

Annex E – Cleaning Schedule

Dutch Embassy **Updated 2026-04-10**
Work address: Götgatan 16A Stockholm

Office space	2 times/week (<i>Tue and Thu</i>) Once/week (<i>Thursday</i>) Once a month (<i>last week of the month</i>)	Emptying trash cans Remove disturbing debris Mop/damp mop/vacuuming floors. Wipe/ remove stains from tables, chairs, lamps, Dust-free horizontal furniture surfaces and window sills. De-stain doors, door handles and light switches. Dust-dry paintings and wall decorations Clean door and window frames
Kitchen/kitchenette	5 times/week Once/week (<i>Monday</i>) Once a month (<i>last week of the month</i>)	Empty trash, Clean the sink, sink and worktop Clean the microwave Mop/damp mop/vacuum clean floors. Remove stains from doors, door handles, switches and cabinet doors Loading and unloading the dishwasher Dust-free horizontal furniture surfaces and window sills. Dust-dry paintings and wall decorations Clean door and window frames
Conference room/conference hall/MPR	1 time/week (<i>Wednesday</i>) 1 time/month (<i>last week of the month</i>)	Empty the trash and recycling bin Mop/damp mop/vacuuming floors . Dust-free horizontal furniture surfaces and window sills. Remove stains from doors, mirrors, door handles and light switches. Dust-dry paintings and wall decorations Clean door and window frames Remove stains from wall surfaces.
Toilet,	5 times/week	Empty trash cans. Damp mop floor Clean sanitary units and adjacent wall surfaces. Refill consumables. Wipe down mirrors, cabinets and lampshades. De-stain doors, door handles and light switches.
Corridor	5 times/week Once/week (<i>Monday</i>) Once a month (<i>last week of the month</i>)	Removing stains from glass walls/glass doors Mop/damp mop/vacuum clean floors Remove stains from doors and door handles Wipe window sills Dust-dry paintings and wall decorations Window cleaning glass sections
Stairs	2 times/week (<i>Mon, Wed</i>)	Wipe down stair railings Remove stains from doors and door handles Sweep and mop floors
Reception/waiting room	5 times/week 2 times/week (<i>Mon, Thu</i>)	Stain removal from glass doors and glass walls Emptying trash cans Remove disturbing debris

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		Mop/damp mop/vacuuming floors. (More often if needed)
Shower	Once/week <i>(Friday)</i>	Wet mop floors Wipe down sinks and walls
	Once a month	Cleaning doors and frames Clean the floor drain
Innovation House – Lunch room	5 times/week	Empty trash cans. Wipe down the dining table
	Once/week <i>(Monday)</i>	Wipe down free horizontal furniture surfaces and window sills Mop/damp mop/vacuum clean floors De-stain doors, door handles and switches
	Once a month <i>(last week of the month)</i>	Dust-dry paintings and wall decorations Clean door and window frames
Innovation House - Kitchen	5 times/week	Empty trash, Clean the sink, sink and worktop Clean the microwave Mop/damp mop/vacuuming floors. Remove stains from doors, door handles, switches and cabinet doors Loading and unloading the dishwasher
	Once/week <i>(Monday)</i>	Dust-free horizontal furniture surfaces and window sills.
	Once a month <i>(last week of the month)</i>	Dust-dry paintings and wall decorations Clean door and window frames
Innovation House - office	1 time/week <i>(Thursday)</i>	Toilet cleaning Emptying trash cans Mop/damp mop/vacuum clean floors Dust-free horizontal surfaces De-stain doors, door handles and switches