

Daily tasks

1. Kitchen area (2 units)

- The countertops are cleaned, washed, the surface shines
- Garbage is taken out, regardless of how full it is
- The floor is washed
- Outwardly, everything is structured and organized
- The external surfaces of the offices are wiped
- The sink is washed
- Kitchen towels on site
- Liquid soap refilled (if necessary)
- Private bedside tables are not opened
- The microwave is rubbed inside and out
- The coffee maker is cleaned inside and out

2. Bathrooms (2 units)

- Toilets are cleaned and disinfected
- Mirrors are wiped from fingerprints
- The floor is washed
- Packages have been replaced
- Paper, soap, towels are replenished

3. Open Space / Working areas

- Garbage has been removed from each tank
- **Spot cleaning** floors and tables

4. Reception and corridors

- All surfaces (tables, counters, reception) are wiped
- The door handles are cleaned
- Trash cans are empty
- The floor is washed

5. Stairs and railings

- **Spot cleaning** - Glass railings and all glass areas are cleaned as they become dirty (visible handprints)

Front desk (de vikga, bosses' offices)

Spot cleaning everywhere

Weekly tasks (division by day)

Monday

- Elevator: doors (outside and inside), walls, mirror and floor cleaned
- Reception area: the floor is cleaned, the handles of lockers and drawers are wiped
- In general, we wash the coffee maker and the microwave

Tuesday

- The stairs are vacuumed
- Open Space zone 1 (first part):
 - Work surfaces, tables and racks are wiped
 - Chairs and armrests are worn
 - The floor is vacuumed or washed
 - The surfaces are wiped from dust

Wednesday

- Open Space zone 2 (second part):
 - Work surfaces, tables and racks are wiped
 - Chairs and armrests are worn
 - The floor is vacuumed or washed
 - The surfaces are wiped from dust
- Mirrors in all zones are polished

Thursday

- Open Space zone 3 (third part):
 - Work surfaces, tables and racks are wiped
 - Chairs and armrests are worn
 - The floor is vacuumed or washed
 - The surfaces are wiped from dust
- All surfaces in all offices are dusted
- Decorative areas and open shelves are cleaned of dust

Friday

- Conference hall: all surfaces cleaned, trash removed
- Windowsills are wiped with a disinfectant
- Carpets are shaken out or cleaned

Monthly / Quarterly tasks

- glass surfaces, seals, window sills) — every 3 months or more often if necessary
- Full washing of the refrigerator - every quarter
- Frames of posters and decorative elements (including glass) are cleaned - monthly

1. Complete washing of the microwave (1st Tuesday of the month)
2. Glass surfaces part 1 (2nd Tuesday of the month)
3. Glass surfaces part 2 (3rd Tuesday of the month)
4. Glass surfaces part 3 (4th Tuesday of the month)
5. Glass surfaces part 4 (4th Tuesday of the month)
6. Washing of garbage cans (5th Tuesday of the month)
7. Frames of posters and decorative elements are cleaned (9th Tuesday of the month)
8. Full washing of the refrigerator (10th Tuesday of the month)