



What does a concierge do? Your personal concierge will assist you in running your errands, from shopping to tending with the dry cleaning, to organizing the maintenance and will take care of emptying the mailbox in your absence. A concierge organizes the weekly provisions, plans events and delivers goods – an all-in-one!! Our service stands for trust and discretion.

Between 0800 - 1700 use the number 044/ 540 64 44 oder via E-Mail: [concierge@specogna-immobilien.ch](mailto:concierge@specogna-immobilien.ch).

These services are already included in the service package:

- **Dry cleaning**

We bring and collect your clothing (Dry clean partner: [cleanothek.ch](http://cleanothek.ch))

- **Repairs**

Where possible we deal with the small repairwork ourselves otherwise we organize an expert according to the situation.

- **Events**

Various events throughout the year are organized for our tenants. Dates of which can be found in our brochure «Treffpunkt Square».

- **Shopping**

We accompany you whilst shopping. Be it in Migros, Coop or the store of your choice.

- **Removal package**

Are you moving in? We will gladly advise you with all aspects around general removal and will book as well as organize the removal company and coordinate the dates of moving.

- **Holiday package**

During your absence, we will ensure that your plants are looked after, empty your mailbox and where desired organize for basic food provisions to be waiting when you open the refrigerator upon return (additional charge).

- **Airport Transfer**

We gladly offer a free shuttle - Service to and from the airport. Notify the concierge in advance.

- **You are new in the city?**

We show you the city Kloten

- **General information**

We regularly inform you about the actual news and events.

- **Subscriptions/reductions**

At the beginning of the year, you receive 4 vouchers at a value of CHF 25.00 redeemable in all Square shops as well as in our SPA.  
Validity: 1 year. At the same time, we present you with a 25% discount on an annual subscription at Activ Fitness (as long as tenant).

- **SPA**

Enquire via the concierge about a SPA subscription.

These services are not in the service including:

	CHF
<b>- Shopping</b>	
Shopping according to your requirements in Kloten, under	CHF 50.00
Shopping according to your requirements in Kloten, over	CHF 50.00
	5.00
	10% increase of value
<b>- Secretarial work, by the hour</b>	38.00
(We keep records of your payments, keep hold of your addresses and ensure that you have a perfect overview of your desktop)	
<b>- Maintenance work, by the hour</b>	38.00
Apartment cleaning	
Window cleaning	
<b>- SPA</b>	80.00
The usage of the SPA for 2 persons for 2 hour, excl. minibar	
Inform yourself about a membership via the concierge	
<b>- Guest apartment (exclusive for Square tenants)</b>	
1 night for 2 persons, excl. minibar, incl. cleaning after stay	140.00/night
From 14 nights for 2 persons, excl. minibar, incl. cleaning after stay	110.00/night
Additional bed per night, max. 2 persons	90.00/night
During a stay of longer than 14 nights, the end cleaning charges will be added	300.00/night
The apartments is cleaned every week and the bed linen as well as towels are changed	

Bulb Requirements (Lighting for the Corporate Flats are included in the rent price):

	CHF
- Bath/Shower	35.00
- Bath/Shower Mirrored Cupboard	15.00
- Corridor/entrance	35.00
- Larder	35.00
- Kitchen worktop lighting/ventilation lighting	10.00
- Oven	10.00