

# Cleaning Plan – Goethe-Institut

**Cleaning days:** Tuesday and Thursday before 8 am.  
Approximately 2,5 hours per time - a total of 5 hours a week

## Entrance hall (outside in the staircase)

- Clean and polishing of bronze nameplates, when necessary.
- Remove of stains on the entrance door and frame.

## Open-plan office landscape

- Wipe off desks and tables with a damp cloth and removal of stains on available surfaces.
- Dust windowsills and wiring boxes – min once a week.
- Remove stains from the windows, doors, and glass surfaces.
- Wipe cabinets and shelves on available surfaces – min once a week.
- Clean panels as needed – min once a week.
- Remove the rubbish from the trashcans – avoid changing the plastic bag.
- Vacuum the padded furniture including office chairs– min once a week.
- Vacuum the floor every time.
- Wipe the chair and table legs once a month.

## Copy Room

- Remove stains and black fingers from the doors and glass surfaces.
- Clean panels – min once a week.
- Remove the rubbish from the trashcans and replacing of the plastic bag.
- Vacuum the hard floor every time and wet washing once a week.
- Dust off copy and other office machines.

## Hallway

- Remove stains from the windows, doors, and glass surfaces.
- Clean the panels – min once a week.
- Vacuum the floor every time.
- Wipe the chair and table legs once a month.

## Toilets

- Polish all mirrors.
- Vacuum and wet wash of the hard floors.
- Wet clean the washbasins, including tiles, the drain, and walls around them. Descale if needed.
- Clean the toilets both inside & outside including tiles and walls around them. Descale if needed.
- Disinfect and clean the toilet brush at least once a month.
- Disinfect the toilet seat.
- Remove stains from the doors and glass surfaces.
- Dust the paper holders, lamps, cabinets, and pipe drainage as needed – min once a week.
- Remove the rubbish from the trashcans and replacing of the plastic bag.

## Kitchen

- Remove stains from the windows, doors, and glass surfaces.
- Wipe cabinet doors incl. the refrigerator and dishwasher doors (outside).
- Vacuum and wet wash the hard floors.
- Wipe the kitchen backdrop.
- Clean the kitchen sink including the drain.
- Wipe the kitchen tables and chairs with a damp cloth and removal of stains.

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- Clean the refrigerator once a month (inside).
- Remove the rubbish from the trashcans and replacing of the plastic bag.

### Offices (2)

- Wipe off desks and tables with a damp cloth and removal of stains on available surfaces.
- Dust windowsills and wiring boxes – min once a week.
- Remove stains from the windows, doors, and glass surfaces.
- Wipe cabinets and shelves on available surfaces – min once a week.
- Clean panels as needed – min once a week.
- Remove the rubbish from the trashcans – avoid changing the plastic bag.
- Vacuum the padded furniture including office chairs– min once a week.
- Vacuum every time.
- Wipe the chair and table legs once a month.

### Meeting rooms (mini, small, and big)

- Wipe chairs and tables with a damp cloth and removal of stains on available surfaces.
- Dust windowsills and wiring boxes – min once a week.
- Remove stains from the windows, doors, and glass surfaces.
- Wipe cabinets and shelves on available surfaces – min once a week.
- Clean panels as needed – min once a week.
- Remove the rubbish from the trashcans – avoid changing the plastic bag.
- Vacuum every time.
- Wipe the chair and table legs once a month.

### Other

- Wipe picture frames as needed.
- Wipe all window frames once a week, or as required.
- Wipe the radiators and pipes once a month.
- Dust off all shelves and available surfaces once a week at the height. (180 cm.)
- Wipe all lights at a height (180 cm.) once a week.
- Remove stains from the panels, windows, doors, and glass surfaces.

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