



### Note on Programme key for inside cleaning

The programme code can be broken down as follows:

1st figure - Indicates the number of times a week that the room is to be cleaned.

2nd figure - Indicates the number of times a week that the floor area in the room is to be cleaned thoroughly.

The difference between the first and second figure thus represents the number of times a week that general cleaning of the floor area is to be carried out.

3rd figure - Indicates the number of times a week that the furniture and fittings in the room are to be cleaned thoroughly.

The difference between the first and third figure thus represents the number of times a week that general cleaning of the furniture and fittings is to be carried out.

For example, a programme code with the designation **521** should be interpreted as follows:

The room is to be cleaned **5** days a week.

Thorough floor cleaning must be carried out **2** days a week and general floor cleaning **3** days a week.

Thorough cleaning of furniture and fittings must be carried out **1** day a week and general cleaning of furniture and fittings **4** days a week.

**Programme code 111 indicates that the room is to be cleaned once a week and that both flooring, furniture and fittings are to be cleaned thoroughly on that occasion.**



**Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)**

**Basement/Kongens Nytorv 6**

<b>Room number</b>	<b>Room description</b>	<b>Programme code</b>
00.02	Kitchen office	5 5 5
00.02a	Entrance/toilet/shower	5 5 5
00.07	Storage	Floor 1 x monthly
00.08	Server room	Floor 1 x monthly
00.10.1	Fitness room	5 5 5
00.13	Shower	5 5 5
00.13a	Shower	5 5 5
00.13b	Shower	5 5 5
00.13c	Shower	5 5 5
00.15	Mail/Storage	5 1 1
00.15a	Entrance	5 5 5
00.15b	Toilet	5 5 5
00.16	Toilet	5 5 5
00.17	Entrance	5 1 1
00.17a	Toilet	5 5 5
00.17b	Toilet	5 5 5
00.19	Office	5 1 1
00.20	Office	5 1 1
00.29	Guest canteen	5 5 5
00.30	Guest canteen	5 5 5
00.34	Canteen	5 5 5
00.39	Hall	5 1 1
00.39a	Entrance	5 5 5
00.39b	Toilet	5 5 5
00.40	Archive	Floor 1 x monthly
00.42	Bicycle basement	Floor 1 x monthly



Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)

### Ground floor/Kongens Nytorv 6

Room number	Room description	Programme code
0.01	Office	5 1 1
0.01.1	Office	5 1 1
0.01.2	Hall way	5 1 1
0.02	Office	5 1 1
0.03	Hall way	5 1 1
0.05	Entrance	5 5 5
0.05a	Toilet	5 5 5
0.06	Kitchen	5 5 5
0.07	Entrance	5 5 5
0.07a	Toilet	5 5 5
0.09	Storage room	Floor 1 x monthly
0.10	Hall way	5 1 1
0.10.1	Office	5 1 1
0.10.2	Office	5 1 1
0.10.3	Meeting room	5 3 3
0.11	Cleaning room	- - -
0.12	Hall way	5 1 1
0.13	Hall way	5 1 1
0.14	Hall way	5 1 1
0.15	Office	5 1 1
0.16	Office	5 1 1
0.17	Hall way	5 1 1
0.17.1/0.17.2	Office	5 1 1
0.17.3	Office	5 1 1
0.17.4	Office	5 1 1
0.17.5	Office	5 1 1
0.18	Library	5 1 1
0.19	Kitchen	5 5 5
0.20	Wardrobe	5 1 1



**Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)**

0.21	Hall way	5 1 1
0.22	Meeting room	5 3 3
0.23	Reception	5 5 5
0.24	Hall way	5 5 5*
0.25	Copy machine	5 5 5*
0.26	Cloak room	5 5 5*
0.27	Conference room	5 5 5*
0.28	Hall way	5 5 5*
0.29	Translation	5 5 5*
0.30	Translation	5 5 5*
0.31	Translation	5 5 5*
0.32	Conference room	5 5 5*
0.33	Entrance	5 5 5*
0.33a	Toilet	5 5 5*
0.34	Entrance	5 5 5*
0.34a	Toilet	5 5 5*
*	Conference section. To be cleaned in agreement with EEA, depending on use of the facilities. Average frequency is 2-3 times per week.	



Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)

### 1. floor/Kongens Nytorv 6

Room number	Room description	Programme code
1.02	Office	5 1 1
1.02.1	Office	5 1 1
1.03	Hall way	5 1 1
1.05	Entrance	5 5 5
1.05a	Toilet	5 5 5
1.06	Kitchen	5 5 5
1.07	Entrance	5 5 5
1.07a	Toilet	5 5 5
1.09	Printer room	5 1 1
1.09.1	Hall way	5 1 1
1.10	Hall way	5 1 1
1.10.1	Office	5 1 1
1.10.2	Office	5 1 1
1.10.3	Meeting room	5 3 3
1.10.4	Office	5 1 1
1.10.5	Office	5 1 1
1.11	Cleaning room	- - -
1.13	Hall way	5 1 1
1.14	Hall way	5 1 1
1.15	Hall way	5 1 1
1.16	Office	5 1 1
1.17	Office	5 1 1
1.18	Hall way	5 1 1
1.18.1	Office	5 1 1
1.18.2	Office	5 1 1
1.18.3	Office	5 1 1
1.18.4	Office	5 1 1
1.18.5	Office	5 1 1
1.20	Entrance	5 5 5



**Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)**

1.20a	Toilet	5 5 5
1.22	Hall way	5 1 1
1.22c	Toilet	5 5 5
1.23	Kopi	5 1 1
1.24	Office	5 1 1
1.25	Kitchen	5 5 5
1.28	Meeting room	5 5 5
1.29	Office	5 5 5
1.30	Office	5 5 5
1.31.0	Office	5 1 1
1.31.1	Office	5 1 1
1.31.2	Office	5 1 1
1.31.3	Office	5 1 1
1.31.4	Office	5 1 1
1.31.5	Office	5 1 1
1.31.6	Office	5 1 1
1.31.7	Office	5 1 1
1.31.8	Meeting room	5 1 1
1.32	Office	5 1 1
1.33	Kitchen	5 5 5
1.34	Copy room	5 1 1
1.39	Hall way	5 1 1
1.39a	Entrance	5 5 5
1.39b	Toilet	5 5 5
1.39c	Entrance	5 5 5
1.39d	Toilet	5 5 5
1.40	Office	5 1 1
1.41	Office	5 1 1



Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)

## 2. floor/Kongens Nytorv 6

Room number	Room description	Programme code
2.01	Office	5 1 1
2.02	Office	5 1 1
2.03	Hall way	5 1 1
2.04	Entrance	5 5 5
2.04a	Toilet	5 5 5
2.05	Office	5 1 1
2.06	Kitchen	5 5 5
2.07	Entrance	5 5 5
2.07a	Toilet	5 5 5
2.08	Office	5 1 1
2.09	Office	5 1 1
2.10	Hall way	5 1 1
2.10.1	Office	5 1 1
2.10.2	Office	5 1 1
2.10.3	Office	5 1 1
2.10.4	Office	5 1 1
2.11	Cleaning room	- - -
2.14	Hall way	5 1 1
2.15	Hall way	5 1 1
2.16	Office	5 1 1
2.17	Office	5 1 1
2.18	Hall way	5 1 1
2.18.1	Office	5 1 1
2.18.2	Office	5 1 1
2.18.3	Office	5 1 1
2.18.4	Office	5 1 1
2.18.5	Office	5 1 1
2.22	Hall way	5 5 5
2.22a	Entrance	5 1 1



**Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)**

2.22b	Toilet	5 5 5
2.23	Copy room	5 1 1
2.24	Office	5 1 1
2.25	Kitchen	5 5 5
2.26	Office	5 1 1
2.27a	Toilet	5 5 5
2.28	Office	5 1 1
2.29	Office	5 1 1
2.30	Office	5 1 1
2.31.1	Office	5 1 1
2.31.2	Office	5 1 1
2.31.3	Office	5 1 1
2.31.4	Office	5 1 1
2.31.5	Office	5 1 1
2.31.6	Office	5 1 1
2.31.7	Office	5 1 1
2.31.8	Meeting room	5 1 1
2.31.9	Office	5 1 1
2.32	Office	5 1 1
2.33	Kitchen	5 5 5
2.34	Copy room	5 1 1
2.37	Entrance	5 5 5
2.37b	Toilet	5 5 5
2.38	Entrance	5 5 5
2.38b	Toilet	5 5 5
2.39	Hall way	5 1 1
2.40	Office	5 1 1
2.41	Office	5 1 1





Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)

### 3. floor/Kongens Nytorv 6

Room number	Room description	Programme code
3.2.1	Office	5 1 1
3.2.2	Office	5 1 1
3.3	Hall way	5 1 1
3.4	Entrance	5 5 5
3.4a	Toilet	5 5 5
3.6	Kitchen	5 5 5
3.7	Entrance	5 5 5
3.7a	Toilet	5 5 5
3.8	Office	5 1 1
3.9	Server room	Floor 1 x monthly
3.10	Hall way	5 1 1
3.11	Cleaning room	- - -
3.13	Hall way	5 1 1
3.14	Hall way	5 1 1
3.16	Office	5 1 1
3.17	Office	5 1 1
3.18.1	Office	5 1 1
3.18.2	Office	5 1 1
3.19	Office	5 1 1
3.20	Office	5 1 1
3.21	Office	5 1 1
3.22	Office	5 1 1
3.23	Office	5 1 1
3.24	Office	5 1 1
3.25	Hall way	5 1 1
3.25a	Entrance	5 5 5
3.25b	Toilet	5 5 5
3.25c	Kitchen	5 5 5
3.26	Office	5 1 1

**Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)**

3.28	Office	5 1 1
3.29	Office	5 1 1
3.30	Office	5 1 1
3.31	Hall way	5 1 1
3.31.1	Office	5 1 1
3.31.2	Office	5 1 1
3.31.3	Office	5 1 1
3.31.4	Office	5 1 1
3.31.5	Office	5 1 1
3.31.6	Office	5 1 1
3.31.7	Office	5 1 1
3.31.8	Office	5 1 1
3.31.9	Office	5 1 1
3.32	Office	5 1 1
3.39	Hall way	5 1 1
3.39a	Entrance	5 5 5
3.39b	Toilet	5 5 5
3.39c	Toilet	5 5 5
3.40	Office	5 1 1
3.41	Office	5 1 1
3.42	Office	5 1 1



Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)

#### 4. floor/Kongens Nytorv 6

Room number	Room description	Programme code
4.01	Office	5 1 1
4.02	Meeting room	5 3 3
4.03	Meeting room	5 3 3
4.04	Office	5 1 1
4.05	Office	5 1 1
4.06	Hall way	5 1 1
4.06a	Hall way	5 1 1
4.07	Office	5 1 1
4.08	Office	5 1 1
4.09	Office	5 1 1
4.10	Office	5 1 1
4.11	Office	5 1 1
4.12	Kitchen	5 5 5
4.14	Entrance	5 1 1
4.14a	Toilet	5 5 5
4.14b	Toilet	5 5 5
4.15	Office	5 1 1
4.16	Office	5 1 1
4.17	Office	5 1 1
4.18	Office	5 1 1
4.19	Office	5 1 1
4.20	Office	5 1 1
4.21	Office	5 1 1
4.21.2	Office	5 1 1
4.23	Entrance	5 5 5
4.23a	Toilet	5 5 5
4.24	Kitchen	5 5 5
4.25	Entrance	5 5 5
4.25a	Toilet	5 5 5

**Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)**

4.26	Office	5 1 1
4.27	Office	5 1 1
4.28	Office	5 1 1
4.29	Office	5 1 1
4.30	Office	5 1 1
4.31	Cleaning room	- - -
4.32	Hall way	5 1 1
4.33.1	Office	5 1 1
4.33.2	Office	5 1 1
4.34	Office	5 1 1
4.35	Office	5 1 1
4.36	Office	5 1 1
4.37	Office	5 1 1
4.38	Office	5 1 1
4.39	Office	5 1 1
4.40	Office	5 1 1
4.41	Hall way	5 1 1
4.41a	Entrance	5 5 5
4.41b	Toilet	5 5 5



Description of EEA premises with indication of programme code for cleaning of inside areas (furniture, fittings and floor cleaning)

### Kongens Nytorv 28

Room number	Room description	Programme code
28.1.1	Meeting room	533
28.1.2	Technical room	Floor 1 x monthly
28.1.3	Office	5 1 1
28.1.4	Entrance	511
28.1.5	Toilets	5 5 5
28.1.6	Ventilation room	1 x monthly
28.2.1	Office	511
28.2.2	Meeting room	533
28.2.3	Reading room	511
28.2.4	Office	5 1 1
28.2.5	Editing room	5 1 1
28.2.6	Video room	511
28.2.7	Server room	1 x monthly
28.2.8	Server room	1 x monthly
28.2.9	Entrance	5 1 1
28.2.10	Toilet	5 5 5
28.2.11	Toilet	5 5 5
28.2.12	Kitchen	5 5 5
28.2.13	Kitchen	5 5 5