

The EU House jointly occupied by the European Institutions

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

Annex 1e

Working programme - Definition and Frequency of Cleaning

This program comprises all sanitary and cleaning products necessary for the rendering of services
 Total area : 650.84 m² plus 2 standard lifts

Working hours (08:00 - 09:00 or 16:00 - 20:00 Cleaner/s on site during this time)								
Operation n°	Nature of surfaces and services required	Meeting rooms (208,61m ²)	Approaches (63,75m ²)	2 standard lifts	Sanitary facilities for meeting rooms (23,07m ²)	Common space* (190,41m ²)	Closed courtyard (165,00m ²)	Remarks
1	FLOORS							
1.1	All floors: removal of marks, small objects, stains, etc	1D	1D	1D	1D	1D	1D	
	INDOOR FLOORS							
	<u>Textile floor coverings</u>							
1.2	Vacuum cleaning	1D	1D			1D	1D	
1.3	Deep vacuum cleaning (brush or beater)	1Q	1Q			1Q	1Q	
1.4	Shampooing	1Y	1Y			1Y	1Y	
	<u>PVC lino, laminate floor coverings</u>							
1.5	Vacuum cleaning or dust removal		1D	1D		1D		
1.6	Wet cleaning, grease removal		1D	1D		1D		
1.7	Regeneration		1S	1S		1S		
	<u>Hard floors (tiles, stone)</u>							
1.8	Sweep and then mop tile the floors		1D			1D		
1.9	Grease removal, scouring		1W			1W		
1.10	Wet cleaning with disinfectant		1W			1W		
	<u>Floor mats</u>							
1.11	Cleaning of floor mats		1D					
2	VERTICAL PARTITIONS, WALLS							
2.1	Removal of marks, stains, cobwebs	1W	1W	1W	1W	1W	1W	
	<u>Walls</u>							
2.2	Dusting	1D	1D	1D	1D	1D	1D	
2.3	Wet cleaning, grease removal (by walls texture) with appropriate product	1D	1D	1D	1D	1D	1D	
2.4	Vacuum cleaning (by walls texture)	1Y	1Y	1Y	1Y	1Y	1Y	
2.5	Wet cleaning with appropriate detergent and disinfectant	1Q	1Q	1Q	1Q	1Q	1Q	

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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2.6	Regeneration	WN	WN	WN	WN	WN	WN		
	<u>Glazed partitions/walls</u>								
2.7	Stain and finger prints removal, washing and polishing	1D	1D			1D	1D		
	<u>Glazed doors</u>								
2.8	Stain and finger prints removal, washing and polishing, including metal fixtures	1D	1D			1D	1D		
	<u>Other doors</u>								
2.9	Dusting	1M	1M	1M	1M	1M	1M		
2.10	Wet cleaning, removal of grease, also from handles	1D	1D	1D	1D	1D	1D		
2.11	Disinfection				1M	1M			
2.12	Regeneration	1Y	1Y	1Y	1Y	1Y	1Y		
	<u>Windows</u>								
2.13	Windows cleaning inside	1S			1S	1S			
3	<u>CEILINGS, height +/- 3-4.5 m</u>								
3.1	Dusting	1S			1S	1S			
3.2	Wet cleaning, grease removal	1S			1S	1S			
3.3	Vacuum cleaning	1S			1S	1S			
4	FURNITURES AND MISCELLANEOUS EQUIPMENT								
	Work surfaces and other visible horizontal surfaces (window sills, window frames, convectors, etc.)								
4.1	Wet cleaning, grease removal	1D			1D	1D	1D		
4.2	Regeneration	WN			WN	WN	WN		
	<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	1D				1D			

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	<u>Telephones</u>							
4.5	Wiping	1D				1D		
4.6	Disinfection	1W				1W		
	<u>Computer equipment</u>							
4.7	Cleaning and sanitising	1D				1D		
4.8	Cleaning under keyboard	1D				1D		
	<u>Other tops (cupboards, copiers etc.)</u>							
4.9	Dusting and cleaning with damp cloth	1D	1D			1D	1D	
	<u>Waste paper baskets - Dustbins - Sanitary bins</u>							
4.10	Emptying (recycling)	1D			1D	1D		
4.11	Cleaning, grease removal	1W			1W	1W		
4.12	Washing and disinfection	1M			1M	1M		
4.13	Monitor, restock or refill toilet paper, roller and paper towels, liquid soap, plastic bin liners and air fresheners**	1W			1D	1W		
	<u>Chairs, arm chairs (including legs/bases)</u>							
4.14	Dusting	1D				1D		
4.15	Wet cleaning of soft furniture	1S				1S		
4.16	Through vacuum cleaning of coverings	1M				1M		
4.17	Regeneration of leather coverings**	1M				1M		
	<u>Radiators, ventifo-convectors, ventilation grills, air conditioning</u>							
4.18	Dusting	1W	1W		1W	1W		
4.19	Wet cleaning, grease removal	1Y	1Y		1Y	1Y		
	<u>Decorative elements, pictures etc.</u>							
4.20	Dusting	1D	1D			1D	1D	
4.21	Wet cleaning, grease removal, polishing	1W	1W			1W	1W	

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4.22	Regeneration	WN	WN			WN	WN	
	<u>Mirrors and glazed elements of furnishings</u>							
4.23	Washing and polishing	1D		1D	1D	1D		
	<u>Blinds/Curtains and hangings</u>							
4.24	Dry cleaning or washing	1Y			1Y	1Y		
4.25	Dusting and washing	1Y			1Y	1Y		
	<u>Ceiling lights, wall-lights and emergency lighting</u>							
4.26	Dusting (without disassembly)	1S			1S	1S		
5	WORK SURFACES (kitchen and wash basins)							
5.1	Wet cleaning, grease removal				1D	1D		
5.2	Wet cleaning with appropriate detergent and disinfectant				1W	1W		
6	SANITARY & KITCHEN EQUIPMENT							
	<u>Wash (inside and outside) basins, urinals, toilets (with seats), showers, toilet brushes*</u>							
6.1	Wet cleaning, grease removal				1D	1D		
6.2	Disinfection				1W	1W		
6.3	Decalcification				WN	WN		
6.4	Pipes under basins to be damp wiped and polished				1W	1W		
6.5	Unblocking of u-bends				WN	WN		
	<u>Mirrors, taps, radiators, all toilet accessories (paper holders, towel holders etc.)</u>							
6.6	Wet cleaning, grease removal and polishing				1D	1D		
	<u>Interior of kitchen furniture (refrigerators, microwaves etc.), shelving and cupboards****</u>							
6.7	Cleaning and washing, grease removal					1M		
*	Common space: hall, corridor, security post, sanitary facilities for the security and kitchenettes.							
**	For leather chairs specific products are required							

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