



SCOTIA CLEAN TECK Ltd.

Scotland's Independent Cleaning Company

Unit 1, West Gorgie Park Industrial Estate
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tel. 0131 443 4455, fax. 0131 444 1909

mail: enquiries@scotiacleanteck.co.uk

www.scotiacleanteck.co.uk

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Company Profile

Scotia Clean Teck Ltd, formed in 1990, is now one of the leading privately owned Scottish Contract Cleaning Companies offering a wide range of cleaning and associated services.

Operating within the Central Belt in Scotland the company operates a personalised, hands on management system.

Large and small companies all have management whose time should best be devoted to the efficiency and development of their own particular business, leaving the day to day cleaning problems to the experts.

Experience

The experience of our management team is unparalleled. The Directors of the company have between them over 70 years experience in the contract cleaning industry and have worked at various levels of management with national and international companies.

All have been formally trained in management and personnel and have attended courses in Health and Safety, Time Management, Action Centred Leadership, Employment Law, Appraisal and Negotiating Skills. Our Contracts Manager and Area Supervisors have all had experience of large and small sites, and are continually kept abreast of changes to legislation, and cleaning techniques.



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Services

daily office
cleaning

commercial and
industrial cleaning

one-shot
cleaning

carpet
cleaning

windows
cleaning

toilet deep
cleaning

kitchen deep
cleaning

venetian blind
cleaning

PC keyboard and
cases cleaning



trade waste

labour supply

janitor supply

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The System

We undertake a comprehensive survey of your premises and discuss your requirement.

We prepare a tailor-made specification detailing the frequencies you require for the task to be carried out in areas surveyed.

Upon acceptance of our quotation detailed work schedules are compiled and printed for our operatives showing the areas of work and the frequencies. The work schedules along with Health & Safety procedures. Training Schedules and Inspection Reports are placed on your premises in files.

At weekly intervals on site, a Supervisor carries out checks of areas already preplanned and submits the report for your inspection before filling in the site file. A copy of the report is sent to our office and reviewed by the Directors of the Company.

Client Liason

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Health and Safety

Health, safety and welfare matters are the responsibility of all staff and are taken as extremely important. Our aim is to continuously maintain an attitude of individual and collective awareness with regard to these responsibilities, thereby putting a stop to the possibility of accidents.

The company is required by law to make all staff aware of the regulations in relation to the "Health and Safety At Work Act 1974". Copies of the company statement as required by the Act of Parliament, will be sited in a prominent place with all our contracts , along with product data sheets.

All repairs to faulty equipment are carried out by a qualified electrician expediently and efficiently.

Protective clothing is available and will be issued on request. In contracts where this may not be a pre-requisite, the clothing will be stored in a convenient place on site and will be issued as required by the supervisor.



This is to certify that
Scotia Clean Teck Ltd

has achieved SAFEcontractor certification status in
recognition of reaching the SAFEcontractor
health and safety standards in accordance with
the schedule overleaf

Signed *[Signature]*
SAFEcontractor Group Managing Director

Date 26th February 2008

This certificate is valid until 23rd February 2009

Certificate Number 00000010



SAFEcontractor
The contractor accreditation scheme for business

National Business Accreditation Scheme Ltd. Registered in England. No. 2744000. Registered Office: 100, Broad Street, Birmingham, B1 2EG. Tel: 0121 634 4000. Fax: 0121 634 4001

National
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Scheme
Ltd.

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Quality Policy

It is the policy of Scotia Clean Teck Ltd to deliver defect free services to our customers on time and at competitive prices.

We endeavor to meet or exceed all customer expectations in partnership with equally committed suppliers.

Quality means conforming to both external and internal customer requirements and we emphasize error prevention to ensure we conform to customer requirements.

It is also our policy to provide an environment that encourages personal respect, mutual trust and involvement with all employees, customers, suppliers and community.

The nature of Quality Assurance makes it impossible for this policy to be fully comprehensive. Scotia Clean Teck LTD publish in the knowledge that, in the long run, the quality of its services depends on the everyday actions of those in its employment.

The total quality management systems of Scotia Clean Teck LTD is based on the requirements of BS5750: Part 2 1987/ISO9002

