Annex 9 – Figures and Quantities

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## Preliminary remarks

All stated figures were estimated [as](http://dict.leo.org/ende/index_de.html#/search=as&searchLoc=0&resultOrder=basic&multiwordShowSingle=on) [accurately](http://dict.leo.org/ende/index_de.html#/search=accurately&searchLoc=0&resultOrder=basic&multiwordShowSingle=on) [as](http://dict.leo.org/ende/index_de.html#/search=as&searchLoc=0&resultOrder=basic&multiwordShowSingle=on) [possible](http://dict.leo.org/ende/index_de.html#/search=possible&searchLoc=0&resultOrder=basic&multiwordShowSingle=on). Nevertheless, a deviation of ± 5% must be accepted by the Service Provider and taken into account in the Service Provider’s calculations. If deviations of more than ±5% are identified in daily business mode prices will be adjusted by mutual agreement between the ESM and the Service Provider and based on the prices set out in the Financial Response Template.

The ESM is entitled at any time during the duration of the contract to require changes of the Services in terms of quality and/or quantity. The Service Provider is obliged to comply with such change requests of the ESM unless such change request is unreasonable and the Service Provider is not able at all to comply with such change request, which has to be evidenced by the Service Provider to the ESM in writing.

In case of such request for changes of the quality and/or quantity of Services a coordination meeting will be set up one (1) week before such changes will take effect by the ESM to agree upon the details of the adjustment of quality, quantity and any possible increase or decrease – as the case may be – of the related costs.

## Regular cleaning

* Regular cleaning of the building, to include all usable space, like terrace, and all the furniture and furnishings therein

|  |  |  |  |
| --- | --- | --- | --- |
| **Regular cleaning** |  | **Total space** |  |
| **Room category** |  | **Size in m2** | **Type** |
| Office rooms |  | 2,659 | Textile floors and carpets |
| Meeting and conference rooms |  | 1,425 | Textile floors and carpets |
| Sanitary rooms |  | 393 | Floor tiles in washrooms |
| Kitchenettes, canteen, kitchen rooms, lounge and break rooms, changing room |  | 616 | Hard compounds- wood |
| Elevators (pcs) |  | (6) |  |
| Floor ways, entrance lobby |  | 1,621 | Hard compounds- ceramic |
| Archives and storage rooms |  | 483 | Hard compounds- wood |
| Nursery room |  | 10 |  |
| Terrace |  | 100 | Hard compounds - stone |
| Fitness area, bike storage |  | 355 | Hard compounds – linoleum or equivalent |
| **TOTAL** |  | **7,662** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Regular cleaning staircases** |  | **Total space** |  |
| **Room category** |  | **Size in m2** | **Type** |
| Stairways |  | 122 | Hard compounds- Stone (fine/neutral) |
| -1 level corridor (private circulation) |  | 89 | Hard compounds- PVC |
| Staircase C (private circulation) -2 |  | 37 | Hard compounds- Stone (fine/neutral) |
| Staircase C (private circulation) -1 |  | 37 | Hard compounds- Stone (fine/neutral) |
| Staircase C (private circulation) GF |  | 34 | Hard compounds- Stone (fine/neutral) |
| Staircase C (private circulation) +1 |  | 28 | Hard compounds- Stone (fine/neutral) |
| Staircase C (private circulation) +2 |  | 27 | Hard compounds- Stone (fine/neutral) |
| Staircase A (private circulation) -2 |  | 66 | Hard compounds- Stone (fine/neutral) |
| Staircase A (private circulation) +1 |  | 83 | Hard compounds- Stone (fine/neutral) |
| Staircase A (private circulation) +2 |  | 67 | Hard compounds- Stone (fine/neutral) |
| Staircase A (private circulation) -1 |  | 67 | Hard compounds- Stone (fine/neutral) |
| Main entrance (private circulation) GF |  | 26 | Hard compounds- Stone (fine/neutral) |
| Staircase B (side entrance private circulation) +2 |  | 62 | Hard compounds- Stone (fine/neutral) |
| Staircase B (side entrance private circulation) +1 |  | 62 | Hard compounds- Stone (fine/neutral) |
| Staircase B (side entrance private circulation) GF |  | 74 | Hard compounds- PVC |
| Staircase D |  | 8 | Hard compounds- Stone (fine/neutral) |
| Staircase E (private circulation) -1 |  | 36 | Hard compounds- Stone (fine/neutral) |
| Staircase E |  | 12 | Hard compounds- Stone (fine/neutral) |
| **TOTAL** |  | **937** |  |

***Remark:***  *All sanitary rooms (toilets, showers) are tiled from floor-to-ceiling.*

## Interior windows and glass cleaning

|  |  |  |
| --- | --- | --- |
| **Interior windows and glass cleaning** |  | **Total space** |
| **Category** |  | **Size in m2** |
| Windows and separation walls (two-sided) |  | 4,302 |
|  |
| **TOTAL** |  | **4,302** |

***Remark:***

*The indicated square meters for the calculation are the cleaning surfaces (not glass sqm). Example: A 2 sqm glass door has a cleaning surface of 4 sqm (2 inside, 2 outside)!*

## Doormat cleaning

This Service includes the provision of standard (0,84m x 1,43m) and big (1,15m x 2,39m) doormats.

|  |  |  |  |
| --- | --- | --- | --- |
| **Doormat cleaning** |  | **Total quantity** |  |
| **Category** |  | **Quantity** | **Size** |
| Interlock garage |  | 1 | 1 x standard |
| Main entrance ground floor |  | 2 | 1 x standard, 1 big |
| Entrance elevator (1st and 2nd floor) |  | 2 | 2 x standard |
| Entrance elevator (-1 level) |  | 1 | 1 x standard |
| Delivery gate (-1 level) |  | 1 | 1 x standard |
| Additional doormats for levels GF, +1, +2 |  | 5 | 5 x big |
| **TOTAL** |  | **12** |  |

## Deep cleaning

|  |  |  |
| --- | --- | --- |
| **Deep cleaning** |  | **Total space** |
| **Category** |  | **Size in m2** |
| Hard compounds- ceramic |  | 329 |
| Hard compounds- wood |  | 729 |
| Hard compounds- PVC |  | 795 |
| Hard compounds- stone (fine/natural) |  | 1,111 |
| Textile floors and carpets |  | 5,250 |
| Elevators (pcs) |  | (6) |
| Floor tiles in washrooms |  | 183 |
| **TOTAL** |  | **8,397** |

## Laundry services

The quantities for Laundry Services are defined as follows:

* 4 kitchenettes with tea towels (approx. 20 per day/100 per week/400 per month);
* 8 showers with (terry) towels (total of 1000 pieces per month);
* 1 nursery room with bedclothes (pillowcases, sheets, case, etc.) – (total of 100 pieces per month);

***Remark:***

*A terry towel must have a quality of ≥ 500 g/m² and a size of 80cm x 150cm.*