

The EU House occupied by the European Institute for Gender Equality

City and address: Gedimino pr. 16, LT-01103 Vilnius

Annex 1a

Working programme - Definition and Frequency of Cleaning

This program comprises all sanitary and cleaning products necessary for the rendering of services

Offices and corridors (total area : 1677.07 m²)

Working hours (16:00 - 20:00 Cleaner/s on site during this time)									
Working hours (Cleaner/s on site (2 hours time frame to be confirmed) for rooms open to public)									
Operation n°	Nature of surfaces and services required	Offices	Rooms open to the public (EIGE RDC)	Meeting rooms	Archives and store rooms (excl. basement)	Archives and store rooms in basement	Technical areas (server room)	Remarks	
1	FLOORS								
1.1	All floors: removal of marks, small objects, stains (coffee spillage), etc.	3W	1D	3W	1Q	1Y	1Y		
	INDOOR FLOORS								
	<u>Textile floor coverings (including entrance mats)</u>								
1.2	Vacuum cleaning	3W	1D	3W	1Q		1Y		
1.3	Deep vacuum cleaning (brush or beater)	1Q	1Q	1Q					
1.4	Shampooing	1Y	1S	1Y					
	<u>PVC lino, laminate floor coverings</u>								
1.5	Vacuum cleaning or dust removal		1D						
1.6	Wet cleaning, grease removal		1D						
1.7	Regeneration		1S						
	<u>Hard floors (tiles, stone)</u>								
1.8	Wet cleaning						1Y		
1.9	Grease removal, scouring						1Y		
1.10	Regeneration						1Y		
	EXTERNAL FLOORS								
1.11	Vacuum cleaning or sweeping		1D						
1.12	Washing and grease removal		1D						
2.	VERTICAL PARTITIONS, WALLS								
2.1	Removal of marks, stains, cobwebs	3W	1D	3W	1Q	1Y	1Y		

Shortening: 1D=Daily - 1W=1/Week - 3W=3/Week - 1M=1/Month - 1Q=1/Quarter - 1S=1/Semester - 1Y=1/Year - 4Y=4/Year -WN=when needed

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Operation n°	Nature of surfaces and services required	Offices (1399.69m ²)	Rooms open to the public (EIGE RDC) (63.89m ²)	Meeting rooms (126m ²)	Archives and store rooms (excl. basement) (50.41m ²)	Archives and store rooms in basement (25.49m ²)	Technical areas (server room) (11.59m ²)	Remarks	
	Walls								
2.2	Dusting	3W	1D	3W	1Y	1Y	1Y		
2.3	Wet cleaning, grease removal (by walls texture) with appropriate product	1M	1M	1M			1Y		
2.4	Cleaning of marks on walls (by walls texture) with appropriate product	WN	WN	WN					
2.5	Vacuum cleaning (by walls texture)	1Y	1Y	1Y					
2.6	Regeneration	1Y	1Y	1Y					
	Glazed partitions/walls								
2.7	Stain and finger prints removal, washing and polishing	3W	1D	3W			1Y		
	Glazed doors								
2.8	Stain and finger prints removal, washing and polishing, including metal fixtures	3W	1D	3W					
	Other doors								
2.9	Dusting	1M	1M	1M	1M		1M		
2.10	Wet cleaning, removal of grease, also from handles	3W	1D	3W	3W	1Y	3W		
2.11	Desinfection of handles	1M	1M	1M	1M		1M		
2.12	Regeneration	1Y	1Y	1Y	1Y		1Y		
	Windows								
2.13	Windows cleaning inside	1S	1Q	1S					

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2.14	Windows cleaning outside		1Q						
3.	CEILINGS, height +/- 3-4.5 m								
3.1	Dusting	1S	1S	1S	1S		1Y		
3.2	Wet cleaning, grease removal	1S	1S	1S	1S		1Y		
3.3	Vacuum cleaning	1S	1S	1S	1S		1Y		
4.	FURNITURES AND MISCELLANEOUS EQUIPMENT								
	Work surfaces and other visible horizontal surfaces (window sills, window frames, convectors, etc.)								
4.1	Wet cleaning, grease removal	3W	1D	3W	1W				
4.2	Regeneration	WN	WN	WN	WN				
	<u>Furniture tops clear of obstructions</u>								
4.3	Cleaning with damp cloth and appropriate detergent	3W	1D	3W					
4.4	Re-arrange seats & tables	3W	1D	3W					
	<u>Telephones</u>								
4.5	Wiping	3W	1D	3W					
4.6	Disinfection	1W	1W	1W					
	<u>Desk lamps</u>								
4.7	Dusting	3W	1W	3W					
4.8	Wet cleaning	1W	1W	1W					
	<u>Computer equipment</u>								
4.9	Cleaning and sanitising	3W	1D	3W					

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4.10	Cleaning under keyboard	(1399.69m ²) 3W	(63.89m ²) 1D	(126m ²) 3W	(50.41m ²) 3W	(25.49m ²) 3W	(11.59m ²) 3W	
	Other tops (cupboards, copiers, faxes, scanners, fire extinguishers, flag stoves, plant pots, filing trays (also under) etc.)							
4.11	Dusting and cleaning with damp cloth	3W	1D	3W				
	Waste paper baskets - Dustbins							
4.12	Emptying, including shredding machines (recycling)	3W	1D	3W				
4.13	Cleaning, grease removal (insides and outsides)	3W	1D	3W				
4.14	Disinfection	1W	1W	1W				
4.15	Provide new plastic bags when necessary	WN	WN	WN				
	Chairs, arm chairs (including legs/bases)							
4.16	Dusting	3W	1D	3W				
4.17	Wet cleaning of soft furniture	1S	1S	1S				
4.18	Thorough vacuum cleaning of coverings	1M	1M	1M				
4.19	Regeneration of leather coverings*	1M	1M	1M				
	Radiators, ventilo-convectors, ventilation grills, air conditioning							
4.20	Dusting	1W	1W	1W	1W			
4.21	Wet cleaning, grease removal	1Y	1Y	1Y	1Y			
	Decorative elements, pictures etc.							
4.22	Dusting	3W	1D	3W				
4.23	Wet cleaning, grease removal, polishing	1W	1W	1W				
4.24	Regeneration	WN	WN	WN				

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4.25	<u>Mirrors and glazed elements of furnishings</u> Washing and polishing	3W	1D	3W				
	<u>Glass display cabinets</u>							
4.26	Outsides - stain and finger prints removal, washing and polishing	3W	3W					
4.27	Insides - stain and finger prints removal, washing and polishing	WN	WN					
4.28	Wet cleaning, grease removal, polishing of inside place decorative elements	1S	1S					
	<u>Blinds/Curtains and hangings</u>							
4.29	Dry cleaning or washing	1Y	1Y	1Y				
4.30	Dusting and washing	1Y	1Y	1Y				
	<u>Shelving in reading rooms, offices and archives</u>							
4.31	Dusting	3W	1D	3W	1W	1Y		
4.32	Wet cleaning, including removal and replacement of books or files	1S	1Q	1S	1S	1Y		
	<u>Ceiling lights, wall-lights and emergency lighting</u>							
4.33	Dusting (without disassembly)	1S	1Q	1S	1S	1Y	1Y	
*	For leather chairs specific products are required							

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