

Building jointly occupied by the Information Office of the European Parliament and the European Commission  
Representation in Lithuania

City and address: Gedimino pr. 16, Vilnius

Annex 1c

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 : 1578.29 m<sup>2</sup>)

Working hours (08:00 - 16:30 Cleaner/s on site during this time)								
Working hours (08:00 - 16:30 Cleaner/s on site during this time for rooms open to public)								
Operation n°	Nature of surfaces and services required	Offices EPIO (INCL POLITICAL GROUPS) + ECR	Rooms open to the public (INFO CENTRE)	Meeting rooms MEET + VIDEO CONF.	Archives and store rooms (excl. basement)	Archives and store rooms in basement	Technical areas (Server Room)	Remarks
1	<b>FLOORS</b>	(1074,34m <sup>2</sup> )	(177,84m <sup>2</sup> )	(114,46m <sup>2</sup> )	(77,23m <sup>2</sup> )	(86,08m <sup>2</sup> )	(48,34m <sup>2</sup> )	
1.1	All floors: removal of marks, small objects, stains, etc.	1D	1D	1D	1M	1Y	1Y	
	<b>INDOOR FLOORS</b>							
	<u>Textile floor coverings</u>							
1.2	Vacuum cleaning	1D	1D	1D				
1.3	Deep vacuum cleaning (brush or beater)	4Y*						
1.4	Shampooing	1Y	1Y	1Y				
	<u>PVC lino, laminate floor coverings</u>							
1.5	Vacuum cleaning or dust removal	1W*						
1.6	Wet cleaning, grease removal							
1.7	Regeneration							
	<u>Hard floors (tiles, stone)</u>							
1.8	Wet cleaning	1D*			2Y	2Y	2Y	
1.9	Grease removal, scouring	1W*						
1.10	Regeneration							
	<b>EXTERNAL FLOORS( STAIRS &amp; STOREROOMS)</b>							
1.11	Vacuum cleaning or sweeping	1W/2W*				1W/2W*		
1.12	Washing and grease removal (AUTUMN-SPRING)							

Legend: 1D=1/DAY – 1W=1/WEEK – 2W=2/WEEK – 1M=1/MONTH – 1Y=1/YEAR – 2Y=2/YEAR – 4Y=4/YEAR - \* = or by special request.

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2.	<b>VERTICAL PARTITIONS, WALLS</b>							
2.1	Removal of marks, stains, cobwebs	1W	1W	1W				
	<u>Walls</u>							
2.2	Dusting	1W	1W	1W				
2.3	Wet cleaning, grease removal (by walls texture) with appropriate product	1M	1M	1M				
2.4	Vacuum cleaning (by walls texture)							
2.5	Regeneration							
	<u>Glazed partitions/walls</u>							
2.6	Stain and finger prints removal, washing and polishing	1W*		1W*				
	<u>Glazed doors</u>							
2.7	Stain and finger prints removal, washing and polishing, including metal fixtures	1D*						
	<u>Other doors</u>							
2.8	Dusting	1M	1M					
2.9	Wet cleaning, removal of grease, also from handles	1M	1M					
2.10	Regeneration							

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	<u>Windows</u>							
2.11	Windows cleaning inside							
3.	<b>CEILINGS, height +/- 3-4.5 m</b>							
3.1	Dusting	2Y	2Y	2Y	2Y	2Y	2Y	
3.2	Wet cleaning, grease removal							
3.3	Vacuum cleaning							
4.	<b>FURNITURES AND MISCELLANEOUS EQUIPMENT</b>							
	Work surfaces and other visible horizontal surfaces (window sills, window frames, convectors, etc.)							
4.1	Wet cleaning, grease removal	1W	1W	1W				
4.2	Regeneration							
	<u>Furniture tops clear of obstructions</u>							
4.3	Cleaning with damp cloth and appropriate detergent	1D	1D	1D				
4.4	Re-arrange seats & tables							
	<u>Telephones</u>							
4.5	Wiping	1W	1W	1W				
4.6	Disinfection	1W	1W	1W				

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	<u>Desk lamps</u>							
4.7	Dusting	1W						
4.8	Wet cleaning							
	<u>Computer equipment</u>							
4.9	Cleaning and sanitising	1W	1W	1W				
4.10	Cleaning under keyboard	1W	1W	1W				
	<u>Other tops (cupboards, copiers, faxes, scanners, fire extinguishers, flag stoves etc.)</u>							
4.11	Dusting and cleaning with damp cloth	1W	1W	1W				
	<u>Waste paper baskets - Dustbins</u>							
4.12	Emptying (recycling)	1D	1D	1D				
4.13	Cleaning, grease removal	1W	1W	1W				
4.14	Empty ashtrays of cigarette butts							
4.15	Disinfection	1W	1W	1W				
4.16	Provide new plastic bags when necessary	1D	1D	1D				
	<u>Chairs, arm chairs (including legs/bases)</u>							
4.17	Dusting	1W	1W	1W				
4.18	Wet cleaning of soft furniture	1W	1W	1W				
4.19	Through vacuum cleaning of coverings	1W	1W	1W				
4.20	Regeneration of leather coverings*	1W*						

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	<u>Radiators, ventilo-convectors, ventilation grills, air conditioning</u>								
4.21	Dusting	1W	1W	1W	1W	1W	1W		
4.22	Wet cleaning, grease removal	1Y	1Y	1Y	1Y	1Y	1Y		
	<u>Decorative elements, pictures etc.</u>								
4.23	Dusting	1W	1W	1W					
4.24	Wet cleaning, grease removal, polishing								
4.25	Regeneration								
	<u>Mirrors and glazed elements of furnishings</u>								
4.26	Washing and polishing	1D							
	<u>Blinds/Curtains and hangings</u>								
4.27	Dry cleaning or washing								
4.28	Dusting and washing								
	<u>Shelving in reading rooms, offices and archives</u>								
4.29	Dusting	1D	1D	1W	1W	1M			
4.30	Wet cleaning, including removal and replacement of books or files	4Y	4Y	4Y	4Y	4Y			
	<u>Ceiling lights, wall-lights and emergency lighting</u>								
4.31	Dusting (without disassembly)	1W	1W	1W	1W	1W			
*	For leather chairs specific products are required								

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