

General / Janitorial Cleaning  
Fumigation  
Carpet / Floor Care  
Scrap Purchasing  
Logistic Support  
Skill Work Force  
Public Space Maintenance  
Blind and Drapery Maintenance



Regd.0329  
**SAJAN & COMPANY**  
Cleaning! It's good to be business.

As a national facility service provider, SAJAN & COMPANY offers both contracts on demand. Janitorial service for the flexibility to work around your schedule without inconveniencing your team or office visitors. Focus on your core business; leave all housekeeping and janitorial work to us

What janitorial service do you need?

Comprehensive janitorial service from SAJAN & COMPANY includes.

## HIGH STANDARD & QUALITY WORK

Daily cleaning and servicing all offices, Staff Room, Cafeteria.  
Daily moping in all office /daily cleaning all dustbins.  
Daily cleaning of all washroom and toilet.  
Daily cleaning of all stairs /parking area.  
Daily cleaning and dusting of furniture.  
Daily vacuum on carpets/ Heavy rubbish removal.  
Daily cleaning all out side area.  
Removing of spider web of every 15 days.  
General cleaning of grill of every 15 days.  
Cleaning doors, windows, Glasses, inside and outside of every 10 days.  
Removing all spots of every kind from wall, door & windows.  
Cleaning all electric appliances /Kitchen and break room maintenance.  
All related work of janitorial is our responsibility.  
General washing in every 15 days through machines after that buffing.  
Daily cleaning glasses inside outsides.  
Daily dusting reeking/ Window cleaning.  
Lobbies and common Area /Restroom Cleaning and supplies.  
Conference Room Cleaning / Pre / Post Move – In Cleanup.  
Porter / Matron Services / Post – Construction Cleanup.



## CARPET CARE

Vacuum on the carpet  
Spot Cleaning  
Dry Steam and Foam Shampooing



## FLOOR CARE

Marble, Terrazzo, Cement Wood, Vinyl Tile, Rubber  
Marble Restoration  
Surface Cleaning of Raised Tile Floor  
Cleaning Beneath Raised Tile Floor



## PUBLIC SPACE MAINTENANCE

Street Cleaning  
Pressure Washer  
Litter Removal  
Land Scaping



## BLIND & DRAPERY MAINTENANCE

Periodic Blind dusting and washing  
Blind Re – taping and Re – cording  
Mini and Kitchen and Break Room Maintenance  
Professional Drapery Dry Cleaning

## FABRIC & FURNITURE MAINTENANCE

Fabric Shampooing Dry cleaning and Foam Cleaning  
Leather Cleaning and Conditioning



## JANITORIAL SERVICE THAT SHINE

Attracting and keeping clients is the core of your business; providing a clean and comfortable environment is ours. With SAJAN & COMPANY, you save costs without ever compromising the quality of janitorial service. Are there other janitorial service out there that can underbids? Yes, but bargaining – rate contract cleaning company may actually cost you more in the long run if their lack of service cause you to lose business or costs you money in damage or repair.

## STANDARD INSPECTION

Inspection is conducted on a daily and weekly basis by local Supervisor and Manager.

## CUSTOMER COMMUNICATION

Frequent communication is also a key of our management system and we make it easy to communicate with us. Using our website; email and cell phones provided by SAJAN & COMPANY, A project supervisor is always immediately available to handle your service request. Another effective ways for our customs to have a voice is through our customer satisfaction survey, which we use to measure your quality perception of our works by tracking service issues; we can implement preventive/corrective measures as soon as possible.



## WELL DRESS JANITORIAL FORCE

SAJAN & COMPANY customers will always be able to recognize SAJAN & COMPANY's employees because they will proudly wearing SAJAN & COMPANY name. The professional image for our services is just one more way SAJAN & COMPANY works to enhance the overall image at your property. As the old saying goes, we are often measure by the company we keep. Our uniformed service worker helps you project an image of quality and professionalism at your facility.

Now more than ever, establishing an identity and presence at our customer sites is imperative as security at most facilities has become heightened in recent years. Our uniform program helps put your employees, tenants and customers at ease knowing that a service worker comes from SAJAN & COMPANY, a name they have come to know and trust and from a security standpoint, it simply helps to distinguish the people who are supposed to be property from the people who aren't.

The power of a uniform doesn't stop there. It also gives our service workers a greater sense of responsibility and accountability with every action, every day. Our uniform program makes a statement; it says, One Look One Team. Our staff knows that the SAJAN & COMPANY names stands for quality. This notion extends far beyond our employees personal appearance; it reach into the very fiber of our team SAJAN & COMPANY daily work ethic – with the SAJAN & COMPANY name on their shirts as a constant reminder of the task at hand.

To learn more about contract cleaning service cleaning for your business,

**VISIT**





## WE PROVIDE THE FOLLOWING FACILITIES

1. Floor washer machine and polisher.
2. Dust Collector.
3. Vacuum Machines.
4. Duty cars.
5. Caps Uniforms.
6. Mop bucket
7. Hand trolley
8. Garbage trolley
9. Single bucket
10. Sing board
11. Emergency ribbon
12. Window cleaning stick
13. Window bucket
14. Service trolley
15. Buffing Machine & Floor Washing.
16. Glass complete cleaning kit.
17. Hand Broom
18. Dry Dust Mop
19. Carpet Broom and Rod Broom
20. Wheel Barrow and Shovel

## PEST CONTROL

1. Electric Fogger
2. Hand Fogger
3. Spray tank
4. Steel tank
5. Fly catcher
6. Rat Catcher



## MATERIAL LIST

1. 3 Strip Mop
2. Steel Mop
3. Dry Mop
4. Soft broom
5. Phenyl
6. Sweep
7. Acid
8. Chemical Liquid
9. Bleach
10. Scotch bright
11. Air Freshener
12. Room Freshener
13. Road Brush
14. Hand Brush
15. Toilet Brush
16. Toilet pump
17. Vim
18. Surf
19. Fine Duster
20. Floor Duster
21. 5 Stick
22. Small wiper
23. Bucket
24. Dust pan
25. Hard broom
26. All cleaning material provided if require.



## FUMIGATION PEST CONTROL

Our team of professional is well equipped and adequately trained to carry out fumigation, whether it is residential house, office or factory. We are cable enough to eradicate insects, mites, bed bugs, mosquito, lizards, cockroaches, flies and the like organism and rodent control..

### Definition

Fumigation is a method of pest control that completely fills an area with gaseous pesticides –or fumigant – to suffocate or poison the pest within premises.

### Process

Fumigation usually involves the following phases: 1st the area to be fumigated is usually covered to create a sealed environment: next the fumigant is released into the space to be fumigated: then: space is held for set period while the fumigant gas percolates through the space and acts on kills any infestation in then product, next the space is ventilated so that the poisons gas are allowed to escape from the space and render it safe for humans to enter.

### Safety

Fumigation is a hazarding operation and generally it is a legal requirement that the operator carrying out the fumigation operation holds official certificate to perform the fumigation The correct ventilation of the area is a critical safety aspect of fumigation, it is important to distinguish between the pack or source of the fumigant gas and the environment which has been fumigated. While the fumigant may be safe and spent, the space will still hold the fumigant gas until it has been ventil SCRAP





## SCRAP AND SALVAGE SERVICES

Get best offer for disposal of junk material like outdated office equipment, obsolete furniture, waste paper, plastic bottles, junk metallic articles, salvage automobile etc.



## LOGISTIC SUPPORT

In acquiring new office or shifting from one premise to another you need logistic support. Sajan & Company has a team of experienced hands to complete the job in professional way. You just point out where to place your furniture, office equipments, electrical appliances; where to shelve your files and books, our expert do the rest with care and delicacy.



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## RULES & REGULATIONS

Following Rules and Regulations have to be followed during employment with Sajjan & Company:

1. Job will be carried out strictly in accordance with the procedures set by Sajjan & Co.
2. During duty hours, wearing uniform will be mandatory. If someone found without uniform, he/she will be returned from work and no salary will be paid for that particular day.
3. Salary is paid during 5th to 10th of each calendar month. In exceptional circumstances, there is a chance of late salary.
4. Upon receiving complaint against any employee, inquiry is conducted and if found guilty, proper disciplinary action is initiated that could amount to termination of that employee.
5. One week prior approval is mandatory for an employee willing to avail leave. Unauthorized absence from work will be treated gross misconduct that could lead to termination of employment.
6. Unethical behavior/practice such as involvement in stealing/theft (directly or indirectly), dacoity, harassment/threat to any employee/officer/director, consuming toxic material such as alcohol etc will be treated gross misconduct. He/She will refrain him/her to cause damage to any valuable of the customer company.
7. Punctuality is maintained at all cost; late arrival at work is not acceptable in any circumstances. Rs. 100/penalty will be imposed for each late.
8. Any worker may leave the job at any time by serving one month prior notice or depositing one month salary. Upon termination of employment, uniform and identity card will be surrendered. If someone leave the job without giving prior notice, no salary will be payable.
9. If a worker has complaint against any employee/officer/executive/director of Customer Company, he/she will report to Sajjan & Company and will refrain to involve in any altercation.
10. If someone found guilty of preparing forge documents, proper legal action will be initiated.
11. Every worker is required to take good care of property/asset/valuable of the customer company.

## COMPLIANCE OF APPLICABLE LAW & INSURANCE:

Sajjan & Company is fully compliant of applicable labor laws and employees are covered against accidental loss of life, disability and injuries.

# قواعد و ضوابط

## ساجن اینڈ کمپنی کے ساتھ ملازمت کے دوران درج ذیل قواعد و ضوابط پر عمل کیا جائے

- ۱۔ ساجن اینڈ کمپنی کے طے شدہ طریقہ کار کے مطابق کام کیا جائے گا۔
- ۲۔ دوران کار یا یو نیفارم کا پہننا لازمی ہوگا اگر کوئی شخص شخص بغیر یو نیفارم کام پر موجود پایا گیا تو اسے کام سے واپس بھیج دیا جائے گا اور اس دن کی اجرت ادا نہیں کی جائے گی۔
- ۳۔ اجرت ہر ماہ کی 10 تا 15 تاریخ کو ادا کی جاتی ہے۔ تاگزیر حالات کی وجہ سے اجرت تاخیر سے ملنے کے بھی امکانات ہوتے ہیں۔
- ۴۔ کسی کارکن کی شکایت موصول ہونے پر انکوائری کی جاتی ہے۔ قصور وار ثابت ہونے پر مناسب تادیبی کارروائی عمل میں لائی جاتی ہے۔ جو کارکن کی ملازمت سے برخاستگی منتہج ہو سکتی ہے۔
- ۵۔ چھٹی حاصل کرنے کیلئے ایک ہفتہ قبل اجازت درکار ہوگی۔ بغیر اجازت کام سے غیر حاضری مس کنڈکٹ شمار ہوگا جس کے نتیجے میں ملازمت سے برخاست بھی کیا جاسکتا ہے۔
- ۶۔ غیر اخلاقی سرگرمیاں جیسے چوری، ڈکیتی، میں براہ راست یا بالواسطہ ملوث ہونا، کلائنٹ کمپنی کے کسی ملازم / افسر یا ڈائریکٹر کو خوفزدہ کرنا، دھمکی دینا، نشر آوارا شایہ جیسے شراب وغیرہ کا استعمال مس کنڈکٹ شمار ہوگا۔ ورکرز کلائنٹ کمپنی کی قیمتی اشیاء کو نقصان نہیں پہنچائے گا۔
- ۷۔ پابندی وقت کا ہر قیمت پر خیال رکھا جائے گا۔ کسی بھی صورت تاخیر سے کام پر آنا قابل قبول نہیں ہوگا۔ تاخیر سے کام پر آنے والے کو -100 روپے جرمانہ ادا کرنا ہوگا۔
- ۸۔ کوئی بھی کارکن ایک مہینہ قبل نوٹس دے کر یا ایک ماہ کی تنخواہ جمع کر کر ملازمت چھوڑ سکتا ہے۔ ملازمت چھوڑتے وقت یو نیفارم اور شناختی کارڈ جمع کرانا ہوگا۔ اگر کوئی بغیر نوٹس ملازمت چھوڑے گا اسے تنخواہ ادا نہیں کی جائے گی۔
- ۹۔ اگر کسی کارکن کو کلائنٹ کمپنی کے کسی ملازم / آفیسر / ایگزیکٹو یا ڈائریکٹر کے خلاف کوئی شکایت ہو تو وہ ساجن اینڈ کمپنی کو بتائے گا خود کو کسی لڑائی، جھگڑے میں ملوث نہیں کرے گا۔
- ۱۰۔ اگر کوئی جعلی دستاویزات بناتا ہوا پایا گیا تو ایسے ورکر کے خلاف مناسب قانونی کارروائی شروع کی جائے گی۔
- ۱۱۔ ہر کارکن کے لئے ضروری ہے کہ وہ کلائنٹ کمپنی کی جائیداد / اثاثہ جات اور قیمتی اشیاء کی اچھی طرح دیکھ بھال کرے گا۔

**RULES & REGULATION AND SAFETY PROGRAM FOR  
WORKERS OF SAJAN & COMPANY**

- 1) It is essential for all workers that they all consider the restriction of time and perform his duty honestly.
- 2) Uniform and Safety Shoes is to be used during duty and keep Duty Card with him.
- 3) Always present on duty during the prescribed Duty Hours.
- 4) Work may commence after getting the work permit and follow the principles of the project.
- 5) Job performed according to check list whether it is supplied by the Sajan Company or by the Client.
- 6) Keep away yourself from the electric wires and electrical equipments, if you have work in such areas, then duty perform in the presence of Licensed Electrician.
- 7) If you have work through ladder then keep one helper with you, who holds the ladder tightly.
- 8) During the duty, the use of narcotics such as wine, Hashish. Pan/betel leaf, cigarette, betel nut and Ghutka are strongly prohibited.
- 9) Without the permission of Supervisor, It is prohibited to work in other department.
- 10) Each chemical of Sajan & Company shall be certified by MSDS and after bringing the chemical will be checked by any responsible Officer or Assistant.
- 11) In such area, where chemical are being used, perform the work by wearing safety shoes, safety goggles and gloves.
- 12) In case of emergency, gathered in the Assembly Area and act upon the instructions.
- 13) In case of emergency don't panic and nor forward any frightened things without confirmation.
- 14) In case of any incident, Inform the Duty Officer
- 15) Don't use ring, necklace, thread/bend in wrist.
- 16) Avoid political and religious discussion.
- 17) Take care of your uniform, shoes and other belongs and keep them neat and clean.

# قواعد و ضوابط اور سیفٹی پروگرام ہرائے ورکرز

## ساجن اینڈ کمپنی

- ۱۔ کارکنان پر لازم ہے کہ وہ پابندی وقت کا خیال رکھیں اور اپنا کام دیا ہنداری سے کریں۔
- ۲۔ دوران ڈیوٹی یونیفارم اور سیفٹی شوز کا استعمال کریں اور اپنے پاس ڈیوٹی کارڈ رکھیں۔
- ۳۔ مقررہ ڈیوٹی کے اوقات میں ڈیوٹی پر موجود رہیں۔
- ۴۔ ورک پرمٹ لینے کے بعد کام شروع کریں اور پراجیکٹ کے اصولوں کی پیروی کریں۔
- ۵۔ چیک لسٹ کے مطابق کام کریں خواہ وہ ساجن اینڈ کمپنی کا مہیا کردہ ہو یا کلائنٹ کا۔
- ۶۔ بجلی کی تاروں اور بجلی کے آلات سے اپنے آپ کو دور رکھیں اگر ایسے ایریا میں کام کرنا ہو تو لائسنس یافتہ الیکٹریشن کی موجودگی میں ڈیوٹی انجام دیں۔
- ۷۔ سیزم کے ذریعے کام کرنا ہو تو ایک مددگار کو ساتھ رکھیں جو سیزم کی کو مضبوطی سے پکڑے۔
- ۸۔ کام کے دوران نشہ آور اشیاء جیسے شراب، چرس، پان، سگریٹ، چھالیہ یا گڑکا استعمال کرنے کی سختی سے ممانعت ہوگی۔
- ۹۔ سپروائزر کی اجازت کے بغیر کسی اور ڈیپارٹمنٹ میں کام کرنا ممنوع ہے۔
- ۱۰۔ ساجن اینڈ کمپنی کا ہر کیمیکل MSDS سرٹیفائیڈ ہوگا اور کیمیکل لانے کے بعد کلائنٹ کمپنی کے کسی ذمہ دار آفیسر یا اسسٹنٹ سے چیک کروانا ہوگا۔
- ۱۱۔ جس ایریا میں کیمیکل استعمال ہو رہا ہو وہاں سیفٹی شوز، حفاظتی چشمہ (Safety Google) اور دستانے (Gloves) پہن کر کام کریں۔
- ۱۲۔ ایمرجنسی کی صورت میں اسمبلی ایریا میں جمع ہو جائیں اور ہدایات کے مطابق عمل کریں۔
- ۱۳۔ ایمرجنسی کی صورت میں گھبراہٹ کا شکار نہ ہوں اور نہ ہی خوفزدہ کرنے والی خبر یا تصدیق آگے پہنچائیں۔
- ۱۴۔ کسی حادثے کی صورت میں ڈیوٹی آفیسر کو مطلع کریں۔
- ۱۵۔ دوران کام لگاتاری، گلے میں چین، کلائی میں دھماکہ رینجز کا استعمال نہ کریں۔
- ۱۶۔ سیاسی اور مذہبی گفتگو سے پرہیز کریں۔
- ۱۷۔ اپنے یونیفارم، شوز و دیگر سامان کی حفاظت کریں اور ان کو صاف ستھرا رکھیں۔



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