



## ANNEX 8 to the Tender Specifications

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

#### **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.**

**KN6 - Basement**

<b>Room number</b>	<b>Room description</b>	<b>Programme code</b>
00.7	IT-Stock	Floor quarterly
00.8	Server room	Floor quarterly
00.10.1	Office	5 1 1
00.13	Hall Way	5 1 1
00.13.a	Shower	5 5 5
00.13.b	Shower	5 5 5
00.13.c	Shower	5 5 5
00.13.d	Shower	5 5 5
00.14	Office supplies	5 1 1
00.15	Mail/Storage	5 1 1
00.16	Toilet	5 5 5
00.17	Toilet	5 5 5
00.18	Toilet	5 5 5
00.19	Guest Canteen	5 5 5
00.20	Guest Canteen	5 5 5
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 quarterly

**KN6 – Ground floor**

<b>Room number</b>	<b>Room description</b>	<b>Programme key</b>
0.01	Office	5 1 1
0.1.1	Office	5 1 1
0.1.2	Hall way	5 1 1
0.2	Hall way	5 1 1
0.3	Hall way	5 1 1
0.5	Toilet	5 5 5
0.06	Kitchen	5 5 5
0.7	Toilet	5 5 5
0.9	Storage room	Floor quarterly
0.10	Meeting room	5 3 3
0.10.1	Office	5 1 1
0.10.2	Office	5 1 1
0.11	Cleaning room	---
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	Office	5 1 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	Meeting Room	5 3 3
0.19	Kitchen	5 5 5
0.20	Toilet	5 5 5
0.21	Hall way	5 1 1
0.22	Office	5 1 1
0.22.1	Office	5 1 1
0.23	Reception	5 5 5
0.24	Hall way	5 5 5
0.25	Copy machine	5 1 1
0.26	Cloak room	5 1 1
0.27	Meeting room	5 3 3
0.28	Hall way	5 1 1
0.29	Translation	5 1 1
0.30	Translation	5 1 1
0.31	Translation	5 1 1
0.32	Conference room	5 5 5
0.33	Toilet	5 5 5
0.34	Toilet	5 5 5

**KN6 - First floor**

<b>Room number</b>	<b>Room description</b>	<b>Programme key</b>
1.2.1	Office	5 1 1
1.2.2	Office	5 1 1
1.2.3	Office	5 1 1
1.3	Hall way	5 1 1
1.05	Toilet	5 5 5
1.07	Toilet	5 5 5
1.10	Office	5 1 1
1.10.1	Office	5 1 1
1.10.2	Office	5 1 1
1.10.5	Office	5 1 1
1.11	Cleaning room	---
1.13	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	Toilet	5 5 5
1.22	Hall way	5 1 1
1.23	Kopi	5 1 1



1.24	Office	5 1 1
1.25	Kitchen	5 5 5
1.27	Hall Way	5 1 1
1.27.a	Toilet	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 3 3
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	Toilet	5 5 5
1.39b	Toilet	5 5 5
1.40	Office	5 1 1
1.41	Office	5 1 1

**KN6 - Second floor**

<b>Room number</b>	<b>Room description</b>	<b>Programme key</b>
2.2	Office	5 1 1
2.3	Hall way	5 1 1
2.4	Toilet	5 5 5
2.5	Office	5 1 1
2.6	Kitchen	5 5 5
2.7	Toilet	5 5 5
2.8	Office	5 1 1
2.9	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
2.11	Cleaning room	---
2.13	Hall way	5 1 1
2.14	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 1 1



<b>Room number</b>	<b>Room description</b>	<b>Programme key</b>
2.22.a	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
2.27	Hall way	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
2.31.0	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
2.32	Office	5 1 1
2.33	Kitchen	5 5 5
2.34	Copy room	5 1 1
2.37	Toilet	5 5 5
2.38	Toilet	5 5 5





Room number	Room description	Programme key
2.40	Office	5 1 1
2.41	Office	5 1 1

**KN6 - Third floor**

Room number	Room description	Programme key
3.2.1	Office	5 1 1
3.2.2	Office	5 1 1
3.3	Hall way	5 1 1
3.4	Toilet	5 5 5
3.6	Kitchen	5 5 5
3.7	Toilet	5 5 5
3.8.1	Office	5 1 1
3.8.2	Office	5 1 1
3.9	Server room	Floor 1 x quarter
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



<b>Room number</b>	<b>Room description</b>	<b>Programme key</b>
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
3.25.a	Toilet	5 5 5
3.25.b	Kitchen	5 5 5
3.26	Office	5 1 1
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	Meeting room	5 3 3
3.31.9	Office	5 1 1
3.32	Office	5 1 1
3.39	Hall way	5 1 1
3.39.a	Toilet	5 5 5



Room number	Room description	Programme key
3.39.b	Toilet	5 5 5
3.40	Office	5 1 1
3.41	Office	5 1 1
3.42	Office	5 1 1

**KN6 – fourth floor**

Room number	Room description	Programme key
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
4.06a	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	Hall way	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



Room number	Room description	Programme key
4.17	Office	5 1 1
4.18	Office	5 1 1
4.19	Office	5 1 1
4.20	Office	5 1 1
4.21.1	Office	5 1 1
4.21.2	Office	5 1 1
4.22	Hall way	5 1 1
4.22.1	Meeting room	5 3 3
4.23	Toilet	5 5 5
4.24	Kitchen	5 5 5
4.25	Toilet	5 5 5
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



Room number	Room description	Programme key
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
4.41.a	Toilet	5 5 5

### K8 - Basement

Room number	Room description	Programme key
8.00.1	Storage	Floor 1 x quarter
8.00.2	Storage	Floor 1 x quarter
8.00.3	Hall Way	5 1 1
8.00.4	Shower	5 5 5
8.00.5	Shower	5 5 5
8.00.6	Shower	5 5 5
8.00.7	Shower	5 5 5
8.00.8	Fitness room	5 5 5
8.00.9	Fitness room	5 5 5
8.00.10	Changing room	5 5 5
8.00.11	Toilet	5 5 5
8.00.12	Shower	5 5 5
8.00.12	Shower	5 5 5
8.00.13	Changing room	5 5 5
8.00.14	Toilet	5 5 5



Room number	Room description	Programme key
8.00.15	Shower	5 5 5
8.00.16	Shower	5 5 5

### K8 – Ground floor

Room number	Room description	Programme key
8.0.1	Creative space	5 5 5
8.0.2	Entrance	5 5 5
8.0.3	Hall way	5 1 1
8.0.3.a	Toilet	5 5 5
8.0.3.b	Toilet	5 5 5
8.0.3.c	Toilet	5 5 5
8.0.4	Kitchen	5 5 5
8.0.6	Meeting room	5 3 3

### K8 – First floor

Room number	Room description	Programme key
8.1.1	Auditorium	5 3 3
8.1.2.a	Rest room	5 1 1
8.1.2	Office	5 1 1
8.1.3	Office	5 1 1
8.1.4	Office	5 1 1
8.1.6	Office	5 1 1
8.1.8	Hall way	5 1 1



Room number	Room description	Programme key
8.1.8.a	Toilet	5 5 5
8.1.8.b	Toilet	5 5 5
8.1.8.c	Toilet	5 5 5
8.1.8.d	Toilet	5 5 5
8.1.0	Cleaning room	-----
8.1.10	Office	5 1 1
8.1.11	Office	5 1 1
8.1.12	Office	5 1 1
8.1.13	Meeting room	5 3 3
8.1.14	Office	5 1 1
8.1.15	Switches/Network	Floor 1 x Quarter
8.1.16	Kitchen	5 5 5
8.1.17	Office	5 1 1
8.1.18	Office	5 1 1
8.1.19	Office	5 1 1
8.1.19	Office	5 1 1
8.1.20	Office	5 1 1
8.1.21	Office	5 1 1
8.1.22.a	Toilet	5 5 5
8.1.22	Recording studio	5 1 1
8.1.23	Office	5 1 1
8.1.24	Office	5 1 1
8.1.25	Office	5 1 1
8.1.26	Office	5 1 1



Room number	Room description	Programme key
8.1.27	Hall way	5 1 1
8.1.28	Office	5 1 1
8.1.29	Copy room	5 1 1
8.1.30	Office	5 1 1
8.1.31	Hall Way	5 1 1
8.1.31.a	Toilet	5 5 5
8.1.31.b	Toilet	5 5 5
8.1.32	Hall way	5 1 1

**K8 – Second floor**

Room number	Room description	Programme key
8.2.0	Cleaning room	-----
8.2.10	Office	5 1 1
8.2.11	Office	5 1 1
8.2.12	Office	5 1 1
8.2.13	Meeting room	5 3 3
8.2.14	Office	5 1 1
8.2.15	Switches/Network	Floor 1 x Quarter
8.2.16	Kitchen	5 5 5
8.2.17	Office	5 1 1
8.2.18	Office	5 1 1
8.2.19	Office	5 1 1
8.2.20	Office	5 1 1
8.2.21	Office	5 1 1





<b>Room number</b>	<b>Room description</b>	<b>Programme key</b>
8.2.22	Office	5 1 1
8.2.23	Office	5 1 1
8.2.24	Office	5 1 1
8.2.25	Office	5 1 1
8.2.26	Office	5 1 1
8.2.27	Hall way	5 1 1
8.2.27.a	Toilet	5 5 5
8.2.28	Office	5 1 1
8.2.30	Meeting room	5 3 3
8.2.31	Hall way	5 1 1
8.2.31.a	Toilet	5 5 5
8.2.31.b	Toilet	5 5 5
8.2.32	Hall way	5 1 1
8.2.32.a	Toilet	5 5 5
8.2.33	Kitchen	5 5 5
8.2.34	Copy room	5 1 1

