

Requirements (Office Area 1622 m2):

Where?	Frequency	To Do
Reception/Entré	3 times/week	Wipe the entrance windows as well as handles, doors and door frames Empty trash baskets Vacuum cleaning of carpets Vacuuming the entrance mat
Toilets	3 times/week	Empty trash baskets Add toilet material Clean the sanitary ware inside and outside Clean the mirror Wipe wall surfaces around the sink and power switch Wipe the floor
Office	1 time/week	Dust dry free surfaces-on tables, cabinets and benches Wipe moldings, doors, door frames, and on and around power switches Vacuum cleaner carpet
Office	3 times/week	Wipe the glass wall Empty trash baskets
Lunchroom, kitchen, coffee station / pantry	3 times/week	Empty garbage bins, garbage Wipe of table, sink, microwave ovens, cabinets, drawers and refrigerators Dishwashers: start and empty Mop the floor
generally applicable	1 time/month	Wipe windowsills and furniture Wipe doors, door frames as well as on and around power switches Wipe floor tiles Wipe glass blinds and mirrors Wipe framing posters Wipe luminaires

Please enclose information about prices for window cleaning, extra cleaning, cleaning of carpets.