

General list of ordinary services

Following is a list for each area specifying the daily minimum tasks to be carried out, together with their related periodicity:

AREAS CONCERNED: *ENTRYWAYS, CORRIDORS, SEMINAR/CONFERENCE ROOMS, TRAINING ROOMS, MEETING ROOMS, MEDICAL ROOMS, GYM, RESTAURANT/CAFE' AREAS, SELF-SERVICE, RESEARCHERS' BAR*

MINIMUM INTERVENTION	FREQUENCY
Mopping of all floors with stone, rubber, or parquet surfaces.	DAILY
Sweeping and vacuuming with appropriate equipment of carpeted floors and/or any rugs/mats, taking all necessary precautions.	
Emptying and cleaning of ashtrays including sand sieving and refilling and emptying of waste containers (paper bins and others)	
Emptying of containers for separated waste collection (paper, undifferentiated, or multi-material of glass, plastic, cans, batteries and bottle caps), including those reserved to the food areas and researchers' bar, and delivering of what collected to the appropriate zones or to the public collection areas within the surrounding areas, in compliance with Municipal Regulations currently in force concerning separated waste collection.	
Cleaning and washing with specific products of magnetic whiteboards located in meeting, seminar, and conference rooms.	
Removal of fingerprints and any kind of stains on entrance glass doors.	
Cleaning and washing with specific products of the internal stairs and relevant handrails	
Cleaning and washing with specific products of tables and chairs (including legs) located in canteen areas and external catering areas	
Floor cleaning of dining and café areas, self-service, researchers' bar, cafeteria and nursery lunch room, with specific products and methods that allow for an appropriately clean washing solution.	
Brushing and cleaning with suitable equipment of the carpets located at the various entrances of the EUI buildings.	
Removing cobwebs from the walls and ceilings of rooms, porches, cloisters, etc.	
Washing of all floors with stone, rubber and parquet surfaces with specific products and methods that allow for an appropriately clean washing solution.	THRICE WEEKLY (MON/WED/FRI)
Cleaning and disinfecting of lifts and elevators with a damp cloth and suitable products.	THRICE WEEKLY (MON/WED/FRI)

AREAS CONCERNED: FORECOURT AREAS OF THE ENTRYWAYS, STAIRS AND RAMPS FOR BUILDING ACCESS, INTERNAL FOOTPATHS, LOGGIA, CHIOSTRO, EXTERNAL AREAS, EXTERNAL AREAS BEING RESTORED, CAR PARKS.

MINIMUM INTERVENTION	FREQUENCY
Mopping of all pavements with stone	DAILY
Sweeping and cleaning of areas located in front of the entrance to the various buildings.	
Emptying and cleaning of ashtrays including sand-sieving and emptying of waste containers (paper bins and others) including outdoor areas and gardens, replacing bin liners (to be substituted in any case at least once a week).	
Control of paved, dirt and/or gravel areas, pedestrian paths, stairs, ramps, footpaths in all EUI premises including the removal of any paper, bottles, cigarette butts and any other visible garbage in the areas around the routes.	
Emptying of containers for separated waste collection (paper, undifferentiated, or multi-material of glass, plastic, cans, batteries and bottle caps), including those reserved to the food areas and researchers' bar, and delivering what collected to the appropriate zones or to the public collection areas within the surrounding areas, in compliance with Municipal Regulations currently in force concerning separated waste collection.	
Removing cobwebs from the walls and ceilings of the rooms, porches, cloisters, etc.	
General management of paved, dirt and/or gravel areas, pedestrian paths, stairs, ramps, footpaths, parking areas, including any drainage grates or manholes, involving the removal of debris, leaves, paper, bottles, cigarette butts and any other accumulates, along with the emptying of bins and ashtrays with any necessary plastic liner replacements.	WEEKLY

AREAS CONCERNED: CRECHE

MINIMUM INTERVENTION	FREQUENCY
Mopping of all pavements with stone, rubber or parquet surfaces	DAILY
Elimination of fingerprints on the glasses.	
Cleaning and washing with specific products of the tables and chairs in the canteen rooms of the nursery Timetable of execution: : 1 pm - 2pm	
Wet dusting at operator height of furnishings and accessories: desks, chairs, tables, wardrobes, bookcases, shelving, drawers.	TWICE WEEKLY (TUES/THURS)
Removing cobwebs from the walls and ceilings of the rooms, porches, cloisters, etc.	DAILY

AREAS CONCERNED: OFFICES – AREAS EQUIVALENT TO OFFICE AREAS – INTERNAL DEPOSIT ROOMS FOR LIBRARY BOOK STORAGE

MINIMUM INTERVENTION	FREQUENCY
Emptying and cleaning of ashtrays and paper bins, with any eventual replacement of bin liners (to be substituted in any case at least once a week).	DAILY
Removing cobwebs from the walls and ceilings of rooms, porches, cloisters, etc.	
Sweeping and washing of all pavements with stone, rubber or parquet surfaces.	TWICE WEEKLY (TUES/THURS)
Sweeping and vacuuming with appropriate equipment of carpeted floors and/or any rugs/mats, taking all necessary precautions.	
Wet dusting at operator height of furnishings and accessories: desks, chairs, tables, table lamps, wardrobes, bookcases, filing cabinets, shelving, drawers, etc.	

AREAS INVOLVED: RESEARCHERS' BAR (*Bar Fiasco*)

MINIMUM INTERVENTION	FREQUENCY
Mopping of all pavements with stone, rubber or parquet surfaces	DAILY
Wet dusting with specific products of the bench, back bench, tables and chairs, household appliances and various furnishings, located in the bar.	
Removing cobwebs from the walls and ceilings of the rooms, porches, cloisters, etc.	
Wet dusting at operator height of furnishings and accessories	TWICE WEEKLY (TUES/THURS)
Thorough washing of all furniture, floors and machinery of the bar and the surrounding areas with specific products.	WEEKLY (Saturday morning)

AREAS CONCERNED: RESTROOMS – GYM – CHANGE ROOMS – SPORTING FIELD

MINIMUM DAILY INTERVENTION FOR GENERIC HYGIENE SERVICE AREAS	FREQUENCY
Sweeping, washing and disinfecting of floors.	TWICE DAILY
Washing and disinfecting of sanitary areas, cleaning of sinks and mirrors.	
Check and, if necessary, supply and refill of hygiene and sanitary products: cloth towels, tissue toilet seat covers, hand-wash soap, toilet paper, feminine sanitary bags, toilet disinfectant, air freshener (if present).	
Emptying of waste bins with replacement of bin liners and disposal of waste in the appropriate containers located at the points of collection in compliance with Municipal Regulations currently in force concerning waste collection.	
Removing cobwebs from the walls and ceilings of the rooms, porches, cloisters, etc.	DAILY

MINIMUM DAILY INTERVENTION FOR LIBRARY HYGIENE SERVICE AREAS	FREQUENCY
Sweeping, washing and disinfecting of floors. In order to reduce the time of non-use, the Company should ensure that the floor is dried quickly	SIX TIMES A DAY
Washing and disinfecting of sanitary areas, cleaning of sinks and mirrors.	
Check and, if necessary, supply and refill of hygiene and sanitary products: cloth towels, tissue toilet, seat covers, hand-wash soap, toilet paper, feminine sanitary bags, toilet disinfectant, air freshener (if present).	
Emptying of waste bins with replacement of bin liners and disposal of waste in the appropriate containers located at the points of collection in compliance with the Municipal Regulations currently in force concerning waste collection.	

INTERVENTION FOR THE GYM, CHANGE ROOMS AND SPORTING FIELD	FREQUENZA
Sweeping, washing and disinfecting of floors.	DAILY
Washing and disinfecting of sanitary areas, cleaning of sinks and mirrors.	
Check and, if necessary, supply and refill of hygiene and sanitary products: cloth towels, tissue toilet, seat covers, hand-wash soap, toilet paper, feminine sanitary bags, toilet disinfectant, air freshener (if present).	
Emptying of waste bins with replacement of bin liners and disposal of waste in the appropriate containers located at the points of collection in compliance with Municipal Regulations currently in force concerning waste collection.	
Removing cobwebs from the walls and ceilings of rooms, porches, cloisters, etc.	

AREAS CONCERNED: *CONSULTATION ROOMS AND LIBRARY RECEPTION COUNTER*

INTERVENTION	FREQUENCY
Emptying and cleaning of ashtrays plus emptying of waste paper bins.	DAILY
Mopping of all floors with stone, rubber or parquet surfaces.	
Sweeping and vacuuming with appropriate equipment of carpeted floors and/or any rugs/mats, taking all necessary precautions.	
Wet dusting at operator height of furnishings and accessories: desks, chairs, tables, telephones, monitors, keyboards, table lamps, wardrobes, bookcases, filing cabinets, shelving, drawers, etc.	
Removing cobwebs from the walls and ceilings of rooms, porches, cloisters, etc.	

General list of periodic services and their related frequency

The following provides a descriptive list of interventions and the relevant frequency of periodic cleaning required

INTERVENTIONS	FREQUENCY
Sweeping and washing of floors of the external library deposits, of the storerooms and technical rooms.	FORTNIGHTLY
Cleaning of the doors, both internally and externally.	FORTNIGHTLY
Workstation: Disinfection with specific products of telephones, wet cleaning with specific product of computer and monitor and cleaning of the chair	EVERY TWO MONTHS
Cleaning and sanitising of fridges and microwaves located in public spaces	MONTHLY
Cleaning and sanitising of public workstation keyboards (working spaces, library, etc)	EVERY TWO MONTHS
Removing cobwebs from the walls and ceilings of rooms, porches, cloisters, etc.	EVERY THREE MONTHS
Thorough cleaning of wall lamps, floor lamps and light fixtures (including decorative).	EVERY THREE MONTHS
Washing of windows and of their related fixtures on the inside and outside, of external shutters, rolling shutters and bins accessible from within as well as those placed at a height so as to require the utilisation of scaffolding, boom lift or platform area.	EVERY FOUR MONTHS
Washing with mono-brush and re-treatment with specific products which are protective, non-slip and polishing of all internal and external surfaces in terracotta, stone or any other stone-like material (including stairs).	EVERY FOUR MONTHS
Thorough washing and disinfecting of floors, carpets, textiles, rugs, mats and runners (guides).	EVERY FOUR MONTHS
Thorough washing and treatment with specific products which are protective, polishing and non-slip of all flooring in parquet, rubber and PVC.	EVERY FOUR MONTHS