

SCOPE OF WORK FOR THE CLEANING CONTRACT OF SENTECH ERMELO OFFICE.

1. Supply and delivery for cleaning services are as follows:

1.1. Cleaning of the following spaces in the OC operations center .

- a. 1 boardrooms.
- b. 1 kitchens
- c. 3 toilets
- d. 4 offices
- e. 1 entrance areas
- f. Stairs
- g. 2 Workshops
- h. Reception area

1.2. Total space of 530 square meter.

1.3. Important.

- i. Sentech does not provide cleaning materials and equipments for the service provider.
- ii. Cleaning should be done from **Mondays to Fridays from 7h30 until 15h00.**
- iii. Cleaning include sweeping, washing, vacuuming, and polishing floors.
- iv. Carpeted offices need to be vacuumed and must be washed when necessary.
- v. Bins must be emptied at all times and washed when necessary.
- vi. All surfaces, including windowsills, must be dusted and polished (if suitable)
- vii. Kitchen upkeeping include washing of dishes.