



The Ultimate Cleaning Solution

About Shipshape

Our aim at Shipshape Cleaning is to exceed your expectations of a cleaning contractor. The key to our success is the management of each individual contract which has resulted in the continued growth of our Company. We have achieved the highest standard in commercial cleaning within the industry by supplying reliable motivated staff who provide a flexible and innovative solution to your cleaning requirements, on a local and national level.

Shipshape Cleaning Ltd was founded in 2000. We are based on Cressex Business Park, High Wycombe, Bucks.

We provide a quality cleaning service that has been built on our reputation for being the best in the area, with an enviable track record for retaining our clients, many of whom have been with us from day one.

Shipshape Cleaning are an independent contract cleaning company which operates in Bucks, Berks, Oxon and surrounding areas. Shipshape have experienced continued growth over the years with an extensive portfolio of clients. We believe one of the factors to that growth is the management of each and every contract, whilst providing a 'value for money service' to our clients.

We offer the full range of cleaning services for your company or just office cleaning. Whatever you choose you will be impressed with our approach and standards.

So what makes Shipshape Cleaning the exception? The answer to this is three fundamentals:

- **The quality of management applied to each contract**
- **Our commitment to quality throughout everything we do**
- **The investment we make in training to ensure we maintain our standards**

Along with these three areas you will also find we have a flexible approach to our clients and contracts. We can tailor make a service that fits your particular requirements.

We have the highest cleaning standards within the industry and our staff are looking forward to working in partnership with you.

“ I have no hesitation in recommending Shipshape Cleaning Ltd to anyone currently reviewing their cleaning operations. ”

**Paul Griffin - EMEA Facilities Manager,
Zebra Technologies Europe Limited**



“The staff are well trained and receive good supervision”

Maureen Jenkinson - Building Manager
Optic Asset Management

Staff

At Shipshape Cleaning we pride ourselves on the quality of staff we employ. When we are looking for our 'little gems' we recruit staff local to the site and we go through a rigorous process of interviews, reference and ID checks for every single person before they commence work on any site. We not only have a legal but a moral obligation to ensure all our staff meet the legal requirements.

Training

Training is of paramount importance to us on all levels. We firmly believe in investing time and training for every staff member from the start of their employment. This way we can be certain of providing a standard to you that is exceptional.

Cleaners, team leaders, site supervisors are all given a full induction specific to your site. This includes a 'practical cleaning workshop', COSHH and Health and Safety Training. Induction paperwork is signed by the operative and trainer which is kept on their personal file.

As part of our training each cleaner is given their own set of equipment and cleaning products in order for them to carry out their duties to our high standards.

We use 'best practice' procedures of colour coding cloths, mops and equipment to ensure no cross contamination occurs and this is a standard cleaners must adopt from the start.

Quality Control

We have the highest cleaning standards within the industry. All our staff are monitored to ensure these standards are being consistently met.

We carry out regular cleaning inspections called Quality Review Logs on all sites. The reports are available for inspection by yourself when we sit with you to hold our regular review meetings. That way you get to see firsthand the results of inspections by our management team.

Customer Service

Not only will your cleaning team, Site Supervisor and Area Supervisor know and understand your building and contract, our Customer Service Team will also. We do not and will not operate call centres, therefore, every call is dealt with in a timely, efficient and personal manner.

PPE

Staff working on building sites are equipped with full PPE.

Incentives

Shipshape believe in taking care of our employees and rewarding good work and loyalty. That is why we have incentive reward schemes in place.

These are very popular with our staff and it's our way of saying 'thank you' the hard work has been recognised and appreciated.

Uniforms and ID Badges

Our staff have and must wear a staff uniform and ID badge. Apart from looking smarter it's a way of ensuring further security. Your staff can then easily identify cleaning teams within your building or site.

Your Dedicated Team

Every contract has its own dedicated team to work solely in your building or on your site. They will know and understand the specific requirements and cleaning schedule for your contract. Within this team we provide trained staff for holiday cover who once again know and understand your specific requirements.



Office Cleaning

We are totally committed to working in partnership with our clients and cleaning teams. We pride ourselves in the supply of the most efficient reliable cleaners to work on your behalf. We have an extensive portfolio of clients and an enviable record of retaining them. You can be confident that your cleaning requirements are being met.

Managing Your Contract and Your Cleaning Team

- Contracts will be supervised by trained staff and our management team
- We provide daily site supervision
- Dedicated Area Manager for each Contract
- We have quarterly performance reviews with all our clients or as often as you choose
- All cleaning staff are thoroughly interviewed and reference checked
- Full induction and training programme for all cleaning staff
- Staff are fully trained in all Health & Safety procedures including COSHH Training

We offer the full range of cleaning services for your company or just office cleaning. Whatever you choose you will be impressed with our approach and standards.

“ Thrifty Car and Van Rental are an extremely happy customer who look forward to working with everyone at Shipshape for a long time to come. **”**

Linda Paul - Director, Central Services
Thrifty UK



Washroom Rentals

It's important that your washrooms are always kept completely hygienic and sanitised to the highest standards, we offer a range of sanitary contract equipment. Not only is it important that the equipment we provide is efficient, reliable and hygienic but it must look good too.

Feminine Hygiene Units

Our Feminine Hygiene Units are slim line, pedal operated systems for a safer hygiene standard that is professional and discreet. These also come in chrome.

Cistern Sanitisers

Our cistern sanitisers are the most effective system for automatic toilet and urinal maintenance. Our customised programme delivering a concentrated cleaning and sanitisation formula that will prevent odours and counteract the formulation of scale.

Air Dispensers

The programmable air dispensers provide a fresh fragrance in your washroom or office area that is long lasting, unique and supremely effective in neutralizing odours. Choose from 8 modern fragrances to suit all preferences. These also come in chrome.

Vending Machines

We can supply either dual column vending machines that offer quality brands of sanitary products, or multiple product machines that offer a variety of items including tissues, tights, headache tablets & vanity packs. These also come in chrome.

Washroom Dispensers and Consumables

Washroom Dispensers

The presentation of your washroom plays an essential part in reflecting a clean, healthy and professional workplace. We can supply a wide range of dispensers to suit your style, colour scheme and budget as well as a comprehensive range of consumables to fit any dispenser. We can fit out your washrooms with a full range of matching, eye catching dispensers from all the leading brands including

- Paper Towel Dispensers
- Toilet Roll Holders
- Soap Dispensers
- Washroom Waste Bins

Consumables

We have an extensive range of consumables for you to choose from and we supply all the leading brand products, we work with you to suit your budget. We can supply the most luxurious paper products to the most basic, depending on your specific requirements.

- Toilet Tissues
- Paper Towels
- Facial Tissues
- Hand Soaps
- Centre Feed Rolls
- Rubbish Sacks
- Bin Liners
- Dishwashing Detergent
- Rinse Aid
- Dishwasher Salt
- Laundry Detergent
- VDU Wipes
- Catering Disposables

Additional Services

We supply the full facilities management should you wish to have all these services with one contractor. We aim to make your life easier with one point of contact from customer services through to your customer accounts. All services will be clearly documented together on one monthly invoice.



Window Cleaning

To ensure windows in your building and entrances are kept clean and looking good, we offer the highest standards in window cleaning technology. We operate the Health & Safety approved Reach & Wash system and we are specialists in high rise and difficult to access cleaning.



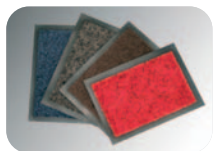
Carpet Cleaning

Our carpet cleaners are trained by the National Carpet Cleaning Association, Ashby's and Prochem and offer a comprehensive portfolio of restoration and cleaning services, including: Carpeting cleaning to maintain the cleanliness to prolong life of carpets and Spot clean and stain removal.



Plants

Research studies have shown that plants have a positive effect on our well being and in the workplace they help keep the climate healthier and more stable. Our plants come in a unique range of environmentally friendly displays to fit all budgets. We also supply ready dressed Christmas Trees.



Dust Control Mats

We supply all types of matting for office and commercial use. Logo mats are custom designed and will enhance your Company image. With excellent definition and visual clarity printed in non-fade colours they will add the finishing touches to any reception area.



Blind Cleaning

Blinds attract dirt, dust, pollen spores and airborne bacteria. Replacing them can be expensive and unnecessary. We can clean and repair your blinds at a fraction of the cost of replacing them and they will look as good as new.



Telephone Sanitisation

Office environments are a breeding ground for all types of viruses and bacteria and germs can easily be transferred through telephones. We use a product that is used in hospitals to combat all types of bugs including MRSA and Novo Virus, ensuring the equipment is clean and germ free.



Computer Sanitisation

This equipment can harbour large amounts of bacteria. Our cleaning teams are trained specifically to sanitize your pc's including your mouse and keyboard. This cleaning is carried out in a professional and efficient manner with minimum disruption to your work force.



Ground Maintenance

We will keep the outside of your building looking as good as the inside! Our groundwork teams will maintain your gardens, parking and communal areas to a high standard.

Environment

Forget about how 'trendy' it is to be environmentally aware and 'doing our bit' for the planet. Yes it is, however, it's not only trendy but essential as we all know. Shipshape Cleaning are dedicated and committed to work in partnership with you on all aspects of environmental issues relating to your cleaning contract. We have had strong 'green policies' from the start in 2000.

We supply chemicals that will not harm you or the environment and are 100% recyclable. For a more environmentally friendly office clean, we can provide environmentally friendly product ranges such as Method, Faith in Nature and bioD. From multisurface cleaners, washroom soaps to dishwasher powder.

Recycling

Whether you have a recycling policy in place or you are about to start recycling in your organisation we can assist you in implementing the changes. Here are just some of the things we can supply:

- Colour coded containers for waste recycling
- Lockable waste containers for confidential waste and shredding
- Recycling of paper, tins, plastic, glass and cardboard

Micro Fibre Cloths and Cleaning Systems

We only use the 'revolutionary micro fibre' cleaning cloth system for cleaning, using the most hygienic cloths on the market, we are adopting a system that ensures a reduction in the need for industrial cleaning chemicals within your office or building.

Not only is micro fibre proved to be more hygienic it is also more efficient than conventional cloths. The areas in your building will be cleaned to a colour coded system to ensure no cross contamination.

Consumables

Most of our paper products have a percentage of recycled material, however, we can supply 100% recycled paper products for clients who would prefer this option. Our suppliers of these products have the greenest credentials. 'Tork' is the greenest Company.

Biodegradable Cleaning Solutions and Personal Care Products

We have a number of biodegradable ranges that are not harmful to people, animals or the environment. Wherever possible we use only biodegradable products on all our sites and we stock a full range of hand soaps, shower gels and hand creams for your wash rooms.

Health & Safety

Shipshape Cleaning have a commitment to upholding Health and Safety legislative requirements for the benefit of our staff, clients and anyone else that could be effected by our actions or deeds. We have a dedicated Health and Safety Team of consultants who work with us to ensure we are up-to-date with legislative changes, recommendations, reviews and updates on Health and Safety.



COSHH

Our staff are all COSHH trained. We provide clients with their site specific safety data sheets and risk assessments for all chemicals that go onto their site. Whether we are working on a building site or cleaning your premises we will provide you with the following:

- Method Statement
- Risk Assessment
- Safety Data Sheets
- Insurance Certificate
- Health and Safety Policy
- CSCS Card

First Aid

We have a number of staff who are first aid trained specialising in 'First Aid at Work' and we always put a First Aid qualified person on our building sites.



 **SHIPSHAPE**
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