

Work Order

of cultural center cleaning service

2023.07.03. Korean Cultural Center in Hungary

1. Task name

- Cleaning service for the Embassy of the Republic of Korea, Cultural Center in Budapest

2. Purpose

- Cleanliness management of the nationalized building of the Korean Cultural Center in Hungary

3. Task outline

- Cleaning staff: at least 3 people
- Working hours: 6 hours per day (basic working hours 06:00 ~ 12:00)
※ Working hours may be adjusted according to the operating hours and circumstances of the client.
- Working days: Monday through Friday, excluding days when the Cultural Center is closed, such as the Hungarian public holidays and the 4 major holidays in Korea
- Details of work: Performed according to the following task content

4. Task content

- Service (cleaning) location: Budapest II. Frankel Leo út 30-34
- Service (cleaning) subject: 6 floors above ground, 3 floors below ground

• Area Calculation Table for Each Floor

Usage	Area (m ²)	Purpose of use
3rd basement floor	1,351.34	Parking lot, sewage pump machine room
2nd basement floor	1,351.34	Parking lot, air conditioner cooler machine room
1st basement floor	851.32	Main machine room, 1 practice room, 2 community rooms, storage, etc.
Ground floor	899.84	Lobby/reception, performance hall (capacity of 100 seats), multi-functioning room(capacity of 100 people), community room, practice room, etc.
1st floor	887.86	Main exhibition room (249m ²), pop-up exhibition room (216m ²), art storage, Kitchen (10 sinks, exhibition room), storage, etc.
2nd floor	876.47	Traditional culture experience area, Hanbok experience room, classroom (accommodating 100 people), storage, etc.
3rd floor	879.41	Classroom (accommodating 150 people), library, children's library, storage, etc.
4th floor	475.30	Director's office, office, kitchen, outdoor terrace, warehouse, etc.
5th floor	384.37	Elevator room, boiler machine room, residence, warehouse, etc.
Total	7,957.25	

• Service (cleaning) Field: Exhibition hall, classroom, office, performance hall, practice room, library, kitchen, traditional culture experience area, hallway, toilet, common area cleaning (garbage collection, washing, separate collection, maintenance, tidying up), matters concerning the overall building, and other matters ordered by the project owner as deemed necessary for administrative staff.

- Floors of buildings (lobbies, corridors, entrances, stairs, floors of various facilities such as offices and performance halls)

- Fixed furnishings and furnishings in the building

- Walls and ceilings of buildings
- Bathroom, water dispenser, lighting equipment, mirror, etc.
- lift
- Various attachments inside and outside the building
- Other facilities deemed necessary by the client

• Service (cleaning) schedule

Division	Location
Daily	<ul style="list-style-type: none"> - B1: Practice room (-1-1) - 0F: Lobby, multi-functioning room, practice Room (0-1) - 2F: Classrooms (201, 202, 203, 204, 206, 210), corridor - 3F: Classroom (301, 302, 309), practice room (3-1), corridor - All floors: Bathroom - 2 elevators
Every other day	<ul style="list-style-type: none"> - 3F: Teachers' office (2 rooms), kitchen - 4F and 5F: Offices, corridor
Weekly	<ul style="list-style-type: none"> - B2 and B3: Corridor in front of the elevator - B1: Corridor in front of the elevator, community room (2 rooms), practice room stairs - 0F: Performance hall, dressing room - 1F: Exhibition hall, kitchen, corridor - 2F: Traditional culture experience area - 3F: Library - 5F: Residence (including bathroom) - Emergency stairs
Monthly	<ul style="list-style-type: none"> - 0F: Entrance window

• Service (cleaning) method

A. Office, lecture room, exhibition hall, etc.

- Complete the morning cleaning according to the cleaning schedule and empty the trash can at an appropriate time so as not to interfere with work.
- Floor cleaning is performed after selecting and obtaining approval for a cleaning method suitable for the floor material.

- Always clean the ceiling and corners to prevent spider.
- Clean fixtures attached to the wall, such as air conditioners and heaters.
- Always maintain gloss on metal and wood and other parts.
- Remove dust from fixtures attached to walls such as amplifiers, pedestals for works in the exhibition area, and various signs (including frames) to keep them clean.

B. Aisles, stairs, elevators, etc.

- Remove dust from various signs or posts and maintain gloss.
- Empty the trash bin and maintain clean.
- Clean doorknobs and surfaces with disinfectant, and in the case of elevators, mirror stains.

C. Bathroom

- After sterilizing and washing the floor, mop it.
- Wash frequently to ensure that there is no water or dirt in the floor.
- For toilets, use sterilizing detergent and neutral detergent inside and outside the toilet, and the floor must be cleaned so that there is no bad smell.
- Wash and maintain the gloss of valves and attachments (washbasins, mirrors, towel racks), etc.
- Empty the trash bin frequently to keep the room clean at all times.
- Toilet paper is always provided with extra toilet paper wherever there is a toilet.

5. Others

- In the event of a malfunction or damage to the facility, it must be immediately reported to the cleaning team leader and facility manager.
- Recyclables, waste, and wastewater generated after cleaning must be treated legally in accordance with relevant regulations.
- If contractor need to purchase consumables such as toilet paper or cleaning agent, purchase them after consulting with the client, submit a receipt, and store inventory in the warehouse on the 2nd floor

- Cleaning tools: Provided by the contractor
- Matters not specified in this work order follow the instructions of the client.
- In the event of a human or material accident to a third party due to the intention or negligence of the contract subject and workers, civil and criminal responsibilities lie with the contract subject, and damage, loss, or damage to the facilities of the client due to the contract subject's negligence in management duties In case of damage, such as restoration to the original state or compensation in kind, etc. shall be held.
- The contractor submits the work report according to the cleaning service.
- The office, electricity and water used by the contractor to perform the service in the building are provided by the client.