

Conference room

Elements to be processed	Type of service	Services	Frequency
Waste	Empty, clean and control	Trash cans	Twice a week
		Ecopoint	Never
		Non infectious bio-medical waste (striped bag)	Never
		Paper	Twice a week
		Collection of the visible waste	Never
Furnitures	Wet dusting	Workbench	Once a week
		Tables, desks	Once a week
		Chairs, seats	Once a week
		Furniture bases	Every 3 month
		Line up the furniture	Once a week
		Cabinet shelves	Never
		Changing rooms cabinets above/underneath/sides	Never
Top of the furnitures (> 1.8m)	Never		
Doors, walls and partitions	Wet dusting	Doors and frames	Every 3 month
		Window shelves	Every 3 month
		Radiators	Never
		Remove the webs (walls and ceiling)	Never
	Digital traces removal	Doors and frames	Once a week
Report a malfunction	Lightning	Once a week	
Sanitary			
Kitchen and Cafeteria			
Floors	Hard and soft floors	Vacuum cleaning	Once a week
		Manual washing	Once a week
		Vaccum cleaning	Once a week
		Removing the stains	On demand