTH, SAFETY & COMPLIANCE

Maintaining strict adherence to statutory regulations and industry standards.



#### ENERGY MANAGEMENT

Deploying smart systems and sustainability practices to reduce operational costs and your carbon footprint



“Our multidisciplinary team of Housekeeping. F&B Service. Kitchen Stewarding. technicians. Plumber and support staff is always on hand to deliver proactive, solution-driven results. We pride ourselves on transparent communication, swift issue resolution, and a continuous commitment to quality”.

### SOFT SERVICES

Overseeing highly responsive cleaning, landscaping, and waste management operations.

Should you have any inquiries or require facility assistance, please reach out to our website.

© <https://shrishtifms.com>

Thank you for trusting us with your space We look forward to a successful partnership.

Sincerely



**PINKI BISWAS**

General Manager

SHRISHTI FACILITY MANAGEMENT SERVICES

M. No. 9382117527

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**Dear Client / Business Partner**

**At SHRISHTI FACILITY MANAGEMENT**

**SERVICES**, we understand that an efficiently managed environment is the backbone of any successful business operation.

As the Operations Manager, my core commitment is to ensure that your physical infrastructure operates flawlessly, safely, and cost-effectively every single day.

Our facility management framework integrates skilled professionals, robust Standard Operating Procedures (SOPs), and predictive technologies to minimize downtime and extend asset lifecycles. Whether managing critical infrastructure, soft services, or regulatory safety compliances, our primary goal is to handle the complexities of your facility so you can focus entirely on your core business



We do not view ourselves merely as an external vendor, but as a strategic partner dedicated to maintaining the **asset value, sustainability, and day-to-day continuity** of your workplace.

Sincerely,

**PURNA CHANDRA MONDAL**

Operations Manager

**SHRISHTI FACILITY MANAGEMENT SERVICES**



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## **HOTEL ROOM CLEANING**

Hotel Room Cleaning follows a top-to-down approach, starting with airing out the room, stripping linens, and removing trash. Cleaners then dust surfaces, sanitize the bathroom, make the bed, and vacuum the floors.



## **CARPET SHAMPOOING**

Carpet Shampooing is a deep cleaning process that utilizes specialized detergents, scrubbing machines, and wet extraction to remove embedded dirt, tough stains, and allergens from carpet fibers.



## **FACADE CLEANING**

Facade Cleaning is the professional process of restoring a building's exterior by removing dirt, stains, and pollution. For high-rise and commercial buildings, it primarily involves rope access (or "Spiderman") systems, water-fed poles, and cradles.







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## GENERAL CLEANING

Sweeping, mop, vacuum, and dust al assigned spaces and surfaces



## SANITATION

Deep cleaning of tubs, toilets, tiles, and vanity areas and applying disinfectant chemical.



## ROOM UPKEEP

Slop and remake beds, changing linens and replacement of amenities.



## WASTE REMOVAL

Empty trash receptacles, replace bin and sort recycling materials



## SUPPLY REPLENISHMENT

Restock guest consumables, soap and tissues, etc...



## LAUNDRY MANAGEMENT

Wash, dry, iron, fold, and property storage of and guest laundry or other linens



## MAINTENANCE REPORTING

Identity and log property damages, broken and reporting to the maintenance department repairing.



## GUEST RELATIONS

Respond to the guest and assist them as they required in a professional approach.





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## LAUNDRY PRESSING

Professional steam ironing and garment pressing using commercial equipment to remove wrinkles, restore fabric shape, and deliver clean, crisp, ready-to-use uniforms and linens.



## KITCHEN STEWARDING

Dishwashing, pot cleaning, kitchen sanitation, waste disposal, and equipment organization to maintain the highest standards of hygiene and food safety.



## BANQUET SERVICE

Professional banquet setup, food and beverage service, table arrangement, guest assistance, and post-event clearing to ensure a seamless hospitality experience.





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## TRAINING ON CLEANING TECHNIQUES & STANDARDS

### 1. CLEANING TECHNIQUES & STANDARDS



- **Room Servicing:** Step-by-step procedures for occupied, vacant, and check-out rooms.
- **Bathroom Sanitation:** Deep cleaning of tubs, toilets, tiles, and vanity areas.
- **Bed-Making:** Proper tucking, hospital corners, and quality inspection of linens.
- **Dusting & Polishing:** Surface-specific



### 2. EQUIPMENT & CHEMICAL SAFETY

- **Chemical Handling:** Dilution ratios, proper use of PPE, and reading Material Safety Data Sheets (MSDS).
- **Equipment Operations:** Safe usage and routine maintenance of vacuum cleaners, buffers, and floor scrubbers.
- **OSHA & Hazard Awareness:** Prevention of slips, trips, falls, and exposure to bloodborne pathogens

### 3. PROFESSIONAL CONDUCT & SERVICE

- **Guest Relations:** Positive body language, handling requests, and responding to "Do Not Disturb" (DND) protocols.
- **Discretion & Privacy:** Respecting cultural sensitivities and maintaining guest confidentiality.
- **Lost and Found:** Procedures for logging, securing, and returning misplaced guest items

### 4. OPERATIONAL & MANAGEMENT SKILLS

Time Management • Work Planning • Team Coordination • Quality Control Inventory Management • Reporting & Documentation • Continuous Improvement

- **Cross-Department Communication:**  
Reporting maintenance issues (e.g., leaks, broken bulbs) to engineering and coordinating statuses with the front desk.
- **Time Management:**  
Optimizing trolley organization, prioritization, and standard time expectations for different room types.
- **Linen & Laundry Management:**  
Sorting, washing, stain removal, and inventory tracking.

## Our Prestigious Clients:-



## SHRISHTI FACILITY MANAGEMENT SERVICES

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**THANK YOU**