

The EU House: Jointly occupied by the European Parliament and European Commission

City and address: VILNIUS, VILNIAUS G. 10

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, toilet paper and hand paper

**SANITARY FACILITIES AND KITCHENETTES (Total area : 112,89 m<sup>2</sup>)**

<b>Working hours (08:00 - 16:30: Cleaner/s on site during this time)</b>				
Operation n°	Nature of surfaces and services required	Sanitary facilities	Kitchenettes	Remarks Total
1	<b>FLOORS</b>	(54,18 m <sup>2</sup> )	(58,71m <sup>2</sup> )	.....
1.1	All floors: removal of marks, small objects, stains, etc	SN	SN	
	<u>Textile floor coverings</u>			
1.2	Standard vacuum cleaning			
1.3	Deep vacuum cleaning (brush or beater)			
1.4	Shampooing			
	<u>PVC lino, laminate, rubber floor coverings</u>			
1.5	Wet cleaning, grease removal	1J	1J	
1.6	Vacuum cleaning or dust removal			
1.7	Regeneration			
	<u>Wooden floors</u>			
1.8	Vacuum cleaning or dust removal			
1.9	Wet cleaning with disinfectant			
1.10	Regeneration			
2.	<b>VERTICAL PARTITIONS, height +/- 4m</b>			
2.1	Removal of marks, stains, cobwebs	1S	1S	
	<u>Walls and partitions with tiles or laminated cladding</u>			
2.2	Wet cleaning, grease removal	1S	1S	
2.3	Washing, disinfectant	1S	1S	
2.4	Regeneration			
	<u>Other walls</u>			
2.5	Dusting	1S	1S	
2.6	Wet cleaning with appropriate detergent and disinfectant	1S	1S	
	<u>Doors</u>			
2.7	Stain removal, removal of grease from handles	1S	1S	
2.8	Wet cleaning, grease removal, disinfection	1S	1S	
2.9	Regeneration			
	<u>External glazing</u>			
2.10	Washing and polishing : 2 sides			
	<u>Curtains or venetian blinds</u>			
2.11	Dusting and washing		1S	
3.	<b>CEILINGS; height +/- 4 m</b>			
	<u>Painted plaster</u>			
3.1	Dusting	4A	4A	
3.2	Wet cleaning, grease removal	SN	SN	
	<u>Mineral slabs</u>			
3.3	Vacuum cleaning			
	<u>Painted caissons, slats</u>			
3.4	Dusting			
3.5	Wet cleaning, grease removal			

Légende: 1S=1/Semaine - 3S=3/Semaine - 2M=2/Mois - 1M=1/Mois - 4A=1/Trimestre - 2A=1/Semestre - 1A=1/An, DC=date à convenir - SN=suivant nécessité

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Operation n°	Nature of surfaces and services required	Sanitary facilities	Kitchenettes	Remarks Total
4.	<b>WORK SURFACES (kitchen and wash basins)</b>	(tbc)	(tbc)	.....
4.1	Wet cleaning, grease removal	1J	1J	
4.2	Wet cleaning with appropriate detergent and disinfectant	3S	3S	
5.	<b>SANITARY EQUIPMENT</b>			
	<u>Wash basins, urinals, toilets (with seats), showers, toilet</u>			
5.1.	Wet cleaning, grease removal	1J		
5.2	Disinfection	1J		
5.3	Decalcification	SN		
5.4	Unblocking of u-bends	SN		
	<u>Mirrors, taps, paper holders, towel holders</u>			
5.5	Wet cleaning, grease removal and polishing	1J	1J	
	<u>Bins and sanitary bins</u>			
5.6	Emptying and cleaning	1J	1J	
5.7	Washing and disinfection	1S	1S	
5.8	Supply and distribution of: toilet paper, roller and paper towels, liquid soap and plastic bin liners	1J	1J	
6.	<b>KITCHEN EQUIPMENT</b>			
	<u>Cooking surfaces, microwaves</u>			
6.1	Cleaning, grease removal		1S	
	<u>Interior of kitchen furniture (refrigerators, ovens, microwaves etc), shelving and cupboards</u>			
6.2	Cleaning and washing		1S	
	<u>Dustbins</u>			
6.3	Emptying and cleaning		1J	
6.4	Washing and disinfection		1S	
	<u>Furniture (tables, chairs, cupboards)</u>			
6.5	Cleaning		1J	
6.6	Washing		1S	

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