



ANNEX 7 to the Tender Specifications

Cleaning tasks

1 Cleaning of inside areas (in line with Annex 8)

1.1 Furniture and fittings

1.1.1 General cleaning of furniture and fittings (see frequency in annex 8)

The following tasks are included under general cleaning of furniture and fittings:

- Emptying and cleaning as required of waste containers and waste-paper baskets and replacement of plastic bags
- Wiping of desk tops and other accessible desks and table tops
- Wiping of and around door handles to remove stains, etc.
- Removal of stains on internal glazing in doors and walls, including entrance areas, inside and out
- Removal of cobwebs (regularly)
- Cleaning of hand basins and related fittings, mirrors, shelves, tiles, etc.
- Cleaning of other sanitary ware, including toilet cubicles and urinals
- Filling / replenishment of hand-towel container, toilet paper, toilet-seat paper and soap

1.1.2 Thorough cleaning of furniture and fittings (see frequency in annex 8)

The following tasks are included under thorough cleaning of furniture and fittings:

- Dusting / wiping of window frames and low-hanging lamps
- Dusting / wiping of edges of pictures and notice boards
- Dusting / wiping of clear shelving, bookcases, cupboards and fire-extinguishing equipment
- Dusting / wiping of banister railings
- Dusting top of computer screens
- Dusting / wiping of skirting boards
- Dusting / wiping of chairs, including frame and all other parts
- Vacuum-cleaning of upholstered furniture
- Wiping / washing of door surfaces
- Dusting of other moveable and fixed furniture and fittings

1.1.3 Periodic cleaning

The following tasks are included under periodic cleaning (once per month)

- Wiping of tops of radiators
- Descaling of sanitary areas (bathroom)
- Dusting / wiping of lamps, fittings and ventilation grilles (180 – 300 cm.)



1.2 Floor cleaning

1.2.1 General floor cleaning (see frequency in annex 8)

The following tasks are included under general floor cleaning

- Hard floors: vacuum-cleaning/ dry mopping and removal of stains (visible dirt to be removed)
- Carpeted floors: vacuum-cleaning in walkways and visible areas
- Wooden floors: vacuum-cleaning/ dry mopping and removal of stains (visible dirt to be removed)
- Mats at entrances: to be cleaned

1.2.2 Thorough floor cleaning (see frequency in annex 8)

The following tasks are included under thorough floor cleaning

- Hard flooring: vacuum-cleaning / dry mopping and thorough floor washing, including soaking and treating

Description of method

1. Vacuum-clean or dry-mop the entire floor to remove loose dirt
2. Dip the flat mop into the cleaning water (clean water with appropriate detergent) and distribute across the entire floor / alternatively distribute clean cleaning water over floor surface using measuring cups
3. Treat the entire floor surface as required to remove surface dirt and marks, etc.
4. Use a flat mop to wipe up the cleaning water, now dirty, from the entire floor surface

There are thus four different cleaning procedures associated with thorough floor washing.

- Carpeted flooring: wall-to-wall vacuum cleaning
- Wooden flooring: as stated under "hard flooring", but with minimum amount of water on the surface of the floor
- Entrance mats: to be cleaned

1.3 Specific inside tasks

The following tasks are to be carried out according to indicated intervals:

- Replacement of paper bags on green sack trucks for recycled paper/cardboard – as required
- Emptying of recycled paper/card board into separate containers in the yard – daily
- Clearance of crockery used from meeting rooms (to be placed on trolley) – as required
- Manual washing up in kitchenettes (including plates, cutlery, glassware, coffee cups, etc., **and return to the canteen the things belonging to the canteen**) for approx.



250 staff and guests (5 to 10), distributed among 16 kitchenettes – daily (two kitchens in KN 8 have dishwasher).

- Descaling 16 coffee machines – monthly
- Descaling of 16 kettles – monthly
- Emptying of office bins (for recycled paper and other waste) with plastic bags, only when bags are full or smelling
- Removal of stains from carpeted areas – as required
- Treatment of stains on linoleum flooring, so that the floors always have a silk-matt finish – regularly
- Emptying and cleaning of fridges, discarding of out-of-date food– 1 x per month
- Washing of vertical surfaces in kitchenettes (cupboard doors, etc.) to remove coffee spillages, etc. as required
- Washing of inside of waste bins in kitchenettes – as required

1.4 Internal stairways

- Internal stairways to be cleaned at different times of the year as follows:

Summer (1 April – 30 September)

- Basement to floor 1 (programme 5 2 2)
- Floor 1 to floor 4 (programme 5 1 1)

Winter (1 October – 31 March)

- Basement to floor 1 (programme 5 5 2)
- Floor 1 to floor 4 (programme 5 2 2)

See explanation of programme in Annex 9

The lifts are to be cleaned according to programme code 5 5 5 all year.



2. Window cleaning

Frequency of window cleaning

Notification of window cleaning must be given at least 8 days beforehand.

Bars in window frames, (basement and main entrance), must be wiped as required at window cleaning.

Window cleaning	Frequency
4 th floor – outside	4 x annually
3 rd floor – outside	4 x annually
2 nd floor – outside	6 x annually
1 st floor – outside	6 x annually
Ground floor – outside	12 x annually
Basement – outside	12 x annually
4 th floor – inside	4 x annually
3 rd floor – inside	4 x annually
2 nd floor – inside	4 x annually
1 st floor – inside	4 x annually
Ground floor – inside	4 x annually
Basement – inside	4 x annually
Kongens Nytorv 8, Basement, Ground, 1. and 2. floor, inside and outside	4 x annually



3. Cleaning of outside areas

Daily cleaning

- Steps to be inspected and swept as required (there must be no litter, cigarette butts, etc., left lying around)
- Steps to entrance B and C and outside paths at basement level to be inspected and swept as required (there must be no litter, cigarette butts, etc., left lying around)

Monthly cleaning

- Washing of wrought-iron gate
- Washing of glass sections
- Washing of sections at vehicle entrance
- All card readers to be wiped

No snow clearance is to be carried out.

4. Instructions for thorough cleaning (once per year)

Floors:	Carpeted floors to be vacuum cleaned thoroughly wall-to-wall Stains to be removed from carpeted floors Hard floors to be washed thoroughly wall-to-wall Oiling of wooden floors
Panels:	Thorough washing
Window frames:	Thorough washing
Walls:	Spots and marks to be removed (water-soluble)
Ceilings:	Sweeping. Cobwebs to be removed
Doors and frames:	Thorough washing
Radiators/pipes (free-standing):	Thorough washing
Light fittings/lamps:	Outer surfaces to be dusted/cleaned
Furniture and fittings:	Desks and other tables to be cleaned thoroughly Bookcases and shelves to be cleaned thoroughly when cleared Chairs and other upholstered furniture to be vacuum-cleaned/cleaned
Toilets and bathrooms:	All sanitary installations to be descaled/cleaned thoroughly. Toilets to be disinfected Mirrors to be polished



	Walls to be descaled/washed down thoroughly Floors to be washed thoroughly
Kitchenettes:	Kitchen tables and sinks to be cleaned thoroughly Free shelves and surfaces to be cleaned Insides of refrigerators to be cleaned if emptied (to be agreed) Cupboards to be emptied and the insides cleaned and contents replaced correctly
Venetian blinds:	Dusted thoroughly
Computer equipment/ Telephones:	Cleaning of computer equipment/telephones - about 200 sets, including screens, keyboards and cabinets
Ventilation:	Cleaning of caps in the ceiling