

M. HALLOUMAS CONSTRUCTION CONSULTANTS LTD

Services on Building Management

Our company offers:

- Advise for the proper establishment and maintenance of the Management Committee as required by the relevant legislation.
- Computation and preparation of common expenses' analytical table showing net costs of the building. Inform every party separately for the payable balance.
- Collection and management of common expenditures / revenues.
- Keeping fixed amount for future work in the building or for some unforeseen expenses.
- We keep files that anyone from any apartment can access, for any confirmation of the economic transaction made.
- Payments of accounts (EAC, CYTA, S.Y.L, lift maintenance, building cleaning, gardening, etc).
- Arrange meetings with Tenants and Management Committee.
- Preparation of minutes from the meetings of the Management Committee and inform all parties with issues that were discussed.
- Resolve all problems that may exist in the building such as building maintenance **and interventions on Energy Saving.**
- Civil Engineering advices.
- Standard weekly controls.
- Advice for claiming old or overdue amounts from tenants pursuant to the Real Property Law.

Within our diversity, our company prepares folders and files for each project with all the necessary information, such as project plans, photo archive, list of contact details of all involved, promotions, calendar monitoring the project and energy studies to improve the building.

Special services (Optionally):

- Building Insurance (preparation of documents and discussions with insurance companies for the most suitable for the building).
- Cleaning of the building by specialized personnel based on a program that it is given to all apartments (1 or 2 times a week).
- Internal cleaning of the bins by specialized staff and equipment (6 times a year).
- Weekly inspection of the building (interior, exterior, roof, basement).
- Recording problems arising in the building (e.g. blown light bulb, plug gutter, problem with lift and others).
- Direct resolve of any problems that may arise in the building, in common areas or in apartments.
- Prepare offers for any technical work needed.
- Inspection and maintenance of the fuel machine room and the boiler or any cooling system.

Additional Services:

- Energy Savings
- Disinfection
- Sewage Works
- Electrical Works
- Cleaning Works
- Plumbing Works
- Monitoring Fire Extinguisher / Fire Safety Tips
- General building works
- Renovations
- Materials work with CE safety standards
- Keeping electronic and paper records (plans, Invoices, Quotes)

Our workshops:

- Electricians
- Mechanicals
- Plumbers
- Pelicans
- Painters
- Gardeners
- Specialized people for metal constructions
- Specialized people for aluminum structures
- Specialized people for waterproofing roofs and terraces
- Locksmiths
- Sewer workshops
- General Cleaning workshops
- Disinfection workshops
- Civil Engineers
- Legal Consultants
- Energy Managers