

CLEANING SPECIFICATIONS



General agreements

For **myroom** and **mydesk** cleaning is included in the price of the workspace product. For **myoffice** the cleaning service is upon request.

The Services are performed during the applicable normal working hours, i.e. between 6 a.m. and 4 p.m.

The cleaning specification is as follows:

1. Office areas, that is: **mydesk**, **myroom**, **myoffice** will be cleaned according to the following schedule:

Daily

- empty and clean waste containers
- removal of apparent dirt

Two times a week

- cleaning of all surfaces
- cleaning of window sills, radiator casings, smooth seating surfaces
- cleaning of floors, vacuuming for all accessible floor areas

Weekly

- deep Cleaning of the workspace: Upholstery of chairs, Lamps, Doors + Frames, etc...
- flower and greenery service for plants

Electronic equipment and personal items will not be cleaned.

2. Sanitary Cleaning

Daily

- cleaning of washbasins, toilets, soap holders, mirrors, etc...
- emptying the waste container
- distribute or refill toilet paper, soap and towels
- floor cleaning

Weekly

- deep Cleaning of tiled walls and doors in the toilets
- removing dust from furnishings



3. Lounge and Kitchens

Daily

- removal of apparent dirt
- emptying the waste containers
- putting in and removing dishes from the dishwasher
- bringing kitchenware, dishes and kitchen utensils from offices, meeting rooms and focus rooms to kitchen, putting in and removing dishes from the dishwasher
- refilling the coffee machine, with water, milk and coffee and clean it
- cleaning of the surface area including the kitchen sink, cooking and washing area as well as the floor.

Weekly

- deep cleaning of the kitchen furniture
- flower and greenery service for plants

if required

- descaling of coffee machines
- cleaning the refrigerator inside