

## Services

Facility Assessments

Facility Management  
Consulting

Asset Optimization &  
Capital Planning

Construction/Project  
Management (Owners  
Representation)

Project & Operating  
Expense Audits

Property & Facilities  
Management

# Services

When you work with Oliver Real Estate Services, you benefit from over 25 years of experience in managing and protecting real estate assets. Below are the ways we do so:

## Facility Assessments

Oliver Real Estate Services, Inc. brings together and manages a team of independent experts for building owners to address their specific concerns and issues. We align the owners needs with the appropriate resources to ensure an accurate and timely review and succinct reporting of issues relating to:

- > Space Utilization
- > Building Codes
- > Parking Lots and Ramps
- > HVAC Systems
- > Building Automation
- > Card Access & Security
- > Life Safety Systems
- > Roofing
- > Building Envelope
- > Indoor Air Quality
- > Environmental
- > Structural
- > Electrical Systems
- > ADA

## Facility Management Consulting

Oliver Real Estate Services, Inc. brings its experience and expertise in commercial property and corporate facility management to assist real estate owners and managers with their facility management practices, expenses, and operations policy and procedures offering consulting services in these areas:

- > Strategic Planning
- > HR Evaluation
- > Operations Policy & Procedures
- > Organizational Assessment/Development
- > Outsourcing Services Audit & Design

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# Services (continued)

## Asset Optimization & Capital Planning

Oliver Real Estate Services, Inc. has the knowledge and experience to assist the building owner and manager in developing strategic long range asset preservation programs and capital plans that fit with the owners goals of owning and operating it's real estate.

Working with qualified experts, we ensure the program is designed to fit the specific needs of the building owner/manager and oversee its implementation. A quality long-range asset optimization program is a dynamic maintenance plan that requiring periodic review. Further, we updated annually to minimize deferred maintenance and optimize financial resources. Issues such as these are included in such a plan:

- > Pavement and Parking Deck Maintenance Programs
- > Building Envelope  
(Curtain walls, window systems, brick/block & doors/frames)
- > Roofing Membrane Maintenance Plans
- > Interior Finishes & Furnishings
- > HVAC Equipment Maintenance & Replacement Processes

## Construction/Project Management (Owners Representative)

Oliver Real Estate Services, Inc. has vast experience in a wide variety in managing all aspects of construction projects on behalf of a building owner or occupant. The planning and execution of a new building, major demolition and remodel or minor face-lift is time consuming and involved. We work closely with the owner of the project to ensure their interests are protected, the schedule is met and the costs are within budget.

- > Project Scope Definitions
- > Site Inspections for conformance to standards
- > Project Controls & Authorizations
- > Progress Meeting Coordination & Documentation
- > Financial Management & Cost Controls
- > Architectural, Engineering & Contractor Selection & Oversight
- > Move Management – Furnishings, Data & Voice Cabling, etc.
- > Contract Negotiations
- > Code Compliance
- > Value Engineering
- > Project Administration
- > Preliminary & Final Budgeting

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## Property & Facilities Management

Oliver Real Estate Services provides comprehensive property & facilities management expertise related to all aspects of the operation of a successful commercial property, including:

### Building Operations

- > Janitorial
- > General Maintenance
- > Engineering & Energy Management
- > Security
- > Window Washing
- > Pest Control
- > Landscaping
- > Snow Removal

### Accounting & Financial Services

- > Budgeting
- > Variance Reporting
- > Invoicing & Collections
- > Vendor Payments
- > Annual Operating Expense Estimate/Reconciliation

### Administrative

- > Lease Administration
- > Records & File Management
- > Contract Negotiations & Documentation
- > Insurance
- > Emergency Tenant Information

### Facility Services

- > Food Service/Vending
- > Office Services
- > Safety & Environmental
- > Emergency Procedures
- > Business Recovery
- > Furniture Relocation Management
- > Telecom Relocation Management

### Customer Services

- > Personalized Service
- > 24/7 Support
- > Documentation & Follow up