# 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/YYY/ZZZZZ |
| In what capacity are you doing the notification? (tick as appropriate) | * Service provider * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Site information**  **(Please, provide one section for each cleaning site of the indoor cleaning service)** | |
| **Cleaning site 1** | |
| 1. Name of the cleaning site: |  |
| First day of activity: |  |
| Final day of activity (if applicable): |  |
| 1. Address: |  |
| 1. Tel no: |  |
| 1. Fax no: |  |
| 1. E-mail: |  |
| 1. Website: |  |
| 1. Contact name: |  |
| Does the service comprise the provision of routine professional indoor cleaning services? | Yes  No |
| Cleaning services are performed indoors in (please select from the following list): | Commercial buildings;  Institutional buildings;  Other publically accessible buildings;  Private residences;  Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Does the indoor cleaning service comprise the cleaning of glass surfaces than can be reached without the use of any especialised equipment or machines? | Yes  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?[[1]](#footnote-1) | Yes  No |
| **Cleaning site 2** | |
| … |  |

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: |

1. 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. [↑](#footnote-ref-1)