

OPERATIONS MANUAL

Client LOGO

Project Name

Address

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Workplace Motivates

Contents

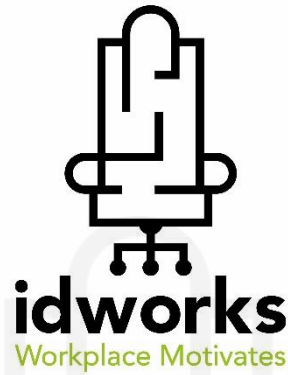
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OPERATIONS MANUAL

PROJECT DIRECTORY

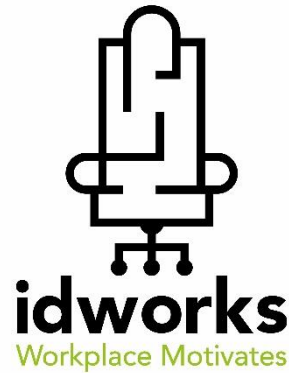
STAKEHOLDERS	ORGANIZATION	NAME	PROJECT ROLE	CONTACT
Client Representative			Chief Operating Officer	
Client Representative			Manager-Admin	
MAIN CONTRACTOR				
General Manager; Oman	IDWORKS GLOBAL	Geanina Sanda	Client Single Point of Contact	
Managing Director Middle East	IDWORKS GLOBAL		Managing Director	
Senior Architect	IDWORKS GLOBAL		Project Architect	
Office Administrator	IDWORKS GLOBAL	Aireene Bajracharya	Furniture Procurement	



CONTACT DETAILS

PROJECT CONTACT DETAILS

Managing Director Middle East	_____ Mob: _____
General Manager, Oman	GEANINA M. SANDA Geanina.sanda@idworksglobal.com Mob: +968 97986460 (Oman) Mob: +966 559352001 (KSA)
Design Architect	_____ _____ @idworksglobal.com Mob: _____



OFFICE ADDRESS

OMAN BRANCH

Al Khuwair, Maktabi Building, Next to Zakher Mall
PO Box 1982 | CP 111 | Muscat | Sultanate of Oman

MAIN HEADQUARTERS

31st Floor, Office 3102 and 3103, United
Tower, Bahrain Bay
Building 316, Road 4609, Block 346
Manama, Kingdom of Bahrain



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SUPPLIER CONTACT DETAILS

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03

OPERATIONS MANUAL

SUPPLIER CONTACT DETAILS

SCOPE OF WORKS	SUPPLIER	Contact Person	Contact Detail	Address
Civil Works	IDWORKS	Geanina M. Sanda- General Manager Oman	Geanina.sanda@idworksglobal.com M +968 97986460 T +968 24391977	Al Khuwair, Maktabi Building Next to Zakher Mall, Muscat, Sultanate of Oman
Glazing Works				
MEP Works				
IT Cabling Works				
Joinery Works				
Signages				
Furniture Supply & Installation	IDWORKS	Aireene Bajracharya- Office Administrator	Aireene.bajracharya@idworksglobal.com M +973 32198515 T +973 17388200	31st Floor, Office 3102 and 3103, United Tower, Bahrain Bay, Bahrain
Carpet Tile- Brand Supply & Installation	_____ Furniture LLC	_____ General Manager	_____@_____.ne t.om Tel: +968-24492000,	Muscat, Sultanate of Oman
Foldable Door & Office Glass Door & Partitions Supply & Installation	_____ Furniture Industry Co.	_____ Product Manager	_____@_____.com M (UAE): +971 M (KSA): +966	P.O. Box _____ - UAE
Wall & Floor Tiles	Tile + Bath	projectssuperstone@gmail.com	_____ M +968 Tel +968	Al Marafah St, Muscat, Oman
Kitchen counter & mixer	Kitchen Equipment	Mr. Abed	Tel: +96	



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WARRANTY CERTIFICATE

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MATERIAL LIST & SPECIFICATION

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06

FURNITURE SPECIFICATIONS & FINISHES

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07

TESTING & COMMISSIONING REPORTS

- *HVAC Air Balancing Report*

08

COMPLETION CERTIFICATES

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AS-BUILT PHOTOS

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AS-BUILT PHOTOS



Reception Area



Meeting Hub



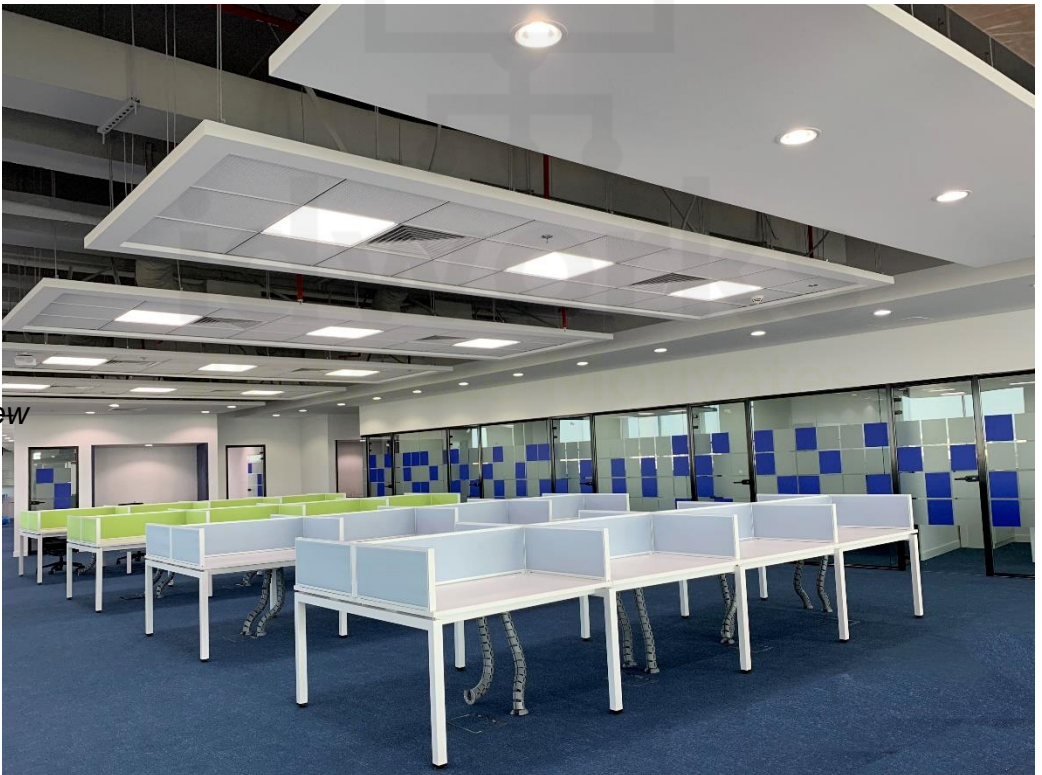
Huddle Area

AS-BUILT PHOTOS

Partner's Offices



*Open Plan View
01*



AS-BUILT PHOTOS

*Open Plan View
02*



Corridor



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AS-BUILT DRAWINGS

Below dropbox link of the CAD & PDF Files

https://www.dropbox.com/sh/1cqlhawtrmyfk8m/AADJZY-8hvf_0njyKZrf-Jfsa?dl=0

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CIVIL DEFENSE APPROVALS

- *ROP Approved Drawing*
- *ROP Certificates*



Thank You...

idworks Global

Kingdom of Bahrain

- *Manama*

Kingdom of Saudi Arabia

- *Riyadh*
- *Jeddah*
- *Al Khobar*

Qatar

- *Doha*

Sultanate of Oman

- *Muscat*

United Arab Emirates

- *Dubai*
- *Abu Dhabi*

Philippines

- *Manila*

Australia

- *Sydney*

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