

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

City and address: Gedimino pr. 16, LT-01103 Vilnius Annex 1d

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

SANITARY FACILITIES AND KITCHENETTES (Total area : 112,89 m²)

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 areas open to public)						
Operation n°	Nature of surfaces and services required	Sanitary facilities (54,18m ²)	Sanitary facilities open to public	Kitchenettes (58,71m ²)	Kitchenettes open to public	Remarks
1	FLOORS					
1.1	All floors: removal of marks, small objects, stains, etc.	WN		WN		
	<u>Tile floor coverings</u>					
1.2	Sweep and then mop tile the floors	1D		1D		
1.3	Wet cleaning with disinfectant					
2.	VERTICAL PARTITIONS/WALLS					
2.1	Removal of marks, stains, cobwebs	1W		1W		
	<u>Walls</u>					
2.2	Dusting	1W		1W		
2.3	Wet cleaning, grease removal	1W		1W		
2.4	Wet cleaning with appropriate detergent and disinfectant					
2.5	Regeneration					
	<u>Doors</u>					
2.6	Stain and finger prints removal, removal of grease from handles	1W		1W		
2.7	Wet cleaning, grease removal, disinfection	1W		1W		
2.8	Regeneration					
	<u>Windows</u>					
2.9	Windows cleaning inside					

Legend: 1D = 1/DAY - 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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3.	CEILINGs; height +/- 3 - 4.5 m					
3.1	Dusting	4Y		4Y		
3.2	Wet cleaning, grease removal	WN		WN		
3.3	Vacuum cleaning					
4.	WORK SURFACES (kitchen and wash basins)					
4.1	Wet cleaning, grease removal	1D		1D		
4.2	Wet cleaning with appropriate detergent and disinfectant	3W		3W		
5.	SANITARY & KITCHEN EQUIPMENT					
	<u>Wash (inside and outside) basins, urinals, toilets (with seats), showers, toilet brushes*</u>					
5.1	Wet cleaning, grease removal	1D		1D		
5.2	Disinfection	1D		1D		
5.3	Decalcification	WN		WN		
5.4	Pipes under basins to be damp wiped and polished	1W		1W		
5.5	Unblocking of u-bends	WN		WN		
	<u>Mirrors, taps, radiators, all toilet accessories (paper holders, towel holders etc.)</u>					
5.6	Wet cleaning, grease removal and polishing	1D		1D		
	<u>Bins and sanitary bins</u>					

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5.7	Emptying (recycling)	1D		1D		
5.8	Cleaning, grease removal					
5.9	Washing and disinfection	1W		1W		
5.10	Monitor, restock or refill toilet paper, roller and paper towels, liquid soap, plastic bin liners and air fresheners**	1D		1D		
	<u>Interior of kitchen furniture (refrigerators, microwaves etc.), shelving and cupboards***</u>					
5.11	Cleaning and washing, grease removal			1W		
	<u>Furniture (tables, chairs, cupboards etc.)</u>					
5.12	Wet cleaning			1D		
5.13	Washing			1W		
	<u>Blinds/Curtains and hangings</u>					
5.14	Dry cleaning or washing					
5.15	Dusting and washing					
*	Scouring powders are not to be used					
**	Supplies to be furnished by the contractor including toilet brush and bins					
***	<u>Dishwashers</u> . All kitchen crockery etc. to be collected daily 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.					

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