



## EU ECOLABEL USER MANUAL INDOOR CLEANING SERVICES

Commission Decision (EU) 2018/680 of 2 May 2018 establishing EU Ecolabel criteria for indoor cleaning services

### Notification of new cleaning sites

**(To be used by a licence holder of the EU Ecolabel of indoor cleaning services)**

As established in the Commission Decision (EU) 2018/680, after being awarded the EU Ecolabel licence, the applicant shall provide periodically to the competent body a list of the cleaning sites where they provide EU Ecolabel cleaning services, indicating the first and final day of activity for each site.

The period between **notifications of new cleaning sites shall not exceed four months**, unless the applicant has not taken on new contracts.

This template may be used by the applicant to provide such notifications to the competent body.

Applicant information	
Applicant's full company name:	
Company address (full address including road/avenue/street, number, postal code, country, etc.):	
Contact Person:	
Position:	
Phone:	
Fax:	
Email:	
Website:	
VAT number or equivalent if relevant:	
Existing EU Ecolabel license No:	XXXX/YYYY/ZZZZ
In what capacity are you doing the notification? (tick as appropriate)	<input type="checkbox"/> Service provider <input type="checkbox"/> Other _____
Site information	
(Please, provide one section for each cleaning site of the indoor cleaning service)	
Cleaning site 1	
Name of the cleaning site:	
First day of activity:	
Final day of activity (if applicable):	
Address:	
Tel no:	
Fax no:	
E-mail:	
Website:	



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Contact name:	
Does the service comprise the provision of routine professional indoor cleaning services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning services are performed indoors in (please select from the following list):	<input type="checkbox"/> Commercial buildings; <input type="checkbox"/> Institutional buildings; <input type="checkbox"/> Other publically accessible buildings; <input type="checkbox"/> Private residences; <input type="checkbox"/> Others: _____
Does the indoor cleaning service comprise the cleaning of glass surfaces than can be reached without the use of any specialised equipment or machines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the indoor cleaning service comprise disinfection activities or cleaning activities taking place on production sites or activities for which the cleaning products are provided by the client? <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cleaning site 2</b>	
...	

I, the undersigned, hereby declare that all the information provided is true and corresponds to reality.

*(Please tick below if this notification is regarding new(s) cleaning site(s))*

I also declare that the indoor cleaning service provides at the new(s) cleaning site(s) meets all the criteria fulfilled at the time of application for this EU Ecolabel.

Place and date:	Company name/stamp:
Responsible person, phone number and e-mail:	Signature of responsible person:

<sup>1</sup> The indoor cleaning service shall not comprise disinfection activities or cleaning activities taking place on production sites or activities for which the cleaning products are provided by the client.