

The EU House occupied by the European Institute for Gender Equality

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

Annex 1b

Working programme - Definition and Frequency of Cleaning

This program comprises all sanitary and cleaning products necessary for the rendering of services as well as the provision of soap, paper and soap dispensers, toilet and hand papers, air fresheners, toilet brushes, replacement of kitchen sponges

SANITARY FACILITIES AND KITCHENETTES (Total area : 108,45 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) during this time for areas open to public)						
Operation n°	Nature of surfaces and services required	Sanitary facilities (37,58m ²)	Sanitary facilities open to public (2,52m ²)	Kitchenettes (65,77m ²)	Kitchenettes open to public (2,58m ²)	Remarks
1	FLOORS					
1.1	All floors: removal of marks, small objects, stains, etc.	3W	1D	3W	1D	
	<u>Tile floor coverings</u>					
1.2	Sweep and then mop tile the floors	3W	1D	3W	1D	
1.3	Wet cleaning with disinfectant	1W	1W			
2.	VERTICAL PARTITIONSWALLS					
2.1	Removal of marks, stains, cobwebs	1W	1W	1W	1W	
	<u>Walls</u>					
2.2	Dusting	3W	1D	3W	1D	
2.3	Wet cleaning, grease removal	3W	1D	3W	1D	
	Cleaning of marks on walls (by walls texture) with appropriate product					
2.4	Wet cleaning with appropriate detergent and disinfectant	1Q	1Q	1Q	1Q	
2.5	Regeneration	WN	WN	WN	WN	
	<u>Doors</u>					
2.6	Stain and finger prints removal, removal of grease from handles	3W	1D	3W	1D	
2.7	Wet cleaning, grease removal, disinfection	1Q	1Q	1Q	1Q	
	Desinfection of handles	1M	1M	1M	1M	

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

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2.8	Regeneration	WN	WN	WN	WN	
2.9	Windows cleaning inside	1S	1Q	1S	1Q	
3.	CEILINGS; height +/- 3 - 4.5 m					
3.1	Dusting	1S	1S	1S	1S	
3.2	Wet cleaning, grease removal	1S	1S	1S	1S	
3.3	Vacuum cleaning	1S	1S	1S	1S	
4.	WORK SURFACES (kitchen and wash basins)					
4.1	Wet cleaning, grease removal	3W	1D	3W	1D	
4.2	Wet cleaning with appropriate detergent and disinfectant	1W	1W	1W	1W	
5.	SANITARY & KITCHEN EQUIPMENT					
	Wash (inside and outside) basins, urinals, toilets (with seats), showers, toilet brushes*					1 Shower room
5.1	Wet cleaning, grease removal	3W	1D	3W	1D	
5.2	Disinfection	3W	1D	3W	1D	
5.3	Decalcification	WN	WN	WN	WN	
5.4	Pipes under basins to be damp wiped and polished	3W	1D	3W	1D	
5.5	Unblocking of u-bends	WN	WN	WN	WN	

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	<u>Mirrors, taps, radiators, all toilet accessories (paper holders, towel holders etc.)</u>					
5.6	Wet cleaning, grease removal and polishing <u>Bins and sanitary bins</u>	3W	1D	3W	1D	
5.7	Emptying (recycling)	3W	1D	3W	1D	
5.8	Cleaning, grease removal (insides and outsides)	1W	1D	1W	1W	
5.9	Washing and disinfection	1W	1W	1W	1W	
5.10	Monitor, restock or refill toilet paper, roller and paper towels, liquid soap, plastic bin liners, toilet brushes and air fresheners**					
	Interior of kitchen furniture (refrigerators, microwaves etc.), shelving and cupboards***	3W	1D	3W	1D	
5.11	Cleaning and washing, grease removal <u>Kitchen appliances (refrigerators, microwaves, kettles, coffee machines, dishwasher, oven)***</u>			1M	1M	The quantity of equipment might change
5.12	Cleaning and washing, grease removal from inside			1Y	1Y	2 refrigerators, 1 oven
5.13	De-scaling kettles, coffee machines, dishwasher			1S	1S	1 dishwasher
5.14	Cleaning up any spills in cupboards <u>Furniture (tables, chairs, cupboards etc.)</u>			WN	WN	

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5.15	Wet cleaning			3W	1D	
5.16	Washing			1W	1W	
	<u>Blinds/Curtains and hangings</u>					
5.17	Dry cleaning or washing	1A	1A	1A	1A	
5.18	Dusting and washing	1A	1A	1A	1A	
*	Scouring powders are not to be used					
**	Supplies to be replenished by the contractor including toilet brush and dispensers					
***	Dishwashers. All kitchen crockery etc. to be collected 3W from the loaded dishwashers. When washed and dry, all items to be placed in cupboards etc. Necessary supplies for the dishwasher (i.e. dishwasher liquid/tabs etc.) to be furnished by the contractor.					
	Refrigerators. The shelves, drawers and other removable surface areas from the refrigerator shall be removed and washed down from the spills and food shall be tossed out if it has outlived its shelf life. Dry off completely removed shelves and drawers before inserting back into the refrigerator. Reintroduce the food into the refrigerator by wiping off any jars, bottles and place them back into the refrigerator.					
	<u>Kettles, coffee machines.</u> Descalc the kettles and remove possible remaining aftertaste left after cleaning. Rinse it thoroughly to discard a lingering smell.					

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