

**Permanent Mission of India**  
**7-9 rue du Valais, Geneva -1202**

30.01.2020

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SCHEDULE OF CONDITIONS

RECEPTION, WAITING ROOM, OFFICES AND SIMILAR CONFERENCE ROOMS, LOUNGES,  
OFFICE OF AMBASSADOR, OFFICE OF THE SECRETARY, CORRIDORS

**Five Times a Week**

- Empty of dustbins and change the plastic bags
- Empty paper's destroyers and evacuate papers in special containers
- Empty ashtrays and wipe them with a humid rag
- Collect the dishes
- Vacuum cleaning and wet Sweeping on Parquet's floors
- Rough dusting of furniture
- Doors (especially code numbers) details dusting

**Three times a week**

- Remove finger prints on the doors and cupboards
- Remove finger prints on the automatic front door and on the glassed counter
- Remove finger prints on glassed above grounds and clean the electric switches
- Wipe the dust off the telephones and the computers
- Dusting (wet cloth) of desks and furniture free of any documents

**Once a week**

- Vacuum the seats
- Wipe the dust off the windows Panes
- Wipe the dust off the feet of tables, chairs and office
- Wipe the dust off the doors frame
- Wipe the dust off the moldings and the visible plinths
- Wipe the dust off the aeration's grid
- Remove the spiders 's web
- Water plants (as and when required including weeding and removal of dead leaves)

**Once a month**

- ° Wipe the dust-off furniture up to 1m80 cm off the ground

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Kitchen

**Five times a week**

- Empty clean the dustbins and change the plastic bags
- Empty ashtrays and wipe them with a humid rag
- Wash the dishes (dishwasher) and ordering of this one in cupboard
- Clean the microwave and the coffee machine
- Clean the Works surface
- Complete cleaning of the furniture and of the domestic appliances, outside faces
- Clean the electric switches
- Vacuum cleaning and wash floor with a cleaning agent

**Once a week**

- Change, wash and iron 12 clothes (supplies provided by the customer)
- Wipe the dust of the plinths
- Control and clean the aeration's grid
- Remove the Spiders' webs
- Clean the cupboards

**Once a month**

Clean inside the fridge

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SCHEDULE OF CONDITIONS  
SANITARY PREMISES

Five times a week

- Empty the dustbins and change the plastic bags
- Clean the sanitary facilities such as the bowls, we seats, sinks, mirrors and shelves with a disinfectant
- Wipe the tiles
- Dry the chromes of the plumbing fixtures
- Remove the finger prints on the doors and the door knobs
- Clean the electric switches
- Clean the floor with a disinfectant
- Filling of soaps, Paper towels and toilet paper (supplies provided by Arbosa SA)

Once a week

- Descale bowls and urinals
- Wipe the dust of the plintsh
- Control and clean the aeration's grid Remove the spiders' webs

6 times a year

- Wash the wall's tiles

Remarks

- The supplies are envisaged a 70 persons team

Sanitary consumable

- Toilets paper high quality
- Wash hands and support wall
- Hand toilet paper
- Deodorizing toilet-fix in the wall (12 units)
- 3 hygienic bins for ladies Ref Initial