



PREMISES POLICY

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This is a translation of Föreningen Ekonomerna's Swedish policy "Lokalpolicy". In case of ambiguity in matters of dispute, the Swedish version shall always apply.

Background and aim

Föreningen Ekonomerna's premises are currently located at Smedjan, house 8C in Kräftriket and consist of the Board room, the ED room, the PwC room, a small conference room, a kitchen, Städet as well as a supplies room and a corridor. This policy document exists in order to regulate how the premises shall be used. The policy regulates booking, cleaning and use of the premises. The policy for access cards regulates who has access to the Association's premises.

Reservation of premises

Booking of Föreningen Ekonomerna's premises can be made through the "Conference Rooms" calendar that is linked to the Association's active email addresses.

The Association's premises may only be booked for association-related work.

Cleaning

All the premises shall be cleaned and left in good order after use.

Cleaning list instructions can be found on the wall of the PwC room, small conference room, the kitchen as well as Städet.

A list of where equipment is kept can be found on the wall of the PwC room and the kitchen.

When Städet has been used for a dinner event or similar, it shall be cleaned by 12.00 of the next day at the latest.